The Internal Regulation of the Faculty of Alsun – Minia University

Bachelor Degree

The Faculty of Alsun – Minia University consists of the following Departments:

1. English Language Department
2. French Langauge Department
3. Italian Language Department
4. Spanish Language Department
5. German Language Department
6. Chinese Language Department

Article (2)

Based on the request of the Council of the Faculty of Al-Alsun, Minia University grants the bachelor's degree in one of the specialization languages its qualifications as specified in Article (1)

Article (3)

The duration of the study to obtain the bachelor's degree is four years

Article (4)

The study at all departments of the faculty includes the following::

First: The language of specialization and includes:

- Linguistics

Essay

- Listening and Conversation

literature and civilization

- Poetry and Criticism

- Research

Second: Translation from and to Arabic.

Third: The Arabic language for the language departments.

(Or its counterpart to the Department of Arabic Language)

Fourth: The second foreign language.

The following tables show the courses, their hours, and the examination time of each course.

Article (5)

a. The second foreign language course and the research material will be extended courses for all departments, as well as Linguistics course is also for the first year only. In addition to the translation from and to Arabic is for the two divisions of the Department of Arabic: Arabic Angauge and Arabic Language for non-native speakers.

B. The student shall perform the written and oral examinations of the courses of the specialization language by its langauge and, if necessary, the student may perform the examinations in Arabic.

C. The exam is oral in the courses of: listening and Conversation, and research material.

Article (6)

Students must meet at least 70% of the total number of hours allocated for the course. The Faculty Council shall approve the decision of the relevant department councils to deprive the student from the opportunity to apply for the exam in courses where the attendance rate is not met, based on a report by the professor. If he is deprived, he is considered to be failed in the courses in which he was deprived from performing the exam. If the student presents an acceptable excuse for his absence, he / she is allowed to perform the exam

.

Article (7)

The duration of the written examination in each course is two hours apart from the subject of Essay which the duration of its examination is three hours. The Faculty Council may amend the duration of the written examination in special circumstances based on the proposal of the department council.

Article (8)

The maximum total degree of the exam is calculated on the basis of ten grades for each hour of the weekly hours of the course except the subject of listening and Conversation that its maximum total degree is twenty degrees in all the years.

Article (9)

The students of the fourth year prepare researches in any of the following disciplines: Literature, linguistics, translation, and these researches are discussed on dates determined by the scientific departments councils.

Article (10)

The student istransferred from the restricted year to the next year if he succeeds in all the courses, or if he is failed in no more than two courses . In this case, the student will perform the exam of courses in which he is failed. In this case, his grade in theses courses is Pass.

Article (11)

The student's success in each of the courses and in the general grade is estimated as follows:

Excellent: 90% or more of total degrees

Very Good: from 80% to less than 90% of total degrees

Good: from 65% to less than 80% of total degrees

Pass: from 50% to less than 65% of total degrees

Student failure is estimated by one of the following grades:

Poor: from 35% to less than 50% of total degrees

Very poor : less than 35% of total degrees

Article2)

The transferred student may be transferred from his academic year to return based on his / her request to another department of the faculty if he meets the requirements of joining the department, provided that this opportunity is his second chance in his first year unless he presents an acceptable excuse e (1

.

Article (13)

Special fees are paid by Students who apply for the exam from abroad, these fees are determined by the Supreme Council of Universities.



**كلية الألسن**

**قسم اللغة الإنجليزية**

**بسم الله الرحمن الرحيم**

**Distribution of Acaemic Courses of English Language Department**

**(first Year)**

**First Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code Symbol** | **Course** | **Hours No.** | **Degree** | **Number of exam papers** | **Type of exam** | **Exam time** | **Notes** |
| ﺠــ 111 | Linguistics | 4 | -- | -- | -- | -- | extended |
| ﺠــ 112 | Conversations | 4 | 20 | -- | Oral | -- |  |
| ﺠــ 113 | Novel | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 114 | Translation to Arabic | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 115 | Arabic Language | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 116 | Second Foreign Language | 6 | -- | -- | -- | -- | extended |
| ﺠــ 117 | Computer | 2+2 Practical | 100 | 1 | Written | 3 |  |
|  | Total | 30 |  |  |  |  |  |

