

**Postgraduate Student Guide**

*Biotechnology Institute For*

*Postgraduate studies and*

*Research*

**Suez Canal University**

## **Dean's Message**

### **Dear Students**

The advancement of nations and the primacy of civilizations is based primarily on science and its Applications for the service and development of society, This requires attention to scientific research, the development of its mechanisms and the development of the skills of its human cadres

The purpose of this guide is to provide you with the basic information you need so that you can make the most of your time at the Institute. The Institute's academic programs have specific objectives and standards tailored to the needs of the labour market and the requirements of society.

I would like to draw your attention to the fact that systematic and serious interaction in the study is the best way to reach your basic goals of developing scientific and practical knowledge and skills that opens up new horizons for innovation, creativity and work after graduation. The basic need for education is to provide the community with graduates capable of performing tasks with high capacity and technology excellence

To all my dear students must know that the freedom of the individual ends at the beginning of the freedom of others and that this freedom does not infringe on freedom and community commitment. In order to ensure that all students enjoy their freedom within the campus of the Institute, we must abide by the good morals, traditions and customs of the university and away from all that could disturb the family's scientific atmosphere within the Institute.

Finally, I would like to remind you that faculty staff, their assistants, specialists, administrators, workers, buildings and devices are all components of an integrated system, so I recommend you to deal with their different vocabulary and components and keep the cleanliness and beauty of your Institute. This institute is for you and to you, you are the foundation of work and we work as a team that is in your interest and achieve the highest possible learning outcomes.

With my best regards,

**Prof. Doc / Safwat Ahmed**

**Dean of Biotechnology Institute**

## **About the Institute**

The Institute of Biotechnology for Postgraduate studies and research at the Suez Canal University was established by Prime Minister's Decree No. 1379 of 2017, with the extension of the Biotechnology Research Centre, which has been in place since 1999, which coordinates and links ongoing research in the fields of biotechnology in the faculties of the university. The vision and mission of the Institute have inspired from the vision and mission of the university to cope with the objectives of the university in the field of scientific research.

## **The Vision**

The Institute looks forward to pioneering and advancing scientific research and postgraduate programmes in biotechnology and molecular biology to keep pace with the regional and international labour market.

## **The Message**

The Institute aims to achieve research integration by integrating different disciplines, in the field of biotechnology, molecular biology, through the interface programs to reach the integrated knowledge economy in order to solve the societal problems of development.

## **Objectives of the Institute**

Scientific research in general and environmental research in particular, faces many obstacles to researchers and research institutions. To overcome these obstacles, the establishment of a biotechnology Institute for postgraduate Studies and research at the Suez Canal University aims to:

- Introducing unique postgraduate programs in the field of biotechnology, in line with the requirements of the labour market and the Egypt strategy for development 2030.
- Linking the different disciplines in biotechnology to the faculties of the university, to establish the idea of overlap and integration between different knowledge, science and scientific and cultural diversity.
- It urged distinguished students from university graduates and other universities to continue their postgraduate studies through unique disciplines, in the field of biotechnology.
- Encouraging scientific competencies to keep pace with advances in the field of biotechnology, and pushing them to innovation and creativity.
- Encourage the creation of new industries based on the results of research in the different application areas of biotechnology, and reduce the time period between detection and application

- To increase public awareness of biotechnology and its importance by holding seminars and conferences ‘scientific and educational’ and publish a specialized scientific journal and awareness and guidance bulletins.
- Promote cooperation and scientific and technological partnerships at the local, regional and international levels.
- Improving the reputation and image of the university at the local, regional and international.

