Faculty of Arts & Design
BA Honours
Foundation Year

Student Booklet
2017/2018

Student Name
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Welcome message from the Dean

I would like to welcome you to the Faculty of Arts & Design. We believe that creativity is the currency of our time and it has no boundaries.

Our mission is to foster the next generation of creative practitioners, who will maximize their contribution to the cultural, social, and economic wellbeing of society, through valuing reflective and critical approaches to the exchange of ideas within an equal opportunity context, including the understanding of cultures, diversity, individuality and creative practices.

We passionately believe in providing a dynamic and interactive learning community which allows students and staff to nurture develop and exploit their creative talents towards their own professional intent. At the heart of our provision is an idea led approach to creative risk, exploration, questioning, entrepreneurship and collaboration towards the pursuit of the most innovative and creative work.

We prepare our students to be ready for employment and/or further study by the unique way we structure our courses to reflect the way in which the creative industries work, thereby offering students a multitude of experience in real life situations. We work closely with employers and professional statutory bodies to ensure currency of the curriculum at all times to ensure all graduates of the faculty will have well developed creative, technical and cognitive skills as well as business knowledge and understanding.

Prof. Dr. Tarek Saleh Said, PhD.
Dean of the Faculty of Arts & Design
October University for Modern Sciences & Arts (MSA)
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October University for Modern Sciences and Arts – MSA

October University for Modern Sciences and Arts (MSA) was established under Republican Decree No. 244 since 1996 to introduce state-of-the-art technologies and concepts in all disciplines. MSA moved to its state of the art permanent campus in the 6 October City in fall 2004.

MSA is a culmination of 5 decades of experience in the field of education on both local and international levels. Dar El Tarbiah was the first Language school founded by Egyptians in 1956. The University has maintained an excellent reputation, based on the high quality of teaching and facilities that has been recognized both locally and internationally in GCE, IGCSE, GCSE as well as Thanaweya Amma and American Diploma. Our students’ excellent performance in the British System has encouraged us to expand the British Section in our Faculty to include both IGCSE & GCSE simultaneously. Our success in teaching all A.L. and A.S. subjects for almost 20 years with outstanding results in the IGCSE encouraged us to complete the undergraduate courses.

MSA is an English Language instruction university. The current academic work of the university is divided into nine faculties, namely: Faculty of Management, Faculty of Engineering, Faculty of Computer Science, Faculty of Mass Communication, Faculty of Languages, Faculty of Pharmacy, Faculty of Dentistry, Faculty of Biotechnology and Faculty of Arts & Design. We are keen on providing our students with all the up-to-date tools needed to cope with the Information and Communication Technology Era. That is why we are dedicated to the pursuit of excellence in curricula, facilities, staff and students. That is the main reason why our modern and progressive policy has been internationally acknowledged by universities in the UK and USA as we have several co-operation agreements with prominent universities there. MSA courses are designed and implemented according to the most up-to-date international standards. All course outlines highlight the role of new and emerging technologies in meeting challenges posed by the Information and Communication Technology Era.

MSA aims to provide its students with an exceptional learning experience that will enable them to compete in the global highly competitive job market. The vast experience of Dar El Tarbiah Institution and MSA University in the field of education made its Top Management keen to adopt the British Education due to its unique characteristics that provide students with the necessary up-to-date tools and skills in a flexible environment while at the same time insuring that students are highly committed and competitive.

MSA policies, rules and regulations

Accessing your timetable

You are allocated to timetabled lectures, studios, tutorials, labs, seminars, and workshops based upon your unit registrations. You have access to on-line registration (http://portal.msa.edu.eg/) which you can reach through your personal account using your university identity card. After registering your schedule, you have to get the approval of your academic advisor no later than 48 hours or else the on line schedule will be cancelled automatically meaning that you will have to register on line once again. Once the schedule has been approved, it will be automatically available for you to access and print.

You can drop and add units in the first week of the semester after which you have to abide by your schedule.

If your timetable is incomplete or if you have any queries about your timetable, then please contact the Student Affairs (Rm. G304). The first 11 units are common in all the four courses. These 11 units will introduce you to various areas of knowledge that are necessary to support your understanding of higher level units, and it is during studying these units that you will get an insight into the different Arts and Design disciplines to enable you to declare your major of choice.

Timetable,
Course structure diagram

The course diagram detailing which units will be taken when (including options if appropriate) along
the aims of the course and how it develops/ builds over the levels will be presented to you at the
section dealing with the course specification and curriculum map.

How you will be taught

The Faculty of Arts & Design uses various teaching methods to meet the learning outcomes of our
courses. Teaching/learning takes different forms such as lectures, studio work, lab sessions,
tutorials, workshop sessions, one to one tutorials (office hours), in-class discussions, workshops,
guest speakers, field trips, and visits.

For most of the units in the Faculty of Arts & Design, you meet your teaching team three times a
week; where you receive a lecture of one and half hours delivered by the instructor, studio sessions
and/or tutorials of three or one and a half hours which are supervised by the instructors and
conducted by the teaching assistants.

You are expected to attend both your lectures, studios and tutorials regularly. You will be given
details about your assessment from both your instructor and teaching assistants. You will be
expected to use online learning resources to study and solve some of your assignments such the
MSA e-learning website.

Library

MSA library keeps books, periodicals, videos, CD ROMs, and other teaching/learning
supplementary materials for the different subjects. The library also has access to a number of
electronic libraries including EBSCOHOST (4 main business related databases) which support the
research work of faculty and students.

Study skills

You will take three units of English which will enhance your reading, comprehension, and note
taking skills. They will also introduce you to essay and report writing, research skills, presentations,
and referencing. Your numeracy skills will be enhanced through one mathematics unit. Your
marketing skills will be enhanced through one marketing unit and finally you will acquire IT related
skills through one unit namely: CS 100, and also through using the MSA e-learning website.

How and when you will be assessed

The University Academic Calendar is published on MSA website and available in the University
Admission Office at least one month prior to the commencement of each semester and students
can access them anytime.

Printed copies of the Examination schedule are available almost one week before exam periods, on
the University Web Site and as hardcopies in the Faculty registrar.

There are two main formal examination periods, during the Fall and Spring semesters namely:
midterm and final exams, and one period of final examination during the Summer semester which is
an optional semester.

Course planning

During your first two semesters, you undergo course planning and select your major. Every
semester, you will have academic advising as to the units that you can choose from.

Attendance requirements

The contact between the staff and student is the most effective method of learning. Class
discussions and comments as well as Studio communication enhance students’ understanding for
the unit content and give a new dimension to the learning experience. For these reasons, exceeding
25% absence in unit sessions (lectures, studios, and tutorials/Labs) is grounds for deprivation from
the final exam and automatically fails the course.
Policy on late arrival
Late arrivals disrupt the class and deprive other students from the required degree of concentration. Students are only allowed into the class during the first fifteen minutes. Otherwise, they miss the class and are recorded as absent.

Professional, statutory and/or regulatory body requirements

MSA courses are accredited by the Supreme Council of Egyptian Universities. Students who graduate from MSA can automatically join the appropriate Syndicate for this profession with no additional exams.

This membership provides a license for MSA graduates to work in these professions. This advantage is a huge asset to graduates in the job market.

Health and Safety requirements

Students have the same health and safety responsibilities as any other employee at MSA and you must take reasonable care of your own health and safety and those of other people. Student’s actions should not put them or other people at risk. Student’s must follow health and safety instructions/rules and report any faults or shortcomings in health and safety arrangements to the University Security Office/Student Affairs. All students without exception are expected to comply with all health and safety regulations operating within the University and, in the case of studios, laboratories, workshops and other hazardous places, to acquaint themselves with these regulations. Failure to do so is a serious breach of University regulations.

MSA Provides on campus clinic with qualified practitioners (physicians) who are available for the students throughout the week. The clinic is equipped with first aid kits and medication.

Feeding back on your course

Board of Study and student representation
The purpose of the Board of Study is to provide a forum for discussion between students and staff involved in all aspects of the course.

