



**Faculty of Veterinary
Medicine
Cairo University
Self Study Report
2017-2018**



Cairo University



The Self-Study Report

2017-2018

Contents

Topic	Page
A Brief History of the Faculty	3
Faculty Metadata	5
Procedural Steps to Conducting the Self-Study	13
Criterion One: Strategic Planning	14
Criterion Two: Leadership and Governance	20
Criterion Three: Quality Management and Development	31
Criterion Four: Teaching Staff Members and Assistants	42
Criterion Five: Administrative Staff	49
Criterion Six: Financial and Physical Resources	53
Criterion Seven: Academic Standards and Educational Programs	62
Criterion Eight: Teaching and Learning	67
Criterion Nine: Students and Alumni	74
Criterion Ten: Scientific Research and Academic Activities	83
Criterion Eleven: Postgraduate Studies	89
Criterion Twelve: Community Engagement and Environmental Development	99



Cairo University



A Brief History of the Faculty

The Faculty of Veterinary Medicine at Cairo University is considered the forerunner of veterinary college education in Egypt. The history of the Faculty dates back to the year 1827, when Egypt's first veterinary school was established in the city of Rashid, in the northern region of Egypt. The School was established for the purpose of teaching the medical treatment of army horses and rice mill animals. During that time, ten students joined the School, taught by two French professors.

The School of Veterinary Medicine was relocated from Rashid, first to Abu Zaabal, Qalyubia governorate, in 1831, then to al-Qasr al-Aini, Giza, in 1839, where it stood next to the School of Medicine. With the presence of French professors at the time, the School offered its education in the French language, along with an Arabic translator.

During the reign of Khedive Abbas I, the School of Veterinary Medicine was closed, then reopened for a short period of time, before its closure once again between the years 1881 and 1901, due to financial difficulties. In 1914, the School was placed under the administration of the Ministry of Agriculture. In 1921, it was moved to its current location on the University Street, in Giza. The School was placed under the administration of the Ministry of Education in 1923, then became part of the Egyptian University in 1935. It was first named the Faculty of Veterinary Medicine in 1946.

After a series of different foreign principals, the School of Veterinary Medicine had Muhammad Bey Amin (1841-1842) as its first Egyptian principal since its establishment. The first Egyptian Dean for the Faculty of Veterinary Medicine was Dr. Muhammed Askar (1924-1929).

Year after year, the number of faculty departments, educational systems, students, and teaching staff members continued to increase. As a result, the Faculty underwent expansions, with new buildings established in 1962, in the area behind the farms of the Faculty of Agriculture. These buildings house the faculty administration, the clinical departments, and some of the other faculty departments as well. In 1995, new modern buildings were established in the Faculty, including lecture halls, laboratories, and reading rooms for students.

The Faculty of Veterinary Medicine is currently the only faculty in Egypt to have alumni of the credit-hour system. The Ministerial Decree No. 45 of 8/1/1998 promulgated the issuance of the internal bylaw regulating the credit-hour system for the undergraduate program at the Faculty of Veterinary Medicine, Cairo University. The bylaw was in effect as of the academic year 2000-2001 for freshmen students, in the undergraduate program. Under this bylaw, the academic courses required to earn a Bachelor's degree in Veterinary Medical Sciences are divided as follows:



Cairo University



1. A number of 4 general courses (faculty requirements).
2. A number of 4 qualifying courses in veterinary medical sciences.
3. A number of 65 elemental courses that include faculty subjects in both the preclinical and clinical stages, as well as practical clinical training courses.
4. A number of 26 elective courses that include special studies in the different faculty subjects, in addition to human science courses relevant to the career.

Regarding the development of the postgraduate studies, the Faculty conferred its first doctorate in 1952, although King Fuad I University conferred masters and doctoral degrees in veterinary medicine under the School bylaw No. 85 for the year 1938. In 1970, the postgraduate diploma was added to the list of degrees conferred by the Faculty of Veterinary Medicine at Cairo University. In 1975, an amendment to the title of the doctoral degree was made to become a Doctor of Philosophy (PhD) in Veterinary Medical Sciences.

The Royal Decree Promulgating the Bylaw of the School of Veterinary Medicine



Cairo University



Faculty Metadata

1. Name of institution: The Faculty of Veterinary Medicine
 - Type of institution: Faculty
 - Name of university: Cairo University
 - Type of university: governmental
2. Address of institution: Giza Square – 12211
 - Date of establishment: 1827 – royal decree no. 85 of 1938
 - Date school started: 1938
 - Duration of study: 5 years
3. Academic Leadership
 - Faculty Dean: Prof. Khalid Farouk Abd al-Hamid al-‘Amry
 - Telephone: 0020235688884 0020235736886
 - Email address: vet.dean@cu.edu.eg
4. Human Resources
 - Number of teaching staff members: 439.5; out of which 378 are on duty, 19 out-posted, 20 seconded, 22 on leave, and 11 on academic missions; percentage of seconded staff to the total number of teaching staff members: 4.6%; percentage of staff on leave: 5%
 - Number of teaching assistance staff members: 123 in total, out of which 96 on duty, 9 on personal leave, and 18 on missions; percentage of teaching assistance staff members on leave to the total: 7.3%.
 - Distribution of teaching staff members and assistants by academic degree

Distribution of teaching staff members and assistants by academic degree (excluding out-posted staff)								
Teaching assistance staff members			Teaching staff members					
Total	Demonstrator	Assistant Lecturer	Total	Lecturer	Assistant Professor	Professor	Emeritus Professor	
123	25	98	431	100	50	139	142	Number
100	20.3	79.7	100	23.2	11.6	32.2	33	Percentage



Cairo University



- Number of administrative and technical staff members: 468 in total, out of which 403 are permanent and 65, are temporary.

5. Academic activities at the institution

- Undergraduate programs
 - The institution confers a Bachelor's Degree of Veterinary Medical Sciences via 2 programs, outlined in Table (1).
 - 77 classes graduated from the Faculty, first of which was the academic class of the year 1942.
 - 2977 students are registered in the Faculty, according to the statistics of the academic year (2017-2018)

Number of graduates for the last five years

total	2018/2017	2017/2016	2016/2015	2015/2014	2014/2013	Academic Year
1683	418	542	414	40	269	number

Ratio of teaching assistance staff members to students	Ratio of teaching staff members to students	Number of students	Number of teaching assistance staff members	Number of teaching staff members	Program (Undergraduate)	
					Program	Number
24.2:1	6.8:1	2977	123	439.5	Bachelor of Veterinary Medical Sciences	1
0.3:1	0.1:1	22	65	183.5	Bachelor Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations) pharmacology)	2
		2999	188	623		total

Note: the out-posted staff member counts as half of the on duty or seconded staff member.



Cairo University



- Postgraduate Studies Programs
 - The institution confers 70 postgraduate studies programs: 24 diploma programs, 23 master's programs, and 23 PhD programs, in the specializations outlined in Table (2).
 - 354 students are registered in the Faculty, among which 231 are diploma students, 78 master's students, and 45 PhD students, according to the statistics of the academic year (2017-2018),

Number of conferred degrees in the last five years

total	2018/2017	2017/2016	2016/2015	2015/2014	2014/2013	academic year
794	128	125	240	114	187	Diploma
459	78	95	101	77	108	Master's
196	49	47	48	24	28	PhD

Diploma programs		Master's programs		PhD programs	
Number of students	Title of program	Number of students	Title of program	Number of students	Title of program
18	Diploma of Clinical Biochemistry	1	Master's Degree in Veterinary Medical Sciences; specialization: Anatomy and Embryology	1	PhD Degree in Veterinary Medical Sciences; specialization: Anatomy and Embryology
2	Diploma of Pathology and Anatomical Pathology	— —	Master's Degree in Veterinary Medical Sciences; specialization: Cytology and Histology	— —	PhD Degree in Veterinary Medical Sciences; specialization: Cytology and Histology
1	Diploma of Nutrition and Clinical Nutrition	1	Master's Degree in Veterinary Medical Sciences; specialization:	3	PhD Degree in Veterinary Medical Sciences; specialization:



Cairo University



			Biochemistry		Biochemistry
4	Diploma of Clinical Pathology	1	Master's Degree in Veterinary Medical Sciences; specialization: Physiology	1	PhD Degree in Veterinary Medical Sciences; specialization: Physiology
--	Diploma of Veterinary Clinical Parasitology	4	Master's Degree in Veterinary Medical Sciences; specialization: Pathology	1	PhD Degree in Veterinary Medical Sciences; specialization: Pathology
71	Diploma of Microbiology	4	Master's Degree in Veterinary Medical Sciences; specialization: Nutrition and Clinical Nutrition	3	PhD Degree in Veterinary Medical Sciences; specialization: Nutrition and Clinical Nutrition
5	Diploma of Veterinary Pharmacology	1	Master's Degree in Veterinary Medical Sciences; specialization: Parasitology	3	PhD Degree in Veterinary Medical Sciences; specialization: Parasitology
1	Diploma of Veterinary Toxicology, Forensic Medicine and Vet. Regulations	2	Master's Degree in Veterinary Medical Sciences; specialization: Virology	3	PhD Degree in Veterinary Medical Sciences; specialization: Virology
1	Diploma of Veterinary Public Health	23	Master's Degree in Veterinary Medical Sciences; specialization: Microbiology	7	PhD Degree in Veterinary Medical Sciences; specialization: Microbiology
17	Diploma of Health Surveillance and Food Control	3	Master's Degree in Veterinary Medical Sciences; specialization:	--	PhD Degree in Veterinary Medical Sciences; specialization:



Cairo University



			Pharmacology		Pharmacology
--	Diploma of Animal Waste and Environmental Pollution	1	Master's Degree in Veterinary Medical Sciences; specialization: Clinical Pathology	2	PhD Degree in Veterinary Medical Sciences; specialization: Clinical Pathology
6	Diploma of Dairy Cattle Diseases and Health Care	--	Master's Degree in Veterinary Medical Sciences; specialization: Veterinary Toxicology, Forensic Medicine, and Procedures	--	PhD Degree in Veterinary Medical Sciences; specialization: Veterinary Toxicology, Forensic Medicine, and Procedures
4	Diploma of Equine Medicine and Surgery	2	Master's Degree in Veterinary Medical Sciences; specialization: Animal and Poultry Health and Environment	1	PhD Degree in Veterinary Medical Sciences; specialization: Animal and Poultry Health and Environment
71	Diploma of Domestic Animal Diseases and Health Care	1	Master's Degree in Veterinary Medical Sciences; specialization: Animal and Poultry Behavior and Welfare	1	PhD Degree in Veterinary Medical Sciences; specialization: Animal and Poultry Behavior and Welfare
15	Diploma of Poultry Diseases and Health Care	2	Master's Degree in Veterinary Medical Sciences; specialization: Health Surveillance and Control of Meat and Its Products	1	PhD Degree in Veterinary Medical Sciences; specialization: Health Surveillance and Control of Meat and Its Products
3	Diploma of Experimental	2	Master's Degree in Veterinary Medical	3	PhD Degree in Veterinary Medical



Cairo University



	Surgery		Sciences; specialization: Health Surveillance and Control of Dairy Products		Sciences; specialization: Health Surveillance and Control of Dairy Products
7	Diploma of Modern Techniques in Theriogenology	--	Master's Degree in Veterinary Medical Sciences; specialization: Fish Diseases and Health Care	5	PhD Degree in Veterinary Medical Sciences; specialization: Fish Diseases and Health Care
--	Diploma of Zoonoses	2	Master's Degree in Veterinary Medical Sciences; specialization: Poultry Diseases	1	PhD Degree in Veterinary Medical Sciences; specialization: Poultry Diseases
1	Diploma of Veterinary Epidemics	13	Master's Degree in Veterinary Medical Sciences; specialization: Internal Medicine	2	PhD Degree in Veterinary Medical Sciences; specialization: Internal Medicine
1	Diploma of Fish Diseases and Aquaculture	2	Master's Degree in Veterinary Medical Sciences; specialization: Infectious Diseases	3	PhD Degree in Veterinary Medical Sciences; specialization: Infectious Diseases
--	Diploma of Experimental Animal Diseases and Health Care	1	Master's Degree in Veterinary Medical Sciences; specialization: Theriogenology	1	PhD Degree in Veterinary Medical Sciences; specialization: Theriogenology
--	Diploma of Veterinary Guidance	10	Master's Degree in Veterinary Medical Sciences; specialization: Surgery, Anesthesiology,	1	PhD Degree in Veterinary Medical Sciences; specialization: Surgery, Anesthesiology, and



Cairo University



			and Radiology		Radiology
3	Diploma of Wild Animals and Birds	2	Master's Degree in Veterinary Medical Sciences; specialization: Zoonoses	2	PhD Degree in Veterinary Medical Sciences; specialization: Zoonoses
--	Diploma of Leather Technology				

6. Academic Departments

Number of teaching assistance staff members	Number of teaching staff members	Department	Number
4	24	Department of Anatomy	1
8	20	Department of Cytology and Histology	2
8	20	Department of Physiology	3
5	17	Department of Biochemistry and Food Chemistry	4
8	34	Department of Veterinary Health Care	5
8	11	Department of Zoonoses	6
5	15	Department of Nutrition and Clinical Nutrition	7
7	25	Department of Pathology	8
4	13	Department of Clinical Pathology	9
5	15	Department of Parasitology	10



Cairo University



2	25	Department of Microbiology	11
5	10	Department of Virology	12
3	23	Department of Pharmacology	13
3	16	Department of Veterinary Toxicology, Forensic Medicine, and Procedures	14
10	38	Department of Health Surveillance and Food Control	15
19	34	Department of Internal Medicine and Infectious Diseases	16
5	23	Department of Poultry Diseases	17
3	13	Department of Fish Diseases and Health Care	18
5	29	Department of Surgery, Anesthesiology, and Radiology	19
6	26	Department of Theriogenology	20



Cairo University



Procedural Steps to Conducting the Self-Study

First: the formation of the committee for conducting the self-study. The committee consists of:

1. The Faculty Dean, Prof. Khalid Farouk Abd al-Hamid al-‘Amry
2. The Vice Dean for Education and Student Affairs, Prof. Iman Bakr Mohamed
3. The Vice Dean for Postgraduate Studies and Research, Prof. Hussein Ali Hussein
4. The Vice Dean for Community Service and Environmental Development, Prof. Mohamed Ali al-Hady
5. The Director of the Quality Assurance Unit at the Faculty, Prof. Heba Saeed Ismail al-Laithy
6. Prof. Sami Ahmed Abd al-Aziz, Professor of Chemistry and Biochemistry
7. Prof. Jakeen Kamal Abdal-Haleem El-Jakee, Professor of Microbiology
8. Prof. Hayman Zain al-‘Abedeen Metwali, Strategist

Second: the formation of the committee for revising the self-study. The committee consists of:

1. The Director of the Quality Assurance Unit at Cairo University, Prof. Hani Mohamed Gohar
2. Prof. Saeed Mohamed Sallam, Professor of Food Hygiene and Control
3. The Director of the Quality Assurance Unit at the Faculty, Prof. Heba Saeed Ismail El-Lethey
4. Prof. Jakeen Kamal Abdal-Haleem El-Jakee, Professor of Microbiology
5. Prof. Zakia Atia Ahmed, Professor of Veterinary Hygiene and Management

Third: the formation of a committee of quality coordinators.

The committee consists of:

1. Quality coordinator of strategic planning
2. Quality coordinator of leadership and governance
3. Quality coordinator of quality management and development
4. Quality coordinator of teaching staff members and assistants
5. Quality coordinator of administrative staff
6. Quality coordinator of financial and physical resources
7. Quality coordinator of academic standards and educational programs
8. Quality coordinator of teaching and learning
9. Quality coordinator of students and alumni
10. Quality coordinator of scientific research and academic activities
11. Quality coordinator of postgraduate studies
12. Quality coordinator of community engagement and environmental development



Cairo University



Criterion One: Strategic Planning

The Faculty has clear and declared mission and vision, developed by the parties involved, reflecting the Faculty's educational, research, and societal role. The Faculty also has a realistic and implementable strategic plan that includes specific objectives and that is consistent with the University's strategy.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. The Faculty's mission and vision are endorsed, declared, and developed by the parties involved.			
2. The Faculty's mission is clear, and reflects its educational and research role, and its societal responsibility in accordance with societal expectations of higher education institutions. The mission contributes in accomplishing the University's mission.			
3. The Faculty's strategic plan is endorsed, comprehensive, and consistent with the University's strategy.			
4. The involved parties participated in conducting the SWOT analysis, which included the internal and external environments, using various means to ensure that the means employed were suitable for the subject of analysis and the target group.			
5. The Faculty's strategic objectives are declared, clearly formulated, and based on the SWOT analysis, and contribute in accomplishing the Faculty's mission, in addition to being measurable and implementable within the timeframe of the plan.			
6. The implementation plans include activities that achieve the strategic objectives, and reflect the priorities of activity implementation and logical sequence. The plans also identify the responsibility of implementation, timetable, financial cost, and performance indicators.			
7. The Faculty has periodic reports to monitor and evaluate the progress of the implementation plans, according to the timetable, and the achievement of the targeted levels of performance.			

Faculty Feedback:

1/1- the Faculty's mission and vision are endorsed, declared, and developed by the parties involved.

- The Faculty has clear and declared vision and mission, endorsed by the Faculty Council on 16/10/2018, and developed by the parties involved.
- The vision and mission were shared via the Faculty's website, as well as posters and illustrated bulletin boards displayed in different locations in the Faculty. The vision and mission are also included in the Student Handbook and the



Cairo University



Alumni Handbook, so they are declared to all the parties involved. The vision and mission are also distributed among the different faculty departments on CD-ROMs.

1/2- The Faculty's mission is clear, and reflects its educational and research role, and its societal responsibility in accordance with societal expectations of higher education institutions. The mission contributes in accomplishing the University's mission.

- The text of the Faculty's mission was analyzed to demonstrate its clarity in reflecting the Faculty's educational and research role, and its societal responsibility in accordance with societal expectations of higher education institutions, and to verify that the mission contributes in accomplishing the University's mission.

1/3- The Faculty's strategic plan is endorsed, comprehensive, and consistent with the University's strategy.

- The Faculty has a systematic and comprehensive strategic plan 2015-2020 that encompasses the key elements.
- The Quality Assurance and Accreditation Center at Cairo University reviewed the close correlation between the Faculty's strategic plan and the University's plan.
- The Faculty's strategic plan was endorsed by the Faculty Council on 20/12/2016.

1/4- The involved parties participated in conducting the SWOT analysis, which included the internal and external environments, using various means to ensure that the means employed were suitable for the subject of analysis and the target group.

- The SWOT analysis included the internal and external environments. The involved parties participated in conducting analysis. Various means were used to ensure that the means employed were suitable for the subject of analysis and the target group.

1/5- The Faculty's strategic objectives are declared, clearly formulated, and based on the SWOT analysis, and contribute in accomplishing the Faculty's mission, in addition to being measurable and implementable within the timeframe of the plan.

- The formulation of the Faculty's strategic objectives was based on the SWOT analysis.
- The Faculty's strategic objectives contribute in accomplishing the Faculty's mission, reflect the Faculty's awareness of the modern trends in educational institutions, and are in line with the University's strategic objectives.



Cairo University



- The strategic objectives are clearly formulated, measurable, and implementable according to the timetable of the plan.
- The Faculty shared the strategic objectives via different means inside and outside the Faculty.