**The Second Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code Symbol** | **Course** | **Hours No.** | **Degree** | **Number of exam papers** | **Type of exam** | **Exam time** | **Notes** |
| ﺠــ 111 | Linguistics | **4** | **40** | **1** | Written | **2** | extended |
| ﺠــ 122 | Essay | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 123 | Drama | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 124 | Poetry and critism | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 125 | Translation from Arabic | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 126 | Arabic Language | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 116 | Second Foreign Language | **6** | **60** | **1** | Written | **2** | extended |
|  | Total | **30** |  |  |  |  |  |



**كلية الألسن**

**قسم اللغة الإنجليزية**

**بسم الله الرحمن الرحيم**

**Distribution of Acaemic Courses of English Language Department**

**(Second Year)**

**First Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code Symbol** | **Course** | **Hours No.** | **Degree** | **Number of exam papers** | **Type of exam** | **Exam time** | **Notes** |
| ﺠــ 211 | Linguistics | **4** | **40** | 1 | Written | **2** |  |
| ﺠــ 212 | Conversations | **4** | **20** | -- | Oral | **--** |  |
| ﺠــ 213 | Drama | **4** | **40** | 1 | Written | **2** |  |
| ﺠــ 214 | Poetry and Critism | **4** | **40** | 1 | Written | **2** |  |
| ﺠــ 215 | Translation from arabic | **4** | **40** | 1 | Written | **2** |  |
| ﺠــ 216 | Arabic Language | **4** | **40** | 1 | Written | **2** |  |
| ﺠــ 217 | Second Foreign Language | **6** | **--** | **--** | **--** | **--** | Extended |
|  | Total | **30** |  |  |  |  |  |

**Second Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code Symbol** | **Course** | **Hours No.** | **Degree** | **Number of exam papers** | **Type of exam** | **Exam time** | **Notes** |
| ﺠــ 221 | Linguistics | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 222 | Essay | **4** | **20** | **1** | Written | **2** |  |
| ﺠــ 223 | Novel | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 224 | Literature and Civilization | **2** | **40** | **1** | Written | **2** |  |
| ﺠــ 225 | Translation to arabic | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 226 | Arabic | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 217 | Second Foreign Language | **6** | **60** | **1** | Written | **2** | Extended |
|  | Total | **28** |  |  |  |  |  |



**كلية الألسن**

**قسم اللغة الإنجليزية**

**بسم الله الرحمن الرحيم**

**Distribution of Acaemic Courses of English Language Department**

**(Third Year)**

**First Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code Symbol** | **Course** | **Hours No.** | **Degree** | **Number of exam papers** | **Type of exam** | **Exam time** | **Notes** |
| ﺠــ 311 | Linguistics | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 312 | Conversation | 4 | 20 | -- | Oral | -- |  |
| ﺠــ 313 | Novel | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 314 | Literature and Civilization | 2 | 20 | 1 | Written | 2 |  |
| ﺠــ 315 | Translation to Arabic | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 316 | Arabic | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 317 | Second Foreign Language | 6 | -- | -- | -- | -- | Extended |
|  | Total | 28 |  |  |  |  |  |

**Second Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code Symbol** | **Course** | **Hours No.** | **Degree** | **Number of exam papers** | **Type of exam** | **Exam time** | **Notes** |
| ﺠــ 321 | Linguistics | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 322 | Essay | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 323 | Drama | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 324 | Poetry and Critism | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 325 | Translation from Arabic | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 326 | Arabic | **4** | **40** | **1** | Written | **2** |  |
| ﺠــ 317 | Second Foreign Language | **6** | **60** | **1** | Written | **2** | Extended |
|  | Total | **30** |  |  |  |  |  |



**كلية الألسن**

**قسم اللغة الإنجليزية**

**بسم الله الرحمن الرحيم**

**Distribution of Acaemic Courses of English Language Department**

**(Fourth Year)**

**First Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code Symbol** | **Course** | **Hours No.** | **Degree** | **Number of exam papers** | **Type of exam** | **Exam time** | **Notes** |
| ﺠــ 411 | Linguistics | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 412 | Drama | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 413 | Poetry and Criticism | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 414 | Literature and Criticism | 2 | 20 | 1 | Written | 2 |  |
| ﺠــ 415 | Translation from Arabic | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 416 | Arabic | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 417 | Second Foreign Lnaguage | 6 | -- | -- | -- | -- | Extended |
| ﺠــ 418 | Research Material | 2 | -- | -- | -- | -- | Extended |
|  | Total | 30 |  |  |  |  |  |