The membership includes:

- Chair (Dean)
- Relevant Course Leaders.
- All Unit Leaders (or their representatives) wherever feasible.
- Student representatives (at least two for each year/major).
- Support services representatives (IT, HR, PR, Examination Unit, Activities Department, Library …etc.)
- Secretary to take the minutes

The students volunteer as representatives at the start of each academic year and students’ affair ensures that all the various interests on the course are adequately represented. Student Representatives are responsible for notifying the Board with the students concerns, suggestions and complains.

A meeting is held during each semester normally in week six to eight as declared in the Quality Assurance Calendar. Dates of the Boards of Studies should be published in all course handbooks and on MSA Website.

The agenda must include all obligatory items but further items suggested by the student representatives and members of the committee should be added where appropriate.

The minutes should cover all agenda items and include a summary of the main points of discussion and an action/outcomes list. Any actions required should include the timescale, the name of the person responsible after report submission to the Board is expected. They should also include progress on actions from the previous minutes.
Within 48 hours of the meeting a Chairs’ Action List must be published and circulated to all those with action points to deal with and to the Quality Assurance and Audit Unit Head. Unconfirmed minutes of the meeting should be circulated no later than two weeks after the meeting has taken place to all members who were entitled to attend.

Being a student representative can be immensely rewarding as much of the experience you gain can be linked to personal development and employability. The graduate market is very competitive and prospective employers are looking for people who stand out and can demonstrate, with real examples, skills listed in CVs. As a student representative you get to put skills into action, such as communication, leadership, teamwork, problem solving, time management etc.

As well as attending Boards of Study meetings student representatives are often asked to give their feedback on other issues relevant to students through focus groups or other committee meetings which are organised on a more ad-hoc basis.

**Evaluation feedback survey**

The aim of this feedback process is to give you the opportunity to give your views on the quality of each unit and your satisfaction overall.

Students are required to fill out the on line evaluation (for unit/instructor/teaching assistant). This is considered an anonymous channel for receiving Student Feedback. Reports of evaluation are represented to respective Deans, Course leaders for action. Head of Board of Trustees, President, Vice President and Director of Quality Assurance also receive a copy.

It is important that you complete this survey as it helps us as a faculty to continue to improve the students’ experience for you and future students.

**Employability**

MSA is keen to provide its students with competitive courses that aim to prepare them to compete effectively in the job market. The Career Placement Office (CPC) is part of MSA HR department; it provides feedback on the skills required by the job market in a specific course. The office also provides feedback on points of strengths of MSA graduates and comments on areas that require improvement. This continuous effort insures the currency of our courses and its relevancy to the needs of both national and international employers.

The CPC conducts a full profile of HR activities that include recruitment, training, and internships. The CPC is mainly handled by MSA students. The CPC benefits MSA students and graduates by creating a link between them and the corporate world, providing them with a comprehensive knowledge of the market and giving them first-hand enhancing experience of what to expect in the practical life.

The CPC organizes periodical job fairs that aim to provide students with exceptional work opportunities. The office also contacts new employers to increase the number and to improve the standard of the portfolio of companies recruiting MSA graduates. The centre in collaboration with the Quality Assurance Unit is in the process of establishing an alumni society and has launched a new website for alumni.

MSA is committed to supporting you in enhancing your employability and helping you to develop professionalism in your field of choice as employers constantly tell us that they are looking for polished graduates who not only have a good degree but who also have the right skills, attributes and values to support their knowledge.

The Confederation of British Industry (CBI) defines employability as ‘a set of attributes, skills and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace, to the benefit of themselves, their employer and the wider economy’.
Employability and your course

The development of employability skills – for example, team work, self-management, business and customer awareness, communication, literacy – are all integral parts of faculty of Art & Design courses although this may not always be evident to you as they will not always be presented as such. They have been embedded in the Faculty of Arts & Design curriculum, yet it is still your responsibility to actively seek out these skills and identify what is covered where.

Personal Development Planning (PDP)

Personal Development Planning (PDP) will provide you with an opportunity to assess the value of the skills and knowledge you are developing and identify your future learning and development needs. It offers you a structured way to reflect on what you are good at and what you need to develop further. You will learn to review your own skill levels and what you have learned from different situations and environments, including your studies, part time work, voluntary work and other activities; you will record your reflections and use them to help you think about and plan your future development.

This is an important part of your personal development and reflects the working environment where employers encourage new graduates to assess their own continuous professional development (CPD) using a portfolio.

You can also use your record of PDP as a valuable aid for marketing your skills to employers in recruitment and selection processes.

Learning and Teaching methods

The Faculty of Arts & Design uses various teaching methods to meet the learning outcomes of our course. Teaching/learning takes different forms such as lectures, studios, tutorials, lab sessions, one to one tutorials (office hours), in-class discussions, workshops, guest speakers, field trips, and visits.

For most of the units in the Faculty of Arts & Design, you meet your teaching team three times a week; where you receive a lecture of one and half hours delivered by the instructor, studio sessions and/or tutorials of three or one and a half hours which are supervised by the instructors and conducted by the teaching assistants.

Our courses are structured so that the independent learning increases as you progress from level one to level four.

Lectures:

Lectures are generally used to explain the key issues of any unit and normally take an interactive form as the number of students in a class range from 30 – 35 students. Lectures open up topics that students are supposed to further explore on their own. Lectures also provide guidance on how you can progress in the unit; feedback on your work presented, and answers students' questions.

Studios/Labs:

Studios are generally used to improve students practical skills related to the designated unit, and take an interactive form, in order for student to reach the required practical learning outcome for the unit. Teaching staff provides step by step guidance on the practical output of the students studio work or lab production (using professional unit related software’s).

Tutorials:

Generally tutorial sessions are mandatory for the students to achieve the required level of knowledge and practical outcome for designated units. Tutorial sessions serve as a link between the input embedded in Lectures and the practical outcome expected in Studios or Lab sessions.
One on One Tutorial

The Faculty of Arts & Design prides itself on the close relationship between its staff and students. If you face any problems or difficulties throughout your course of study, individual tutorials are available both by the teaching assistants and instructors during their office hours.

Moreover, specific feedback on project/research work is given individually or in groups while preparing graduation projects and other research work. Special care is provided to students who require individual attention due to ability problems or illness.

Independent Study:

In order to build your ability as a self-learner, you will need to invest time in independent study time and effort.

In lower levels, your instructor will guide you as to assignments, practical assignments or reading material that you are expected to do on your own. However, as you advance and progress individual work will be less guided and it will depend to a great extent on your own judgment. Such independent study time could be used in improving practical skills and techniques, preparation for research work, presentation, supplementary readings, writing essays, field work, and other pieces of work.

Your learning will also be supported by technology. Increasingly your tutors will be using existing and emerging learning technologies to engage you in e-learning activities. Your course will be facilitated using a variety of media and online tools (Moodle, e-learning, publishers companion websites ...etc.) which will allow you flexible access to a diverse range of online resources, quizzes and learning materials as well as collaborative tools with which you can engage and learn with your peers. You can also pose questions to your tutors through e-mails or through the Moodle.

By engaging with e-learning you will also be developing skills which are essential for your learning and are also highly valued by employers. These include but are not limited to: independent learning, working flexibly, communication, understanding of IT, team working and creating shared understandings based on quality resources and access to global expertise.

You will be actively involved in a range of learning, teaching and assessment approaches as part of Faculty of Arts & Design - MSA University. Such active approaches aim to put you at the centre of your learning so you are involved and engaged in all aspects of your assessment and learning. Your course will require your active participation in learning activities and engagement with your fellow students both individually and collaboratively, working and learning with other students as part of a small group. Learning activities may also occur both within and outside the classroom.

Assessment Strategy

Assessment is an integral part of learning. The assessment strategy adopted by the Faculty of Arts & Design aims to better engage the students and to develop their generic skills, taking into consideration compulsory requirements set by the Supreme Council for Egyptian Universities which states that for most units there must be a midterm exam and a final exam comprising at least 60% of the overall grade of the unit and coursework elements that count for 40% of the overall grade of the unit. During your first years, your assessment will mostly be based on written tests and a number of small pieces of work to test your knowledge but as you progress to your final years of study, there will be fewer pieces of work but more depth to enhance your skills.

Assessment tools used by the Faculty of Arts and Design range from unseen exams, and problem solving assignments at levels one and two to more advanced forms of assessment as field work, research, projects, substantial essays, and case study analysis in levels three and four.