1/6- The implementation plans include activities that achieve the strategic objectives, and reflect the priorities of activity implementation and logical sequence. The plans also identify the responsibility of implementation, timetable, financial cost, and performance indicators.

- The Faculty developed an improvement plan 2015-2016 based on the external review report from the National Authority for Quality Assurance and Accreditation of Education. There is also a clear implementation plan to execute the Faculty's strategic plan 2016-2020.
- The annual strategic plans reflect the priorities of implementation, and identify the exact activities and responsibility of implementation, the suitable timetable, the required financial cost of plan implementation, as well as the monitoring and evaluation indicators.

1/7- The Faculty has periodic reports to monitor and evaluate the progress of the implementation plans, according to the timetable, and the achievement of the targeted levels of performance.

- The Faculty has periodic reports to monitor the progress of the improvement plan 2015-2016 based on the external review report from the accreditation visit. There are also reports to monitor the progress of the implementation plan, and the appropriate corrective actions, in order to reinforce the Faculty's competitive position.

Prominent markers of distinction and competitive strengths

- Updating the Faculty's vision and mission to correspond to the international standards.
- The increase in student enrollment into the Faculty's postgraduate studies programs.
- The growing number of international students in the undergraduate and postgraduate programs.
- The Faculty's undergraduate special program in veterinary medical sciences - veterinary pharmacology (Bachelor Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations)
- Introducing a set of vocational programs that address the needs of the job market.
- Developing a tripartite joint master's program with the University of Göttingen in Germany, Cairo, and Khartoum.



Cairo University



Documents and Annexes

1. The text of the Faculty's vision and mission:

- Annex 1/-11: text of the Faculty's updated vision.
- Annex 1/1-2: text of the Faculty's updated mission.
- Annex 1/1-3: proceedings of the Faculty Council on 16/10/2018, endorsing the Faculty's vision and mission.
- Annex 1/1-4: sample questionnaire on the updated vision and mission
- Annex 1/1-5: sample analysis of the questionnaire on the updated vision and mission.
- Annex 1/1-7: documentation of the means of sharing the Faculty's vision and mission.

2. The text of the University's mission and vision:

- Annex 1/2-1: analysis of the text of the Faculty's vision and mission to demonstrate their clarity, and to highlight how the mission reflects the Faculty's educational and research role, and its societal responsibility in accordance with societal expectations of higher education institutions.
- Annex 1/2-2: review report of the Quality Assurance Center at Cairo University examining the compatibility of the Faculty's updated vision and mission with the University's.

3. The Faculty's strategic plan

- Annex 1/3-1: strategic plan of the Faculty of Veterinary Medicine, Cairo University 2015-2020.
- Annex 1/3-2: review report of the Quality Assurance Center at Cairo University examining the strategic plan, and comparing the Faculty's plan with the University's strategic plan.
- Annex 1/3-3: meeting minutes of the Faculty Council endorsing the strategic plan on 20/12/2016.

4. Sample questionnaires and tools used in the SWOT analysis

- Annex 1/4-1: document of the Faculty's SWOT analysis.
- Annex 1/4-2: address to the Faculty's Acting Dean regarding the formation of a team to prepare the strategic plan, in addition to plan advisors.
- Annex 1/4-3: proceedings of the Faculty Council endorsing the team on 12-20-2015.
- Annex 1/4-4: sample questionnaire identifying the Faculty's strengths, weaknesses, opportunities, and threats (SWOT); feedback surveys of the teaching staff members and assistants; questionnaire measuring the effectiveness of the Faculty's administrative performance; feedback surveys of the Faculty's administrative staff; feedback surveys of the Faculty's administrative leadership; administrative staff satisfaction survey; feedback



Cairo University



surveys of the Faculty's vice deans; postgraduate student survey; alumni survey; service beneficiary survey; student questionnaire on the Faculty's service level; alumni questionnaire on the undergraduate program; beneficiary questionnaire on the Faculty graduates; student questionnaire on the academic courses; etc.)

- Annex 1/4-5: proceedings of the meetings, gatherings, and personal interviews with the target groups of the Faculty's internal and external environments, in order to collect data and information, and identify the Faculty's strengths, weaknesses opportunities and threats for the SWOT analysis.
- Annex 1/4-6: analysis of questionnaires: analysis of the service beneficiary questionnaire on the programs offered by the Faculty; selection criteria for leaders and department chairs; teaching staff member job satisfaction; service beneficiary satisfaction with graduates; administrative staff and its training needs; administrative staff job satisfaction; teaching assistant job satisfaction; student satisfaction with the academic courses; student feedback on the Faculty's service level; etc.
- Annex 1/4-7: presentation meeting minutes of the Faculty's internal environment SWOT analysis results, shared with the involved parties outside and inside the Faculty.
- Annex: 1/4-8: presentation meeting minutes of the Faculty's external environment SWOT analysis results, shared with the involved parties outside and inside the Faculty.
- Annex 4-9: some department councils discussing the Faculty's weaknesses, strengths, opportunities, and threats.

Strategic objectives

- Annex 1/5-1: correlation between the SWOT analysis and the Faculty's goals and objectives.
- Annex 1/5-2: text of the Faculty's ultimate goals and strategic objectives.

5. Annual implementation plans of the strategic plans

- Annex 1/6-1: improvement and reinforcement plan of the Faculty of Veterinary Medicine, at Cairo University, based on the accreditation report 2015-2016.
- Annex 1/6-2: Faculty accreditation report from the National Authority for Quality Assurance and Accreditation of Education.
- Annex 1/6-3: implementation plan of the Faculty's strategic plan
- Annex 1/6-4: annual implementation plans of the Faculty's strategic plan

6. Follow-up report on the annual implementation plans



Cairo University



- Annex 1/7-1: follow-up report on the progress of the improvement plan of the Faculty of Veterinary Medicine, at Cairo University, based on the external review report from the accreditation visit.
 - Annex 1/7-2: follow-up report on the progress of the strategic implementation plan of the Faculty of Veterinary Medicine, at Cairo University.
 - Annex 1/7-3: appropriate corrective actions, based on the periodic follow-up reports on the annual implementation plans.
 - Annex 1/7-4: markers of the Faculty's distinction and competitive position.
- 7. Faculty Website**
- Annex 1/1-6: the Faculty's website.



Cairo University



Criterion Two: Leadership and Governance

The institution has qualified leaders who are selected, and subjected to capacity development and performance evaluation, according to objective criteria. The institution is committed to integrity, credibility, transparency, and professional ethics based on core values. The institution has an organizational structure compatible to its size and type of activities, to ensure the accomplishment of its mission and objectives. It also has a documented job description for each post, clearly identifying the responsibilities and competencies.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. Academic and administrative leaders are selected according to objective and declared criteria, and transparent procedures that uphold equal opportunities, and devolution of power.			
2. Current and potential leaders undergo capacity development, working towards the capacity building of new leadership cadres.			
3. The evaluation criteria for leaders' performance are objective, and shared with the parties involved in the assessment process, and the results of which are used in the institution's performance improvement.			
4. The administration of the institution has effective procedures to deal with the institution's problems.			
5. The institution's core values are declared and accessible to stakeholders. The institution has effective procedures to ensure transparency, fair practices, non-discrimination, and the application of professional ethics among the members of the institution.			
6. The information declared about the institution is comprehensive, and covers all of its activities. The institution ensures its credibility and update.			
7. The organizational structure is endorsed, declared, and compatible to the size and activity of the institution, and includes the essential departments necessary to accomplish its mission and objectives.			
8. The job description is endorsed and declared, identifies the responsibilities and competencies according to the organizational structure, maintains parity between authorities and responsibilities, and is used in cases of appointment, transfer, and outpost assignment for the different jobs.			

Institution's feedback

2/1- Academic and administrative leaders are selected according to objective and declared criteria, and transparent procedures that uphold equal opportunities and devolution of power.



Cairo University



- Academic leaders are selected according to the Law on the Organization of Universities No. 49 for the year 1972, based on which department chairs are selected by the University President out of the three most senior professors in the respective department, and nominated by the Faculty Dean, to hold the post for a period of three years, renewable once. As for appointment of the Faculty vice deans, the University President selects one out of three professors on duty, nominated by the Faculty Dean, to hold the post for a period of three years, renewable once.
- The University President selects and appoints the Faculty Dean out of the professors who apply for the post, and after they present their programs, strategic plans, academic activity, and administrative and leadership experiences, in addition to their participation in student activities and services, and their contribution to the fields of quality and development (at the level of the faculty, university, or national authority), as well as their employment record that attests to their commitment and integrity, and their relationship with colleagues, superiors, and subordinates.
- The Faculty Council dated 18/01/2011 endorsed the criteria for selecting academic leaders (chair of council in the academic departments) and administrative leaders, as well as the unit directors, and directors of the special nature centers. The criteria were updated by the Faculty Council on 18/10/2016, and based on the teaching staff member questionnaires, to ensure the devolution of power in leadership positions, particularly those not regulated by laws and bylaws.
- The selection procedures of the special nature center and unit directors function via an open call for application for vacancies, provided that the applicants are professors and assistant professors whose core specialization is related to the work and activities of the center, based on the criteria issued by the Faculty Council on 18/01/2016. Then, the candidates submit a curriculum vitae and an action plan for the center. A committee encompassing the Faculty Dean, vice deans, and three of the most senior center directors examine the applicants' files.

2/2- Current and potential leaders undergo capacity development, working towards the capacity building of new leadership cadres.

- The administration implements periodic training programs for academic leaders (dean, vice deans, and department chairs) in collaboration with the Quality Assurance Center at Cairo University, and the Faculty's Training Unit, through seminars and workshops to develop the administrative skills of the Faculty's academic leaders.
- The Faculty has a training plan for the academic leaders, and the teaching staff members and assistants. It is announced via official correspondence, posters, and the Faculty website.



Cairo University



- The Faculty's academic leaders attend courses to develop their administrative skills. The courses are offered by Quality Assurance Center at Cairo University, the Faculty's Training Unit, the National Authority for Quality Assurance and Accreditation of Education, in addition to the faculty development and leadership center at the university.
- Several of the teaching staff members are accredited reviewers from the National Authority for Quality Assurance and Accreditation.

2/3- The evaluation criteria for leaders' performance are objective, and shared with the parties involved in the assessment process, and the results of which are used in the institution's performance improvement.

- According to the teaching staff members and assistants, students, and employees, the Faculty's leadership style is democratic, as the institution applies a participatory method to decision-making, and uses the open door policy with all the parties.
- The Faculty administration holds periodic meetings with all the groups constituting the Faculty community to listen to their suggestions and complaints, and take the necessary action in a timely manner.
- The Faculty administration also shows interest in the suggestions and feedback of the teaching staff members and assistants, students, and employees. The Faculty receives their complaints and suggestions via boxes, examines them, finds suitable solutions, and responds to them.
- The academic leaders collect feedback on its policy and decisions. The Faculty's Quality Assurance Unit creates questionnaires for the teaching staff members and assistants, and employees, in order to survey and analyze their feedback on the Faculty's leadership style.
- The Faculty encourages student participation, by listening to their opinions, and analyzing their questionnaires. There is also student representation in the student union committees, under the supervision of the Vice Dean for Education and Student Affairs, the teaching staff members, and the Youth Welfare department at the Faculty, as well as in the committees of the Faculty's Quality Assurance Unit, and the Crisis and Disaster Management Unit, in addition to student participation in the attendance and organization of academic conferences.

2/4- The administration of the institution has effective procedures to deal with the institution's problems.

- The institution deals with problems in education according to specific procedures, and provides practical solutions through official committees, among which are the Faculty Council, its committees, and department councils, in order to offer support on teaching and learning issues. The Faculty constantly develops the



Cairo University



educational programs, and takes decisions that promote its effective academic role, such as endorsing the description of academic programs and courses, annual reports, the Faculty's research plan, and the strategic plan, with active participation from representatives of the community, members of the Faculty Council, and the various committees.

- Members of the community participate in the formation of the Faculty Council, the committee for education and student affairs, the committee for postgraduate studies and research, and the committee for community service and environmental development.
- In order to develop the educational program, the institution approved student enrollment into summer courses, endorsed by the Faculty Council on 29/9/2015, whereas on 17/01/2016, it rejected the proposal of a minimum number of enrollments for the summer courses because it violates the law and the undergraduate bylaw.
- In response to the complaints from many students and teaching staff members, the Faculty's lecture halls, teaching rooms, and laboratories were equipped and supplied with the means of educational to be more suitable for the educational process.
- Student requests to amend the schedules of the theoretical courses, and exam schedules, as well as the students' appeals about exam results were also addressed, along with pleas from the administrative staff about the annual performance reports. The grades of a number of students were adjusted following their plea.
- The Faculty diversifies its sources of self-financing to develop the Faculty, and support the educational and research processes, by accepting the support offered from corporate sat no expenses to the university, activating the role of special nature units, organizing seminars and workshops, and by encouraging teaching staff members to conduct various research projects and agreements with the production and service sectors for the aim of increasing resources. The Faculty also uses self-financing to provide financial support for international publications by contributing to the costs of publication and conference attendance.
- The Faculty supports the educational process by providing lecture halls and laboratories with the modern teaching means and material, and providing regular maintenance of the scientific instruments and equipment via self-financing.
- The Faculty holds distinguished training programs to boost the alumni's potential, via the Alumni Follow-up and Support Unit. The Faculty also introduces educational programs that accommodate the needs of the job market, and attract international students.



Cairo University



2/5- The institution's core values are declared and accessible to stakeholders. The institution has effective procedures to ensure transparency, fair practices, non-discrimination, and the application of professional ethics among the members of the institution.

- In accordance with the provisions of article 95 of the Law on the Organization of Universities for the year 1972, the teaching staff members and assistants uphold and promote the authentic university traditions and values.
- The institution sets specific official procedures to be followed in order to preserve the intellectual property rights. A copy of Law No. 82 of 2002 on intellectual property rights was circulated among the teaching staff members and assistants to orient them about copyrights. A handbook was printed to identify the procedures for copyright protection.
- The Faculty's code of honor and the university community code of ethics were endorsed and circulated by the Faculty Council on 15-4-2015.
- The Faculty administration printed posters explaining the regulations on photocopying academic books and dissertations, and prohibiting copying a full book or dissertation without the consent of the author. The posters were placed at the photocopying machines in the Faculty, and in the library.
- The formation of the Advisory Committee was updated on 20-9-2015 as part of the Faculty's effort to settle any dispute between the teaching staff members.
- The formation of the committee for complaints and disputes was endorsed by the Faculty Council on 19-10-2017, for the purpose of investigating complaints, settling disputes, and resolving conflicts between teaching staff members at the Faculty.
- The Faculty applies specific and declared procedures to ensure fairness and non-discrimination between teaching staff members and assistants, students, and employees in compliance with the Law on the Organization of Universities, and State Employees Law, ensuring justice and non-conflict of interest between the different parties.
- The imperatives of fairness and non-discrimination are applied in various issues that concern the teaching staff members, such as the appointment, promotion, workload, and emoluments. This is reflected in the distribution of teaching workload, course schedules, academic advisership, and postgraduate supervision among teaching staff members as per their academic specializations, without discrimination.
- The Faculty applies the imperatives of fairness and non-discrimination among students, regarding the admission policies, examination systems, and alerts and warnings, in addition to the rules of clemency and pleas, and participation in student activities.
- The Faculty takes the necessary measures to ensure non-conflict of interests between the different parties. The Faculty's internal bylaws decree the disclosure of the degree



Cairo University



of kinship when setting up the committees for exam invigilation and control on the different academic levels, the committees for examination and grading at the education and student affairs council, the committees for dissertation supervision at the postgraduate studies and research council, etc.

2/6- The information declared about the institution is comprehensive, and covers all of its activities. The institution ensures its credibility and update.

- The information declared via the Faculty website, the website of the Quality Assurance Unit at the Faculty, and the website of the teaching staff members via social media channels is comprehensive, and covers all of the Faculty's activities. The institution ensures its credibility and update. There is also a data entry specialist, affiliated with the IT Unit.

2/7- The organizational structure is endorsed, declared, and compatible to the size and activity of the institution, and includes the essential departments necessary to accomplish its mission and objectives.

- The Faculty's organizational structure matches the nature of the Faculty and its different activities. It is endorsed and declared by the Faculty Council on 22-06-2010.
- The guiding organizational structure was updated based on the suggestions from the Ministry of Administrative Development, and according to the Faculty's latest developments, and was endorsed by the Faculty Council on 18-1-2011.
- The organizational structure facilitates vertical and horizontal collaboration within its levels and administrative units, which enables the Faculty to carry out its activities, and achieve its objectives, since it encompasses sufficient bureaus, departments, and units to support the educational process in both the undergraduate and postgraduate programs, in addition to the scientific research, community service, and environmental development.
- The Faculty established a bureau of alumni affairs, affiliated with the Vice Dean for Education and Student Affairs, which was endorsed by the Council on 19-11-2018, in order to fulfill the requirements for change and development, taking into consideration the organizational hierarchy, competencies, and responsibilities.
- The Faculty's organizational structure includes the academic departments, the different bureaus and units, as well as the special nature centers, and indicates their affiliation to the Faculty Dean, the Vice Dean for Education and Student Affairs, the Vice Dean for Postgraduate Studies and Research, the Vice Dean for Community Service and Environmental Development, or the Faculty Secretary, which allows the devolution of power and its decentralization. There are also means to organize the timeline of convening the various councils and committees inside the institutions.



Cairo University



2/8- The job description is endorsed and declared, identifies the responsibilities and competencies according to the organizational structure, maintains parity between authorities and responsibilities, and is used in cases of appointment, transfer, and outpost assignment for the different jobs.

- A job description manual is endorsed and declared, covering all the Faculty's academic and administrative posts, and in compliance with the laws and bylaws regulating their respective specializations. A committee was endorsed by the Faculty Council on 15-01-2013 to supervise drafting the job descriptions of the academic and administrative staff.
- The committee conducted several meetings with the administrative staff members to prepare job description tags of the administrative staff, which were distributed among the various bureaus, units, and administrative departments at the Faculty.
- The Faculty reviewed and updated the job description tags for employees in the different administrative departments, which were endorsed by the Faculty Council.
- The Faculty prepared job descriptions for the teaching staff members and assistants, in compliance with the Law on the Organization of Universities, and its executive bylaws in 2009.
- The job description manual of the administrative and academic staff was printed and distributed among the different Faculty bureaus and departments. It is used in cases of appointment and transfer for the different Faculty posts.

Prominent markers of distinction and competitive strengths

- Flexibility in organizing and regulating work procedures, with decentralization and devolution of power.
- The institution applies participatory decision-making and open-door policy with all parties.
- The Faculty has a code of honor.
- The flexibility of the Faculty's organizational structure facilitates performance improvement, and expansion in the scope of activities and tasks, according to the changes in the work environment.

Documents and Annexes

1. The endorsed criteria for leadership selection

- Annex 2/1-1: Law on the Organization of Universities No. 49 of 1972 for the selection of department chairs.
- Annex 2.1.2: procedures for the selection of deans.



Cairo University



- Annex 2/1-3: Faculty Council on 18/1/2011, approving the criteria for leadership selection.
- Annex 2/1-4: Faculty Council on 18/10/2016, approving the updates to the criteria for leadership selection.
- Annex 2/1-5: teaching staff member questionnaire on the criteria for selecting academic leaders.
- Annex 2/1-6: announcement of the call for applications for special nature center and unit directors.
- Annex 2/1-7: curriculum vitae and action plan submission by the candidate from the teaching staff members.
- Annex 2/1-8: proceedings of the committee reviewing the applications submitted by candidates for center director.

