

Bylaw of Faculty of Commerce
The Internal Bylaw of the English Division at Faculty of
Commerce, Tanta University

Article (1)

This bylaw organizes supervision, admittance, exams, and financial and administrative affairs in the English Division at Faculty of Commerce, Tanta University based on the approval from Faculty Council for establishment of English Division on February 19, 1995 and the approval from Tanta University Council in its session on April 26, 1995 according to the provisions of article 30 of the executive bylaw of Universities Organization Law No. 49 enacted in 1972.

- According to article (7) of the internal bylaw of the Faculty issued based on the ministerial decree No. 674 on June 22, 1993 that was amended by the ministerial decree No. 1562 on November 7, 1994.
- And according to the ministerial decree No. 1563 on November 7, 1994 and the internal bylaw of the Faculty issued by the ministerial decree No. 1275 on May 22, 2005 about amendment of some provisions of this bylaw; it stipulates that Faculty Council registers students who would like to study in English according to

the curricula included in this by law and the conditions mentioned by this Council based on the third section of the executive bylaw of Universities Organization Law.

Article (2)

Establishment of the English Division achieves the following aims:

1. To help Faculty of Commerce fulfill its mission in the field of students' education.
2. To prepare graduates at outstanding level who are qualified in the areas that require using the English language in transactions.
3. To take part in implementation of projects at the University and its faculties and to undertake the tasks in its specialization.
4. To conduct scientific research that aims to solve real problems.
5. To participate in relieving financial burdens of the state through taking part in the devices and tools required for the educational process.
6. To foster cultural and scientific ties with other universities at the Arab and international levels.

Article (3)

The supreme committee of supervising the English Division consists of:

- University President (Chairman)
- University Vice President for Education and Student Affairs (Member)
- Dean of Faculty of Commerce (Member)

Article (4)

Responsibilities of the supreme committee of supervising the English Division:

It is the highest power that is responsible for drawing up policies and ratification of suggestions offered by the executive supervision committee in the light of laws, bylaws, and organizing decrees in a way that does not contradict with the aims of the division. It has the following responsibilities:

1. To ratify the suggestion of the executive supervision committee that supervises the division about numbers of students, dates and conditions of admittance in the division.

2. To ratify the suggestion offered by the executive supervision committee regarding the fees of enrollment in the division.
3. To ratify the decision of executive supervision committee concerning students' apologies for not attending during the term and to make a decision about the apologies.
4. To ratify the minutes of the meetings held by the executive supervision committee.

Article (5)

The executive supervision committee that supervises the division consists of:

Faculty Dean (Chairman)

Faculty Vice Deans (Members)

The Academic Coordinator of the Division

(Member)

Heads of councils of scientific departments

(Members)

An experienced professor in the field of the division

(Member)

Faculty Secretary General (Secretary General of the Committee)

Chairperson of Student Affairs (Member)

Article (6)

Responsibility of the executive supervision committee of the division:

It is the power responsible for affairs of the division and for drawing up the policies that achieve its aims in the light of laws, bylaws, and organizing decrees in a way that does not contradict with the aims of the division. It has the following specialties:

1. To suggest the number of students as well as dates of conditions of admittance in the division.
2. To suggest tuition fees at the division.
3. To consider students' apologies for not attending during the term and to make decisions about these apologies.
4. To consider results of the exams at the division before being submitted to Faculty Council.
5. To study matters related to financial, administrative or educational affairs before being presented to Faculty Council.
6. To follow up education system at the division.