You should carefully read the assessment scheme and weighting found on each unit (LUN) as this will give you guidance as to where you should focus your time and effort. You should be aware that as you approach level four in your course, all exam questions will require more critical thinking and reasoning (cognitive skills) rather than relay of knowledge. As such you need to be trained to read and analyse cases about companies trying to pinpoint problems and then finally conveying solutions for such problems.
As for the practical outcomes of the course, you will find that as you progress to the upper level, you will acquire more practical skills that will be useful when you start working as: conducting research and audits, presentations and argumentation skills, team-working skills and others. Accordingly, the assessment will focus on such practical skills.

You need to read each unit outline/narrative to be aware of what is expected from you, and to be guided as to how you will be assessed. You should be aware of the criteria that are used to mark or grade your work.

**Assessment methods**

In the Faculty of Arts & Design assessment takes the following two forms:

**Formative Assessment:**

You will find that some of the assessment activities done in studios, tutorials or lab sessions are designed to give you feedback on your work performance and areas where you need to improve and others that you are doing well in.

The aim of this type of assessment is to build your skills and knowledge but is not included in your final grades. It is for learning and for future development of your knowledge and skills.

Thus formative assessment is developmental in nature and it is designed to give feedback on performance and how it can be improved, all class discussions on how to improve your presentations, how to conduct designated reports, how to analyse and solve practical and literal issues are part of your formative assessment. Feedback given to you on the stages of the project that is not counted in your grades is also part of formative assessment.

**Summative Assessment:**

Summative assessment is designed to measure the student's achievement of learning outcomes of a unit. You should be aware that summative assessment is divided in most units into two basic parts: 60% on unseen exams (20% on the midterm exam, and 40% on the final exam), and 40% coursework (Practical studio/lab assignments, home assignments, reports, class tests, etc.) or as specified in the LUN.

**Submission, receipt, marking and return of assessment**

Assessment is divided into two main divisions: exams and coursework.

**Exams**

For most of the units, you need to sit for a midterm exam in around week seven of the semester and is for one and half or two hours, and a final exam that is conducted at the end of the semester and is for three or four hours. The exams cover a variety of questions ranging from MCQs, T/F, essay writing, Practical work, etc. Some exams may include optional questions. As you progress from lower levels (one and two) to higher levels (three and four), the type of exam questions will require more critical thinking, analysis and application ability.

As per MSA University regulations, if a student doesn't achieve a minimum of 25% of the marks in the final paper, the students will get an (F) and repeat the unit irrespective of performance in other assessment components. Some units operate on a pass/fail basis and they are non-credit as they are preparatory units like Intensive English units namely: ENG 90.

Special arrangements are made if you are ill or have disabilities as enlarging exam papers and allowing sick students to sit separately in a special exam room. Students, who face extenuating circumstances on exam day and have sufficient proof, could fill a request for exemption from midterm exam, or an incomplete form for final exam.

All assessments are moderated to ensure that grades have been recorded accurately. Instructors mark answer sheets with secret codes to ensure that the marking process is totally unbiased.
Minimum samples of 10% of all answer sheets are second marked. The sample includes all failures and representative sample of the range of marks from very high to border line passes. Second marking is undertaken by an internal examiner other than the unit examiner, a rationale is provided in case of changing of grades. External examiners review exams and answer sheets with instructors to ensure the fairness, objectivity and consistency of the assessment process.

Coursework

The continuous assessment (40% course work) could take a variety of forms as weekly practical studio/lab assignments, weekly home practical assignments, reports, tests, field work projects, essay writing, individual and group projects as well as presentations,

Any academic dishonesty or plagiarism cannot be tolerated. (Please see Academic Dishonesty and Plagiarism Section)

A minimum of 10% of all coursework is second marked in addition to all failed pieces of coursework.

As you progress from level one and two where the assessment is more structured and the pieces of assessment activities are numerous and divided into small parts, you will find the number of assessment pieces becoming fewer but deeper in levels three and four. Here more individual reflection is required with deep thought, evaluation, and reasoning. Moreover, at these upper levels you are expected to apply the theories and concepts learnt to practical business situations. Furthermore, you are required to combine knowledge and skills gained from different units together to be able to evaluate alternatives and recommend optimal solutions.

Here students are expected to use proper referencing to refer to the authenticity of the work.

Coursework is submitted by students in phases as indicated in LUN of each unit. The deadline for each phase is indicated in the detailed assignment briefs.

Finally to be able to prove your progressive learning, you are advised to keep safely all pieces of work that you have performed in a portfolio. This portfolio could be used as a tool for employability.

Remember: if you have any questions about any particular assessment, you must ask your instructor and make sure that you understand each and every item.

Assessment Feedback to students

MSA believes that feedback on student work is an integral part of the LTA. Timely, constructive and fair (accurate) feedback helps the students learn and understand where they stand as compared to what is expected from them, this will guide them on how to improve in order to achieve the employability requirements imbeded in MSA philosophy “graduates who are knowledgeable, equipped with employability skills and lifelong learners”. At MSA both group works as well as individual assessments are essential. Group work is encouraged as it helps a graduate to function smoothly in the real life work environment. Moreover, even group projects at level three and four are graded partly as a group yet each individual is assessed separately to reflect individual differences which is very similar to real life employability setting.

Feedback during teaching and learning

In class, participation and discussions, preparation of work, answering problems that the instructors and teaching assistants have asked are an integral part of learning.

Feedback on coursework

Feedback on summative coursework assessment will be offered in a variety of forms and all work will be marked and at least 10% of the work will be second marked in addition to all failed pieces of coursework.

There are various forms of feedback on summative assessment of coursework that include:

- Rubric sheets that help indicate to the student the reasoning for the acquired grade.
- Presentation assessment sheets which help students identify and improve students’ presentation and discussion skills.
- Written comments
- Individual and group tutorial feedback.

Return of coursework
Instructors return graded assignments, tests and term papers to all students complete with comments and feedback. Students are obliged to file the coursework in their student portfolios to be submitted to instructors at the end of semester for archival reasons of the students’ coursework. After that, five samples from each grading level are stored and the rest of the portfolios are returned to the students.

Electronic receipt of coursework
Coursework may not be submitted in electronic form except where this is an explicit requirement of that assessment in the unit in question. If the instructor requires coursework to be submitted electronically, it should be downloaded and printed to be included in the student’s portfolio.

Feedback on examinations
Generally students may not be given specific feedback on written midterm and final examinations. The instructor will discuss with the whole class the midterm exam and will provide feedback so as to improve their performance in the final exam; as for the feedback on final exams, the exams with their model answers are posted on MSA e-learning right after the examination date for students to review.

Comments on examination scripts and marks
Instructors provide detailed model answers for midterm and final exams

Marking, second marking and marking moderation
All assessments are moderated to ensure that grades have been recorded accurately. Instructors mark answer sheets with secret codes to insure that the marking process was totally unbiased.

External examiners review exams and answer sheets with instructors to insure the fairness and objectivity of the assessment process.

All assessments are moderated to ensure that grades have been recorded accurately. A minimum sample of 10% of all answer sheets are remarked (second marked). The sample includes 5% of the passing papers and all failures. Second marking is undertaken by an internal examiner other than the unit examiner, a rationale is provided in case of changing of grades.

Students’ Affairs Rules and Regulations

Article 1: Study System:

1. The academic year is comprised of two mandatory semesters, in addition to an optional summer semester.

2. The university applies the credit-hours system.

3. Each subject has a set number of credit hours, and each academic degree given by the university requires a certain number of cumulative credit hours that should be fulfilled by the student to earn the desired academic degree.

4. The medium of instruction is the English language, unless the university board decides otherwise, and exams are taken in the same language through which the curriculum is taught.
5. The student is allowed admission for the first time at any of the three semesters (Fall, Spring, and Summer), and is also awarded the degree at any of these semesters upon completing the required credit hours and scoring a CGPA of no less than C (2.0).

Article 2: Admission System:

1. The university accepts Egyptian and foreign students who hold the Egyptian High School Certificate or an equivalent certificate with a minimum score of 55% according to the number of students and the other admission conditions set by the Council of Private and Public Universities each year.