2. Means and mechanisms of leadership development

- Annex 2/2-1: training plan for academic leaders, and teaching staff members and assistants.
- Annex 2/2-2: sample certificates of completion and attendance of the training courses, workshops, and seminars obtained by academic leaders, indicating the development of their administrative skills.
- Annex 2/2-3: certificates of participation of some teaching staff members as reviewers at the National Authority for Quality Assurance and Accreditation of Education.

3. Tools and indicators of performance evaluation of leaders (feedback surveys of the involved parties)

- Annex 2/3-1: minutes of the Faculty administration's meetings with the various groups to share their suggestions and complaints.
- Annex 2/3-2: complaint investigation and resolution.
- Annex 2/3-3: questionnaires and analyses on the Faculty's leadership style submitted by teaching staff members and assistants.
- Annex 2/3-4: student questionnaires and analyses on the Faculty's leadership style.
- Annex 2/3-5: students' representation in student unions.
- Annex 2/3-6: students' representation in the Quality Assurance Unit at the Faculty.
- Annex 2.3.7 student participation in the organization and attendance of academic conferences.

4. Policies/procedures for dealing with problems in education, and the results of their implementation

- Annex 2/4-1: proceedings of Faculty councils endorsing plans, program description, course descriptions, and annual reports.



Cairo University



- Annex 2/4-2: community participation in the formation of the Faculty Council, and meeting minutes of the Faculty's official councils.
 - Annex 2/4.3: Council dated 29/9/2015 approving student enrollment into summer courses.
 - Annex 2/4-4: Council dated 17/1/2016 rejecting the suggestion of a minimum number of enrollments for the summer courses, for its violation of the law and the undergraduate bylaw.
 - Annex 2/4-5: samples of the institution's response to student complaints.
 - Annex 2/4.6: amendments to course schedules as per student requests.
 - Annex 2/4.7: samples of student pleas about exam results.
 - Annex 2/4.8: grade adjustments following some student pleas.
 - Annex 2/4.9: administrative staff pleas about the annual performance report.
 - Annex 2/4-10: corporate support for the educational process, and the promotion of Faculty development, at no expenses to the university.
 - Annex 2/4-11: courses and workshops held by the special nature centers and units to support the process.
 - Annex 2/4-12: providing the teaching staff members with financial support for international publication and conferences, at a value of 50% to be paid out of private funds.
 - Annex 2/4.13: corporate support to provide the instruments, equipment, and tools necessary to the educational process.
 - Annex 2.4.14: training programs boosting the alumni's potential via the Alumni Follow-up and Support Unit.
 - Annex 2/4.15: special educational programs to address the needs of the job market, and attract international students.
- 5. The institution's document of core values and professional ethics**
- Annex 2/5-1: the teaching staff members are responsible to uphold and promote the authentic university traditions and values, in compliance with the provisions of article 95 of the Law on the Organization of Universities for the year 1972.
 - Annex 2/5-2: handbook of intellectual property rights, and the procedures for copyright protection.
 - Annex 2/5-3: Faculty's code of honor, and university community code of ethics.
 - Annex 2/5-4: Faculty Council endorsing the Faculty's code of honor on 15-4-2015.
 - Annex 2/5-5: regulations on photocopying academic books and dissertations on photocopying machines in the Faculty and the library.
 - Annex 2/5-6: formation of the Advisory Committee on 20-9-2015.



Cairo University



- Annex 2/5-7: formation of the committee for complaints and disputes by the Faculty Council on 19-10-2017.
- Annex 2/5.8: distribution of course schedules among the teaching staff members according to academic specialization, with fairness and non-discrimination.
- Annex 2/5.9: assignment of academic advisership.
- Annex 2/5.10: assignment of dissertation supervision among the teaching staff members, with fairness and non-discrimination.
- Annex 2/5.11: examination alert systems, and rules of clemency and pleas.
- Annex 2/5-12: student activity regulations in the Student Handbook.
- Annex 2/5-13: Faculty bylaws regulating the degree of kinship when forming the committees for invigilation, examination, and grading and dissertation supervision.
- Annex 2/5-14: kinship disclosure form.
- Annex 2.5-15: statement of relinquishing the post in the examination committee due to a kinship degree.

6. The endorsed organizational structure

- Annex 2/7-1: Faculty's organizational structure.
- Annex 2/7-2: endorsing the organizational structure by the Faculty Council on 22-6-2010 and by the University Council.
- Annex 2/7-3: Faculty Council endorsing the updated guiding structure, based on the suggestions of the Ministry of Administrative Development, and the Faculty's workforce on 18-1-2011.
- Annex 2/7-4: Faculty Council endorsing the establishment of the bureau of Alumni Affairs on 19-11-2018.

7. Decisions to establish/form departments and units, and their internal bylaws

- Annex 2/7-5: centers and units, and their internal bylaws.
- Annex 2/7-6: models of power devolution and decentralization.
- Annex 2/7-7: organizational procedures among the different Faculty councils and committees.

8. Decisions on the formation of official councils and committees

- Annex 2/4.2: participation of members of the community in the formation of the Faculty Council, and the minutes of the official Faculty councils.

9. The formation of the Advisory Board, and statement of separating ownership from management (private universities)

Not Applicable

10. Job description manual

- Annex 2/8-1: job description manual.



Cairo University



- Annex 2/8-2: Faculty Council endorsing the committee for supervising the creation of job descriptions on 15-01-2013.
- Annex 2/8-3: sample job description tags for the administrative staff.
- Annex 2/8-4: councils updating the job description tags.
- Annex 2/8-5: job descriptions for the teaching staff members and assistants, in compliance with the Law on the Organization of Universities, and its executive bylaws in 2009.
- Annex 2/8-6: utilization of the job description in appointments and transfer for the different Faculty posts.

11. The institution's website

- Annex 2/6-1: Faculty website.
- Annex 2/6-2: website of the Quality Assurance Unit at the Faculty.
- Annex 2/6-3: social media websites of the teaching staff members.
- Annex 2/6-4: data entry specialist, affiliated with the IT Unit.



Cairo University



Criterion Three: Quality Management and Development

The institution's leadership provides the quality management system with support, conducts comprehensive and continuous self-evaluation, seeks the help of internal and external quality assurance reviews, and employs the evaluation and review results in performance development.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. The institution's Quality Assurance Unit has qualified staff and appropriate equipment, with the participation of representatives from the various groups in the institution, taking into account the diversity of experiences and skills to cover the several tasks.			
2. The internal bylaws of the Quality Assurance Unit include an organizational structure with clear affiliations and relations, and define the relationship between the unit and the Quality Assurance Center at Cairo University, which reinforces its role, and supports its activities.			
3. The Quality Assurance Unit has plans, annual reports covering its activity, and databases for its activities.			
4. The periodic evaluation of the institution's activities adopts objective performance indicators, appropriate tools, and internal and external reviews.			
5. The activity evaluation results are discussed with the institution's involved parties, and during its official councils, and are used as guidance in planning, corrective action, and development.			

Institution's feedback

3/1- The institution's Quality Assurance Unit has qualified staff and appropriate equipment, with the participation of representatives from the various groups in the institution, taking into account the diversity of experiences and skills to cover the several tasks.

- The institution's Quality Assurance Unit was established by the Faculty Council, as decreed on 22/6/2005, under the administrative affiliation of the Faculty Dean, and in accordance with the Faculty's guiding organizational structure that was updated on 19-11-2018. It has qualified staff and appropriate equipment, as indicated in the job description of the unit's workforce.
- The Quality Assurance Unit has the necessary financial resources and equipment. Representatives from the various academic and administrative groups in the institution participate in the unit's work, taking into account the diversity of experiences and skills to cover the several tasks assigned to the different committees in the Unit.



Cairo University



3/2- The internal bylaws of the Quality Assurance Unit include an organizational structure with clear affiliations and relations, and define the relationship between the unit and the Quality Assurance Center at Cairo University, which reinforces its role, and supports its activities.

- The Faculty's Quality Assurance Unit has a financial bylaw, endorsed by the Faculty Council on 15-1-2013, as part of its endorsed and updated internal bylaw, in which the Unit's organizational structure, and board members and executives are outlined, and endorsed by the Faculty Council on 19-03-2013.
- The Unit has several accredited committees responsible for monitoring the quality of education and institutional performance. These committees include experts and consultants, follow-up and internal review, accreditation quality coordinators, quality assurance coordinators in the academic departments, as well as the committees for quality training and applications, assessment and evaluation, questionnaires and feedback, planning and development, student quality coordinators, and student support for academically floundering students. The Faculty Council endorsed these committees on 17-1-2017. New committees are introduced based on quality requirements and the evaluation mechanisms that are regularly conducted, such as the committees for awareness and publication, and strategic planning, in addition to the committee for monitoring and evaluating teaching mechanisms and educational programs in the respective departments in both the undergraduate and postgraduate levels, and the committee for promoting questionnaire culture. These committees were endorsed by the Faculty councils.
- The permanent collaboration between the Quality Assurance Center at Cairo University and the Faculty's Quality Assurance Unit supports and monitors the execution of the Unit's periodic activity plans, through training courses offered by the Center, and workshops prepared by the Center's assessment and evaluation unit, in addition to the periodic technical support visits that support the execution of the Faculty's implementation plan, and sustains the promotion of quality culture within the Faculty community. Some of the reviewers in the Faculty's Quality Assurance Unit participate in providing technical support to the different faculties in the university through the Quality Assurance Center at Cairo University.

3/3- The Quality Assurance Unit has plans, annual reports covering its activity, and databases for its activities.

- The Faculty's Quality Assurance Unit prepares the Faculty's strategic plan, the implementation plans of the strategic plan, and improvement plans, according to the accreditation external review report from the National Authority for Quality Assurance and Accreditation of Education. The plans include the priorities of activity implementation, and identify the exact activities and responsibility of



Cairo University



- implementation, the suitable timetable, the required financial cost of plan implementation, as well as the monitoring and evaluation indicators.
- The Unit has periodic follow-up plans to monitor the progress of the Faculty's strategic plan, and prepares annual performance reports for the different sectors in the Faculty.
 - The Quality Assurance Unit prepares an annual activity plan at the beginning of the academic year, based on the institutions and the university's strategic plan. The plan is endorsed by the Faculty councils in preparation for its implementation in collaboration with the Quality Assurance Center at Cairo University, and other available training providers inside and outside the Faculty. The plan is announced to the target academic and administrative groups, students, and members of the community. The Unit's annual plan includes an endorsed training plan for developing skills and promoting the quality culture among the Faculty's teaching staff members and assistants, and the administrative staff.
 - The Faculty's Quality Assurance Unit has a documented and endorsed database of all the periodic activities, including the selection criteria and tasks of the course coordinators in the different academic departments; the periodic internal reviews of the quality files, based on the accreditation manual for higher education, and through the Unit's internal monitoring and review committee; the training needs for all of the academic and administrative staff, according to the survey; and endorsing work procedures for examination, periodic revisions, and the exam paper evaluation model.

3/4- The periodic evaluation of the institution's activities adopts objective performance indicators, appropriate tools, and internal and external reviews.

- The Faculty uses objective performance indicators and appropriate tools to evaluate the activities of the institution in all its educational, research, and service sectors, in order to reinforce the competitive position of the Faculty, through a number of practices such as monitoring the implementation of the teaching, learning, and evaluation strategy, as part of the tasks assigned to the committee for monitoring and evaluating teaching mechanisms; periodically reviewing the educational programs and courses via the internal audit committees of the Quality Assurance Unit at the Faculty, and with the help of internal and external auditors; activating and monitoring the performance of the examination committees, and the examination paper through the Unit's assessment and evaluation committee; monitoring the implementation of work procedures in the examination central control; and assessing the students' summer training.
- Guided by the National Academic Reference Standards (NARS) for postgraduate studies programs issued by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in March 2009, the institution



Cairo University



periodically monitors the performance of the Faculty's research plan, in light of the University's research plan, and the national plan of the state; and the performance of the postgraduate studies sector by periodically reviewing the program and course descriptions and reports, including student questionnaires, and service beneficiary feedback survey, and by activating the research registration form, and the several performance evaluation reports for postgraduate student.

- The Unit monitors the periodic reports prepared by the community service and environmental development sector, in the framework of the institution's commitment to activate the sector's plan within the Faculty's strategic plan. The Unit surveys the feedback of service beneficiaries regarding the services provided by the sector to improve its performance.
- The Quality Assurance Unit periodically monitors the implementation of the training plan to boost the efficiency of the academic and administrative leaders, and all the institution's personnel; assesses training outcomes for the target groups; and prepares annual reports to upgrade the training.
- The Faculty adopts objective and declared performance evaluation methods for all academic and administrative staff, in order to regulate the institutional performance, with procedures to examine complaints and suggestions, and enforce appropriate accountability measures. The Faculty also assesses the satisfaction of the involved parties regarding the quality of its different services, in order to improve the performance of the various sectors at the Faculty.

3/5- The activity evaluation results are discussed with the involved parties, and during the institution's official councils, and are used as guidance in planning, corrective action, and development.

- The Faculty's Quality Assurance Unit presents and discusses the evaluation results and reports of all the institution's activities, such as the self-study, the institution's annual reports, sector reports, and the annual performance evaluation report on the Unit's achievements for the years 2016-2018, as well as the procedures proposed by the Unit to the official Faculty councils to monitor and improve the quality of institutional performance.
- The periodic evaluation of the institution's activities, using objective performance indicators, appropriate tools, and internal and external reviews was utilized to update plans, and take the necessary corrective actions to develop the institution in many ways. This includes updating the Faculty's teaching, learning, and evaluation strategy; developing educational programs and courses; introducing new educational programs in the undergraduate and postgraduate levels to address the needs of the job market; introducing joint international programs with foreign universities; upgrading and supplying the Faculty's lecture halls and laboratories



Cairo University



with the latest teaching means and material; establishing and endorsing the unit for educational alternatives to enhance the educational process and improve the students' practical and vocational skills; developing the summer training programs by making use of the different aspects of collaboration with the distinguished training bodies outside the Faculty; ensuring the application of fair practices, and non-conflict of interest among the institution's different parties; updating the formation of the advisory committee and the committee for investigating complaints and settling disputes; maintaining the ethics of scientific research via the committee for the ethical use of animals in scientific research and veterinary education; teaching a course on the ethics of scientific research as part of the elementary courses offered to postgraduate students; and supporting the partnerships between the Faculty and the external community via the special nature centers and units affiliated with the community service and environmental development sector.

The institution's competitive strengths

- The institution's Quality Assurance Unit has potential and human resources with diverse qualifications, working in the active committees to periodically monitor and evaluate the institutional performance in the Faculty's various sector.
- The Faculty periodically takes corrective action to ensure the continuous improvements, and the application of comprehensive quality.
- Accomplishing various modes of institutional development:
 - updating the Faculty's teaching, learning, and evaluation strategy.
 - developing educational programs and courses, and introducing new educational programs in the undergraduate and postgraduate levels to address the needs of the job market.
 - introducing joint international programs with foreign universities.
 - upgrading and supplying the Faculty's lecture halls and laboratories with the latest teaching means and material.
 - establishing the unit for educational alternatives to improve the students' practical and vocational skills.
 - developing the summer training programs by making use of the different aspects of collaboration with the distinguished training bodies outside the Faculty.
 - ensuring the application of fair practices, and non-conflict of interest among the institution's different parties.
 - initiating the Faculty's advisory committee.
 - forming the committee for investigating complaints and settling disputes.



Cairo University



- ensuring the application of the ethics of scientific research via the committee for the ethical use of animals in scientific research and veterinary education.
- including a course on the ethics of scientific research as part of the elementary courses offered to postgraduate students.
- supporting the partnerships between the Faculty and the external community via the special nature centers and units affiliated with the community service and environmental development sector.

Documents and Annexes

1. The Unit's internal bylaw

- Annex 3/1-1: Faculty Council decree on 22-06-2005 endorsing the establishment of the Faculty's Quality Assurance Unit.
- Annex 3/1-2: updated guiding organizational structure under the administrative affiliation of the Faculty Dean, on 19-11-2018.
- Annex 3/1-3: sample of the unit's qualified workforce.
- Annex 3/1-4: list of supplies for the Quality Assurance Unit.
- Annex 3/1-5: representatives from the various academic groups in the institution participate in the unit's work, to cover the diverse tasks assigned to the different committees in the Unit.
- Annex 3/2-1: internal bylaw of the Faculty's Quality Assurance Unit (organizational structure, the executive board, and updates to the internal bylaw endorsed by the Faculty Council on 19-03-2013)
- Annex 3/2-2: financial bylaw of the Faculty's Quality Assurance Unit endorsed by the Faculty Council on 15-1-2013.
- Annex 3/2-3: committees of the unit endorsed by Faculty councils on 17-1-2017, 23-5-2017, 17-04-2018, and 21-05-2018.

2. The Unit's Action Plan

- Annex 3/2-4: introducing and endorsing new committees to the Faculty's Quality Assurance Unit based on quality requirements and the evaluation mechanisms that are regularly conducted (committees for awareness and publication, and strategic planning, in addition to the committee for monitoring and evaluating teaching mechanisms and educational programs in the respective departments in both the undergraduate and postgraduate levels, and the committee for promoting questionnaire culture).
- Annex 3/2-5: periodic technical support visits to support the execution of the Faculty's implementation plan, and sustains the promotion of quality culture within the Faculty community.



Cairo University



- Annex 3/2-6: participation of some of the reviewers in the Faculty's Quality Assurance Unit in providing technical support to the different faculties in the university through the Quality Assurance Center at Cairo University.
- Annex 3/3-1: Faculty's strategic plan.
- Annex 3/3-1: implementation plan to execute the strategic plan 2016-2020.
- Annex 3/3-3: improvement plan based on the external review report from the National Authority for Quality Assurance and Accreditation of Education.
- Annex 3/3-4: Unit's periodic plans to monitor the implementation of the Faculty's strategic plan.
- Annex 3/3-6: Unit's annual activity plan at the beginning of the academic year, based on the institution's and the university's strategic plan, endorsed by the Faculty councils in preparation for its implementation in collaboration with the Quality Assurance Center at Cairo University, and other available training providers inside and outside the Faculty, and announced to the target academic and administrative groups, students, and members of the community.
- Annex 3/3-7: endorsed training plan for developing skills and promoting the quality culture among the Faculty's teaching staff members and assistants, and the administrative staff.
- Annex 3/3-8: documented and endorsed database at the Faculty's Quality Assurance Unit, indicating all of the periodic activities, including the selection criteria and tasks of the course coordinators in the different academic departments.
- Annex 3/4-7: Faculty's research plan, University's research plan, and the national plan of the state.

3. Unit's annual reports

- Annex 3/3-5: Unit's annual reports on the performance of the Faculty's various sectors.
- Annex 3/3-5: institution's sector reports.
- Annex 3/4-13: Unit's annual reports on the implementation of the training plan to boost the efficiency of the training.
- Annex 3/3-3: periodic reports to monitor the progress of the improvement plan 2015-2016 based on the external review report of the accreditation visit.
- Annex 3/5/4: annual performance evaluation report on the Unit's achievements for the years 2016-2018.