**Second Year**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code Symbol** | **Course** | **Hours No.** | **Degree** | **Number of exam papers** | **Type of exam** | **Exam time** | **Notes** |
| ﺠــ 421 | Linguistics | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 422 | Novel | 4 | 20 | 1 | Written | 2 |  |
| ﺠــ 423 | Essay | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 424 | Translation to Arabic | 2 | 40 | 1 | Written | 2 |  |
| ﺠــ 425 | Arabic | 4 | 40 | 1 | Written | 2 |  |
| ﺠــ 417 | Second Foreign Lnaguage | 6 | 60 | 1 | Written | 2 | Extended |
| ﺠــ 418 | Research Material | 2 | 20 | -- | Orsl | -- | Extended |
|  | Total | 28 |  |  |  |  |  |



**كلية الألسن**

**قسم اللغة الألمانية**

**بسم الله الرحمن الرحيم**

**توزيع المقررات الدراسية لقسم اللغة الألمانية**

**(الفرقة الأولى)**

**Courses Distribution for German Language Department**

**First year**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course** | **Hours** | **Degree** | **Number of exam Papers**  | **Type of exam** | **Time of Exam** | **Notes** |
| أ 111 | **Linguistics** | **6** | **--** | **--** | **--** | **--** | **Extended** |
| أ 112 | **Conversation** | **4** | **20** | **--** | **Oral** | **--** |  |
| أ 113 | **General Texts** | **6** | **60** | **1** | **Written** | **2** |  |
| أ 114 | **Arabic Language** | **4** | **40** | **1** | **written** | **2** |  |
| أ 115 | **Second Forign Language** | **6** | **--** | **--** | **--** | **--** | **Extended** |
| أ 116 | **Computer** | **2+2 practical** | **100** | **1** | **Written** | **3** |  |
|  | **Total** | **30** |  |  |  |  |  |

**الفصل الدراسى الثاني**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course** | **Hours** | **Degree** | **Number of exam Paper**  | **Type of exam** | **Time of Exam** | **Notes** |
| أ 111 | **Linguistics** | **6** | **60** | **1** | **Written** | **2** | **Extended** |
| أ 122 | **Essay** | **4** | **40** | **1** | **Written** | **3** |  |
| أ 123 | **Novel** | **6** | **60** | **1** | **Written** | **2** |  |
| أ 124 | **Translation from Arabic** | **2** | **20** | **1** | **Written** | **2** |  |
| أ 125 | **Translation to Arabic** | **2** | **20** | **1** | **Written** | **2** |  |
| أ 126 | **Arabic Language** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 115 | **Second Foreign Language** | **6** | **60** | **1** | **Written** | **2** | **Extended** |
|  | **Total** | **30** |  |  |  |  |  |



**كلية الألسن**

**قسم اللغة الألمانية**

**بسم الله الرحمن الرحيم**

**Courses Distribution for German Language Department**

**Second Year**

**First Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course** | **Hours** | **Degree** | **Number of exam Papers**  | **Type of exam** | **Time of Exam** | **Notes** |
| أ 211 | **Linguistics** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 212 | **Conversation** | **4** | **20** | **--** | **Oral** | **--** |  |
| أ 213 | **Novel** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 214 | **Literature** | **2** | **20** | **1** | **Written** | **2** |  |
| أ 215 | **Translation from Arabic (press)** | **3** | **30** | **1** | **Written** | **2** |  |
| أ 216 | **Translation to Arabic (press)** | **3** | **30** | **1** | **Written** | **2** |  |
| أ 217 | **Arabic Language** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 218 | **Second Foreign Language** | **6** | **--** | **--** | **--** | **--** | **Extended** |
|  | **Total** | **30** |  |  |  |  |  |