2. Students applying for any of the various faculties sit for an English language admission test. When the student reaches the required level, he/she is allowed admission into the faculty of his choice, according to the requirements of this faculty.

3. If the student fails to reach the required level, he/she gets admitted temporarily to receive foundation English language courses to improve their language performance according to the following:

   3.1. Students who get 30% to 50% in the placement test study the ENG 90 course in addition to a limited number of courses determined by the faculty in which the student has registered.

   This is until the student reaches the required English level. Afterwards, he/she gets the regular load of courses of the faculty he/she joined.

4. As for the English International General Certificate of Secondary Education (IGCSE), the university accepts students according to the rules set by the Supreme Council for Universities, provided that they complete the qualifying subjects for admission at each faculty according to the rules set by the Supreme Council of Universities' Tansik Office for Acceptance of Students and the Council of Private Universities.

5. The American High School:

   Students are accepted according to the rules set by the Supreme Council of Universities.

6. The university accepts transferred students of other universities according to the following:

   6.1. Meeting the admission requirements of the university

   6.2. Students are exempted from studying courses they have already taken in their previous universities and are equivalent to the university's courses. The results of transferred courses are not counted in the student's total grade. Exemption is done according to the faculty to which the student is transferred and after the faculty's board approval of transfer and exemption.

   6.3. The faculty's board decides the number of credit hours that the student can be exempted from.

   6.4. Transfer is allowed within a month at most of the beginning of the academic semester.

Article 3: General Requirements for University Degrees are divided into:

- University mandatory requirements: These are mandatory on each student in the university to be granted any degree from it.

- Faculty mandatory requirements: These are mandatory on each student in each faculty to be granted any degree from it.

- Major mandatory requirements: These are mandatory on each student who chooses this major as a main major of study.
• Minor mandatory requirements: These are mandatory on a specific specialization of the subsidiary specializations.

• Major optional requirements: These are a number of Units selected by the student out of a number of Units determined by the faculty in question.

• General requirements: The student chooses them out of any courses offered by the university.

Article 4: University Requirements:

The university requirements are 6 to 12 credit hours (c.h.) in the English language courses, unless the university board decided otherwise. For most of the faculties, they are as follows:

• ENG 101: English for Academic Purposes
• ENG 102: English for Study Skills
• ENG 201: English for Research Purposes
• Mandatory Arabic and Religion tests for the Egyptian High School students or of any equivalent certificate who did not pass these exams.

Article 5: Academic Advising and Monitoring:

1. At the beginning of each academic year, each student is assigned an academic advisor who is a faculty member of the student's faculty. The advisor's role is to answer the student's questions on the curriculum or courses that they must specialize in. Further, he/she also has to follow up the student and his/her performance to notify and advise the student in case his/her performance decreased than the normal level to help improve it.

2. If the CGPA of the student reached less than 2.0 in any semester (equivalent to C), he/she is considered below the required standard level and is accordingly put under "Academic Probation", and is required to enhance his/her CGPA to 2.0 or more. The student is allowed to remain under academic probation for 8 semesters in the four-year faculties, and 10 semesters in the five-year faculties. If the student fails to raise his/her CGPA to 2.0 or more, his/her registration in the university will be irrevocably cancelled.

3. Students under academic probation who got less than C in some Units are permitted to repeat the exams in these Units and the higher score is counted. This permission is annulled once the CGPA reaches C or 2.0 or more.

Article 6: Courses Registration:

1. Offered Units and registration dates are to be announced by the university each semester. The student selects the Units he/she wishes to study to get the desired academic degree in accordance with his interests and abilities and with the help of the academic advisor. After the selection is made, the student registers his/her name in the Units he/she wishes to study.

2. The student is not allowed to register in any Units before fulfilling the necessary requirements for it, and passing in Units that are qualifying and related to the desired Units.
Article 7: Drop, Add or Withdrawal:

1. After the beginning of the semester and after registration, the student is entitled to modify his wishes, and in this case a Units can be removed and replaced by another, provided that the minimum and maximum number of required credit hours in each semester is observed. In this case, the student fills in a withdrawal and addition form and submits it to the faculty's registrar after it is signed by the academic advisor and the lecturers of these Units.

2. Adding is allowed within the first week of the semester, and dropping is allowed for two weeks from the beginning of the semester. The student is allowed to withdraw from a Units within four weeks from the beginning of the semester provided that sound reasons are offered and the Units lecturer accepted.

Article 8: Majors and Minors:

1. For each student, there is a main major that he/she chooses according to the faculty's conditions. The student may determine a minor. Each faculty announces its offered minor courses and the conditions for studying them. If the student fulfilled the requirements of the minor, it will be shown on his/her graduation certificate.

2. After successful completion of the requirements of the minor, the student may register in another minor; in this case the student studies the Units required for the second minor which he/she did not study in the first minor. Both minors are then shown on the student's graduation certificate.

Article 9: Changing the Major or Minor:

After deciding the major and minor, the student may change his choice. In this case, the changing major or minor form is filled by the student and signed by his academic advisor, and finally submitted to the faculty's registrar. The Units that the student completed in his academic achievements and his position are reassessed according to his new major.

Article 10: Inter-faculties Transfer:

The university's students may transfer internally between faculties provided that the requirements of the faculty transferred to be met, and after consulting the concerned departments and faculty members and earning the approval of the faculty board. The student will be exempted from the courses he successfully passed, and the equivalent courses in the faculty transferred to. The scores of the transferred courses are counted in the student's general grade. This is done during a month at most from the beginning of the semester.

Article 11: Courses Grades:

1. There is a grading system for each course in accordance to the rules set by the faculty's council.

2. Usually, 40% of the grade goes to the coursework, 20% to a written midterm exam, and 40% to a written final exam unless the faculty and university councils decide otherwise.
3. Passing grades are calculated as follows:

Passing Grades Table

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% or more</td>
</tr>
<tr>
<td>A-</td>
<td>From 85% to less than 90%</td>
</tr>
<tr>
<td>B+</td>
<td>From 80% to less than 85%</td>
</tr>
<tr>
<td>B</td>
<td>From 75% to less than 80%</td>
</tr>
<tr>
<td>B-</td>
<td>From 70% to less than 75%</td>
</tr>
<tr>
<td>C+</td>
<td>From 65% to less than 70%</td>
</tr>
<tr>
<td>C</td>
<td>From 60% to less than 65%</td>
</tr>
<tr>
<td>C-</td>
<td>From 56% to less than 60%</td>
</tr>
<tr>
<td>D+</td>
<td>From 53% to less than 56%</td>
</tr>
<tr>
<td>D</td>
<td>From 50% to less than 53%</td>
</tr>
<tr>
<td>F</td>
<td>Less than 50%</td>
</tr>
</tbody>
</table>

F is the failing grade for all university Units except for Units of the faculties of Pharmacy, Dentistry, Biotechnology in which any grade less than C is considered a failing grade for all Units except for English, computer, and mathematics courses.

4. The above passing grades schedule is applied on all Units except for the following Units:
   - ENG 90. The student gets a P (Pass) if he got 50% or more of the total course grade, and he gets an F (Fail) if he got less than 50% of the total course grade.
Article 12: The Students Assessment System:

1. The equivalent numerical values of the letter grades are as follows:

The Numerical Values Equivalent to the Passing Grades

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>GPA</th>
<th>UK Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>≥90</td>
<td>4</td>
<td>1&lt;sup&gt;ST&lt;/sup&gt; Class</td>
</tr>
<tr>
<td>A-</td>
<td>≥85 &amp;&lt;90</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>≥80 &amp;&lt;85</td>
<td>3.33</td>
<td>Upper Second (2:1)</td>
</tr>
<tr>
<td>B</td>
<td>≥75 &amp;&lt;80</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>≥70 &amp;&lt;75</td>
<td>2.67</td>
<td>Lower Second (2:2)</td>
</tr>
<tr>
<td>C+</td>
<td>≥65 &amp;&lt;70</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>≥60 &amp;&lt;65</td>
<td>2</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Class</td>
</tr>
<tr>
<td>C-</td>
<td>≥56 &amp;&lt;60</td>
<td>1.67</td>
<td>Fail</td>
</tr>
<tr>
<td>D+</td>
<td>≥53 &amp;&lt;56</td>
<td>1.33</td>
<td>Fail</td>
</tr>
<tr>
<td>D</td>
<td>≥50 &amp;&lt;53</td>
<td>1</td>
<td>Fail</td>
</tr>
<tr>
<td>F</td>
<td>&lt;50</td>
<td>0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

N.B. C is the lowest grade for the faculties of Pharmacy, Dentistry, and Biotechnology Units except for English, computer, and mathematics courses.