Cairo University



4. Tools used in the self-assessment (sample surveys)

- Annex 3/3-7: employee questionnaire and analyses of the administrative staff's training needs during the Faculty Council 21/3/2017, and minutes of the meeting on 7/5/2017, with the Director of the Quality Assurance Unit, account of the administrative staff candidate names, and requests from employees to boost their efficiency via training courses, in addition to an attendance list.
- Annex 3/2-4: monitoring the implementation of the teaching, learning, and evaluation strategy as part of the tasks assigned to the committee for monitoring and evaluating teaching mechanisms.
- Annex 3/4-1: periodic review of the educational programs and courses via the internal audit committees of the Quality Assurance Unit at the Faculty, and with the help of internal and external auditors.
- Annex 3/4-2: activating and monitoring the performance of the examination committees.
- Annex 3/4-3: examination paper evaluation via the Unit's assessment and evaluation committee.
- Annex 3/4-4: monitoring the implementation of the work procedures for the central examination control, endorsed by Faculty councils on 21-11-2017 and 19-11-2018; review of examination control result by the Quality Assurance Center at Cairo University, examination control handbook for both levels, and exam paper storage and elimination procedures for postgraduate studies during the Faculty Council on 19-12-2017.
- Annex 3/4-5: periodic report on the students' summer training courses, including the presentation of course statistics, student questionnaire, and teaching staff member questionnaire, so that the evaluation results are utilized in developing a performance improvement plan for the training, and its tools and resources; assessing the training's efficiency via monitoring students' attendance and interactive participation during the training, and the end of training tests.
- Annex 3/4-6: the National Academic Reference Standards for postgraduate studies programs issued by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in March 2009.
- Annex 3/4-8: monitoring the performance of the postgraduate studies sector by periodic review of the program and course descriptions and reports, including student questionnaires and service beneficiary feedback survey.
- Annex 3/4-9: research registration form and different performance evaluation reports for postgraduate student (seminars).
- Annex 3/4-10: periodic reports of the community service and environmental development sector.
- Annex 3/4-12: service beneficiaries questionnaire on the services provided by the sector to improve its performance



Cairo University



- Annex 3/4-13: monitoring the implementation of the training plan to boost the efficiency of the academic and administrative leaders, and all the institution's personnel, and assessing training outcomes for the target groups
- Annex 3/4-17: assessing the satisfaction of the involved parties regarding the quality of its different services, in order to improve the performance of the various sectors at the Faculty (feedback from students, teaching staff members, and administrative staff on the administrative services, and the academic and administrative leadership styles).

5. Reports of the questionnaire and survey analysis

- Annex 3/5-2: institution's annual reports FAR.
- Annex 3/5-3: sector reports.

6. Proceedings of the institution's councils during which quality issues were discussed

- Annex 3/5-3: procedures proposed by the Unit to the Faculty councils in order to monitor and improve the quality of institutional performance.
 - Faculty Council on 21-2-2017 endorsing an annual training plan to promote the quality culture among the teaching staff members and assistants, and the administrative staff by the Quality Assurance Center at Cairo University for the two academic years 2016/2018.
 - Examining the strategic and executive plans, and updating the Faculty vision and mission to correspond to the University's as endorsed by the Faculty Council on 12/12/2016.
 - Faculty Council on 23-5-2017 endorsing the results of the technical support visit from the Quality Assurance Center at Cairo University to the Unit.
 - Faculty Council on 21-11-2017 endorsing the proposition to amend the postgraduate studies bylaw (include the vocational diploma, master's, and PhD programs).
 - Faculty Council on 20-7-2018 endorsing the titles of 8 vocational programs.
 - Endorsing the amendments requested by the committee for the veterinary medicine sector on 12-10-2017, concerning the proposed diploma "fodder quality, safety, and production technology."
 - Faculty Council on 19-11-2017 endorsing undergraduate course and program reports.
 - Faculty Council on 19-12-2017 approving a tripartite joint master's program with the University of Göttingen in Germany, Cairo, and Khartoum, specialized in epidemic and transboundary animal diseases; program is launched April 2019.



Cairo University



- Faculty Council on 18-11-2018 endorsing the recommendations of the department and Faculty conferences, and presenting them during the annual Faculty conference.

7. Internal review reports of the departments and bureaus (for the past three years)

- Annex 3/3-9: periodic internal review of quality files, based on the accreditation manual for higher education, and via the Unit's internal review and monitoring committee (proceedings dated 12-5-2017, 30-9-2018 and 7- 10- 2018, in addition to the reports on such reviews).
- Annex 3/4-4: reports and proceedings of the examination control review.
- Annex 3/4-8: postgraduate course reports (student questionnaires, and sample course description).
- Annex 3/4-11: monitoring the preparation of reports from the community service and environmental development sector.
- Annex 3/4-15: employee's annual performance report, and account of the transferred administrative staff members (based on the performance report), evaluation results used in accountability measures, and setting up programs for training and development.
- The Faculty's Quality Assurance Unit has a documented and endorsed database of all the periodic activities, including the selection criteria and tasks of the course coordinators in the different academic departments; the periodic internal reviews of the quality files, , and through the Unit's internal monitoring and review committee; the training needs for all of the academic and administrative staff, according to the survey; and endorsing the work procedures for examination, periodic revisions, and the exam paper evaluation model.

8. Self-study/ institution's annual report (including improvement plans)

- Annex 3/5-1: Faculty's self-study.
- Annex 3/5-2: institution's annual reports FAR.

9. Examples of the decisions taken based on evaluation recommendations

- Annex 3/3-10: surveying the training needs of all academic and administrative groups at the Faculty, according to the questionnaire.
- Annex 3/3-11: adopting of work procedures for the examination control, and conducting periodic reviews.
- Annex 3/3-12: activating the examination paper form.
- Annex 3/4-14: adopting objective and declared methods for the periodic performance evaluation of all the academic and administrative groups.
- Annex 3/4-16: applying appropriate accountability measures.
- Annex 3/5-6: updating the Faculty's teaching, learning, and evaluation strategy.



Cairo University



- Annex 3/5-7: developing the educational programs and courses, introducing new programs in the undergraduate and postgraduate levels to address the needs of the job market.
- Annex 3/5-8: introducing joint international programs with foreign universities.
- Annex 3/5-9: upgrading and supplying the Faculty's lecture halls and laboratories with the latest teaching means and material.
- Annex 3/5-10: establishing and endorsing the unit for educational alternatives to improve the students' practical and vocational skills.
- Annex 3/5-11: developing the summer training programs by making use of the different aspects of collaboration with the distinguished training bodies outside the Faculty.
- Annex 3/5-12: ensuring the application of fair practices, and non-conflict of interest among the institution's different parties.
- Annex 3/5-13: activating the Faculty's advisory committee, and forming the committee for investigating complaints and settling disputes.
- Annex 3/5-14: applying the ethics of scientific research form, via the committee for the ethical use of animals in scientific research and veterinary education.
- Annex 3/5-15: including a course on the ethics of scientific research as part of the elementary courses offered to postgraduate students.
- Annex 3/5-16: models of support for partnerships between the Faculty and the external community via the special nature centers and units affiliated with the community service and environmental development sector, and encouraging the participation of community members in drafting the Faculty's vision and mission.



Cairo University



Criterion Four: Teaching Staff Members and Assistants

The institution has a sufficient number of qualified teaching staff members and assistants, which is in proportion with the requirements of the educational programs offered by the institution, enabling it to accomplish its mission and objectives. The institution develops the capacities and skills of the teaching staff members and assistants, evaluates their performance. The institution is committed to seeking and assessing their opinions and feedback.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. The ratio of the teaching staff members and assistants to students in the institution and the academic departments matches the academic reference standards for the type and nature of the educational programs offered at the institution.			
2. The institution has effective procedures to address the deficit or surplus in the number of teaching staff members and assistants.			
3. The academic specializations of the teaching staff members are compatible with the courses they teach.			
4. The workload allows the teaching staff members and assistants to efficiently carry out their teaching, research, and administrative tasks.			
5. The training needs of the teaching staff members and assistants are periodically identified, and appropriate actions are taken to implement programs that address the training needs of each group.			
6. The performance evaluation criteria for the teaching staff members and assistants are objective. The leadership communicates the evaluation results, and discusses them with the involved party when necessary. The results are used in performance improvement.			
7. The institution has appropriate means to survey the feedback of the teaching staff members and assistants, and take the necessary steps to analyze and utilize the results when taking corrective actions.			

Institution's feedback

4/1- The ratio of the teaching staff members and assistants to students in the institution and the academic departments matches the academic reference standards for the type and nature of the educational programs offered at the institution.

- The Faculty has a sufficient number of qualified teaching staff members and assistants, in various academic specializations. There are objective criteria for evaluating their performance, enabling the Faculty to enhance the quality of the educational process, scientific research, and community service, as per its mission



Cairo University



- and strategic objectives. The Faculty also develops the capacities and skills of the teaching staff members and assistants, and ensures their job satisfaction.
- The number of teaching staff members in the various academic departments is 284 members, for the academic year 2017/2018, and the number of students at the different academic levels is 2855 students, for the academic year 2017/2018. Thus, the ratio of the teaching staff members to undergraduate students for the year 2017/2018 is 1: 10.1. This ratio is consistent with the academic reference standards issued by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE)- 2nd volume, August 2009.
 - The number of teaching assistance staff members in the various academic departments is 133 members, for the academic year 2017/2018. Thus, the ratio of the teaching assistance staff members to undergraduate students for the year 2017/2018 is 1: 21.5. This ratio is consistent with the academic reference standards issued by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) - 2nd volume, August 2009.
 - The institution has an account of the number of out-posted and seconded teaching staff members, as well as members on academic missions, in addition to the number of teaching assistance staff members on academic leaves, missions, and grants.

4/2- The institution has effective procedures to address the deficit or surplus in the number of teaching staff members and assistants.

- According to the ratio of the teaching staff members to undergraduate students, there is neither deficit nor surplus in the number of teaching staff members and assistants. The Faculty appoints new teaching assistants annually from among its graduates, based on the actual needs of the different Faculty department, and provides vacant grades in the departments. The teaching assistance staff members are appointed as teaching staff members after acquiring their PhD degree, in compliance with the Law on the Organization of Universities and its executive bylaw, as per its latest amendment in 2006, and according to the permanent academic committee for promotions, which are considered institutional mechanisms to address deficit and surplus in the number of teaching staff members and assistants.

4/3- The academic specializations of the teaching staff members are compatible with the courses they teach.

- The academic specializations of the teaching staff members are compatible with the courses they teach in both undergraduate and postgraduate levels (for the credit-hour system), and according to their master's and doctorate specializations, and research interests, as indicated in the distribution of the course schedules.



Cairo University



4/4- The workload allows the teaching staff members and assistants to efficiently carry out their teaching, research, and administrative tasks.

- The Faculty distributes the number of teaching hours among the teaching staff members and assistants in a suitable manner that allows them to efficiently carry out their teaching tasks, and in compliance with the Law on the Organization of Universities.
- The workload allows the teaching staff members and assistants to efficiently carry out their teaching, research, administrative tasks, as well as the other community engagement tasks.

4/5- The training needs of the teaching staff members and assistants are periodically identified, and appropriate actions are taken to implement programs that address the training needs of each group.

- The Faculty's annual training plan, endorsed by the Faculty councils, addresses the needs of the teaching staff members and assistants, since it is prepared based on their identified training needs, and implemented in collaboration with the Quality Assurance Unit at Cairo University, and the training bureau of the General Administration for Organization and Management.
- The Faculty encourages the teaching staff members and assistants to attend English language courses, through the collaboration between the language and computer training unit, and the courses offered by the faculty development and training centers.
- The Faculty's Quality Assurance Unit conducts several specialized training courses to address the needs of the teaching staff members and assistants, and surveys the feedback and suggestions of the trainees in order to assess the outcome of the training courses on the efficiency of the educational process, via the questionnaire and feedback committee, and the assessment and evaluation committee.

4/6- The performance evaluation criteria for the teaching staff members and assistants are objective. The leadership communicates the evaluation results, and discusses them with the involved party when necessary. The results are used in performance improvement.

- The Faculty updated the objective criteria for evaluating the performance of the teaching staff members and assistants, discussed them with the involved parties, and endorsed them during the Faculty Council. These criteria include:
 - Compliance with course schedules and job responsibilities.
 - Participation in the educational and academic activities (e.g.: attendance of the research seminars, dissertation supervision, membership of the academic committees, participation in local and international conferences,



Cairo University



research publication in international academic journals, and participation in research projects).

- Participation in the academic advisership of students.
 - Active contribution to the research plan of the department and the Faculty.
 - Participation in the department's and the Faculty's community service and environmental development activities.
 - Participation in national and international activities.
 - Contribution to the quality of education, and the Faculty's continuous development.
 - Contribution to the development of the Faculty's own resources.
 - Relationship with colleagues and leaders.
 - Participation in the official University and Faculty councils and committees.
 - Participation in student activities.
- The Faculty also prepares and analyzes student questionnaires on theoretical and practical classes and courses via the Faculty's Quality Assurance Unit to utilize their results.
 - The Faculty's various academic departments evaluate the performance of the teaching staff members and assistants, and discuss the evaluation results during department councils.
 - The Faculty utilizes the results of the performance evaluation reports of the teaching staff members in the institution's annual report, and in taking appropriate accountability measures for performance development.

4/7- The institution has appropriate means to survey the feedback of the teaching staff members and assistants, and take the necessary steps to analyze and utilize the results when taking corrective actions.

- The Faculty assesses job satisfaction among the teaching staff members and assistants, via questionnaires distributed among the various academic departments, and analyzed by the Faculty's Quality Assurance Unit.
- The Faculty utilizes the questionnaire results in taking corrective actions regarding improving the services offered by the library, such as photocopying and access to scientific references, in addition to improving lab equipment, and the teaching staff members' access to international conferences, academic missions, and training courses.

Prominent markers of distinction and competitive strengths

- Objective declared and endorsed performance evaluation criteria of the teaching staff members and assistants.



Cairo University



- Assessment of job satisfaction among the teaching staff members and assistants, and the utilization of the evaluation results in corrective actions.
- Sufficiency and competence of the teaching staff members and assistants, which support the efficiency of the educational process.
- Several teaching staff members hold distinguished leadership positions.
- Several teaching staff members received state awards and obtained patents.

Documents and Annexes

1. Account of the number of teaching staff members and assistants, including their specializations, academic degree, and qualifications, as well as their distribution among the academic departments, and the ratio of each group to the total

- Annex 4/1.1: account of the number of teaching staff members on duty.
- Annex 4/1-2: account of the numbers of undergraduate students in the different levels for the academic year 2017/2018.
- Annex 4/1-4: account of the number of teaching assistance staff members in the academic departments for the academic year 2017/2018.
- Annex 4/1-6: account of the number of out-posted and seconded teaching staff members, as well as members on academic missions, in addition to the number of teaching assistance staff members on academic leaves, missions, and grants.

2. Statistical account of the teaching staff members on duty and the actual workload

- The ratio of the teaching staff members to undergraduate students for the academic year 2017/2018 is 1: 10.1.
- Annex 4/1-5: ratio of the teaching assistance staff members to students for the year 2017/2018 is 1: 21.5
- Annex 4/2.1: procedures addressing the deficit or surplus in the number of teaching assistance staff members, in accordance with the needs of the academic departments (appointment of new teaching assistants annually from among the Faculty graduates May 2016, May 2017, and 2017-2018).
- Annex 4/2-2: vacant grades provided in the Faculty departments to appoint new teaching assistants, according to the department's needs.
- Annex 4/2.3: regulations of the permanent academic committee for promotions, and the Law on the Organization of Universities (article on appointing teaching assistants).

3. Statistical account of the workload of the teaching staff members and assistants (teaching, research, community service, administrative responsibilities, etc.)

- Annex 4/3-1: academic specializations of the teaching staff members are compatible with the courses they teach in both levels (credit-hour system), and according to their master's and doctorate specializations, and research interests, as



Cairo University



- indicated in their curriculum vitae (academic specializations and research interests).
- Annex 4/3-2: undergraduate course schedules indicating the assignment according to the specialization of the teaching staff member.
 - Annex 4/4-1: The Law on the Organization of Universities (indicating the quorum of teaching hours: teaching assistant and assistant lecturer 14 hours, lecturer 12 hours, assistant professor 10 hours, and professor 8 hours).
 - Annex 4/4.2: sample workload of the teaching staff members and assistants (teaching tasks).
 - Annex 4/4-3: research and administrative tasks, and other community engagement tasks of teaching staff members and assistants.
- 4. Training and development plan for the teaching staff members and assistants/ list of training programs conducted, and number of attendees:**
- Annex 4/5-1: Faculty's annual training plan, endorsed by the Faculty councils on 31/3/2017, and 19/9/2017, in collaboration with the Quality Assurance Unit at Cairo University, based on the identified training needs, with an attendance sheet and certification.
 - Annex 4/5-2: nominating teaching assistants to attend English language courses based on the collaboration with the language and computer training unit, and the courses offered by the faculty development and training centers.
 - Annex 4/5-3: Faculty's Quality Assurance Unit conducts several training courses to address the needs of the teaching staff members and assistants identified for the year 2018, as well as workshops on drafting the self-study, receiving research support from universities, and scientific writing of dissertations.
 - Annex 4/5-4: Faculty's Quality Assurance Unit surveys the feedback and suggestions of the trainees.
 - Annex 4.5: Faculty's Quality Assurance Unit assesses the outcome of the training courses on the efficiency of the educational process, through analyzing student questionnaires on the academic books, examinations and evaluation methods, and the educational programs and courses (questionnaire results from the questionnaire and feedback committee, and the assessment and evaluation committee).
- 5. Performance evaluation methods (including sample evaluations used)**
- Annex 4/6.1: updating the criteria for evaluating the performance of the teaching staff members and assistants, and discussing them with the involved parties in the Faculty Council which endorsed them on 22/10/2017.
 - Annex 4/6-2: student questionnaires on the theoretical and practical classes and courses via the Faculty's Quality Assurance Unit to utilize their results.
 - Annex 4/6-3: discussing the results of the performance evaluation of the teaching staff members and assistants during department councils.



Cairo University



- Annex 4/6-4: institution's annual report including the results of the performance evaluation reports of the teaching staff members and assistants.
- Annex 4/6-5: utilizing the results of the performance evaluation of the teaching staff members and assistants in taking the necessary corrective actions for accountability measures.

6. **Sample feedback surveys**

- Annex 4/7.1: sample questionnaires and analyses of job satisfaction surveys among the teaching staff members and assistants.
- Annex 4/7.2: utilizing the questionnaire results, and taking the necessary actions to maintain job satisfaction among the teaching staff members and assistants, regarding improving the services offered by the library (photocopying and academic references)
- Annex 4/7.3: utilizing the questionnaire results, and taking the necessary actions to maintain job satisfaction among the teaching staff members and assistants, regarding supplying the laboratories with the latest equipment.
- Annex 4/7-4: utilizing the questionnaire results, and taking the necessary actions to maintain job satisfaction among the teaching staff members and assistants, regarding the support needed from the university to facilitate their participation in international conferences, academic missions, and training courses (memorandum presented to the University President), as endorsed by the Faculty Council on 16/9/2018.
- Annex 4/7-5: certificates of attendance by the teaching staff members and assistants in activities for which the Faculty offered financial support.



Cairo University



Criterion Five: Administrative Staff

The institution's qualified and sufficient administrative staff matches the size and nature of the institution's activities, enabling it to accomplish its mission and objectives. The institution continuously develops the members of the administrative staff, evaluates their performance. The institution is committed to seeking and assessing their opinions and feedback.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. The administrative staff matches the size and nature of the institution's activities. The employees are distributed among the different posts, according to their qualifications and competencies, and in accordance with their job responsibilities. The institution has procedures to address the deficit or surplus in the number of the administrative staff members.			
2. The training needs of the administrative staff are periodically identified, and appropriate actions are taken to implement programs that address the training needs of each group.			
3. The performance evaluation criteria for the administrative staff are objective and declared. The leadership communicates the evaluation results, and discusses them with the involved party when necessary. The evaluation results are used in accountability measures, and training and performance improvement programs.			
4. The institution has appropriate means to assess job satisfaction among the administrative staff, and take the necessary steps to analyze and utilize the results when taking corrective actions.			

