

# Student Guide – Faculty of Education, Helwan University (2019/2020)

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## **University Administration**

- President: Prof. El Sayed Kandel

## **Faculty Leadership**

- Dean: Prof. Hossam Hamdy
- Vice Dean for Education and Student Affairs: Prof. Wael Ramadan

## **Vision**

- To achieve leadership and excellence in education, research, and community service.

## **Mission**

- Prepare teachers academically, professionally, and culturally.
- Provide distinguished programs to meet the demands of the labor market.
- Develop researchers' skills and community partnerships.

## **Strategic Goals**

- 1. Prepare qualified teachers.
- 2. Restructure programs to fit the job market.
- 3. Increase international student enrollment.
- 4. Enhance scientific research.
- 5. Develop postgraduate programs.
- 6. Expand educational services.
- 7. Improve internal service quality.

## **Academic Programs**

- Licentiate in Arts and Education – Arabic, English, French, German, History, Geography, etc.
- Bachelor of Science and Education – Chemistry, Physics, Biology, Mathematics, etc.
- Bachelor in Educational Technology – IT, Special Needs, etc.

- Bachelor in Technical Education – Woodwork, Metal, Textile, Accounting, etc.
- Primary Education – Arabic, English, Social Studies, Mathematics, Science
- Early Childhood Education

## **Enrollment Requirements**

- Meet national university admission standards.
- Hold a General Secondary Certificate or equivalent.
- Pass personal interview and medical exam.
- Special provisions for language and technical school graduates.

## **Study System**

- 4 academic years, 2 semesters each.
- Arabic as primary instruction language (except for language majors).
- 75% attendance mandatory.
- Includes field training in 3rd and 4th years.

## **Assessment**

- 100 points per course: 25% coursework, 75% final exam.
- Minimum pass: 65%
- Grading: Excellent (85–100%), Very Good (75–84%), Good (65–74%), Pass (50–64%), Weak (35–49%), Very Weak (<35%)
- Honors awarded for consistent high performance without failure.

## **Field Training**

- Microteaching (2nd year), school practicum (3rd & 4th years).
- Graded and added to GPA.

## Student Services

- Youth Welfare: activities, sports, aid programs.
- Student Affairs: registration, ID cards, military status, certificates.

## Library and Labs

- Library: Arabic & foreign resources.
- Labs: Technology, Psychology, Languages, Microteaching.

## Student Union

- Committees: Sports, Families, Culture, Arts, Social, Scouting.

## Disciplinary Regulations

- Includes cheating, absenteeism, vandalism, and unauthorized activities.
- Cheating leads to failure in all subjects for the term.

## Access to Campus

- Located in Ain Helwan – accessible by Cairo Metro.

## 5. Study Programs

### *Undergraduate Degrees*

- **Licentiate in Arts & Education:**  
Arabic, English, French, History, Geography, Psychology, Special Education.
- **Bachelor of Science & Education:**  
Chemistry, Physics, Biology/Geology, Mathematics.

- **Educational Technology:**  
Computer Teaching, Library Sciences, Special Needs Tech.
  - **Technical Education:**  
Architecture, Textiles, Commerce, Metal/Wood Industries.
  - **Primary Education:**  
Classroom Teacher (Arabic, English, Math, Sciences).
  - **Kindergarten Education.**
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## 6. Admission Requirements

- Secondary school certificate or equivalent.
  - Language school graduates eligible for language specializations.
  - Technical education applicants must pass aptitude tests.
  - Medical fitness certification.
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## 7. Study System

- **Duration:** 4 years (2 stages: Years 1–2 and Years 3–4).
  - **Attendance:** 75% minimum (strictly enforced).
  - **Language:** Arabic (except language departments).
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## 8. Evaluation & Exams

- **Grading:**
    - 30% continuous assessment (assignments, quizzes).
    - 70% final exam.
  - **Passing Grade:** 50% minimum.
  - **Honors:** "Excellent" or "Very Good" with no failures.
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## 9. Field Training

- **Year 2:** Micro-teaching (4 hrs/week).
  - **Years 3–4:** School placements (1 day/week + full-week sessions).
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## 10. Student Services

### ***Youth Care Department***

- Financial aid, sports, and cultural activities.

### ***Student Affairs Office***

- Handles admissions, transcripts, and administrative requests.

### ***Library & Labs***

- Resources: Books, journals, and research materials.
- Labs: Psychology, languages, and teaching technology.

### ***Student Union***

- Committees: Sports, Arts, Social Activities, Volunteering.
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## **11. Disciplinary Policies**

### **Violations Include:**

- Exam cheating (automatic failure + disciplinary action).
- Property damage or unauthorized protests.
- Attendance below 75%.

**Penalties:** Suspension or expulsion.

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## **12. Location & Contact**

### **Address:**

Helwan University Main Campus, Ein Helwan.

**Transport:** Accessible via Cairo Metro.

### **Contact:**

Email: [edustudentaffairs.helwan@gmail.com](mailto:edustudentaffairs.helwan@gmail.com)

Phone: [University switchboard number]

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**Prepared by:**

Office of the Vice Dean for Education & Student Affairs  
Helwan University, Egypt

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**Appendices**

- **Appendix A:** Course Codes & Descriptions (Pages 20–23).
  - **Appendix B:** Staff Directory (Pages 31–33).
  - **Appendix C:** Forms & Request Timelines (Pages 28–29).
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**Notes:**

- For updates, visit the faculty website or student affairs office.
- All policies adhere to Helwan University and Supreme Council of Universities regulations.