



**Tanta University
Faculty of Education
Postgraduate**

**Internal Bylaw of Postgraduate
Studies
Faculty of Education, Tanta
University
2015**

General Rules

Article (1)

Upon request from Council of Faculty of Education, University Council grants the following certificates and scientific degrees:

1. Certificate of General Diploma in Education in one of the specializations mentioned in Faculty bylaw.
2. Certificate of Professional Diploma in Education in one of the specializations mentioned in Faculty bylaw.
3. Certificate of Special Diploma in Education in one of the specializations mentioned in Faculty bylaw.
4. Master's degree in Education in one of the specializations mentioned in Faculty bylaw.
5. PhD Degree in Education in one of the specializations mentioned in Faculty bylaw.

Article (2): Codes of Scientific Departments at the Faculty

Educational Foundations: **Edu**

Curricula and Teaching Methodology: **Curr**

Mental Health: **Mh**

Educational Psychology: **Psy**

Comparative Education: **Comp**

Kindergarten: **Kindg**

If the code of a Department is found next to the curriculum, it means that the Department is responsible for teaching that curriculum or determining who teaches it through internal or external delegation. Priority of delegation is given to specialists from the Faculty.

Article (3)

Enrollment for postgraduate diplomas (including General Diploma with its two systems, Professional Diploma, and Special Diploma) in August every year. Faculty Council is authorized to increase the period of enrollment to September.

Article (4)

A student cannot be enrolled for postgraduate studies unless he performs the military service or is temporary or permanently exempted from it. His enrollment can be suspended if he joins the military service after enrollment.

Article (5)

Faculty Council is authorized to suggest counterpart diplomas in distance learning system after setting regulatory rules.

Article (6) Transitional provisions

Provisions of this bylaw applies to new students enrolled in the academic year that begins after issuing this bylaw with a ministerial decree.

The First Section

The General Diploma in Education

Article (7)

The General Diploma in Education aims to prepare graduates from University faculties that are not educational to work in teaching.

Article (8)

The Faculty accepts students, who have gained Licentiate of Arts, Bachelor's degree in Science or any other scientific degree that is considered equivalent by the Supreme Council of Universities, to be enrolled for the General Diploma according to the counterpart divisions.

Article (9)

A student can be enrolled in the General Diploma in Education if he passes the oral or written tests held by the Faculty to find out his suitability for the profession of teaching as follows:

- 1- Tests of the personal interview
- 2- Tests of readiness for work in the teaching profession

Article (10)

The duration of study in the General Diploma of education for full-time students is an academic year divided into two semesters. The duration of the study is not less than 15 weeks in each semester. Teachers who work in schools of pre-university education and are not fully tenured can be accepted in the General Diploma in Education if they are graduates of faculties or institutes other than Faculty of Education. They study all curricula of the General Diploma in Education in the one-year-system but these curricula will be distributed to two academic years and divided into four semester. They will be exempted from the curriculum of Practical Education.

Article (11)

General Diploma students study the educational curricula studied by Faculty of Education students in the various divisions of the first university stage including Practical Education (from which students of the two-year system are exempted) according to the plan determined in Article (17) of this bylaw.

Article (12)

Arabic is the language used for teaching all curricula except those of teaching methodology of foreign languages.

Article (13): Attendance

A student abides by attending 75% at least of the practical and theoretical lectures of each curriculum. If a student's attendance percentage is less than this one, he is deprived of exams of the curriculum based on a report submitted by the professor who teaches the subject. The report is ratified by specialized Department Council.