### **Scientific Departments of the Institute**

The Institute of Biotechnology for postgraduate studies and research includes the following scientific departments:

<b>Code</b>	<b>Department</b>	<b>م</b>
IPHB	Industrial & Pharmaceutical Biotechnology	1
FOBI	Food Biotechnology	2
ENBI	Environmental Biotechnology	3

### **Educational programs**

Suez Canal University is awarded on the proposal of the Board of the Institute and the approval of the University Council the following degrees and diplomas:

- **Postgraduate Diploma** in the following disciplines:
  - Bioinformatics
  - Industrial and pharmaceutical Biotechnology
  - Food Biotechnology
  - Environmental Biotechnology
- **Master of Science (M. Sc.)** in the following disciplines:
  - Food Biotechnology
  - Environmental Biotechnology
  - (Professional Master Degrees) in Industrial and pharmaceutical Biotechnology
- **Doctor of Philosophy (Ph. D.)** in the following disciplines:
  - Food Biotechnology
  - Environmental Biotechnology

## **Requirements for admission to the Institute**

- The applicant should be obtained the first degree from an Egyptian university or from another university recognized by the Supreme Council of Universities.
- For non-Egyptians (expatriates), the rules governing this are applied in accordance with the provisions of the regulations governing the Organization of Universities Act and the decisions of the Supreme Council of Universities
- The consent of the employer to the study if the student is working or writing a declaration that he is not employed by any government or private sector.
- The graduate student may not be able to apply for more than one diploma or graduate degree at the same level except with the approval of the Council of Graduate Studies and research on the proposal of the College Board After taking the opinion of the competent departmental councils in accordance with the provisions of article 94 of the Law on the organization of universities.
- Pass the TOFEL English exam with a minimum of 450 degrees for Masters and 500 PhD degrees.
- The Board of the competent department may add other conditions that it seems necessary for admission to new students and determine the number of students admitted according to the possibilities available in the Department and the Institute.

## **Registration requirements:-**

### **Registration requirements for the diploma:**

- 1- The student has a bachelor's degree from one of the universities recognized by the Supreme Council of Universities to study in graduate programs if it met the admission requirements for each program
- 2-The student must meet the conditions of acceptance/differentiation in the scientific section (if any) and obtain the approval of the competent department board and the College Board.
3. The student must meet the required documents and forms administratively and submit them on the website of the Graduate studies electronically.

- 4- The student selects the appropriate courses and updates the registration form and adopts it from the Academic advisor and the head of the specialized scientific department and the form is approved by Mr. Prof. /Vice dean for postgraduate studies and research.
5. A student shall not be considered restricted or enrolled in any decision until the tuition fee has been paid.
6. Enrolment and registration is a condition for the student to be allowed to attend and to calculate his/her courses.
7. A student who has not been select the appropriate courses in the end of the second week of the semester of spring and the first weeks of the summer semester is not entitled to attend the lectures.
- 8- The College Council may, on the recommendation of the Board of the Department, accept the registration of a student who holds a bachelor's degree in non- biotechnology specialization after passing a number of supplementary courses at the Bachelor level established by the competent section board. The number of supplementary decisions should not be exceed four and, if they are increased by four, the student will be given a qualifying year to succeed in these courses. The cumulative average of these courses must be very good or higher, and these courses are not counted within the hours of the programme.

### **Registration requirements for Master degree:**

- 1- The College required for admission to the "Master degree" that he holds a bachelor degree or equivalent degree from other faculties of a university or institutes recognized by the Supreme Council of universities with at least a "Good" general rating (C).
- 2- The Graduate Council may accept students in the first stage in case of obtaining an academic diploma in biotechnology specialization with at least a "good" general rating. The Council of Higher studies, based on the recommendations of the Council of the Department and the approval of the College Council, may add other conditions if it seems necessary for acceptance.
- 3- The College Council may, on the recommendation of the Board of the Department, accept the registration of a student who holds a bachelor's degree in non- biotechnology specialization after passing a number of supplementary courses at the Bachelor level established by the competent section board.

The number of supplementary decisions should not be exceed four and, if they are increased by four, the student will be given a qualifying year to succeed in these courses. The cumulative average of these courses must be “very good or higher”, and these courses are not counted within the hours of the programme.