2. Definitions:

2.1. Study load: is the total number of credit hours for the registered courses in a given semester.

2.2. Acquired hours: is the total number of credit hours of the courses taken and passed by a grade higher than F for all the faculties' students except for the students of Pharmacy, Dentistry, and Biotechnology (it is no less than C).

2.3. Semester grading load: is the total number of credit hours for the registered units in a given semester.
2.4. Annual grading load: is the total number of credit hours for the registered units in an academic year, which includes three semesters, i.e. Fall, Spring, and Summer, not necessarily in the previous order.

2.5. Cumulative grading load: is the total number of credit hours for the registered units throughout the years of study to this date.

3. Assessment method: The student is assessed in each semester according to the semester GPA; moreover, the student is assessed each year according to the year GPA. As for the student's total grade, it is calculated according to the CGPA and the mentioned above averages according to the following:

3.1. Calculating Semester GPA (SGPA):

\[
SGPA = \frac{\sum \text{ (numerical grade of a unit} \times \text{ number of credit hours for the unit)}}{\text{Semester grading load}}
\]

3.2. Calculating Year GPA (YGPA):

\[
YGPA = \frac{\sum \text{ (numerical grade of a unit during the year} \times \text{ number of credit hours per unit)}}{\text{Annual grading load}}
\]

3.3. Calculating Cumulative GPA (CGPA):

\[
CGPA = \frac{\sum \text{ (numerical grade of a units throughout years of study} \times \text{ number of total credit hours)}}{\text{Cumulative grading load}}
\]

4. Cumulative GPA levels:

4.1. Excellent for letter grades A,A-
4.2. Very Good for letter grades B+,B
4.3. Good for letter grades B-,C+
4.4. Fair for letter grade C

Article 13: Honour Ranks:

The honour ranks are calculated for students who get a GPA of 3.6 or more upon graduation. The honour mark is recorded on the students' certificate of graduation.

Article 14: Academic Scholarships:

1. The student gets a 20% deduction of tuition fees on the following semester, only if the student's semester GPA is 3.75 or more; provided that the CGPA is not less than 3.25. This deduction is applicable on all faculties except for Pharmacy, Dentistry, and Biotechnology; students of these faculties get 10% instead of 20%.

2. The student gets a 10% deduction of tuition fees on the following semester, only if the semester GPA is from 3.5 to less than 3.75, provided that the CGPA is not less than 3.0.
This deduction is applicable on all faculties except for the students of Pharmacy, Dentistry, and Biotechnology.

- When applying the above two items, it should be noted that the student has to have the full load listed in the internal code for each faculty for each semester.

3. The university grants scholarships for 20% of the tuition fees of new excellent students who get 95% or more in the Egyptian High School certificate (Thanawya Amma) or its equivalents. This is for the first semester for all students except for students of the faculties of Pharmacy, Dentistry who need to get not less than 100%.

4. The university offers scholarships in the form of 10% deductions of the tuition fees of top scoring students who got 90% or more and less than 95% in (Thanawya Amma) or an equivalent certificate. This is for all faculties except for Pharmacy, Dentistry students who need to get 95% or more and less than 100%.

Article 15: Pass, Fail and Repeat

1. If the student failed in any unit, he has to repeat it if it was a requisite for the desired major. The unit credit hours are calculated as part of the student's study load; provided that it does not exceed the regular study load in accordance to the faculty units.

2. The minimum study load of the fall and spring semesters is not less than 9 credit hours. Accordingly, the student is not allowed to withdraw from any registered subject if the credit hours exceeded the minimum number mentioned above unless for exceptional cases after the approval of the university president.

3. The regular study load for fall and spring semesters is between 16 to 19 credit hours for all faculties except for Pharmacy, Dentistry, and Biotechnology according to the units of the respective faculties as the regular study load for the aforementioned semesters is between 19 to 22 hours.

4. The study load for the student during the summer semester is one or two units.

5. The top achieving students and the ones who registered in the last semester are allowed to add one extra unit if the faculty and the university president approved, and if the timetable permits such addition.

6. If the student's absence days (for health issues or any other reason) exceeded 25% of the scheduled hours in any subject, the student will be deprived from sitting for the final test for this subject, and will be given a failing grade.

7. In case of failing to attend or deprivation from the final test at any given subject, the exam result will be considered zero, and the student fails. In cases of emergency, if the student offered an urgent excuse 24 hours before the written exam, and the university found it convincing with the attestation of the subject teacher in favour of the student's performance during the semester, the exam will be postponed to the end of a following semester in which this unit is offered. Hence, the student will not fail this subject until he sits for its exam.

8. The student fails a unit if he/she scores less than 25% on the final exam. The university council may raise this percentage for some subjects in any faculty or for all subjects in the faculty, like the subjects of Pharmacy, Dentistry, and Biotechnology in which the percentage reaches 30%.

9. The student, who fails in a subject as a result of not achieving the minimum grade in the final test as mentioned in the item above, cannot benefit from the mercy marks in the same unit and gets an F.

10. The student is granted no more than 5 mercy marks per semester, and they can be distributed on the subjects in which he failed in accordance with his faculty code (the mercy marks are not applicable for some units like Architectural Design in the faculty of Engineering - Architecture Department.)
Article 16: Student Unions:

1. Student unions are formed from the students registered in all faculties.

2. Student unions aim at achieving the following:
   a) Developing spiritual and moral values amongst students, and getting them used to leadership and self-expression
   b) Endowing students with the sound university spirit and strengthening the ties between themselves and the faculty members.
   c) Discovering students' abilities and talents
   d) Spreading and organizing sports, social, cultural and artistic activities and community service

3. The student union council work through the following committees:
   a) Cultural activity committee
   b) Artistic activity committee
   c) Sports activity committee
   d) Social activity committee

4. Each one of the aforementioned committees is formed under the supervision of a faculty member, chosen by the university president resolution, and a student from each faculty elected annually by his colleagues through classified ballot boxes. Each committee elects a secretary from its member students.

5. The student union council is formed yearly headed by the faculty member who is appointed by the university president, and the members are from the council's committees leaders from the faculty members and the secretaries of the student union council committees. The council elects a secretary from its member students.

Article 17: Students Disciplining:

1. Flouting any of the rules, codes or university traditions is considered a discipline-requiring contravention: the most important of them are the following:
   a) Acts that destabilize the system of the university and its facilities
   b) Inciting students to skip classes, tests, and any university duties
   c) Any act that contradicts the accepted code of ethics inside and outside of the university
   d) Any act that destabilizes the exam system and any cheating incident or even attempts at cheating

2. Each student who gets caught cheating or trying to cheat gets dismissed from the exam room by the dean or the exam proctoring supervisor and gets deprived from this one exam or more.

3. Disciplinary punishment:
   a) Verbal or written warning
   b) Deprivation from students services
c) Dismissal from the faculty for not more than a month

d) Dismissal from the university for a period that does not exceed a semester

e) Irrevocable dismissal from the university

4. The faculty dean is entitled to implement the first six punishments from item 3 after the university president's authorization.

5. The disciplinary council is entitled to implement all punishments. The decision to refer the student to the disciplinary council is issued by the university president upon the dean's demand.

6. The students disciplinary council is formed as follows:

   a) Faculty Dean

   b) The faculty's vice dean or any of the department heads who are chosen by the faculty's dean

   c) A faculty member chosen annually by the faculty council
Introduction to the Faculty of Arts and Design at MSA

The Faculty of Arts and Design at October University for Modern Sciences and Arts (MSA) is not just a new Faculty but also a new concept in Arts and Design education. It addresses several significant changes that the Egyptian society have undergone in the 21st century such as the rapid growth of the Egyptian economy and the fierce competition introduced by trade liberalization creating a new demand for ingenious specialists capable of producing attractive functional products, and the means to market them on the one hand.