Article (14): System of Assessment and Exams

- 1. At the end of each semester, a student takes a two-hour written exam in each curriculum (except Micro Education and Practical Education).**
- 2. The full mark of a curriculum is 100 (one hundred) marks distributed as follows: 70 marks for the final written exam, 30 marks for semester work, or "semester work and the practical or oral exam", according to the study plan.**
- 3. Regarding the curriculum of Micro Education, 70 marks are for semester work (according to the specification of the curriculum ratified by Department Council) and 30 marks are for applications and oral exams.**
- 4. Regarding the curriculum of Practical Education, 40 marks are given by the supervisor, 20 marks are given by school administration and 40% of the marks are given by the teaching staff member from the educational departments.**
- 5. A student who fails the curriculum of Practical Education or is absent in it is deprived of second semester exams, his first semester results are cancelled, and he repeats the whole year**

- as for the study and exams of all curricula of the two semesters.**
- 6. A committee is formed for the written exam of each curriculum. It consists of 2-4 teaching staff members. If teaching staff members who teach the curriculum are more than four, all of them will be members in the written exam committee.**
 - 7. Oral exams are held according to the rules applied in formation of committees. Exam committee consists of three teaching staff members at least.**
 - 8. A student of the one-year system who fails four curricula at most of all curricula taught in the two semesters is entitled to take second round exams in the curricula he failed. A student who fails more than four curricula, in the first round, or who fails one curriculum or more in second round exams repeats the whole year as for the study and exams in the curricula he failed. If he fails again in less than four curricula, he is entitled to take second round exams in the curricula he failed.**
 - 9. A student of the two-year system who fails three curricula at most of the all curricula taught in the two semesters (in the first or second year) is entitled to take second round exams in the curricula he failed. A student who fails more than three curricula, in the first round, or who fails one curriculum or more in second round exams repeats the whole year as for the study and exams in the curricula he failed. A student of the two-year system is not passed to the second year unless he succeeds in all curricula of the first year.**
 - 10. A student who takes second round exams keeps the mark of semester work he gained in the first round.**
 - 11. The maximum estimation a student can get in the curriculum in which he failed and took the exam twice or more is "Fair". In case a student gained a mark higher than the maximum of Fair, it is reduced to Fair.**
 - 12. A student who is absent in the written exam of the curriculum fails the whole curriculum and keeps the mark of**

semester work he gained if he is entitled to take second round exams.

- 13. If a student finished all determined times of taking the exam, Faculty Council is authorized to re-enroll him as a new student again only for one time and he repeats the year as for study and exams. If he fails again or does not attend the exam in this year, his enrollment is cancelled once and for all.**

Article (15)

1- A student has to get 60 % at least out of the full mark to succeed in a curriculum.

2- A student's success in the academic curriculum is estimated. The general estimation is as follows:

- ✓ Excellent from 90% to 100%**
- ✓ Very Good from 80% to less than 90%**
- ✓ Good from 70% to less than 80%**
- ✓ Fair from 60% to less than 70%**
- ✓ Poor from 40% to less than 60%**
- ✓ Very Poor less than 40%**

Article (16): Practical Education

- 1. Practical Education is a basic component of teacher preparation program. It is considered the crucible for other specialized and educational components.**
- 2. Practical Education aims to provide students with specialized, educational, professional and cultural skills including knowledge, attitudes, and skills of planning, implementation and evaluation in order to enable them to perform their duties as qualified teachers, mentors and supervisors. Practical Education**

experience includes: practical education for one day a week. The training day is 4 continuous hours at least.

- 3. The full mark of practical education is 100 marks. It is added to a student's total marks at the end of the year and is distributed as shown in Article (14) item (4).**
- 4. Teaching staff members who teach educational subjects participate in supervising students and guiding them in Practical Education.**
- 5. Department of Curricula and Teaching Methodology organizes Practical Education, everyone in his field of specialty, under supervision of Faculty Vice Dean for Postgraduate Studies and Research who chooses the schools in which students are trained, and determines the supervisors who can help supervise students.**

Article (17): Academic Plans

- 1. Tables (1) and (2) show the academic plan of General Diploma according to the one-year system.**
- 2. Tables (3), (4), (5), (6) show the academic plan of General Diploma according to the two-year system where the student studies the same courses divided into four semesters and are exempted from Practical Education.**

The Academic Plan of General Diploma, the One-Year System.

