

Administrative, financial and organizational regulation of field training at the Faculty of Dar Al Uloom - Minia University :

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Article (1)

The Bachelor's bylaw of the Faculty of Dar Uloom, Minia University, was amended with the approval of the Supreme Council of Universities by Ministerial decree No. (4440) on 20/11/2013

The new regulation included adding the field training course to the bylaws of third and fourth years .

Article (2)

The Field Training Office is affiliated with Vice Dean for Education and Student Affairs, and an executive office is formed for it from the general supervisor, Vice Dean for Education and Student Affairs, Vice Dean for Environmental Affairs and Community Service, heads of the departments, and the general manager of the faculty with an administrative and technical task he is also a coordinating body for field training affairs between scientific departments and the faculty and between the faculty and field training institutions.

Article (3)

Formation of the Executive Office :

The Executive Office for Field Training is formed by a decision from Dean of the faculty for two years, renewable for one time.

It forms as follows:

The Dean of the faculty as a head of the Office

Vice Dean for Students Affairs, as a Vice President

Vice Dean for Environmental and Community services Affairs, Vice President : The General Supervisor of Field Training , and he must be (Professor or Assistant Professor)

Deputy of General Supervisor for Third year's Training

Deputy of General Supervisor for fourth year's Training

Heads of Departments

Faculty's Secretary

Student Affairs Manager

Ministry Undersecretary from the institution in which the students are trained

Article (4)

Specialties of the Head of the Executive Office

- 1- Inviting the Executive Office to convene and chair its sessions.
- 2- Follow up on the implementations of the general policy set to achieve the objectives of the office.
- 3- Approving the disbursement of rewards and incentives to the members of the office and employees.
- 4- Addressing the external parties and the various units of the university regarding the affairs of the office.
- 5- Approving contracts related to the office's dealings with other parties.
- 6- Discussing the reports submitted about the services of the office and presenting them to the faculty board.
- 7- Any other specializations delegated to it by the faculty board.
- 8 - Choosing the expertise or competencies if the necessary expertise is not available at the university, and suggesting their rewards after the approval of faculty board and University President.

Article (5)

Specialties of the General Supervisor:

- 1- Supervising the technical and administrative work .
- 2- Preparing periodic reports on the activities of the office.
- 3- Follow up the implementation of faculty board's decisions in order to achieve efficient performance.
- 4- Any other specializations delegated to it by the faculty board.

Article (6)

Functions of the Executive Office

1-The Executive Office is responsible for the technical management of all training affairs in coordination with the scientific departments

2- Coordinating field training between the faculty and training institutions.

3- Proposing the annual training plan and supervising its implementation after the approval of the faculty board.

4- Suggesting training institutions and distributing students to them according (student's hobby, then excellence and geographical dimension).

5- Proposing the preparation of timetables and a proposal for the distribution of students and internal and external supervisors, and accreditation from faculty board.

6- Preparing evaluation and follow-up criteria for training, monitoring grades and submitting them to the Education and Students Affairs Committee in preparation for accreditation from the faculty board.

7- Coordination between the various training elements to submit annual performance development proposals, and present them to the faculty board.

8- Holding periodic meetings for the supervisory body and students to stand on the proper progress of work in field training and solve any problem.

Article (7)

Field training and evaluation :

20% of the year activities is allocated to students of the third and fourth year, with twenty degrees representing two hours, and the student is evaluated on his performance in training according to reports of the internal and external supervisor (20% for attendance, 25% the evaluation of the external supervisor, and 50% for the internal supervisor), student is not considered to have passed in field training, unless the percentage is at least 50%.

The student who did not reach the percentage is allowed to re-train for the third year after paying the prescribed fees .

Students of fourth year who did not pass field training, an intensive field training course is held for them based on what the faculty Council decides for the duration and place, After paying the prescribed fees.

Article (8)

Field training institutions :

1- The field training process includes educational institutions from primary to secondary in

all school activities (except teaching) - in accordance with Ministerial decree No. 4440.

2- Media and press institutions within the governorate.

3- Religious institutions affiliated with Al-Azhar Al-Sharif and the Ministry of Endowments.

4- Culture palaces and institutions affiliated with the Ministry of Culture.

5- The Information Authority.

6- Information and decision support center.

7- The Executive Office may suggest any fields of training fields that serve the target student's skills according to the field of study in the faculty after the approval of the faculty board.

Article (9)

Field training goals

field training in the previous fields aims to develop the students' acquired skills in public rhetoric , speaking and writing, Arabic calligraphy, the art of communication, the art of criticism and taste, developing the skills of understanding and analyzing various texts, theatrical creativity skills, and everything that serves student's study areas in the bachelor's stage .

Article (10)

Executive Committees :

Executive committees of field training for the third and fourth years are formed from (7) of faculty staff to assist in the work of the Executive Office for students of regularity and affiliation, and (8) members are added from the faculty's administrators, and it is permissible to seek the assistance of experts as delegation in this field.