On the other hand there has been a considerable shift in high school graduates interest towards literary studies. The number of those high school graduates represents around 75% of the total number of high school graduates. They require a variety of college education options that fit their needs and provide them with productive employment opportunities.

The Faculty of Arts and Design responds to the job market demand for creative individuals capable of working in diverse fields such as product and packaging designs in a wide range of industries. Of special importance to the Egyptian economy is the role of these graduates in fashion, apparel, furniture, and consumer goods industries which are expanding for both local and export markets.

The Faculty of Arts and Design targets secondary school (high school) graduates from all sections including graduates from the literary section by focusing on developing the artistic and creative abilities of students.

Faculty of Arts and Design

The Faculty of Arts and Design offers the degree of Bachelor of Arts and Design (بكالوريوس الفنون والتصميم) in one of the following majors:

- Bachelor of Arts and Design - Interior Design
- Bachelor of Arts and Design - Graphics and Media Arts
- Bachelor of Arts and Design - Fashion Design
- Bachelor of Arts and Design - Cinema and Theatre Set

The degree is awarded upon successful completion of an approved course comprising a minimum of 141 credit hours normally completed pending for major, in four academic years (eight semesters).

Needless to say, graduates from the Faculty of Arts and Design are different from Faculties of Engineering graduates and Faculties of Applied Arts graduates regarding the intended learning outcomes, the number of academic years, and their enrolment from the high school graduates. Actually, The Faculty of Arts and Design targets all secondary schools graduates including graduates from the literary section by focusing on building the student’s artistic and creative abilities.

All secondary school (high school) graduates from all sections including graduates from the literary section can join the following majors:

1- Graphics and Media Arts Major
2- Fashion Design Major
3- Cinema and Theatre Set and Production Design Major

Students must obtain secondary school (high school) graduates in scientific section to join the following majors:

1- Interior Design Major
2- Product Design Major
3- Landscaping Major
The Faculty course of all majors begins with:

- **The study of basic design elements and processes**: form, colour, drawing, letterforms and typography, motion, and the introduction to interactivity and media arts.
- **Basic graphic presentation skills** in studio environment starting with freehand drawing, architecture and mechanical drawing skills, CAD tools two dimensional and three dimensional interactive media, new directions in visual communication design, as well as virtual form and space in computer generated environments.
- **Building solid background in basic sciences**: Since the Faculty targets also graduates from the literary section it aims at complementing the background of students from the literary section with relevant information in physics and mathematics such as properties and strength of material, algebra, geometry and trigonometry. Furthermore, this information is presented to the students using descriptive and practical (Lab) methods.

Then the student pursues a specialized study in his/her chosen major where he/she studies a well-balanced blend of:

- Design Basics and theoretical units
- Studio units
- Technology units
- Projects
- Historical perspectives and social issues are also included.

Through balanced units in theory, criticism, and practice, students develop an understanding of design principles. Most units are taught as studios of no more than twenty students, an arrangement which encourages individual growth and fosters a sense of community within the Faculty.

It is expected that the widespread use of computers in Egypt would call for a new generation of designers and art specialists who attain professional standards in using computer tools and functionality and are capable of providing outstanding artistic products and ideas that meet the 21st century challenges.

The Faculty of Arts and Design is established with the objective of providing a unique course that satisfies the needs of the local market. Moreover, adopting international standards is a must in the ever-changing fields of design such as interior design and landscaping, product design, fashion design, cinema and theatre production design, and multimedia and graphics. A graduate needs to be in continuous contact with the international market and its trends to promote his professional career.

The course combines strong theoretical background and hands-on practice. It is designed to develop artistic abilities of students. It provides students with lifelong learning capabilities. The course also provides students with the necessary skills to promote their intellectual growth and provides optimal benefit from academic courses. These skills include outstanding computer skills, teamwork, project management, project presentation techniques, language proficiency, and research skills through the Internet. Students are trained to adequately use these skills in handling and solving problems.

**Curriculum Reference Points**

The following reference points were used in designing the course:

- Supreme Council for Egyptian Universities
- Relevant curricula of Egyptian Universities and the American University in Cairo.
- MSA University internal regulations and student affairs regulations
- MSA University Council Guide and Regulations
- University of Bedfordshire regulations
- University of Bedfordshire forms and templates
- US National Association of Schools of Art and Design (NASAD) standards
- British QAA Art and Design Benchmark Statement
- QAA Guidelines for programme specifications
- QAA Framework for Higher Education Qualifications

**Educational Aims of the Faculty**

- Provide a versatile route through the design field such that students can acquire particular expertise in a wider background.
- Provide considerable understanding and confidence in the skills, theory and knowledge associated with all the offered specializations.
- Further the personal and professional development of individual students.
- Develop the knowledge and skills to equip students for a career in the many design fields or for further graduate study.
- Develop the student's skills in design and enhance their creativity and artistic abilities.
- Allow the students to apply their skills in creating realistic design, implementing world class projects, and providing innovative solutions to business cases.
- Provide state-of-the-art high quality education relevant to the local and international markets in order to continue attracting student from Egypt and other Arab countries.
- Provide students from High school's Art section with a practical industry oriented field of study that develop their creative abilities and open for them diversified career opportunities.
- Offer a unique undergraduate course, complementing courses of the national universities.
- Enhance the students' learning capabilities for understanding, analysing, and solving real-life problems.
- Teach students basic mechanisms for following and learning the continuous progress in the field independently.
- Develop the intellectual and practical skills necessary for the student in their careers.
- Continue to attract students from Egypt and Arab countries.

**The Capacity test of the Faculty of Arts and Design Students:**

Faculty of Arts and Design at the October University for Modern Sciences and Arts are Holds a capacity test twice a year, the first in July weekly throughout the month and the second in January throughout the month.

The Faculty Board may suggest other dates for the capacity test after the approval Council of the University according to the update.

Commission test mode capabilities:

Form a committee to develop test capabilities of the decision of the College Board and include:

1 - Professor Dr Dean of the Faculty of Arts and Design (Chair)
2 - A tripartite committee of the faculty staff members

**Test capabilities include:**

1 - Measurement of the capacity and skills of the student's free drawing 25%
2 - Measurement of the student's ability of engineering drawing and perspective. 25%
3 - Measurement of the capacity and skills of the student on the design 25%

In addition the student presents a portfolio including his artistic and innovative previous work to the Commission through a personal interview 25%
Student's Distribution to the Faculty Majors

For all majors, (Interior Design, Fashion Design, Graphics and Media Arts, and Cinema and Theatre), the Students are distributed after passing the Foundation Year on the basis of total scores and students are also asked to choose three majors and are placed according to the internal format altogether.

Students that have completed Level 1 - General Art, and are now applying for their majors must comply with the following rules:

1. By the end of spring semester the Faculty will announce students with majors planned to open.
2. Joining majors is applicable in fall semesters.
3. Student must have fulfilled at least 19 credit hours of Faculty core units. (Might still have to take 1 unit of 3 credit hours)

Faculty Core units

<table>
<thead>
<tr>
<th>First Semester - Introductory Units (General)</th>
<th>Core Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Code</td>
<td>Unit Title</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
</tr>
<tr>
<td>DSN101</td>
<td>Introduction to Design Culture</td>
</tr>
<tr>
<td>DSN102</td>
<td>Design Basics: Form &amp; Colour</td>
</tr>
<tr>
<td>DSN103</td>
<td>Design Basics: Drawing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester - Introductory Units (General)</th>
<th>Core Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Code</td>
<td>Unit Title</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
</tr>
<tr>
<td>DSN105</td>
<td>Design Basics: Letterforms &amp; Typography</td>
</tr>
<tr>
<td>CDS101</td>
<td>2D Digital visualization Studio</td>
</tr>
<tr>
<td>CDS102</td>
<td>Introduction to Interactivity and Media Art</td>
</tr>
<tr>
<td>ARCH101</td>
<td>Technical Drawing I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Major</th>
<th>Units required to be passed</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Interior Design</td>
<td>ARCH101 (Technical Drawing 1)</td>
<td>B-</td>
</tr>
<tr>
<td>b.</td>
<td>Cinema &amp; Theatre</td>
<td>ARCH101 (Technical Drawing 1)</td>
<td>B-</td>
</tr>
<tr>
<td>c.</td>
<td>Graphics and Media Arts (GMA)</td>
<td>CDS101 (2D Visualization Studio) OR CDS102 (Intro. To Interactivity and Media Arts)</td>
<td>C+</td>
</tr>
<tr>
<td>d.</td>
<td>Fashion Design</td>
<td>DSN103 Design Basics (Free Drawing) OR DSN102 (Design Basics Form and Colours)</td>
<td>C+</td>
</tr>
</tbody>
</table>

*In case of two Units prerequisite, Student should pass both and reach the requested Letter Grade in one of them.
* Students joining the Faculty at spring semester are only allowed to take the opened units announced by the Faculty.