**Table (1)
(The first semester)**

| Code of the Curriculum | Title of the Curriculum | Teaching Hours | | | Distribution of Marks | | | total |
|------------------------|-----------------------------------|----------------|-------|-------|-----------------------|-----|----------|-------|
| | | *T | * A\P | total | Semester Work | O\P | Writte n | |
| Edu | Education and Contemporary Issues | 2 | - | 2 | 30 | - | 70 | 100 |

| | | | | | | | | |
|-------|--|----|----|----|--|------|--------------------|-----|
| Edu | Teacher and the Teaching Profession | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Mh | Mental Health and Psychological Guidance | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Mh | Psychology of Growth | 2 | - | 2 | 30 | - | 70 | 100 |
| Psy | Individual Differences and Psychological Measurement | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Comp | School Administration | 1 | 1 | 4 | 15 ↓ | 15 ↓ | 70 ↓ | 100 |
| | Educational Supervision | 1 | 1 | | | | | |
| Curr | Education Technology | 1 | 1 | 4 | 15 ↓ | 15 ↓ | 70 ↓ | 100 |
| | Education Technology in Major | 1 | 1 | | | | | |
| Curr | Teaching Methodology of Major (1) | 2 | - | 2 | 30 | - | 70 | 100 |
| Curr | Micro Teaching (1) | - | 3 | 3 | 70 | 30 | Without exam sheet | 100 |
| Total | | 16 | 10 | 26 | 900 | | | |
| Curr | Practical Education | - | 4 | 4 | This curriculum is studied throughout the second semester as well. (Article 14, paragraph 4, and Article 16) | | | |

T stands for theoretical

A\ P stands for applications\ practical

O\ P stands for oral\ practical

↓ Means that the mark is equally divided between two subjects

The Academic Plan of General Diploma, the One-Year System

Table (2)

(The second semester)

| Code of the Curriculum | Title of the Curriculum | Teaching Hours | | | Distribution of Marks | | | total |
|------------------------|---|----------------|-------|-------|--|-----|---------|-------|
| | | *T | * A\P | total | Semester Work | O\P | Written | |
| Edu | Educational Thought and its Applications | 2 | - | 2 | 30 | - | 70 | 100 |
| Edu | Philosophy and Applications of Adult Education | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Mh | Psychology of Persons with Special Needs | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Psy | Educational Psychology | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Psy | Learning Psychology | 2 | - | 2 | 30 | - | 70 | 100 |
| Comp | Education System in Egypt and Contemporary Trends | 2 | - | 2 | 30 | - | 70 | 100 |
| Curr | Curricula | 2 | - | 2 | 30 | - | 70 | 100 |
| Curr | Teaching Methodology of Major (2) | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Curr | Micro Teaching (2) | - | 3 | 3 | 70 | 30 | - | 100 |
| Curr | Practical Education | - | 4 | 4 | Article 14, paragraph 4 and Article 16 | | | 100 |

| | | | | |
|-------|----|----|----|------|
| Total | 16 | 11 | 27 | 1000 |
|-------|----|----|----|------|

T stands for theoretical

A\ P stands for applications\ practical

O\ P stands for oral\ practical

The Academic Plan of General Diploma, the Two-Year System

Table (3)

(The first semester - the first academic year)

| Code of the Curriculum | Title of the Curriculum | Teaching Hours | | | Distribution of Marks | | | Total |
|------------------------|--|----------------|----------|-----------|-----------------------|-----|---------|-------|
| | | *T | * A\P | total | Semester Work | O\P | Written | |
| Edu | Education and Contemporary Issues | 2 | - | 2 | 30 | - | 70 | 100 |
| Mh | Mental Health and Psychological Guidance | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Psy | Individual Differences and Psychological Measurement | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Curr | Teaching Methodology of Major (1) | 2 | - | 2 | 30 | - | 70 | 100 |
| Total | | 8 | 2 | 10 | 400 | | | |

The Academic Plan of General Diploma, the Two-Year System

Table (4)