- 4- The student must meet the conditions of acceptance/differentiation in the scientific section (if any) and obtain the approval of the competent department board and the College Board.
- 5- The student must meet the required documents and forms administratively and submit them on the website of the Graduate studies electronically.
- 6- The student selects the appropriate courses and updates the registration form and adopts it from the Academic advisor and the head of the specialized scientific department and the form is approved by Mr. Prof. /Vice dean for postgraduate studies and research.
- 7- The student is not enrolled or enrolled in any course until the tuition fee is paid.
- 8- Enrolment and registration is a condition for the student to be allowed to attend and to calculate his/her courses.
- 9- A student who has not been select the appropriate courses in the end of the second week of the semester of spring and the first weeks of the summer semester is not entitled to attend the lectures.

### **Registration requirements for Doctor of Philosophy degree:**

- 1- The College required for admission to the "PhD degree" that he passes premaster courses with at least a “Good” general rating (C) in the same branch or equivalent degree from other faculties of a university or institutes recognized by the Supreme Council of universities .
- 2- The student's must pass “access to the patent, intellectual property and entrepreneurial cycle”.
- 3- The Board of Higher studies, based on the recommendations of the Board of the Department and the approval of the College Council, may add other conditions if it seems necessary for admission.
- 4- The student must meet the conditions of acceptance/differentiation in the scientific section (if any) and obtain the approval of the competent department board and the College Board.
- 5- The student must meet the required documents and forms administratively and submit them on the website of the Graduate studies electronically.

- 6- The student selects the appropriate courses and updates the registration form and adopts it from the Academic advisor and the head of the specialized scientific department and the form is approved by Mr. Prof. /Vice dean for postgraduate studies and research.
- 7- The student is not enrolled or enrolled in any course until the tuition fee is paid.
- 8- A student who has not been select the appropriate courses in the end of the second week of the semester of spring and the first weeks of the summer semester is not entitled to attend the lectures.
- 9- The College Council may, on the recommendation of the Board of the Department, accept the registration of a student who holds a master`s degree in non- biotechnology specialization after passing a number of supplementary courses at the master level established by the competent section board. The number of supplementary decisions should not be exceed four and, if they are increased by four, the student will be given a qualifying year to succeed in these courses. The cumulative average of these courses must be “very good or higher”, and these courses are not counted within the hours of the programme.

### **Requirements for obtaining a degree**

- **Diploma**

Graduation requirements are 30 credit hours divided into two semesters, of which 18 hours are the requirements of an institute (12 hours compulsory + 6 hours optional) and 12 hours are the requirements of speciality (6 hours compulsory + 6 hours optional) in the form of courses

- **Master:**

Graduation requirements are 30 credit hours divided into two semesters, of which 18 hours are the requirements of an institute (12 hours compulsory + 6 hours optional) and 12 hours are the requirements of speciality (6 hours compulsory + 6 hours optional) in the form of courses

In addition to the 30 credit hours of the academic master's thesis decided by the competent section board at the request of the supervisor based on the annual report of the completion of the student, It is not valid until it is issued by the jury with the publication of research in prestigious journals and 6 credit hours for the research project in the case of a professional master.



- **Doctor of Philosophy**

Graduation requirements are 30 credit hours divided into two semesters, of which 18 hours are the requirements of an institute (12 hours compulsory + 6 hours optional) and 12 hours are the requirements of speciality (6 hours compulsory + 6 hours optional) in the form of courses

In addition to the 60 credit hours of the academic PHD`s thesis decided by the competent section board at the request of the supervisor based on the annual report of the completion of the student, It is not valid until it is issued by the jury with the publication of research in prestigious journals .

### **Postgraduate Studies System**

The study system of the Institute is the system of credit hours approved under the semester and the courses for registration are determined in each semester in accordance with the study plan of the section concerned ,and the course may be introduced in the two semesters if necessary. Study in English for all courses and submit the thesis or research project in English.

### **Methods of assessment and estimation:**

Each credit hour is allocated 50 degrees and the degree of the decision (50 times the number of hours approved) and the distributions of bicycles are as follows:

- In the case of courses involving theoretical and practical studies the total course degree divided into: 10% of the degree of course assigned to the semester exam % for the oral exam, 20% for practical exam in the end of semester, 5% for annual activity and self-learning and 60% for the final written exam.
- The student's success in any course is required to receive at least 50% of the grade assigned to the written exam for this course. The minimum success in any course is to have 60% of the total assigned grade.