Institution's assessment

5/1- The administrative staff matches the size and nature of the institution's activities. The employees are distributed among the different posts, according to their qualifications and competencies, and in accordance with their job responsibilities. The institution has procedures to address the deficit or surplus in the number of the administrative staff members.

- The Faculty's administrative staff is qualified and efficient on different levels, and receives continuous training to efficiently implement the Faculty's plans, and accomplish its mission and objectives. The detailed account of the size of the administrative staff was prepared, including the numbers and percentages of the members as per their qualifications. It has been realized that the number of the staff matches the size and nature of the Faculty's work. The deficit was overcome by appointing temporary personnel.



Cairo University



- Due to the retirement of some administrative staff members without appointing new ones, conversion training was conducted to boost the qualifications of the administrative staff members who have unsuitable qualifications for their posts, which ensures their eligibility for work.
- To promote the importance of job descriptions, a workshop was offered to all the administrative staff members in the Faculty, who were provided with the job description manual that explains how to create a job description tag for each member, and that was previously endorsed by the Faculty Council.

2/5- The training needs of the administrative staff are periodically identified, and appropriate actions are taken to implement programs that address the training needs of each group.

- The Faculty continuously develops the potential of the administrative leaders, periodically identifies their training needs, and takes appropriate actions to implement programs that address the training needs of each group, and that serves the Faculty's strategic plan.
- The Quality Assurance Unit at the Faculty uses questionnaires to identify the training needs of the administrative staff.
- The institution holds periodic meetings with the administrative staff to discuss the benefits of the training programs offered in the previous years, and their proposals and suggestions to identify their training needs for the new academic year, based on which a comprehensive training plan is prepared for the administrative staff members and leaders, in collaboration with the training bureau of the General Administration for Organization and Management, and the Quality Assurance Unit at Cairo University.
- The Faculty's Quality Assurance Unit designed various computer training programs, with the help of the IT unit at the Faculty, with the aim of training the largest number of administrative staff members to keep up with the job market requirements.
- The Faculty evaluates the training courses via course evaluation forms from the attendees, and assesses the training outcome on the performance of the administrative staff members and leaders via service beneficiary surveys. An annual report is prepared covering the implemented training programs, and the number and percentage of attendees among the administrative staff.

3/5- The performance evaluation criteria for the administrative staff are objective and declared. The leadership communicates the evaluation results, and discusses them with the involved party when necessary. The evaluation results are used in accountability measures, and training and performance improvement programs.



Cairo University



- The Faculty evaluates the performance of the administrative staff via periodic performance reports, including objective evaluation criteria. The report is endorsed by the direct manager and the Faculty Secretary as a performance indicator, and analyzed. The evaluation results are communicated to the administrative staff members, who get the chance to discuss and plea the performance report, and appropriate measures are taken.
- Service beneficiary questionnaires from the teaching staff members, undergraduate and postgraduate students, and alumni are utilized in the performance evaluation of all the administrative sectors, and analyzed as one of the evaluation methods.
- The Faculty offers financial and moral incentives to distinguished administrative staff members, based on the direct manager report. Underperforming administrative staff members are also held accountable.

5/4- The institution has appropriate means to assess job satisfaction among the administrative staff, and take the necessary steps to analyze and utilize the results when taking corrective actions.

- The Faculty assesses job satisfaction among the administrative staff via periodic job satisfaction surveys, as the Faculty upholds the importance of job satisfaction on productivity and teamwork.
- The Faculty conducts periodic meetings with the administrative staff to discuss the results of the job satisfaction surveys, in order to overcome difficulties and problems holding back the staff, and to take the corrective actions to boost job satisfaction and create a suitable work environment.

Prominent markers of distinction and competitive strengths

- The job description manual
- The annual meetings with all the personnel to strengthen the ties between the Faculty and the administrative staff.
- The distinguished job performance among some of the administrative staff members.
- The suitable means of communication between the different sectors.

Documents and Annexes

1. Job description

- Annex 5/1-5: minutes of the workshop on drafting the job description of the administrative staff.
- Annex 5/1-6: job description manual (CD). Annex 5/1-7: job description tags
- Annex 5/1-8: Faculty Council endorsing the job description tags of the administrative staff.



Cairo University



2. Account of the number of administrative and technical staff members, with their qualifications and distribution among the administrative sectors and academic departments

- Annex 5/1-1: detailed account of the total number of permanent administrative staff members, for each department.
- Annex 5/1-2: detailed account of the number and percentage of the administrative staff members, according to their qualifications and eligibility to work in the various sectors.
- Annex 5/1-3: compensation of the deficit in manpower by appointing temporary personnel.
- Annex 5/1-4: conversion training to boost the qualifications of the administrative staff members who have unsuitable qualifications for their posts.

3. Training and development plan for the administrative staff members/ list of training programs conducted, and number of attendees:

- Annex 5/2-1: surveys on the training needs.
- Annex 5/2-2: minutes of the Faculty meetings with the administrative staff members.
- Annex 5/2-3: training plan for the administrative staff.
- Annex 5/2-4: computer training programs with the help of the IT unit at the Faculty, including attendance sheet of the computer courses at the Faculty (conversion training), and certificates of attendance.
- Annex 5/2-5: course evaluation forms from the attendees
- Annex 5/2-7: progress report of the training plan, and the percentage of the trained administrative staff.

4. Performance evaluation methods

- Annex 5/2-6: service beneficiary surveys.
- Annex 5/3-1: periodic performance report of the administrative staff.
- Annex 5/3-2: recognition of the distinguished administrative staff members.
- Annex 5/3-3: penalties against administrative staff members for the poor services provided.

5. Sample feedback surveys

- Annex 5/2-1: surveys on the training needs, and their analyses.
- Annex 5/2-6: service beneficiary surveys.
- Annex 5/4-1: annual job satisfaction surveys of the administrative members and leaders, and their analyses.
- Annex 5/4-2: corrective measures to boost job satisfaction with suitable work conditions (through the purchase of equipment, furniture, and fans, the maintenance and renovations, as well as training courses and means of communication).



Cairo University



Criterion Six: Financial and Physical Resources

The Faculty's financial and physical resources and the supporting facilities match the nature and size of its activity, enabling it to accomplish its mission and objectives. The Faculty is committed to the efficient usage and development of these resources.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. The institution's financial resources are sufficient for the nature of its activity, and the number of students, and are distributed according to the actual needs, enabling the institution to accomplish its mission and objectives.			
2. Funding sources are diverse with evidence proving the increased rate of developing the institution's own internal resources.			
3. The institution's buildings, lecture halls, classrooms, laboratories, workshops, etc. are well-equipped and match the nature of the institution's activity and number of students. There is a healthy environment in the buildings.			
4. The maintenance of the lecture halls, laboratories, as well as the machinery, equipment, infrastructure, and facilities is carried out periodically.			
5. The institution's safety and security measures are suitable.			
6. The means of communication, resources, and technological systems used are up-to-date and suitable for the institution's academic activities and administrative processes. The institution has an active website that is periodically updated.			
7. The library is suitable for the activity of the institution, in terms of the availability of books, references, equipment, and services to meet the needs of students and researchers. The digital library is accessible to the involved parties.			

Institution's feedback

6/1- The institution's financial resources are sufficient for the nature of its activity, and the number of students, and are distributed according to the actual needs, enabling the institution to accomplish its mission and objectives.

- The Faculty's financial resources are distributed according to the actual needs, enabling the institution to efficiently accomplish its mission and objectives. The Faculty's endorsed strategic plan includes all the items and sources of expenditure that are necessary to the different academic fields, such as the educational process, scientific research, and the community service activities.

6/2- Funding sources are diverse with evidence proving the increased rate of developing the institution's own internal resources.

- The Faculty is committed to reinforcing its own internal resources to support the educational and research processes, instead of depending on its allocated



Cairo University



- resources in the general budget. The resources allocated to the Faculty by the University developed in the past three years, as part one salaries and emoluments, and part two purchases and benefits in kind.
- The Faculty's own internal resources are in the form of donations, endowments, and grants, as well as the income from the special nature units and centers, and from the private funds out of the veterinary hospital, undergraduate and postgraduate student registration fees (Egyptians and international students), in addition to student registration in the special programs, summer courses, and training courses, and the photocopying services, besides the external support for the Faculty conference.
 - The private funds supported the Faculty's educational and research processes, and contributed to the financial support offered to teaching staff members allowing them to attend academic conferences, and publish research during the past three years.
 - The Faculty has documented systems to periodically review and supervise the use of the Faculty's resources, by the Faculty administration, the University, the Ministry of Finance, and the Central Auditing Organization.
 - The Faculty's community service and environmental development sector prepares annual reports demonstrating the sector's activities, and the development of its internal financial resources in the Faculty's special nature units and centers.

6/3- The institution's buildings, lecture halls, classrooms, laboratories, workshops, etc. are well-equipped and match the nature of the institution's activity and number of students. There is a healthy environment in the buildings.

- The Faculty's buildings, establishments, and facilities match the nature of its activity in terms of space, design, ventilation, natural lighting, and green spaces. The Faculty's engineering management prepared the data and the schematic diagrams for the infrastructure of the Faculty's two buildings (the Eastern and Western buildings).
- The total area of the Faculty of Veterinary Medicine, Cairo University is 59504 square meters, divided into a Western building with an area of 49368 square meters, and an Eastern building with an area of 10136 square meters.
- The Faculty buildings are clean and scenic, with ventilation, natural lighting, and large green spaces. Permanent and temporary janitors are available on the Faculty premises, since the Faculty contracted the General Authority for Hygiene and Beautification at Giza Governorate in order to provide a larger number of janitors to lift the garbage on daily basis. The Faculty also has an advanced special nature unit for the incineration of cadavers and environmentally polluting waste, and the disposal of other environmental pollutants from the various departments.



Cairo University



- The public and private facilities in the Faculty buildings sufficiently cover the needs of the different groups. All the Faculty laboratories, classrooms, and conference halls are equipped with air-conditioners and data show projectors. The computer labs, library, and the academic and administrative departments are supplied with new computers, in preparation for the project to computerize the Faculty.
- The Faculty has a sufficient number of lecture halls, estimated at 12 large, medium-sized, and small halls, with a total area of 2571square meters, all of which are properly ventilated, lit, and cleaned, and equipped with air-conditioners and the needed audiovisual means of education. The areas match the reference standards for the quantitative assessment (NORMS) issued by the National Authority for Quality Assurance and Accreditation of Education - 2nd volume, August 2009.
- The Faculty has 45 laboratories for undergraduate students and 25 laboratories for postgraduate students and teaching staff members, in addition to the teaching hospital. All the laboratories are properly ventilated, lit, and cleaned, and equipped with air-conditioners, the needed audiovisual means of education, and teaching aids and technologies, in addition to modernized devices and equipment, and the chemical tools and material, all of which cover the needs of the educational process in the undergraduate programs, and the Faculty's research plan. The lab areas match the number of students, and the reference standards for the quantitative assessment (NORMS) issued by the National Authority for Quality Assurance and Accreditation of Education - 2nd volume, August 2009. The Faculty provides maintenance and upgrading to the laboratories to keep up with the scientific advancements, including the purchases made by the University Devices and equipment under the provision of research plan.
- The Faculty has a sufficient number of qualified lab technicians, in addition to the personnel who receive conversion training by the Faculty to overcome the deficit in the number of lab technicians.
- The Faculty has the suitable educational means to support its educational programs, and efficiently serve their purposes, such as the laboratories in the academic departments, the veterinary hospitals in the clinical departments, and the experimental animal unit, in addition to two vehicles operating as mobile clinics for medical convoys, as well as special nature units and centers.
- The Faculty has suitable locations for the various student activities, such as sport, cultural, social, and artistic activities, as well as the student union committee and rangers, etc. There is also a futsal court, table-tennis table, chess area, and theatre, all of which are suitable for student activities.
- In compliance with the guiding reference standards for the quantitative assessment of physical facilities (NORMS) issued by the National Authority for



Cairo University



Quality Assurance and Accreditation of Education - 2nd volume, August 2009, the majority of the lecture halls, laboratories, as well as the library, the medical clinic, washrooms, and facilities fit the needs of the Faculty, and match the number of students, while observing the safety and security measures that support the quality of the educational and research processes. The Faculty prepared an implementation plan to develop and follow-up on the auditoriums, laboratories, teaching aids, washrooms, and facilities.

6/4- The maintenance of the lecture halls, laboratories, as well as the machinery, equipment, infrastructure, and facilities is carried out periodically.

- The Faculty's engineering management carries out periodic maintenance of the buildings, facilities, and infrastructure, according to the annual maintenance plan. There is also a plan developed by the University's General Administration for Engineering Management to provide maintenance for the buildings and the educational facilities. Seminar halls, and the departments of Poultry Diseases, Parasitology, Microbiology, and Surgery, Anesthesiology, and Radiology, and the associate auditorium were developed and upgraded. Maintenance work is ongoing in the Department of Biochemistry and Food Chemistry, in addition to the urgent maintenance and renovations, such as the plumbing, woodwork, and paint in the different Faculty department buildings and laboratories, and repairment of refrigerators and machines. The periodic maintenance of the computers, photocopying machines, data show projectors, and air conditioners, as well as the development of the BBX telephone network to directly connect the Faculty telephone network to the University's network are also still ongoing.
- The community service and environmental development sector upgraded the undergraduates' lecture halls (auditoriums number 4 and 5), and provided maintenance and upgrade work to the Faculty's infrastructure at no expenses to the university.

6/5- The institution's safety and security measures are suitable.

- The Faculty has the necessary preparations and equipment to provide security and safety systems inside its various facilities and buildings. The lecture halls, laboratories, and corridors have emergency exits, fire resistance systems, sign boards, and the necessary tools and equipment for fire-fighting. The number, type, calibration dates, and expiry of the fire extinguishers in the various Faculty departments, building, and facilities were identified.
- The Faculty has a Crisis and Disaster Management Unit to maintain security and safety inside the Faculty. The Faculty conducted an evacuation drill in collaboration with the Civil Defense at Giza Governorate.



Cairo University



- The Faculty's Crisis and Disaster Management Unit prepared a handbook on the Unit's work, and a training plan on fire-fighting and crisis evacuation scenarios for the administrative and teaching staff members, and well the students.
- There is a large underground irrigation water tank in the Faculty to be used in supplying water in case of fire.

6/6- The means of communication, resources, and technological systems used are up-to-date and suitable for the institution's academic activities and administrative processes. The institution has an active website that is periodically updated.

- The Faculty provides the modernized means of communication and IT systems suitable for the Faculty activities, and provides IT services to students and teaching assistance staff at a nominal fee. The Faculty administration has 219 computers, with the ratio of computers to the number of students is 12:1, which exceeds the requirements of NORMS (25:1) as issued by the National Authority for Quality Assurance and Accreditation of Education - 2nd volume, August 2009.
- The Faculty's website is periodically updated, and accessible online in both the English and Arabic languages. It includes diverse and updated information on the Faculty. There is also a website for the Faculty's Quality Assurance Unit.
- The internet service is available in the Faculty's administrative building, Dean's office, Quality Assurance Unit, and most of the academic departments, where it serves the teaching staff members and assistants. The internet service at the Faculty library is accessible by students, teaching staff members and assistants, and postgraduate students.
- There is an internal communication network between the Faculty administration, and the different departments, offices, and units, as well as the University via the BBX network. There are email addresses for teaching staff members and assistance.

6/7- The library is suitable for the activity of the institution, in terms of the availability of books, references, equipment, and services to meet the needs of students and researchers. The digital library is accessible to the involved parties.

- The Faculty has a clean computerized library that is properly ventilated, lit, and cleaned, and equipped, with air-conditioned halls and good furniture, and an area of 640 square meters, matching the reference standards for the quantitative assessment (NORMS) issued by the National Authority for Quality Assurance and Accreditation of Education - 2nd volume, August 2009. The library operates daily (except on public holidays) from 9 a.m. to 3 p.m. Researchers borrow books as per the library system.



Cairo University



- There is a sufficient number of qualified library personnel. The Faculty offers them specialized courses in modern library issues, particularly, on the electronic library, to boost their skills and potential.
- The library provides its users with books, references, dissertations, local and international academic journals, as well as cost-priced photocopying, computer, and IT services.
- The Faculty library has user records with names and data, in order to monitor the number of library service beneficiaries, and their feedback and opinions on the library system in effect.
- Library user satisfaction is periodically surveyed, via service beneficiary discussions and feedback analyses that are used as input when making decisions, identifying and overcoming weaknesses, and improving the services for the benefit of the users.

Prominent markers of distinction and competitive strengths

- The Faculty has several special nature centers and units, and a teaching hospital to serve the educational and research processes, and reinforce the Faculty's internal resources.
- The Faculty has several laboratories and equipped halls.
- Strong alumni relations represented in the donations, endowments, and grants received to upgrade the infrastructure and educational and research facilities, at no expenses to the university.
- The Faculty library has several books, references, and modern equipment.
- The Faculty website is accessible online in both English and Arabic.
- The Faculty has a Crisis and Disaster Unit.

Documents and Annexes

1. Statistical account of the internal financial resources and values (funds and accounts) and their development (past three years)

- Annex 6/2.1: general budget allocated to the Faculty by the University for the past three years, as part one salaries and emoluments, and part two purchases and benefits in kind.
- Annex 6/2.2: account of the endowments from companies and individuals to the Faculty for the past three years.
- Annex 6/2.3: balance statement of the special nature centers and units at the Faculty for the past three years
- Annex 6/2.4: income of the Faculty's private fund.
- Annex 6/2-5: private funds contribution to supporting the Faculty's educational and research processes.



Cairo University



2. The previous year's closing balance

- Annex 6/2-1: account of the disbursements for the past three fiscal years.
- Annex 6/2-2: account of the comptroller's reports.

3. Guide to the institution's buildings and facilities, including a list of auditoriums, lecture halls, laboratories, workshops, clinics, farms, libraries, etc., with their areas, capacity, and specialized equipment.

- Annex 6/3-1: account of the total area of the two Faculty buildings
- Annex 6/3-2: data and the schematic diagrams for the Faculty's infrastructure, and report of the screening committee on the adequacy and conditions of the Faculty buildings.
- Annex 6/3-3: account of the total number of permanent and temporary Faculty personnel/a copy of the contract between the Faculty and the General Authority for Hygiene and Beautification at Giza Governorate.
- Annex 6/3-4: activity report of the unit for the incineration of cadavers and environmentally polluting waste.
- Annex 6/3-5: account of the number of data show projectors in the Faculty/ account of the number of computers in the departments, laboratories, and the library/ account of the number of computer lab users.
- Annex 6/6-4: internet access in various locations in the Faculty.
- Annex 6/6-5: account of the direct telephone networks in the Faculty/ fax machines and telephones/ address and phone directory.
- Annex 6/6-6: email addresses of the teaching staff members and assistants.
- Annex 6/3-6: account of the Faculty auditoriums and their areas/ account of the floor area per individual/ quantitative assessments for auditoriums (NORMS)
- Annex 6/3-7: account of the number and area of undergraduate and postgraduate student laboratories/ account of the lab floor area per individual/ account of the all the lab equipment in the different academic departments/ account of the all the equipment in the special nature units and centers, and the teaching hospital, indicating their modernization.
- Annex 6/3-11: Faculty's quantitative assessment of physical facilities (NORMS)
- Annex 6/6-1: account of the distribution of computers among the various administrations, laboratories, departments, library, and computer lab, as well as the user groups and percentages/ account of the number and cost of computers purchased.