**Second Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course** | **Hours** | **Degree** | **Number of exam Papers**  | **Type of exam** | **Time of Exam** | **Notes** |
| أ 221 | **Linguistics** | **4** | **40** | **1** | **Written** | **2** | **Extended** |
| أ 222 | **Essay** | **4** | **40** | **1** | **Written** | **3** |  |
| أ 223 | **Poetry** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 224 | **Literature** | **2** | **20** | **1** | **Written** | **2** |  |
| أ 225 | **Translation from Arabic**  | **3** | **30** | **1** | **Written** | **2** |  |
| أ 226 | **Translation to Arabic** | **3** | **30** | **1** | **Written** | **2** |  |
| أ 227 | **Arabic Language** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 228 | **Second Foreign Language** | **6** | **60** | **1** | **Written** | **2** | **Extended** |
|  | **Total** | **30** |  |  |  |  |  |



**كلية الألسن**

**قسم اللغة الألمانية**

**بسم الله الرحمن الرحيم**

**Courses Distribution for German Language Department**

**Third Year**

**First Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course** | **Hours** | **Degree** | **Number of exam Papers**  | **Type of exam** | **Time of Exam** | **Notes** |
| أ 311 | **Linguistics** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 312 | **Conversation** | **4** | **20** | **--** | **Oral** | **--** |  |
| أ 313 | **Novel** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 314 | **Civilization** | **2** | **20** | **1** | **Written** | **2** |  |
| أ 315 | **Translation from Arabic**  | **3** | **30** | **1** | **Written** | **2** |  |
| أ 316 | **Translation to Arabic** | **3** | **30** | **1** | **Written** | **2** |  |
| أ 317 | **Arabic Language** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 318 | **Second Foreign Language** | **6** | **--** | **--** | **--** | **--** | **Extended** |
|  | **Total** | **30** |  |  |  |  |  |

**Second Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course** | **Hours** | **Degree** | **Number of exam Papers**  | **Type of exam** | **Time of Exam** | **Notes** |
| أ 321 | **Linguistics** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 322 | **Essay** | **4** | **40** | **1** | **Written** | **3** |  |
| أ 323 | **Poetry** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 324 | **Civilization** | **2** | **20** | **1** | **Written** | **2** |  |
| أ 325 | **Translation from Arabic**  | **3** | **30** | **1** | **Written** | **2** |  |
| أ 326 | **Translation to Arabic** | **3** | **30** | **1** | **Written** | **2** |  |
| أ 327 | **Arabic Language** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 318 | **Second Foreign Language** | **6** | **60** | **1** | **Written** | **2** | **Extended** |
|  | **Total** | **30** |  |  |  |  |  |



**كلية الألسن**

**قسم اللغة الألمانية**

**بسم الله الرحمن الرحيم**

**Courses Distribution for German Language Department**

**Fourth Year**

**First Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course** | **Hours** | **Degree** | **Number of exam Papers**  | **Type of exam** | **Time of Exam** | **Notes** |
| أ 411 | **Linguistics** | **3** | **30** | **1** | **Written** | **2** |  |
| أ 412 | **Essay** | **2** | **20** | **1** | **Written** | **2** |  |
| أ 413 | **Novel** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 414 | **Civilization** | **2** | **20** | **1** | **Written** | **2** |  |
| أ 415 | **Translation from Arabic**  | **4** | **40** | **1** | **Written** | **2** |  |
| أ 416 | **Translation to Arabic** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 417 | **Arabic Language** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 418 | **Second Foreign Language** | **6** | **--** | **--** | **--** | **--** | **Extended** |
| أ 419 | **Research Material** | **2** | **--** | **--** | **--** | **--** | **Extended** |
|  | **Total** | **31** |  |  |  |  |  |

**Second Semester**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course** | **Hours** | **Degree** | **Number of exam Papers**  | **Type of exam** | **Time of Exam** | **Notes** |
| أ 421 | **Linguistics** | **3** | **30** | **1** | **Written** | **2** |  |
| أ 422 | **Conversation** | **2** | **20** | **--** | **Oral** | **--** |  |
| أ 423 | **Poetry** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 424 | **Civilization** | **2** | **20** | **1** | **Written** | **2** |  |
| أ 425 | **Translation from Arabic**  | **4** | **40** | **1** | **Written** | **2** |  |
| أ 426 | **Translation to Arabic** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 427 | **Arabic Language** | **4** | **40** | **1** | **Written** | **2** |  |
| أ 418 | **Second Foreign Language** | **6** | **60** | **1** | **Written** | **2** | **Extended** |
| أ 419 | **Research Material** | **2** | **20** | **--** | **Oral** | **--** | **Extended** |
|  | **Total** | **31** |  |  |  |  |  |