* Minimum number of students to open any specified unit is 12 students.

* Joining the Faculty Majors will be according to the student GPA ranking and each Major pre-requisite. The numbers and rankings needed is decided annually by the Faculty Board

General

* All Students are required to make sure that their procedures are documented in the Faculty administration as well as follow up with the administration till receiving the written approval of their requirements. Students must keep the proof of approval by the Faculty administration and show upon request to assure the completion of the process. (Ex. unit dropping, equivalency of Transfers, withdrawal, incomplete, medical excuses ……etc.)

* Transfers (Internal or External) are **not** allowed in the Spring Semester.

**Unit Load according to student GPA**

Student unit load / Semester is always followed the following schedule :

<table>
<thead>
<tr>
<th>Faculty ID</th>
<th>GPA _ From : To</th>
<th>No of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>0</td>
<td>Full Load</td>
</tr>
<tr>
<td>Arts</td>
<td>2 or Greater</td>
<td>Full Load</td>
</tr>
<tr>
<td>Arts</td>
<td>Less than 2 :1</td>
<td>Full Load (-1) Unit</td>
</tr>
<tr>
<td>Arts</td>
<td>Less than 1</td>
<td>Full Load (-2) Unit</td>
</tr>
</tbody>
</table>

#### English 80 and 90

| Arts       | 1 or Greater   | Eng 80 or 90 (+3) Units |
| Arts       | Less than 1    | Eng 80 or 90 (+2) Units |

* Note : DSN101 **Prerequisite should pass ENG 90**
Workshops & Training Programs:

- Each student will have to attend a number of 4 workshops before graduation.
  * Full details are available in The Workshops and Training Programs Manual.

- Each student will have to attend 1 training programs in his/her specific major before graduation. The training program is to be attended during the summer period between Level 2 & Level 3 or the summer period between Level 3 & Level 4.
  * Full details are available in The Workshops and Training Programs Manual.

Roles of the college in serving society and the environment:

The positive interaction with the environment and society is one of the main objectives of the Faculty of Arts and Design at the University of October for Modern Sciences and Arts, and given the multiplicity of disciplines, our college offers the opportunity to play a positive role and to establish bridges between academic study and research and the requirements of the environment and society in different fields, and so the Faculty Plan is the following:-

- Building bridges between the industrial society which is characterized by the 6 of October city with various college disciplines, through cooperation in the areas of product design

- Cooperation with the province, the 6 of October city in the design of open spaces, landscape and parks in order to achieve development in the aesthetic appearance of the province.

- Cooperation in the fields of fashion design and apparel manufacturing with industrial sector in 6 of October city and work on the development trends and methods of manufacturing.

- Cooperation with the 6 of October city in the field of cultural awareness through the design of posters to raise civilized awareness.

- Account for poor communities and try to create centres of handicrafts to support the citizens and encourage them to establish small industries of their own.

- Coordination with the Social Fund of development to finance projects for small handicrafts for young graduates.

- Cooperation with the City of Media Production and supply of trained Graduates for the management of services and media projects.

General Rules of Conduct

Course Attendance

- Courses are divided into; Lecture, Tutorial, Studio and or …etc. sessions on weekly basis (according to the course outline).

- Attendance in all 3 sessions is required.

- Exceeding 25% absence in any of the sessions is grounds for deprival from the course.

- Delay Limits:

  15 Minutes delay for all lectures during the day.
- No students are allowed to attend lectures & /or studios, labs without being registered in their **assigned group** as per their approved schedule from the Dean.

- Course drop is **only** allowed during the 2nd week from the beginning of the semester and not later than that.

In case of any absence with a serious reason such as; **medical or sick leave**: The student must notify the faculty administration and deliver the required certificate after being approved by the university doctor, a paper work would be filed and the absence removed. A photocopy of the request form must be submitted to each course Instructor and TA/ LAs.

- Medical certificates must be handed at once after the students return.
- The request form will not be accepted after 1 week from the due date.

**English Units**

- Withdrawal/Drop/Incomplete from English units is forbidden.
- English Units must be included in the full load of Student of each semester.

**Required Software courses:**

- All students in **level 1** must take **Photoshop training course** before attending **CDS101**.
- After completing **level 1** all students must take **AutoCAD training course** before attending **ARCH201**
- After completing **level 2** all students must take **3DMax training course** before attending **level 3** in the following Departments:
  - Cinema & Theatre Department
  - Graphics & Media Arts Department
  - Interior Design Department
- Each department has the rights to specify the required courses for each level before the beginning of the level.

**Units Assignments**

- **Studio Assignments**: The studio work that is required and supervised by the Units staff.
- **Home Assignments**: The specified weekly assignments that the student prepares at home in accordance to the requirements assigned by the Units Instructor.
- **Class Exam**: The Class Exams assigned by the Instructor to measure the student’s skills and learning outcome.
- **Mid-Term Exam**
- **Final Term Exam**

**Units Grades:**

Grades already follow the break down which is mentioned in detail in each unit outline.

Assignments are graded by the Units Instructor and handed back to the students. Student should hand in his/her work **on time** as specified by the Units staff.
The Faculty has the right to keep a minimum of 5 assignments each representing the students’ level of performance according to group classification for the validation issues.

**Delivery Methods:**
- Students must hand in their work to the assigned TA or LA in accordance to the assignment delivery time plan.
- Make sure that he/she fills out the submission sheet information clearly:
  - Name
  - ID Number
  - Course Code and Title
  - Instructor’s name
  - LA/TA’s name
  - Date of Submission
  - Assignment Title and number
  - No. of Sheets handed in

Late assignment delivery is **unacceptable**.

- Students should keep track of their grades as to keep up with their GPA.
- Assignment delivery date is subject to change according to the Unit Instructor.

* **Any act of plagiarism will be handled with strict legal procedures.**

**Students must upload their coursework on Moodle, as follows:**

1- Homework Assignment on the E-learning

2- Lab Assignments must be uploaded on the student’s account following the steps below:

**Step (1):**
The student creates a folder inside his/her own account. The folder will be named by the student’s full name “3 Names” (XXX_YYY_ZZZ).

**Step (2):**
The student creates 4 subfolders, one for each level. Each folder will be named by the level number (First Level, Second Level, Third Level, and Fourth Level).

**Step (3):**
The student creates 3 subfolders, inside each level. Each folder will be named by the level number & number using the first letter of each Semester’s name (ex. Fall49, Spring50, Summer51 will be F49, SP50, SU51).

**Step (4):**
The student creates a number of subfolders according to the student units load, inside each semester folder. Each folder will be named by the unit code (ex. DSN102, CDS102… etc.)

**Step (5):**
The student creates a number of subfolders in each unit folder according to the number of studio/lab work and assignments. Each folder will be named by the week number and the title of the assignment (ex. W1-Focal Point, W5- Cartoon Character… etc.)
NOTE: The students have to save the whole coursework following the sequence mentioned above. The Faculty will not be responsible of any mistakes/faults in saving the required data or following the above procedures.

Google Drive Digital Archiving
Assignments should be uploaded as per the given instructions by the staff member of each unit.

Receiving back the Unit Portfolio

- The deadline for students to receive their portfolio is two weeks at the beginning of the semester.
- The Faculty is keen to give back students portfolios. There are chosen sample portfolios (kept) for quality purposes.
- Faculty has the full rights to keep, digital copy and publish portfolio contents through any medium.
- The Faculty is not responsible for any portfolios after the dead line.