4. Account of the centers and units

- Annual report of the community service sector, indicating the development of the Faculty's internal resources.



Cairo University



5. List of the supporting facilities (training locations in teaching hospitals/ workshops/ sport fields/ hotels and restaurants/ experimental fields, etc.)

- Annex 6/3-6: account of the number and area of undergraduate and postgraduate student laboratories/ quantitative assessments for undergraduate and postgraduate student laboratories (NORMS)/ account of the lab floor area per individual/ account of the all the equipment in the special nature units and centers, and the teaching hospital, indicating their modernization.
- Annex 6/3-7: account of the all the lab equipment in the different academic departments/ account of equipment purchased for each department, from the continuous development and accreditation preparation project / account of the total expenditure for machines and equipment as part of the research plan.
- Annex 6/3-8: account of the number of lab technicians and their distribution among the Faculty departments/ account of the conversion training courses offered to lab technicians.
- Annex 6/3-9: account of the educational means supporting the educational programs.
- Annex 6/3-10: account of the supplies facilitating student activities/ guide to the various student activities and committees in the Faculty/ account of the court and theater areas/ account of the number of student activity beneficiaries/ sample student activity registration form from the Youth Welfare department.
- Annex 6/6-1: account of the distribution of computers among the various administrations, laboratories, departments, library, and computer lab, as well as the user groups and percentages/ account of the number and cost of computers purchased.

6. Annual maintenance plan for the infrastructure and facilities

- Annex 6/1-1: Faculty's plan to reinforce its financial and physical resources.
- Annex 6/4-1: maintenance contracts/ account of the maintenance and renovations of the Faculty buildings and facilities, including the plumping, woodwork, and paint, and repairment of refrigerators and machines in the different Faculty departments and laboratories/ account of the number of washrooms in the Faculty/ account of the number of electricity boxes in the Faculty/ account of the total expenditure on electricity and water consumption in the Faculty.
- Annex 6/4-2: maintenance and upgrade of the Faculty's infrastructure by the community service and environmental development sector, at no expenses to the university.



Cairo University



- 7. Safety and security measures (numbers, locations, and types of fire extinguishers, their upgrade, self-extinguishing in the institution's storage, hazardous and chemical material, etc.)**
 - Annex 6/5-1: account of the safety and security equipment in the Faculty.
 - Annex 6/5-2: Faculty Council proceeding endorsing the formation and internal bylaw of the Crisis and Disaster Management Unit on 22/6/2010.
 - Annex 6/5-3: emergency evacuation plan/ posters indicating how to behave during a crisis/ account of the emergency exits and evacuation routes in the Faculty buildings.
- 8. Evacuation plans, and crisis and disaster management**
 - Annex 6/5-6: Crisis and Disaster Management Unit handbook, and training plan/ account of the number of training courses on emergency evacuation plans and their attendees.
- 9. Electronic library website (if available)**
 - Annex 6/5-6: website of the Union of Egyptian Universities Libraries.
www.eulc.edu.eg
- 10. List of books and references divided according to specializations (in the institution's library, and the libraries of the academic departments)**
 - Annex 6/7-1: library's quantitative assessments/ account of the borrowed books and dissertations, and the number of beneficiaries.
 - Annex 6/7-2: account of the library personnel, their names, qualifications, training courses attended, and their training needs.
 - Annex 6/7-3: statistical data of the library holdings, including academic books, references, and local and international academic journals/ account of the expenditure on purchasing new books and references, and list of the newly purchased books in the past three years.
 - Annex 6/7-5: account of the number of library users.
 - Annex 6/7-6: results of the library user satisfaction survey.
- 11. The institution's website**
 - Annex 6/6-2: Faculty website.
 - Annex 6/6-3: website of the Quality Assurance Unit at the Faculty.



Cairo University



Criterion Seven: Academic Standards and Educational Programs

The Faculty adopts the national academic reference standards or other accredited standards that correspond to its mission and objectives, and ensures that its educational programs are in line with the adopted standards, taking the necessary measures to fulfill their requirements. The institution ensures that the educational programs it offers serve the needs of the community and the job market. It also creates, reviews, and periodically develops its program and course descriptions.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. The institution adopts academic standards, via official councils, and in compliance with its mission and objectives.			
2. The educational programs address the requirements of the job market, according to the institution's mission			
3. The educational programs have endorsed program descriptions. The intended learning outcomes of each program align with the adopted academic reference standards.			
4. The intended learning outcomes of each educational program align with its courses. The course descriptions identify the teaching and evaluation methods that achieve the learning outcomes.			
5. The educational programs and courses are periodically reviewed with the help of internal and external reviewers.			
6. The institution has annual course and program reports, ensuring the commitment to the declared course descriptions. These reports are accessible to the involved parties, and used by the institution in improvement and development plans.			

Institution's feedback

7/1- The institution adopts academic standards, via official councils, and in compliance with its mission and objectives.

- The Faculty adopts the National Academic Reference Standards (NARS) for undergraduate programs issued by the National Authority for Quality Assurance and Accreditation of Education, which were endorsed by the Faculty Council on 15-7-2012.
- The academic reference standards adopted by the institution align with the Faculty's mission and vision. They are endorsed by the Faculty Council on 16-10-2018, and achieve the Faculty's strategic objectives.
- The Faculty endorsed a new bylaw for the undergraduate credit-hour system, during the Faculty Council on 20-6-2018, and in accordance with the OIE academic standards.



Cairo University



7/2- The educational programs address the requirements of the job market, according to the institution's mission.

- The Faculty updates its educational programs and courses, depending on to the scientific developments and new technology that contribute in accomplishing the intended learning outcomes, and that address the needs of the local and international job market, via surveying the feedback of service beneficiaries and business owners, and discussing the proposed means of developing the educational programs, during department councils.
- An undergraduate program in veterinary medical sciences (Bachelor Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations) was introduced and endorsed, along with other various educational programs that address the requirements of the job market and align with the Faculty's mission.

7/3- The educational programs have endorsed program descriptions. The intended learning outcomes of each program align with the adopted academic reference standards.

- The Faculty has an endorsed bylaw for the undergraduate program in veterinary medical sciences- credit-hour system.
- The undergraduate program in veterinary medical sciences is described and accredited. The program matrix and its outcomes align with the national academic reference standards (NARS).
- The undergraduate program in veterinary medical sciences (Bachelor Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations) is described and accredited. The program matrix and its outcomes align with the national academic reference standards (NARS).
- The Faculty ensures orienting the teaching staff members and assistants on creating program and course descriptions

7/4- The intended learning outcomes of each educational program align with its courses. The course descriptions identify the teaching and evaluation methods that achieve the learning outcomes.

- The Faculty has an endorsed teaching, learning, and evaluation strategy.
- The learning outcomes of the undergraduate program in veterinary medical sciences- credit-hour system align with its courses. The endorsed course descriptions identify the course objectives, and the teaching and evaluation methods that achieve the intended learning outcomes.
- The learning outcomes of the undergraduate program in veterinary medical sciences (Bachelor Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations) align with its courses. The endorsed



Cairo University



course descriptions identify the course objectives, and the teaching and evaluation methods that achieve the intended learning outcomes.

5/7- The educational programs and courses are periodically reviewed with the help of internal and external reviewers

- The educational programs and courses are periodically reviewed by the internal review committee of the Quality Assurance Unit, and with the help of internal and external reviewers, who prepare review reports.

6/7- The institution has annual course and program reports, ensuring the commitment to the declared course descriptions. These reports are accessible to the involved parties, and used by the institution in improvement and development plans.

- The institution prepares and endorses the course descriptions, and the annual program reports, ensuring the commitment to the declared course descriptions. These reports include recommendations and improvement plans to update the Faculty's implementation plan.
- The Faculty takes the corrective measures to develop the educational programs and courses, utilizing the student feedback survey, course examiner feedback survey, internal and external reviewer reports, the results of examination paper evaluation, and the exam statistics for all the educational levels.

Prominent markers of distinction and competitive strengths

- Amendments to the Faculty bylaw, and adopting the academic standards of the World Organization for Animal Health (OIE)
- Introducing new distinguished programs, which enables the Faculty to offer specialized education that addresses the requirements of the job market.

Documents and Annexes

1. Undergraduate internal bylaw

- Annex 7/3/1: endorsing the Faculty's undergraduate bylaw.

2. Proceedings of the institution's councils on academic standards (in case of diverse programs, proceedings of the department councils that adopted academic standards in its programs)

- Annex 7/1-2: Faculty Council adopting the national academic reference standards (NARS).
- Annex 7/1-5: Faculty Council on 20-06-2018 endorsing the Faculty's new undergraduate bylaw, credit-hour system, according to the academic standards of the OIE.



Cairo University



- Annex 7/2-2: department councils discussing the proposal of the OIE.
- 3. Documentations of the endorsed standards (in case the national academic references standards were not adopted)**
 - Annex 7/1-1: the national academic reference standards (NARS).
 - Annex 7/1-2: Faculty mission and vision.
 - Annex 7/1-3: endorsing the Faculty mission and vision.
 - 4. Sample tools used in job market feedback surveys (if available)**
 - Annex 7/2-1: feedback surveys of service beneficiaries and business owners/ surveys on the OIE proposal and job market requirements.
 - Annex 7/6-4: student and examiner feedback surveys on the courses offered.
 - 5. Matrix indicating that the learning outcomes of the educational program align with the adopted academic standards**
 - Annex 7/3-3: matrix of the undergraduate program in veterinary medical sciences, credit-hour system, with NARS.
 - Annex 7/3-5: matrix of the special undergraduate program in veterinary medical sciences (Bachelor Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations) with NARS.
 - 6. Matrix indicating that the learning outcomes of the educational program align with the courses**
 - Annex 7/4-2: matrix of the undergraduate program in veterinary medical sciences, credit-hour system, with courses.
 - Annex 7/4-4: matrix of the special undergraduate program in veterinary medical sciences (Bachelor Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations) with courses.
 - 7. Program and course descriptions**
 - Annex 7/3-2: Faculty Council on 30-11-2013 endorsing the description of the undergraduate program in veterinary medical sciences, credit-hour system.
 - Annex 7/3-4: endorsing the description of the special undergraduate program in veterinary medical sciences (Bachelor Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations)).
 - Annex 7/4-3: endorsing the course descriptions of the undergraduate program in veterinary medical sciences, credit-hour system.
 - Annex 7/4-5: endorsing the course descriptions of the special undergraduate program in veterinary medical sciences (Bachelor



Cairo University



Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations).

- Annex 7/3-6: training courses on drafting the course and program description.

8. Sample proceedings of the department councils, committee for education and learning, and the institution's council on designing and developing educational programs

- Annex 7/2-2: department councils discussion of OIE proposal
- Annex 7/2-3: Faculty Council approving the special undergraduate program in veterinary medical sciences (Bachelor Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations)).
- Annex 7/2-4: Faculty councils approving the new special undergraduate programs.
- Annex 7/5-1: Faculty Council endorsing the internal review committee of the Quality Assurance Unit, and the participation of the internal and external reviewers/ reviewer nominations (internal and external) in the academic departments.
- Annex 7/6-1: department course reports, including suggestions for improvement, and their endorsement.

9. The teaching, learning, and evaluation strategy

- Annex 7/4-1: teaching, learning, and evaluation strategy.

10. Internal and external reviewer reports of the educational programs and courses.

- Annex 7/5-2: internal and external reviewer reports.

11. program and course reports, including improvement plans (electronic copies for the past three years)

- Annex 7/6-1: department course reports, including suggestions for improvement; and their endorsement.
- Annex 7/6-2: annual program reports.
- Annex 7/6-3: Faculty's implementation plan.
- Annex 7/6-5: examination paper evaluation model
- Annex 7/6-6: exam statistics for all the different educational levels.

12. In case of joint educational programs with other institutions, attached should be the agreement contract, and the regulations for monitoring and periodic review

Not applicable



Cairo University



Criterion Eight: Teaching and Learning

The Faculty has a teaching, learning, and evaluation strategy that is periodically reviewed and developed, to ensure meeting the academic standards, and the accomplishment of the Faculty's mission and objectives. The Faculty ensures that the teaching, learning, and evaluation methods align with the intended learning outcomes, facilitate self-learning opportunities, and offers training programs in collaboration with the community members to help students acquire the necessary skills to accomplish graduate attributes. The Faculty provides these programs with the required resources, ensures the quality of their implementation and committed supervision, and evaluates their efficiency and development. The Faculty is committed to fair and objective student evaluation, using diverse methods and tools that align with the learning outcomes, and support the educational process.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. The Faculty has a teaching, learning, and evaluation strategy that complies with the academic reference standards, and aligns with the intended learning outcomes.			
2. Applying the teaching, learning, and evaluation strategy facilitates student acquirement of self-learning and employability skills.			
3. The student training programs are designed and described according to the intended learning outcomes of the educational program. The necessary resources and mechanisms are available for their implementation.			
4. There are diverse methods to evaluate student performance during the training, in line with the intended learning outcomes.			
5. The effectiveness of the training is assessed based on objective tools and indicators. Results are used to develop the training mechanism, tools, and resources.			
6. The grades allocated to the type of student evaluation complement the learning outcome targeted for assessment.			
7. The process of student evaluation is fair and objective. Exams are securely drafted, copied, and distributed to maintain their confidentiality.			
8. Mechanisms of student evaluation ensure fair grading, accuracy of grade calculations, and the secure storage and retrieval of results.			
9. Performance evaluation feedback supports the students' education.			
10. Student evaluation results are utilized in program development, and teaching, learning, and evaluation strategies.			
11. The rules regulating student pleas about their evaluation results are documented and declared, with mechanism to monitor their implementation.			



Cairo University



Institution's feedback

8/1- The Faculty has a teaching, learning, and evaluation strategy that complies with the academic reference standards, and aligns with the intended learning outcomes.

- The Faculty has an endorsed teaching, learning, and evaluation strategy for the undergraduate program, in compliance with the national academic reference standards issued the by the National Authority for Quality Assurance and Accreditation of Education, and in alignment with the intended learning outcomes (ILOs), as identified in the institution's program description. The strategy also complies with the Faculty's mission and vision.

8/2- Applying the teaching, learning, and evaluation strategy facilitates student acquirement of self-learning and career skills.

- The Faculty implements the teaching, learning and evaluation strategy via its committee for monitoring the mechanism of teaching and evaluation of the educational process. The committee is endorsed by the Faculty Council on 21 May 2018. The committee utilizes exam results, and feedback surveys of students, and teaching staff members and assistants in developing the educational process, which is represented in introducing new programs that are flexible and compatible with the job market requirements.
- The teaching, learning and evaluation strategy provides students with learning opportunities, encourages them to use non-traditional learning patterns, and facilitates self-learning opportunities, which is in line with the intended learning outcomes specified in the course descriptions, in the different academic departments.
- The Faculty encourages students to interact during theoretical and practical classes, prepare research papers, participate in panel discussions, prepare educational tools, conduct field visits, and participate in student projects. The Faculty provides various sources of self-learning, by supplying the Faculty library with the latest books, references, and scientific journals, and linking them to the University's databases, in addition to cost-priced photocopying and IT services, particularly internet service and modern educational tools and materials.
- The Faculty conducts student workshops and field training in hospitals, and in the Faculty's special nature units and centers. The Faculty collaborates with the veterinary hospital of the armed forces, and participates in medical convoys, in order to allow students to acquire employability skills.

8/3- The student training programs are designed and described according to the intended learning outcomes of the educational program. The necessary resources and mechanisms are available for their implementation.



Cairo University



- The Faculty bylaw of the undergraduate program in veterinary medical sciences, credit-hour system, mandates student training inside the different academic departments, after the end of the third undergraduate year/level, and training inside and outside the departments, during the summer vacation, after the end of the fourth and fifth undergraduate years/levels.
- The Faculty's teaching, learning, and evaluation strategy stresses describing the summer training program according to the intended learning outcomes of the programs, in order to accomplish the ideal graduate attributes, which meet the job market requirements. The Faculty provides the necessary mechanisms and resources for the summer training.

8/4- There are diverse methods to evaluate student performance during the training, in line with the intended learning outcomes.

- The Faculty assesses the effectiveness of the training based on diverse objective tools and indicators to evaluate student performance, as indicated in the bylaw of the undergraduate program in veterinary medical sciences, credit-hour system, and the teaching, learning, and evaluation strategy. The evaluation tools include monitoring the students' attendance and interactive engagement with the training, and conducting exams at the end of the training.

8/5- The effectiveness of the training is assessed based on objective tools and indicators. Results are used to develop the training mechanism, tools, and resources.

- The effectiveness of field training is evaluated via student feedback surveys on the training, and its tools, capabilities, and locations, as well as the performance of the training supervisor and provider.
- At the end of the training, a periodic report of the summer training courses is prepared, including a presentation of the course statistics and feedback from students and teaching staff members. The evaluation results are utilized in designing an improvement plan to develop the training, and its tools and resources.
- The Faculty Council in April 2018 endorsed the unit for educational alternatives to enhance the educational process, and improve the students' practical and vocational skills.

8/6- The grades allocated to the type of student evaluation complement the learning outcome targeted for assessment.

- The Faculty evaluates the examination papers, in terms of content and form, for all the courses, via the committee for assessment and evaluation at the Quality Assurance Unit, in order to verify the accomplishment of intended learning outcomes of the educational programs.



Cairo University



- The grades are distributed according to the course description, and in a balanced manner to evaluate students with different methods that assess their different skills, and the intended learning outcomes, such as class quizzes during practical classes, educational student activities, as well as theoretical, oral, and practical exams.

8/7- The process of student evaluation is fair and objective. Exams are securely drafted, copied, and distributed to maintain their confidentiality.

- The student evaluation process is fair and efficient. The Faculty bylaw tolerates the suspension of enrollment, or failure to attend the exam after an accepted plea by the committee for education and student affairs.
- An examination committee is formed in the academic departments, to be responsible for drafting the exams, and printing them inside the Faculty print shop to maintain their secrecy. Exams are submitted to the Faculty's examination administration, at least ten days before the exam date. The examination committee president opens the exam envelopes ten minutes before the exam time, and distributes them to students in the examination rooms. No student is allowed to leave the examination room before half the exam time had passed. No student is allowed to enter the exam room later than half an hour after the beginning of the exam time. After the exam, all the examination papers are submitted to the exam control to proceed with control work.

8/8- Mechanisms of student evaluation ensure fair grading, accuracy of grade calculations, and the secure storage and retrieval of results.

- The Faculty ensures the fair grading and accuracy of grade calculations by applying the barcode system in the Faculty, and by verifying the participation of three teaching staff members in the grading process to maintain fairness. During oral exams, students are randomly distributed among the examiner committees, each of which includes three teaching staff members. The committee ensures the diversity of questions during the oral exam (such as using random question cards). The oral exam grades are assigned as per the bylaw of the undergraduate program in veterinary medical sciences, credit-hour system
- The Faculty has an endorsed work mechanism inside the exam control of the different academic departments. Grades are reviewed, and results are calculated inside the exam control on paper documents, followed by computerized data entry for each control. Results are then endorsed by the Faculty Dean. In case the course success rate falls below average, exam results are reviewed by internal examiner committees, formed by the Faculty administration to review the results.
- Exam statistics for all the academic levels are endorsed by the Faculty Council, followed by an announcement of exam results, within a maximum period of one



Cairo University



month post the conclusion of the exams. The announcement is made via paper documents on the Faculty's bulletin board, and via the Faculty website.