Article (11)

The formation of the executive office for field training is issued by a decision from dean of the faculty after the approval of the faculty board on the proposed formation.

Article (12)

The dean of the faculty may be authorized to issue decisions on topics that are related to the Executive Office for field training, and then these decisions are presented at the office's meetings.

Article (13)

The rewards shall be paid to the field training workers as follows:

- The concerned Undersecretary of the Ministry

With a maximum of (1) weekly session during the training period and at 4% of the basic salary for each session .

- Rewards are paid to the directors of the concerned departments in the field of training students and directors of specialized institutions with a maximum of (1) weekly session at the rate of 4% of the basic salary for each session.

The competent institutions have a maximum of (1) weekly session at the rate of 4% of the basic salary for each session.

A faculty member and an assistant body are allotted to supervise the trainee students in the training places weekly for one group, which consists of three groups of no less than eight students) and a maximum of (3) weekly sessions at the rate of 4% of the basic salary per session .

Article (14)

20% of the fees will be allocated for the benefit of the Educational Services Fund at the faculty to support the institution's own resources in line with the quality requirement to finance investments, replacement, renewal and incentives in the faculty .

B- 10% of the fees collected will be allocated to the University's Educational Efficiency Fund to support the university's own resources .

Article (15)

The disbursement is within the limits of the actual net proceeds and with the approval of the university president

Article (16)

The remuneration of the faculty's executive committees is paid to the auditors of student affairs and financial unit after reviewing the work of the field training office through the central administration for education and student affairs at the university under the supervision of Vice President for Education and Student Affairs.

Article (17)

Necessary documents and forms to complete the process of collection, disbursement, financial control, and external control are the responsibility of a financial officer determined by the faculty board and a decision issued by Dean of the faculty.

Article (18)

Works and financial works of the field training office are subject to the audit and inspection of the university's supervisory bodies and the Central Auditing Organization.

Article (19)

Faculty board may add, delete or amend any item that would achieve the goal of field training after the proposal of the Executive Office and the approval of the faculty board and the University President.

Article (20)

The provisions of Law No. (49) for the year 72 regarding the organization of universities and its executive regulations and amendments .

First year

First term

Code	Course	Hours	Degree				Exam's time
			Theoretical	oral	Maximum	Minimum	
110	Grammar	6	60	-	60	30	3
111	The history of pre-Islamic literature	4	40	-	40	20	3
112	Introduction to rhetoric and criticism	4	40	-	40	20	3
113	Holy Quran	4	30	10	40	20	3
114	General philosophy	4	40	-	40	20	3
115	translation	2	20	-	20	10	3
116	English	2	20	-	20	10	3

Total : (26) hours

First year

Second term

Code	Course	Hours	Degree				Exam's time
			Theoretical	oral	Maximum	Minimum	
120	syntax	4	40	-	40	20	3
121	Pre-Islamic literature texts	4	40	-	40	20	3
122	Introduction to language	4	30	10	40	20	3
123	Arabic rhetoric	4	40	-	40	20	3
124	Islamic history	4	30	10	40	20	3
125	Legislation history	2	20	-	20	10	3
126	Specialized translation in grammar	2	20	-	20	10	3
127	computer	4	20	20	40	20	3

Total : (28) hours

Second year

First term

Code	Course	Hours	Degree				Exam's time
			Theoretical	oral	Maximum	Minimum	
210	Grammar and syntax	6	60	-	60	30	3
211	History of Islamic and Umayyad Literature	4	40	-	40	20	3
212	Islamic history						
213	Linguistics	4	40	-	40	20	3
214	literary criticism	4	30	10	40	20	3
215	Logic and theology	4	40	-	40	20	3
216	Specialized translation (in literature)	2	20	-	20	10	3
217	English	2	20	-	20	10	3

Total : (29) hours

Second year

Second term

Code	Course	Hours	Degree				Exam's time
			Theoretical	oral	Maximum	Minimum	
220	Grammar	6	60	-	60	30	3
221	Umayyad literature texts	4	30	10	40	20	3
222	Hebrew / Persian	4	40	-	40	20	3
223	Modern Rhetoric	4	30	10	40	20	3
224	Holy Qur'an	4	40	-	40	20	3
225	Specialized) translation (in criticism	2	20	-	20	10	3
226	English	2	20	-	20	10	3

Total : (29) hours

Third year

First term

Code	Course	Hours	Degree				Exam's time
			Theoretical	oral	Maximum	Minimum	
310	Syntax	4	30	10	40	20	3
311	Semantics	4	30	10	40	20	3
312	History of Abbasid and Andalusian literature	4	40	-	40	20	3
313	Modern literary criticism	6	40	-	60	30	3
314	Islamic history of Egypt	4	40	-	40	20	3
315	Specialized) translation (in history)	2	20	-	20	10	3

Total : (2٤) hours

Elective courses

The student chooses one of the following groups:

Arabic Language and Literature Group

Code	Course	Hours	Degree				Exam's time	Notes
			Theoretical	oral	Maximum	Minimum		
316	History of Arabic language	2	20	-	20	10	3	<i>Student chooses only one course</i>
317	morphological analysis trends	2	20	-	20	10	3	
318	Literature research	2	20	-	20	10	3	
319	Reading of literary text	2	20	-	20	10	3	

Islamic Sciences Group

Code	Course	Hours	Degree				Exam's time	Notes
			Theoretical	oral	Maximum	Minimum		
316	Islamic faith	2	20	-	20	10	3	<i>Student chooses only one course</i>
317	History of Morocco and Andalusia	2	20	-	20	10	3	
318	jurisprudence of transactions	2	20	-	20	10	3	

Third year

Second term

A- Compulsory courses

Code	Course	Hours	Degree				Exam's time
			Theoretical	oral	Maximum	Minimum	
320	Grammar	6	45	15	60	30	3
321	Hebrew / Persian	4	40	-	40	20	3
322	Literature texts of Abbasid and Andalusian	4	40	-	40	20	3
323	Interpretation	4	30	10	40	20	3
324	Islamic philosophy	4	40	-	40	20	3
325	Specialized translation (in Islamic legislation)	2	20	-	20	10	3

Elective courses

The student chooses one of the following groups:

1- Arabic Language and it's Literature:

Code	Course	Hours	Degree				Exam's time	Notes
			Theoret ical	oral	Maximum	Minimum		
326	Grammar schools	2	20	-	20	10	3	<i>Student chooses only one course</i>
327	lexicon	2	20	-	20	10	3	
238	Arabic literature resources	2	20	-	20	10	3	
329	contemporary critical trends	2	20	-	20	10	3	

2- Islamic Sciences Group

Code	Course	Hours	Degree				Exam's time	Notes
			Theoret ical	oral	Maximum	Minimum		
326	Usul Al Fiqh	2	20	-	20	10	3	<i>Student chooses only one course</i>
327	Islamic systems	2	20	-	20	10	3	
329	Islamic culture	2	20	-	20	10	3	

Total : 24 compulsory + 2 elective = (26) hours

Fourth year first term

Compulsory courses

Code	Course	Hours	Degree				Exam's time
			Theoretical	oral	Maximum	Minimum	
410	Syntax	6	40	-	40	20	3
411	Comparative Semitic and Oriental Studies	4	40	-	40	20	3
412	History of modern literature	4	40	-	40	20	3
413	The science of prophetic hadith	4	40	-	40	20	3
414	Islamic civilization	4	40	-	40	20	3
415	Specialized translation (Islamic philosophy)	4	20	-	20	10	3

Elective courses

The student chooses one of the following groups:

1- Arabic Language and it's Literature:

Code	Course	Hours	Degree				Exam's time	Notes
			Theoret ical	oral	Maximum	Minimum		
416	Stylistics	2	20	-	20	10	3	<i>Student chooses only one course</i>
417	Grammar styles	2	20	-	20	10	3	
418	Contemporary literary currents	2	20	-	20	10	3	
419	literary theory	2	20	-	20	10	3	

2- Islamic Sciences Group:

Code	Course	Hours	Degree				Exam's time	Notes
			Theoret ical	oral	Maximum	Minimum		
416	Compare religions	2	20	-	20	10	3	<i>Student chooses only one course</i>
417	Quran and Sunnah sciences	2	20	-	20	10	3	
418	Crusades	2	20	-	20	10	3	

Total : 22 compulsory hours + 2 elective = 24 hours

Fourth year second term

Compulsory courses

Code	Course	Hours	Degree				Exam's time
			Theoretical	oral	Maximum	Minimum	
420	morphological analysis Syntax	6	40	-	40	20	3
421	modern linguistics	4	40	-	40	20	3
422	Literature texts	4	40	-	40	20	3
423	Comparative literature and cultural criticism	4	40	-	40	20	3
424	Sufism and modern Islamic thought	4	40	-	40	20	3
425	Islamic history	4	٤٠	-	٤٠	٢٠	3

Elective courses

The student chooses one of the following groups:

1- Arabic Language and it's Literature:

Code	Course	Hours	Degree				Exam's time	Notes
			Theoretical	oral	Maximum	Minimum		
426	Morphological analysis	2	20	-	20	10	3	<i>Student chooses only one course</i>
427	Applied Linguistics	2	20	-	20	10	3	
438	Sufi literature	2	20	-	20	10	3	
429	cultural criticism applications	2	20	-	20	10	3	

2- Islamic Sciences Group:

Code	Course	Hours	Degree				Exam's time	Notes
			Theoretical	oral	Maximum	Minimum		
426	Islamic Orient	2	20	-	20	10	3	<i>Student chooses only one course</i>
427	Methods of Islamic thinkers	2	20	-	20	10	3	
429	Islamic economy	2	20	-	20	10	3	

Total : 4 compulsory hours + 2 elective hours = 24 hours