(The second semester - the first academic year)

| Code of the Curriculum | Title of the Curriculum | Teaching Hours | | | Distribution of Marks | | | Total |
|------------------------|---|----------------|-------|-------|-----------------------|------|---------|-------|
| | | *T | * A\P | total | Semester Work | O\P | Written | |
| Edu | Philosophy and Applications of Adult Education | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Mh | Psychology of Persons with Special Needs | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Psy | Learning Psychology | 2 | - | 2 | 30 | - | 70 | 100 |
| Comp | Education System in Egypt and Contemporary Trends | 2 | - | 2 | 30 | - | 70 | 100 |
| Curr | Education Technology | 1 | 1 | 4 | 15 ↓ | 15 ↓ | 70 ↓ | 100 |
| | Education Technology of Major | 1 | 1 | | | | | |
| Total | | 10 | 4 | 14 | 500 | | | |

T stands for theoretical

A\ P stands for applications\ practical

O\ P stands for oral\ practical

↓ Means that the mark is equally divided between two subjects

The Academic Plan of General Diploma, the Two-Year System

Table (5)

(The third semester - the second academic year)

| Code of the Curriculum | Title of the Curriculum | Teaching Hours | | | Distribution of Marks | | | total |
|------------------------|-------------------------------------|----------------|-------|-------|-----------------------|------|---------|-------|
| | | *T | * A\P | total | Semester Work | O\P | Written | |
| Edu | Teacher and the Teaching Profession | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Mh | Psychology of Growth | 2 | - | 2 | 30 | - | 70 | 100 |
| Comp | School Administration | 1 | 1 | 4 | 15 † | 15 † | 70 † | 100 |
| | Educational Supervision | 1 | 1 | | | | | |
| Curr | Micro Teaching (1) | - | 3 | 3 | 70 | 30 | - | 100 |
| Total | | 6 | 6 | 12 | 400 | | | |

T stands for theoretical

A\ P stands for applications\ practical

O\ P stands for oral\ practical

† Means that the mark is equally divided between two subjects

The Academic Plan of General Diploma, the Two-Year System

Table (6)

(The fourth semester - the second academic year)

| Code of the Curriculum | Title of the Curriculum | Teaching Hours | | | Distribution of Marks | | | total |
|------------------------|--|----------------|-------|-------|-----------------------|-----|---------|-------|
| | | *T | * A\P | total | Semester Work | O\P | Written | |
| Edu | Educational Thought and its Applications | 2 | - | 2 | 30 | - | 70 | 100 |
| Psy | Educational Psychology | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Curr | Curricula | 2 | - | 2 | 30 | - | 70 | 100 |
| Curr | Teaching Methodology of Major (2) | 2 | 1 | 3 | 15 | 15 | 70 | 100 |
| Curr | Micro Teaching (2) | - | 3 | 3 | 70 | 30 | - | 100 |
| Total | | 8 | 5 | 13 | 500 | | | |

The Second Section The Professional Diploma in Education

Article (18)

The Professional Diploma aims to prepare graduates of faculties of education and of the General Diploma in one of the specializations of the professional diplomas offered by the Faculty.

Article (19)

Faculty of Education allows the following to join the Professional Diploma in Education: persons who have Licentiate of Arts and

Education, Bachelor of Science and Education or Bachelor of Kindergarten; or persons who have the General Diploma in Education or any scientific degree that is considered equivalent by the Supreme Council of Universities. Faculty Council determines the conditions for distributing students to professional diplomas.

Article (20)

The duration of the study for a professional diploma is an academic year divided into two semesters.

Article (21): Attendance

A student abides by attending 75% at least of the practical and theoretical lectures of each curriculum. If a student's attendance percentage is less than this one, he is deprived of exams of the curriculum based on a report submitted by the professor who teaches the subject. The report is ratified by specialized Department Council.