**Numerical and symbolic implications of grades and ratings:**

- The grades and points earned by the student in each course are estimated as follows:

<b>Grade</b>	<b>symbol</b>	<b>Points</b>	<b>Percentage</b>
Excellent	A	3.50 – 5.00	85% - 100%
very good	B	2.50 – 3.49	75% less than 85%
good	C	1.50 – 2.49	65% less than 75%
Acceptable	D	1.00 – 1.49	60% less than 65%
Deposit	T	Zero	Zero less than 60%
Deposit	G	Zero	-
incomplete	MG	Zero	-
withdrawn	MN	Zero	-
Forbidden	MH	Zero	-

- The minimum success in the course is 60% “acceptable grade”.
- The minimum graduation limit is 60% acceptable grade (cumulative rate 1).
- If the student fails in a given course, the failure will be counted only once in its cumulative rate even if he repeated it and it will record in his\her academic form the number of times the examination of this course has been performed and the grades obtained is “acceptable grade” if its grades exceed the maximum acceptable level when it succeeds in the decision.
- **The quarterly rate** : the average of the student's score in one semester and is approximately two decimal digits and is calculated as follows:

**Decision points = number of hours approved for course X points of assessment.**

The cumulative average of GPA per semester (for the nearest three decimal digits) according to the equation:

$$\frac{(Decision\ points\ of\ courses\ 1) + (Decision\ points\ of\ course\ 2) + \dots \dots \dots \dots \dots \dots}{Total\ credit\ hours\ for\ all\ courses\ completed\ by\ the\ student\ in\ the\ semester}$$

**The cumulative rate:** the average of the student's score during the semesters and is approximately two decimal digits and is calculated as follows:

$$\frac{Total\ grade\ points\ for\ all\ courses\ completed\ by\ the\ student}{Total\ credit\ hours\ for\ all\ courses\ completed\ by\ the\ student}$$

The estimates received by the student at the time of graduation are as follows:

<b>Grade</b>	<b>symbol</b>	<b>Points</b>	<b>Degree</b>
Excellent	A	3.50 – 5.00	85% - 100%
very good	B	2.50 – 3.49	75% less than 85%
good	C	1.50 – 2.49	65% less than 75%
Acceptable	D	1.00– 1.49	60% less than 65%

- The student's certificate shows the points earned along with the general grade of graduation. The average score points recorded in the certificate has two decimal digits and is not removable.
- The grades of the equations are calculated in the quarterly or cumulative rate.

### **Tuition fees**

The graduate student will pay the prescribed tuition fees starting from each academic year or automatically cancel the student's enrolment .No tuition fees refund if the prescribed tuition fees are not paid within two months of the beginning of the semester without having to warn him. Tuition fees are not included in the case of a request to cancel the entry after the Board of Trustees approves the entry or registration.

<b>PHD</b>	<b>Master</b>	<b>Diploma</b>	<b>Statement / Degree</b>
159,25	159,25	159,25	<b>Tuition</b>
200	100	100	<b>For services</b>
2625,75	1875,75	1100,75	<b>Research support</b>
2985	2135	1360	<b>Total expenses in pounds</b>
50	50	50	<b>E-Services</b>

### **Ways of communication with the Institute:**

**Address:** Institute of Biotechnology for Postgraduate Studies & Research, Suez Canal University (New campus), Faculty of agriculture, library Bld., 2nd Floor, Ismailia 41522, Egypt. \* Tel/Fax: 064 3200452 \*

**Website:** <http://www.lbpr.scuegypt.edu.eg>

**Dean Email:** [Dean\\_ibpr@suez.edu.eg](mailto:Dean_ibpr@suez.edu.eg)

**Training Email:** [training.lbpr@suez.edu.eg](mailto:training.lbpr@suez.edu.eg)

**FB page:** [https://www.facebook.com/Training-Department-IBPR\\_261678434245055/](https://www.facebook.com/Training-Department-IBPR_261678434245055/)