Excuses & Exemptions

- **Travel excuse case:** After the approval of the Dean of the Faculty of Arts & Design, student should deliver all undelivered assignments on limited dates specified by unit Instructor.
- **Medical excuse case:** Student must deliver the medical excuse at the first day after the end of the excuse after getting approval from the University Doctor.
  * The Dean of the Faculty of Arts & Design as well as the Faculty administration are not responsible for and will not accept refused medical excuses by the assigned University Doctor.
- **Mid-term Exemption:** After the approval of the Dean of the Faculty of Arts & Design, Mid-term exemption should be taken on the same day of the exam or the day after, either by student or parent.
## Curriculum Map for BA in Arts & Design/Foundation Year

### Level 1 Units:

#### First Semester - Introductory Units (General)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credit Hours</th>
<th>Lecture</th>
<th>Tutorial</th>
<th>Lab</th>
<th>Studio</th>
<th>Workshop</th>
<th>Total</th>
<th>Pre - Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSN101</td>
<td>Introduction to Design Culture</td>
<td>3.0</td>
<td>1.5</td>
<td>3.0</td>
<td></td>
<td></td>
<td></td>
<td>4.5</td>
<td>ENG90</td>
</tr>
<tr>
<td>DSN102</td>
<td>Design Basics: Form &amp; Colour</td>
<td>4.0</td>
<td>1.5</td>
<td>1.5</td>
<td>3.0</td>
<td></td>
<td></td>
<td>6.0</td>
<td>None</td>
</tr>
<tr>
<td>DSN103</td>
<td>Design Basics: Drawing</td>
<td>3.0</td>
<td>1.5</td>
<td></td>
<td>3.0</td>
<td></td>
<td></td>
<td>4.5</td>
<td>None</td>
</tr>
<tr>
<td>CS100</td>
<td>Introduction to Information Technology</td>
<td>4.0</td>
<td>3.0</td>
<td></td>
<td>3.0</td>
<td></td>
<td></td>
<td>6.0</td>
<td>None</td>
</tr>
<tr>
<td>ENG101</td>
<td>English for Academic Purposes</td>
<td>3.0</td>
<td>3.0</td>
<td></td>
<td>1.5</td>
<td></td>
<td></td>
<td>4.5</td>
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<td></td>
<td></td>
<td><strong>17.0</strong></td>
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<td></td>
<td></td>
<td></td>
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#### Second Semester- Introductory Units (General)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credit Hours</th>
<th>Lecture</th>
<th>Tutorial</th>
<th>Lab</th>
<th>Studio</th>
<th>Workshop</th>
<th>Total</th>
<th>Pre - Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSN105</td>
<td>Design Basics: Letterforms &amp; Typography</td>
<td>3.0</td>
<td>1.5</td>
<td></td>
<td>3.0</td>
<td></td>
<td></td>
<td>4.5</td>
<td>None</td>
</tr>
<tr>
<td>CDS101</td>
<td>2D Digital visualization Studio</td>
<td>3.0</td>
<td>1.5</td>
<td></td>
<td>3.0</td>
<td></td>
<td></td>
<td>4.5</td>
<td>None</td>
</tr>
<tr>
<td>CDS102</td>
<td>Introduction to Interactivity and Media Art</td>
<td>3.0</td>
<td>1.5</td>
<td>1.5</td>
<td>1.5</td>
<td></td>
<td></td>
<td>4.5</td>
<td>None</td>
</tr>
<tr>
<td>ARCH101</td>
<td>Technical Drawing I</td>
<td>3.0</td>
<td>1.5</td>
<td></td>
<td>3.0</td>
<td></td>
<td></td>
<td>4.5</td>
<td>None</td>
</tr>
<tr>
<td>MTH105</td>
<td>Linear Algebra</td>
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<td>3.0</td>
<td></td>
<td>1.5</td>
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<td></td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>ENG102</td>
<td>English for Study Skills</td>
<td>3.0</td>
<td>3.0</td>
<td></td>
<td>1.5</td>
<td></td>
<td></td>
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<td>ENG101</td>
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<tr>
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<td></td>
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<td><strong>27.0</strong></td>
</tr>
</tbody>
</table>
Level -1- Units Description

DSN101- Introduction to Design Culture
A basic introduction to Design Culture, is a critical unit demonstrating the emphasis of the design process on the development of visual language. It takes the student through a brief journey exploring the historic, scientific, economic, technical and cultural influences on the development of visual languages.

DSN102- Designs Basics: Form and Colour
This unit is designed to help students understand the interplay of form and will involve ... learn the basic principles of design, composition, using Colours, Lines and shapes as mediums.

DSN103- Designs Basics: Drawing
In studio environment the unit introduces the student to the translation of perception through delineation, drawing, and other descriptive media. Emphasis of the unit on the development of students’ motor control by means of freehand and mechanical drawing and by development of analytical and objective observation from life and three-dimensional objects.

CS100- Introduction to Information Technology
This unit serves as an introduction to the handing of computers, its general applications as well as IT. The unit also serves as an introduction to computer-related terminology and introduces common software and hardware concepts.

ENG 101- English for Academic Purposes
This unit is the basis for academic writing. It is designed to investigate the nature of writing formally to enhance your ability to communicate your ideas in a formal and well organized nature. The unit also helps you enhance your writing ability by avoiding common writing errors that may hinder comprehension. The unit provides the following perspectives:

a) The development of an academic five-paragraph essay from a prompt on a given topic.
b) The development of ideas through different brainstorming techniques.
c) The ability to write a variety of sentences with correct punctuation.
d) The ability to self-edit writing pieces.
e) The ability to produce an academic summary of articles and writing pieces by depicting main ideas.

The unit provides a general overview of the academic writing process and to introduce students to a range of different forms of essays.

DSN105- Designs Basics: Letterform and Typography
DSN105 is a studio unit, introducing one of the most crucial elements of visual communication - the word. The unit explores the history of typographic forms, principles of composition, and the expressive potential of type, through reading, research, exercises, and design production. Sequential studies will follow the design process: problem-solving through exploration, experimentation, selection, critique, and refinement. Electiveness of typographic design will be evaluated in terms of legibility, readability, and expression.

CDS101-2D Digital visualization Studio
This unit explores the digital technology available to students of design for two dimensional (2D) representations. It starts with an exploration of the Design elements such as line, value, colour, shape, form, texture and space. It demonstrates the 2D design types and it also discusses the language of visual design, digital photography, digital design processes. Moreover, it introduces Raster Image Manipulation (using Adobe Photoshop) including Principles of image representation, digital colour representation. Vector Illustration in 2D (using Adobe Illustrator) is also discussed including basics of typography and vector illustration,. Intermediate drawing techniques and creating and manipulating complex Vector shapes.
CDS102- Introduction to Interactivity and Media Art
This unit is an introduction to the concepts of interactivity & the field of media art. It vitally concentrates on the Act of perception of Arts & Design, following the history of multimedia & and digital tools as media for artistic exploration in relation to print, media art, & interactivity. The unit includes discussion of the potential ideas related to interactivity, with focus on required skills for creating interactive work.

ARCH 101- Technical Drawing I
This unit teaches student how to read / understand and draw technical drawing. Understand how to use manual drawing tools. Understand orthographical projection. Differentiation between plan, elevation and section. Use scale and how to measure objects and transfer it to papers. Understand isometric and perspective drawing.

MTH105-Basic Mathematics
This unit emphasizes mathematical concepts as problem-solving tools. Seven basic areas are included: inductive and deductive reasoning, logic and truth tables, numeration and number theory, set operations, Venn and Euler diagrams, algebraic equations, analytical geometry, and introductory statistics.

ENG102-English for study skills
Being the second level of the English required units that students have to take at MSA University, English for Study Skills introduces students to basic research and critical thinking skills. This unit aims at developing the skills necessary to support academic reading and writing to enable students to engage in their chosen degree programme. Therefore, this unit focuses on the following skills:
   a. Critical reading skills including skimming, scanning, making inferences, integrating and synthesizing data from various authentic readings and persuasive techniques.
   b. Basic research skills of finding a topic of interest, narrowing it down, looking for sources and evaluating them.
   c. Integrating different academic sources into one extended academic essay.
This unit is designed to provide students with the skills necessary for academic writing and it also helps students get exposed to a range of issues through different readings that are read and discussed in class.