- A paper document and an electronic copy of the exam statistics for all the academic levels are sent to the student affairs administration at the University. Copies of the exam results are kept at the office of the Vice Dean for Education and Student Affairs.

8/9- Performance evaluation feedback supports the students' education.

- The different department councils prepare course reports based on the statistics from the education and student affairs sector, and the student feedback survey. The institution analyzes the results of the student satisfaction surveys in order to take the necessary corrective measures, and prepare improvement plans to enhance the educational process.

10/8- Student evaluation results are utilized in program development, and teaching, learning, and evaluation strategies.

- Educational programs, and the teaching, learning, and evaluation strategies are developed according to the program and courses reports, endorsed by the Faculty councils, and listed in the sector reports of the education and student affairs.

11/8- The rules regulating student pleas about their evaluation results are documented and declared, with mechanism to monitor their implementation.

- The Faculty has documented rules regulating student pleas about their evaluation results, as per the bylaw of the undergraduate program in veterinary medical sciences, credit-hour system.
- After the release of exam results, pleas are received for a duration of two weeks, directly via the office of the Vice Dean for Education and Student Affairs, and for designated fees. Student grades are reviewed, along with student information. The student receives a response to the plea after a maximum duration of two weeks post plea application, via the office of the Vice Dean for Education and Student Affairs.

Prominent markers of distinction and competitive strengths

- The Faculty has a teaching, learning and evaluation strategy that encourages the use non-traditional learning patterns, to accomplish the intended learning outcomes of the programs and courses.
- The Faculty has a committee for monitoring the mechanism of teaching and evaluation of the educational process, responsible for following up the progress of the educational process.
- There are endorsed required specifications for the examination paper that are in line with the relative grade weight of the intended learning outcomes.



Cairo University



- There is a documented and endorsed work mechanism for exam control.
- The special nature units and centers contribute to enhancing the students' training skills, and preparing them for the job market.
- The Faculty has a unit for educational alternatives to enhance the students' training skills.

Documents and Annexes

1. Undergraduate internal bylaw

- Annex 8/3-1: Faculty's internal bylaw.

2. Teaching, learning, and evaluation strategy

- Annex 8/1-1: teaching, learning, and evaluation strategy, endorsed by the Council.
- Annex 8/1-2: the national academic reference standards issued by the National Authority for Quality Assurance and Accreditation of Education.
- Annex 8/1-3: undergraduate program description.
- Annex 8/1-4: Faculty vision and mission.
- Annex 8/2-1: Faculty Council on 21 May, 2018, endorsing the committee for monitoring the mechanism of teaching and evaluation of the educational process.
- Annex 8/2-2: documentations indicating the utilization of the review results of the teaching, learning, and evaluation strategy (introducing new educational programs).
- Annex 8/2-5: library registration in database, and library supplies.

3. Course file (course descriptions, including teaching and evaluation plans, sample evaluation tools, and sample evaluation of student assignments).

- Annex 8/2-3: different course descriptions indicating teaching areas.

4. Training description

- Annex 8/2-6: student workshops and field training in specialized hospitals, special nature centers and units, and medical convoys/ training certificates for trainings inside the Faculty's centers.
- Annex 8/3-2: training program description.
- Annex 8/3-3: necessary financial resources for the summer training.

5. Tools for student evaluation during training

- Annex 8/4-1: methods of student evaluation during training

6. Training evaluation tools (feedback surveys of students, training supervisors, and training providers).

- Annex 8/5-1: student feedback surveys on the effectiveness of the field training, and evaluation of the training supervisor.
- Annex 8/5-2: course reports of the summer training, including feedback surveys of students and training reviewers, as well as course statistics to



Cairo University



be part of the improvement plan for the training mechanisms, tools and resources.

- Annex 8/5-3: Faculty Council in April 2018 endorsing the establishment of a unit for educational alternatives to enhance the students' training skill.
 - Annex 8/9-2: student satisfaction surveys on support services, field training, course content, and material facilities for teaching and learning (library, laboratories, lecture halls, etc.)
 - Annex 8/9-3: analysis of student feedback surveys.
- 7. Cooperation agreements/ partnerships with external entities (universities, training providers, etc.)**
- Annex 8/: academic exchange agreements between the Faculty and corresponding faculties in other countries.
- 8. Sample portfolios for postgraduate students (if available)**
- Annex 8/2-4: sample student activities in the Faculty's academic dep.
- 9. Examination administration guide (undergraduate control bylaw, specifications of the examination paper, etc.)**
- Annex 8/6-1: assessment and evaluation committee at the Faculty's Quality Assurance Unit, and its activities, in addition to examination paper model and its endorsement.
 - Annex 8/7-1: sample student application of accepted plea for suspension of enrollment, or failure to attend the exam, by the committee for education and student affairs.
 - Annex 8/7-2: formation of examination committees in the Faculty.
- 10. Exam control documentations, sample written exam papers, model answer document, and sample student answer booklets)**
- Annex 8/8-1: sample answer booklets, signed by three graders, with barcode and approval.
 - Annex 8/8-2: control work mechanism in the Faculty.
 - Annex 8/8-3: paper copy and an electronic copy of exam results.
 - Annex 8/8-4: presentation of the exam statistics of the different academic levels, during Faculty Council.
 - Annex 8/11-1: student pleas about exam results. Annex 8/8-1: student plea fees.
- 11. Annual reports to the Vice Dean for Education and Student Affairs.**
- Annex 8/9-1: sample course reports.
 - Annex 8/10-1: Faculty Council endorsing program and course reports.
 - Annex 8/10-2: annual reports to the Vice Dean for Education and Student Affairs.



Cairo University



Criterion Nine: Students and Alumni

The Faculty has declared and fair rules for admission that are periodically reviewed, and that attract international students. The institution is committed to providing students with support and guidance, and to seeking and assessing their opinions and feedback. The institution ensures student participation in decision-making, encourages student activities, and maintains the continuous communication with alumni.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. The rules for admission, transfer, and student distribution among educational programs and specializations are clear, fair, and declared.			
2. The Faculty has efficient methods to attract international students.			
3. The Faculty has an efficient and compressive system to provide students with social, financial, and medical support. Various means orient students with this system.			
4. The Faculty has an efficient system to offer academic support, and vocational guidance.			
5. The Faculty has methods to integrate students with special needs. Not Applicable			
6. There is student representation in the relevant committees.			
7. The Faculty provides its diverse student activities with venues, supplies, and supervision.			
8. The Faculty has suitable means of seeking and assessing student opinions and feedback, and utilizes their results in taking correction action.			
9. The institution has mechanisms to follow-up and communicates with its alumni, and periodically updates its alumni databases.			
10. The Faculty provides programs in vocational development and continuing education, according to the needs of the job market.			

Faculty feedback

9/1- The rules for admission, transfer, student distribution among educational programs and specializations are clear, fair, and declared.

- The Faculty has fair and declared policies and rules for student admission. The Faculty's admission policies are in line with the mission, vision, and strategic objectives of the Faculty and the University. The admission policies and procedures are transparent and offer equal opportunities, and in accordance with the Law on the Organization of Universities No. 49 for the year 1972.
- A certain number of students are nominated by the Coordinating Office for College Admission, as per the total score and geographical distribution.
- Policies and procedures for transfer into and out of the Faculty are declared, clear and transparent, and in accordance with the Law on the Organization of



Cairo University



Universities, and the internal bylaw for the undergraduate program, credit-hour system. The Faculty takes the necessary measures to transfer students in a timely manner, as not to negatively affect the progress of the educational process.

- The Faculty administration announces its policies and rules for the admission, transfer, and student distribution among each of the programs in veterinary medical sciences, and the special program in veterinary pharmacology Bachelor Degree of Veterinary Medical Sciences (Distinct Program in Veterinary drugs and medicinal Preparations).
- . It orients the students with the credit-hour system, and the academic advisership via the Student Handbook, and the Faculty website.
- The Faculty administration, teaching staff members in the different academic departments, as well as student union committees participate in organizing a reception celebration at the beginning of each academic year, in order to welcome the new students, and orient them with the credit-hour system and the procedures required for registration. The Faculty periodically surveys student feedback on the Faculty's admissions policies.

9/2- The Faculty has efficient methods to attract international students.

- The Faculty sets a plan to attract international students in order to reinforce its internal resources, by using efficient methods to attract international students, such as offering grants, introducing new educational programs, and facilitating electronic registration through the Faculty website.
- The Faculty has a committee for international relations, responsible for guiding international relations, and concluding cooperation agreements with foreign universities.
- The Faculty is committed to solving the problems facing international students, which increased their number.

9/3- The Faculty has an efficient and compressive system to provide students with social, financial, and medical support. Various means orient students with this system.

- The Faculty has an Implementation plan to support students, in accordance with the Faculty's strategic plan, which includes medical and financial care for students, as well as support for outstanding and floundering students.
- The Faculty adopts objective and fair criteria for the distribution of financial support among students via the Social Solidarity Fund, and the Student Support Committee, under the supervision of the Faculty's Youth Welfare department, in collaboration with social workers and the social committee advisor, and in compliance with Law on the Organization of Universities No. 49 for the year 1972.



Cairo University



- The Faculty provides students with social welfare, via the education and student affairs sector. Social workers in the Youth Welfare department prepare an comprehensive study on the students' conditions and attributes (gender, age, geographical area, family income, number of family members, death of a guardian).
- The Faculty contributes in providing accommodation and housing to expatriate students in the university hostels, according to the hostel regulations.
- The new Faculty building is located in the vicinity of the student hospital, which is equipped to receive university students. The hospital has different medical specializations, and is equipped for surgeries and emergencies. The Faculty issues a health insurance card for all students. The Faculty has a dentistry clinic to serve the students, teaching staff members, and Faculty employees.
- The Faculty conducts periodic surveys to seek and assess student opinions and feedback on the availability of financial, social, and medical support for students.

9/4- The Faculty has an efficient system to offer academic support, and vocational guidance.

- The Faculty adopts the system of academic advisership, which is linked to the credit-hour system. Currently, the system is only applied to postgraduate students.
- The Faculty has a clear mechanism to identify outstanding students by calculating their scores in the different academic levels, in compliance with Law on the Organization of Universities No. 49 for the year 1972, internal bylaw for the undergraduate program, credit-hour system, and the Student Handbook.
- Outstanding and distinguished students in the different student activities are encouraged, supported, and recognized in various ways.
- The Faculty provides different means of support to academically floundering students, who under-perform academically, by identifying their numbers, and endorsing a committee affiliated to the Quality Assurance Unit to support them, and solve their problems, in addition to the support provided during the summer courses.
- The Faculty offers various programs to prepare students, and improve their skills according to job market requirements, entrepreneurship, and employment opportunities. The programs include field and farm training for students, in addition to student participation in medical convoys, scientific visits, department conferences, as well as offering training courses, and student projects.
- The Faculty assesses student satisfaction with academic support, and has a mechanism for reviewing their complaints and suggestions.

9/5- The Faculty has methods to integrate students with special needs in the student community, and to ensure that the buildings and facilities suite their needs.



Cairo University



- The Faculty does not have operative means or methods to integrate students with special needs in the student community, based on the practical nature of the educational programs in the Faculty, and in compliance with Law on the Organization of Universities No. 49 for the year 1972. Students are accepted into the Faculty after a medical checkup that ensures that they do not suffer from any medical illness or disability that impairs their education.

9/6- There is student representation in the relevant committees.

- The Faculty endorsed a committee of student quality coordinators, and a committee for supporting academically floundering students. The Faculty ensures student representation in the education and student affairs council.

9/7- The Faculty provides its diverse student activities with venues, supplies, and supervision

- The Faculty is one of the University's leading faculties in student activities due to the active contribution of the teaching staff members and assistants in supervising the student activities.
- There is a noticeable increase in the number of students participating in the different student activities, since there is a court in the new Faculty building, a gym, and table-tennis.
- The Faculty participated in various competitions, reached high ranks, and achieved many awards in student activities, at both the University and local levels.
- The Faculty has a plan for student activities, endorsed and documented by the Faculty's committee for education and student affairs.
- The education and student affairs sector periodically monitors the achievements of the Youth Welfare department.
- The Faculty administration also holds meetings with the various student committee advisors, in the presence of students, and with the Youth Welfare department to determine the financial resources to be allocated to student committees, in accordance with the financial allocations available from the University administration.
- The Faculty periodically surveys student satisfaction with the various student activities offered to them.

9/8- The Faculty has suitable means of seeking and assessing student opinions and feedback, and utilizes their results in taking correction action.

- The Faculty assesses student satisfaction with the different courses, and other services provided by the Faculty, in order to improve the performance, and take corrective action. The Faculty reviews student complaints and suggestions.



Cairo University



- The Faculty prepares annual plans and reports, and monitors their implementation for the education and student affairs sector, the Youth Welfare department, and any other relevant departments.

9/9- The institution has mechanisms to follow-up and communicate with its alumni, and periodically updates its alumni databases.

- The update in the formation of the Alumni Support and Follow-up Unit was endorsed. The Unit is responsible for providing distinguished training programs in the different fields of veterinary medicine, in order to improve the students' skills and prepare them for the job market.
- The Faculty also ensures that the alumni database is available for continuous communication. The Faculty participates in the annual Alumni Day celebration, and the graduates' job fair, which provides an opportunity to discuss their suggestions to develop the educational and research processes, in line with the requirements of the job market.
- The Faculty seeks and assesses alumni feedback on the services provided by the Faculty.

9/10- The Faculty provides programs in vocational development and continuing education, according to the needs of the job market.

- The Faculty provides distinguished training programs in vocational development, and continuing education programs, in accordance with the needs of the job market, in order to improve the students' skills, via the activities of the Alumni Support and Follow-up Unit, and the special nature units and centers affiliated with the community service and environmental development sector.
- The Faculty is currently working on introducing special educational programs for undergraduate and postgraduate students that address the needs and developments in the job market.

Prominent markers of distinction and competitive strengths

- Plan to attract international students.
- The Faculty has an efficient and comprehensive system to support the students.
- There are various student activities, with the needed resources.
- The Faculty seeks and assess student feedback, and takes corrective measures.
- The Faculty has a distinguished Alumni Support and Follow-Up Unit that provides students and graduates with training to develop their skills.
- Introducing special educational programs for undergraduate and postgraduate students that address the needs and developments in the job market.



Cairo University



Documents and Annexes

- 1. Rules for admission, transfer, and student distribution among educational programs and specializations**
 - Annex 9/1-1: Law on the Organization of Universities for the year 1972.
 - Annex 9/1-3: the bylaw of the undergraduate program at the Faculty of Veterinary Medicine.
 - Annex 9/1-4: account of the number of students transferring into and out of the Faculty.
 - Annex 9/1-5: description of the undergraduate program in veterinary medical sciences, credit-hour system.
 - Annex 9/1-9: report on the reception celebration to welcome the new students, and orient them with the credit-hour system and the procedures required for registration.
- 2. Account of the number of students, and the percentage of international students in the academic classes and specializations, for the past three years**
 - Annex 9/1-2: account of the number of students in the different levels, for the past five years.
 - Annex 9/1-6: description of the special undergraduate program in veterinary pharmacology (Bachelor Degree of Veterinary Medical Sciences -Distinct Program in Veterinary drugs and medicinal Preparations).
 - Annex 9/2-1: plan to attract international students.
 - Annex 9/2-2: some of the grants offered to international students
 - Annex 9/1-3: electronic registration.
 - Annex 9/2-4: Faculty Council on 20-6-2016 to establish the committee for international relations.
 - Annex 9/2-5: sample of solutions to the problems facing the international students.
 - Annex 9/2-6: account of the numbers and names of the international students in the different academic classes/ development curve of the number of international students, for the past three years.
- 3. Student Handbook**
 - Annex 9/1-7: Student Handbook
- 4. Student union formation**
 - Annex 9/7-7: student union formation



Cairo University



- 5. Documented system to support the students (material, financially, academically, etc.), and statistics of the types of financial, material, etc. support provided to student for the past three years**
 - Annex 9/3-1: implementation plan to support the students
 - Annex 9/3-2: decree to establish the Social Solidarity Fund for the financial, medical, and social services.
 - Annex 9/3-3: decree to establish the Student Support Committee, and support for the university book/ Faculty Council in 9-2015 providing 20 copies of the study booklet via the Social Solidarity Fund.
 - Annex 9/3-4: Faculty Council in 9-2015 to reduce the fees of the summer courses.
 - Annex 9/3-5: account of the names of student beneficiary of the Social Solidary Fund/ sample case review.
 - Annex 9/3-6: account of the number of students, residing in the university hostel.
 - Annex 9/3-7: account of the number of students to whom the Faculty issued health insurance cards- students registered in the study hospital.
 - Annex 9/3-8: account of the number of student beneficiary of the dentistry clinic.
- 6. Formation of the committee for academic support, and the committee for academic advisership, and sample meeting minutes**
 - Annex 9/4-1: list of academic advisors 2015-2016, and the Faculty Council endorsing them.
 - Annex 9/4-2: number of outstanding students in the past three years.
 - Annex 9/4-3: celebration and recognition of outstanding students in the pharmacology course 2015-2016/ recognition of outstanding students in the Animal Health Care, and the Environment courses 2015-2016/ list of outstanding students/ achievement portfolio and recognition of the talented students in the competitions and the ranks they achieved.
 - Annex 9/4-4: account of the number of academically floundering students in the past five years/ student results indicating the failure and success rates in the different levels.
 - Annex 9/4-5: Faculty Council in 1/2017 forming and endorsing the committee for supporting academically floundering students, affiliated with the Faculty's Quality Assurance Unit.
 - Annex 9/4-6: solving the problems facing the floundering students via different means (psychological support and guidance report, memorandum of the student affairs to allow course associations in



11/2015, Faculty Council in 9/2015 endorsing a student's re-enrollment).

- Annex 9/4-7: Faculty Council on 17-6-2015 approving the registration in summer courses, and their schedules.
- Annex 9/4-8: summer training schedule, Faculty Council endorsement.
- Annex 9/4-9: medical convoys and Faculty Council in 10/2016.
- Annex 9/4-10: account of the scientific visits.
- Annex 9/4-11: student participation in department conferences.
- Annex 9/4-12: training courses and training plan of the training unit 2015-2016.
- Annex 9/4-13: student projects, e.g. safe product.

7. Account of the diverse student activities and the means used to encourage participation

- Annex 9/7-1: type of activities offered by the Faculty.
- Annex 9/7-2: number and names of students who participated in the activities, and account of the registered student union committees.
- Annex 9/7-3: developing the entertainment area and mosques for students.
- Annex 9/7-4: ranks achieved in the student activities/ achievement portfolio of the Youth Welfare department, and sample recognition of a student activity, and student union committees (2015-2018).
- Annex 9/7-5: proposed activity plan 2015-2018.
- Annex 9/7-6: achievements of the student affairs.
- Annex 9/7-8: financial resources allocated to support student activities.