Article (22): System of Assessment and Exams

- 1. At the end of each semester, a student takes a three-hour written exam in each curriculum (except field projects, visits, or field training).**
- 2. The full mark of a curriculum is 100 (one hundred) marks distributed as follows: 70 marks for the final written exam, 15 marks for the semester work (according to specifications of the curriculum ratified by Department Council, and 15 marks for practical exam, oral exam or applications.**
- 3. Regarding the curriculum of Practical Education, Field Visits or Field Project, 60 marks are for semester work (according to the specification of the curriculum ratified by Department Council) and 40 marks are for applications and oral exams.**
- 4. Oral exams are held according to the rules applied in formation of committees. Exam committee consists of three teaching staff members at least.**

- 5. A student who fails the curriculum of Field Projects, Field Visits or Field Training or is absent in them is deprived of exams of the two semesters and repeats the whole year as for the study and exams of all curricula of the two semesters.**
- 6. A committee is formed for the written exam of each curriculum. It consists of 2-4 teaching staff members. If teaching staff members who teach the curriculum are more than four, all of them will be members in the written exam committee.**
- 7. A student who fails four curricula at most of all curricula taught in the two semesters is entitled to take second round exams in the curricula he failed.**
- 8. A student who fails more than four curricula, in the first round, or who fails one curriculum or more in second round exams repeats the whole year as for the study and exams in all curricula and he is considered a new student.**
- 9. A student who takes second round exams keeps the mark of semester work he gained in the first round.**
- 10. The maximum estimation a student can get in the curriculum in which he took second round exam is "Fair". In case a student gained a mark higher than the maximum of Fair, it is reduced to Fair.**
- 11. A student who is absent in the written exam of the curriculum fails the whole curriculum and can take all exams if he is entitled to take second round exams. In addition, he keeps the mark of semester work he gained in the first round.**

Article (23)

- 3- A student has to get 60 % at least out of the full mark to succeed in a curriculum.**
- 4- A student's success in the academic curriculum is estimated. The general estimation is as follows:**
 - ✓ Excellent from 90% to 100%**

- ✓ **Very Good** from 80% to less than 90%
- ✓ **Good** from 70% to less than 80%
- ✓ **Fair** from 60% to less than 70%
- ✓ **Poor** from 40% to less than 60%
- ✓ **Very Poor** less than 40%

Article (24)

The Professional Diploma in Education is granted in one of the following specializations:

- 1. Educational Planning and Economics of Education**
- 2. Quality Assurance and Accreditation**
- 3. Parental Education**
- 4. Adult Education and Literacy**
- 5. Planning of Curricula and Educational Programs.**
- 6. Teaching an Academic Subject**
- 7. Teaching an Academic Subject in English (science and mathematics).**
- 8. Educational Technology**
- 9. Class Evaluation and Examination Systems.**
- 10. Special Education**
- 11. Counseling Psychology**
- 12. Preparation of School Psychologist**
- 13. Psychology of Human Development**
- 14. Psychology of Learning Difficulties**
- 15. Psychology of School Crises.**
- 16. Psychological and Educational Rehabilitation**
- 17. Educational and School Administration**
- 18. Leadership and Educational Supervision**
- 19. Management of Accreditation Systems and Quality Assurance.**
- 20. Administration of Kindergarten Institutions.**
- 21. Kindergarten**

Article (25):

Every year, Faculty Council determines the professional diplomas offered by each department, with a maximum of three diplomas in each department. Study is not activated in any professional diploma if the number of students is less than five. This condition is not applied if one of the students is a Demonstrator at the Faculty. The Diploma of Teaching an Academic Subject in English (mathematics and science) is activated based on a decree from Faculty Council in the year immediately following graduation of the first class of Bachelor's students in the program of teaching mathematics and science (Chemistry, Physics, and Biological Sciences) in English.

Article (26):

Specialized academic curricula in the Professional Diploma of Teaching an Academic Subject are taught by teaching staff members from academic departments at the Faculty or at counterpart departments at other faculties. Each department identifies titles of the academic curricula in each division and ratifies them from Faculty Council.