8. Sample meeting minutes of the committees and councils in which a student representative is included

- Annex 9/4-5: formation of the committee for supporting academically floundering students, affiliated with the Faculty's Quality Assurance Unit.
- Annex 9/6-1: sample meeting minutes of the committees and councils in which a student representative is included

9. Tools used to assess student and alumni feedback (sample assessment forms and surveys)

- Annex 9/1-10: student feedback surveys on the Faculty's admission policies.
- Annex 9/3-9: student feedback surveys on financial, social, and medical support.
- Annex 9/4-14: student feedback surveys and analysis of the academic support 2016.



Cairo University



- Annex 9/4-15: mechanism to review student complaints and suggestions.
- Annex 9/7-9: student feedback surveys on the Faculty's student activities.
- Annex 9/8-10: sample course surveys and analysis.
- Annex 9/9-5: alumni feedback surveys and analysis of the Faculty's services.

10. Annual reports to the Vice Dean of Education and Student Affairs, Youth Welfare department, and any other relevant department

- Annex 9/8-2: improvement plan.
- Annex 9/8-3: performance reports to monitor the implementation of the strategic plan.
- Annex 9/8-4: Faculty's annual report.

11. Alumni databases

- Annex 9/9-1: Faculty Council on 30/10/2007 approving the creation of the Faculty's Alumni Unit, and Council updating the organizational structure of the Alumni Support and Follow-Up Unit.
- Annex 9/9-2: alumni data sheets (alumni databases)

12. Documentations of the alumni functions

- Annex 9/9-3: Alumni Day celebration and Faculty's annual conference 2015-2016.
- Annex 9/9-4: job fair for the graduates of the Faculty of Veterinary Medicine, Cairo University.
- Annex 9/9-3: Alumni Day celebration and Faculty's annual conference 2015-2016.
- Annex 9/10-1: Alumni Unit agenda (trainings and timetable), achievements of the Alumni Unit 2017-2018, and appreciation certificates for trainees.
- Annex 9/10-2: training courses conducted via the Faculty's special nature units.
- Annex 9/10-3: Faculty councils approving the special educational programs for undergraduate and postgraduate students, to address the requirements of the job market.

13. The institution's website

- Annex 9/1-9: Faculty website.



Cairo University



Criterion Ten: Scientific Research and Academic Activities

The Faculty’s research plan aligns with the University’s plan. The institution provides the necessary resources that enable researchers to conduct research activities, encourages the collaboration between the different research disciplines, and creates an environment that promotes academic activities.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. The documented research plan aligns with the University’s plan, the national directives, and the needs of the surrounding community. The plan is proportionate with the institution’s capacities.			
2. The institution has efficient mechanisms to raise awareness on the ethics of scientific research, and monitor their application.			
3. The available resources are sufficient for the academic activities. The institution reinforces the financial resources, and seeks to engage in research projects funded by local, regional, and international institutions.			
4. The environment and the activated methods develop the skills of the researchers, and support and encourage applied researches, and interdisciplinary researches.			
5. The institution’s scientific production is in constant increase, and proportionate with the number of teaching staff members.			
6. The teaching staff members and assistants, as well as students engage in the different academic and research activities, projects, and conferences.			
7. The institution has databases for scientific research and academic activities.			
8. The institution periodically conducts its academic conference.			

Institution’s feedback

10/1- The documented research plan aligns with the University’s plan, the national directives, and the needs of the surrounding community. The plan is proportionate with the institution’s capacities.

- The Faculty has a research plan (2015-2020) that is endorsed by the Faculty Council on 23-5-2017, based on the SWOT analysis, and that is in line with the national plan of the state, the University’s research plan, the needs of the surrounding community, and the institution’s resources and capacities, such as laboratories and equipment.
- The Faculty prepared a follow-up form to monitor the progress of the research plan in the different departments.

10/2- The institution has efficient mechanisms to raise awareness on the ethics of scientific research, and monitor their application.



Cairo University



- The Faculty Council on 14-5-2015 endorsed the reformation of the committee for the ethical use of animals in veterinary experiments, according to the requirements of Cairo University's Institutional Care and Use of Animal Experiment Committee (ICUC). The University Council issued a decree on 24-11-2015 activating the committee for the ethical care and use of animals in scientific research and veterinary medical education, to be responsible, exclusively, for granting official approvals to all research using animals, whether academic dissertations (master's or PhD), or research projects. The Faculty Council enforced the decree on 20-6-2016.
- The Faculty endorsed the committee for the ethical use of animals in scientific research and veterinary education during the Faculty Council on 18-7-2018. The committee designed a form that ensures the commitment to international regulations and guidelines. The Faculty offers a course on the ethics of scientific research as part of the elementary courses for postgraduate students.

10/3- The available resources are sufficient for the academic activities. The institution reinforces the financial resources, and seeks to engage in research projects funded by local, regional, and international institutions.

- The Faculty offers different financial resources to support scientific research and academic dissertations, via the annual University support to scientific research, as well as the financial support offered to the teaching staff members and assistants to enable them to attend training courses and workshops, in Egypt and abroad, as well as via the income of the special nature units and the Faculty's private funds.
- The postgraduate studies sector ensures that the facilities and equipment needed for the scientific research are available and accessible to the researchers.
- There are several research projects in the Faculty that are funded by the University, and the different regional and international supporting entities.

10/4- The environment and the activated methods develop the skills of the researchers, and support and encourage applied researches, and interdisciplinary researches.

- The institution utilizes different methods to provide an environment that supports and encourages scientific research, including the Faculty's local and international journals, and the several scientific organizations that conduct conferences, and publish scientific periodicals, on monthly basis. The Faculty ensures that the teaching staff members and assistants attend the annual training courses provided by the University's faculty development and leadership center, and the mandatory statistical analysis course for postgraduate students that is held annually in the



Cairo University



- Faculty at the beginning of the academic year, and which provides attendees with an accredited certificate.
- The postgraduate studies internal bylaw mandates that the researchers must publish their academic dissertations in the form of scientific research papers in specialized journals.
 - The Faculty encourages the teaching staff members and assistants to publish their research in international journals by offering published researchers 50% of the value of the financial reward declared by the University, which is reimbursed twice annually, as per the University's regulations.
 - Several of the teaching staff members at the Faculty were awarded the University's international publication awards, and State Appreciate Awards, and State Encouragement Awards. The Faculty recognizes them for their achievements annually.
 - The Faculty has diverse dissertations and applied researches in the different scientific specializations, which benefit the surrounding community. The Faculty supports the cooperation between the Faculty's disciplines and departments, as well as local and international research entities, to produce applied research, and research projects.
 - The Faculty has a distinguished and efficient committee for international relations that concludes and reactivates agreements with local and international educational and research institutions.
 - The Faculty has several special nature units and centers, affiliated with the community service and environmental development sector, and which contribute to supporting the research processes, and the research partnerships with industry and vocational institutions.
 - The Faculty monitors the achievements and progress of the committee for cultural relations, and the postgraduate studies and research sector, via annual reports to the sector's Vice Dean.

10/5- The institution's scientific production is in constant increase, and proportionate with the number of teaching staff members.

- The Faculty periodically determines the scientific production of the teaching staff members in the various departments, including dissertations, and local and international scientific researches, in order to monitor the development of scientific production in the Faculty, and its alignment with the number of teaching staff members.

10/6- The teaching staff members and assistants, as well as students engage in the different academic and research activities, projects, and conferences.



Cairo University



- The Faculty encourages the teaching staff members to attend the local, regional, and international academic conferences. The academic departments organize annual conferences, with the participation of the teaching staff members and assistance, and students. Students participate in the implementation of their research projects, under the supervision of the teaching staff members and assistance, including the small producer project. They also participate in the animal welfare conference conducted by the University in collaboration with the Faculty.

10/7- The institution has databases for scientific research and academic activities.

- The Faculty has annually updated databases for the scientific research and academic activities, indicating the percentage of the published local and international research papers to monitor the development of local and international publications.

10/8- The institution periodically conducts its academic conference.

- The Faculty organizes an annual international academic conference, in addition to the periodic academic conferences organized by the departments.

Prominent markers of distinction and competitive strengths

- The institution organizes its annual international academic conference.
- The periodic academic conferences organized by the different departments.
- The efficient committee for international relations that concludes and reactivates agreements with local and international educational and research institutions.
- Several of the teaching staff members at the Faculty were awarded the University's international publication awards, and State Appreciate Awards, and State Encouragement Awards.
- The committee for the ethical use of animals in scientific research and veterinary education that ensures the commitment to international regulations and guidelines.

Documents and Annexes

1. The research plan of the institution and the university

- Annex 10/1-1: Faculty's research plan (2015-2020).
- Annex 10/1-2: Faculty Council endorsing the research plan.
- Annex 10/1-3: SWOT analysis.
- Annex 10/1-4: minutes of the meeting on the alignment of the Faculty's research plan with the national plan of the state, the University's research plan, the needs of the surrounding community, and the institution's resources and capacities.



Cairo University



- Annex 10/1-5: follow-up form to monitor the progress of the research plan in the different departments.
- 2. Formation, responsibilities, regulations, activities, and sample meeting minutes of the committee for ethics of scientific research**
 - Annex 10/2-1: Faculty Council on 19-7-2018 endorsing the committee for the ethical use of animals in scientific research and veterinary medical education.
 - Annex 10/2-2: ethics of scientific research form of the committee for the ethics of scientific research.
 - Annex 10/2-3: course description of the ethics of scientific research course in the postgraduate studies bylaw.
- 3. Annual reports to the Vice Dean for Postgraduate Studies and Research**
 - Annex 10/4-14-1: annual progress report of Postgraduate Studies and Research sector.
- 4. Annual reports of the committee for cultural relations.**

Annex 10/4-15: activity report of the committee for cultural relations.

- 5. List of the equipment and resources available for scientific research and postgraduate studies (in the academic departments, centers, and units)**
 - Annex 10/3-1: services to support scientific research.
 - Annex 10/3-2: private funds to support the researchers in completing their research and academic dissertations.
 - Annex 10/3-4: total NORMS of the Faculty laboratories.
- 6. List of the scientific research units(research units, research application and promotion, project incubators, and centers for the technology transfer, innovation, and creativity)**
 - Annex 10/3-3: financial support offered to teaching staff members to attend training courses and workshops.
 - Annex 10/4-3: teaching staff members and assistants attend the annual training courses provided by the University's faculty development and leadership center.
 - Annex 10/4-4: mandatory statistical analysis course for postgraduate students.
 - Annex 10/4-5: internal postgraduate studies bylaw, and commitment to research publication in specialized journals.
 - Annex 10/4-6: Faculty contribution with 50% of the financial reward declared by the University for international publication.
 - Annex 10/4-12: introducing the Faculty's committee for international relations
 - Annex 10/4-13: contribution of the special nature units and centers to supporting the research process.
 - Annex 10/6-3: project incubators e.g. student project "small producer"



Cairo University



7. List of conferences organized by or in collaboration with the institution

- Annex 10/6-1: balance sheet of the financial support offered to teaching staff members to attend local and international conferences in the past three years.
- Annex 10/6-2: example of the internal conferences organized by the departments.
- Annex 10/6-4: Faculty animal welfare conference.
- Annex 10/8-1: Faculty's annual academic conference.

8. Research databases for the past three years

- Annex 10/5-1: dissertation database.
- Annex 10/5-2: database of the local and international research papers.
- Annex 10/5-3: follow-up on the development of scientific production in the Faculty, and its alignment with the number of teaching staff members.
- Annex 10/7-1: percentage of the published local and international research papers to monitor the development of local and international publications.

9. Copies of the institution's scientific journal

- Annex 10/4-1: local and international Faculty journal.
- Annex 10/4-2: list of the scientific organizations and their scientific periodicals.

10. Statistical account of the researchers on academic missions

- Annex 10/4-5: activities of the committee for cultural relations, indicating the increase in the number of researchers on academic missions via grants.

11. Interdisciplinary research and applied research

- Annex 10/4-9: list of specialized dissertations.
- Annex 10/4-10: list of interdisciplinary research in the Faculty
- Annex 10/4-11: list of joint research with local and international research entities outside the Faculty.

12. Awards and Patents

- Annex 10/4-7: list of the University's international publication awards.
- Annex 10/4-8: list of State Appreciation and State Encouragement Awards.

13. Cooperation agreements/research partnerships with industrial institutions/vocational entities/others

- Annex 10/4-12: committee for international relations concludes and reactivates agreements with local and international educational and research institutions.
- Annex 10/4-13: research partnerships between the special nature units and centers and the industry and vocational institutions.

14. List of the institution's research projects in the past three years

- Annex 10/3-5: Faculty's research projects funded by the University, and the different regional and international supporting entities.



Cairo University



Criterion Eleven: Postgraduate Studies

The Faculty offers diverse postgraduate studies programs, with academic standards that comply with the national academic reference standards (NARS), thereby contributing to the accomplishment of the institution's mission and objectives. The institution creates, and periodically reviews and develops the program and course descriptions, and ensures that the intended learning outcomes of each educational program align with its courses. It provides different learning sources, and establishes objective and fair assessment systems. The institution is committed to seeking and assessing student opinions and feedback.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. Faculty has diverse postgraduate studies programs that contribute to the accomplishment of the institution's mission, and address the changes in the job market. Programs are promoted and advertised for national and regionally.			
2. The postgraduate studies programs adopt academic standards, via official councils, and in compliance with the national academic reference standards (NARS).			
3. The postgraduate studies programs have endorsed program descriptions. The intended learning outcomes of each program align with the academic reference standards.			
4. The intended learning outcomes of each educational program align with its courses. The course descriptions identify the teaching and evaluation methods.			
5. The institution has teaching methods that accomplish the intended learning outcomes of the academic courses and educational programs.			
6. The educational and research resources, capacities, and the needed facilities of the postgraduate studies programs are suitable for accomplishing the learning outcomes.			
7. Postgraduate student assessment is objective and fair, and depends on various evaluation methods to assess the intended learning outcomes.			
8. The educational programs and courses are periodically reviewed with the help of internal and external reviewers.			
9. The institution has annual course and program reports, ensuring the commitment to the declared course descriptions. These reports are used in improvement and development plans.			
10. The registration and supervision mechanisms in the postgraduate studies programs are specified, declared, and periodically reviewed for possible development. There are regulations to maintain the objective and fair assignment of academic supervision of dissertations according to specialization.			
11. The institution has the appropriate survey methods to seek the feedback of postgraduate students. It is committed to analyzing student feedback and utilizing the results when taking corrective measures.			



Cairo University



Faculty feedback

11/1- The Faculty has diverse postgraduate studies programs that contribute to the accomplishment of the institution's mission, and address the changes in the job market. Programs are promoted and advertised for national and regionally.

- The Faculty has a postgraduate studies bylaw for the credit-hour system, in both the English and Arabic languages, endorsed by Ministerial Decree no. 1350 on 20-6-2011. The bylaw contains 24 diploma programs, 23 master's programs, and 23 PhD programs, as well as the regulations and requirements of enrollment and registration, and examination and evaluation systems, for Egyptian and international students. The bylaw was amended by the Ministerial Decree no. 628 on 10-3-2015.
- Postgraduate studies bylaw include several elective courses, in all the specializations, allowing the candidates to select the useful courses to the topic of their dissertations.
- The Faculty has accurate and updated databases on the progress of candidates and registered students in every program, for the past three years 2015-2018.
- The postgraduate studies programs contribute in accomplishing the Faculty's mission.
- The postgraduate studies programs address the changes in the job market. External members of the Faculty Council (veterinary administration, private company owners, and governorate officials) participate in seeking the feedback and opinions of the Faculty's external community regarding the educational process. These feedback and opinions are taken into consideration.
- Several companies sponsor the conferences held in the Faculty and academic departments, provide opinions on the job market via service beneficiary feedback surveys during the conferences, and offer recommendations to develop the performance of the Faculty in general, and the postgraduate studies sector in particular.
- The Faculty Council has the right to introduce, develop, or cancel educational programs. Department councils have the right to recommend bylaw amendments. There are preparation sessions to view and study corresponding programs in other faculties. Faculty councils endorsed the introduction of new postgraduate studies programs to address the changes in the job market, and international programs to attract international students.
- The Faculty adopts different methods to promote and advertise for the postgraduate studies programs, both internally and externally, via the Postgraduate Student Handbook. Registration and supervision regulations are announced via bulletin boards, the Faculty website, the website of the Quality



Cairo University



Assurance Unit, the awareness and publication committee of the Quality Assurance Unit, and the Faculty's committee for international relations.

- The Faculty assesses the efficiency of the programs by monitoring the development in the number of registered students and candidates, among the Egyptian and international postgraduate students for the past three years 2015-2018.
- The Faculty seeks the feedback of the postgraduate students and service beneficiaries via questionnaires.

11/2- The postgraduate studies programs adopt academic standards, via official councils, and in compliance with the national academic reference standards (NARS).

- The Faculty adopts the National Academic Reference Standards (NARS) for postgraduate studies programs issued by the National Authority for Quality Assurance and Accreditation of Education in March 2009, which were endorsed by the Faculty Council on 20-11-2012, and University Council on 26-12-2012. Some academic departments in the Faculty adopts benchmark academic standards from corresponding global faculties, which was endorsed by the Faculty Council on 15/1/2013.
- The academic reference standards of the postgraduate studies programs align with the national academic reference standards.

11/3- The postgraduate studies programs have endorsed program descriptions. The intended learning outcomes of each program align with the academic reference standards.

- The Faculty's academic departments created program descriptions for the different postgraduate studies program, according to the adopted academic standards. The descriptions were endorsed by the Faculty Council on 19-11-2018.
- The intended learning outcomes of each educational program align with the academic reference standards. The academic departments designed a matrix to compare the adopted academic standards in all of its programs with the national reference standards for postgraduate studies programs

11/4- The intended learning outcomes of each educational program align with its courses. The course descriptions identify the teaching and evaluation methods.

- The intended learning outcomes of each educational program in the postgraduate studies programs align with its courses. The course descriptions identify the teaching and evaluation methods.



Cairo University



11/5- The institution has teaching methods that accomplish the intended learning outcomes of the academic courses and educational programs.

- The teaching, learning, and evaluation strategy is diverse, and suitable for accomplishing the learning outcomes. Social media channels are used to communicate with students, and upload their relevant information.
- Students are divided into groups during the practical classes. They are assigned theoretical and practical group research projects, during which students collect scientific data from international journals, and present these research projects for a group discussion. Postgraduate students are required to attend a number of seminars.
- The academic specializations of the teaching staff members correspond to the course content they teach.

11/6- The educational and research resources, capacities, and the needed facilities of the postgraduate studies programs are suitable for accomplishing the learning outcomes.

- The institution provides financial support and facilities to the Faculty's postgraduate students, as exemplified in the financial support offered by the Faculty to the teaching staff members and assistants to complete their academic dissertations and scientific research, in addition to Faculty support to international students, library facilities, postgraduate studies fund, faculty development and leadership courses, and job qualifying training courses. The Faculty creates scientific channels with other foreign universities.
- Some of the dissertations are used in production to serve the community, via the collaboration with the unit for expanding applications.
- Some of the academic departments and Faculty hospitals contribute with the necessary facilities to support the educational and research processes.
- The Faculty regulates the specifications of the academic university book, based on the recommendations from the Faculty Council on 20-3-2018.
- Teaching staff members and assistants provide academic support during their office hours.
- The Faculty endorsed the committee for the ethical use of animals in scientific research and veterinary medical education, during the Faculty Council on 19-7-2018.
- The Faculty provides electronic payment service to facilitate the payment process.

11/7- Postgraduate student assessment is objective and fair, and depends on various evaluation methods to assess the intended learning outcomes.



Cairo University



- The Quality Assurance Unit monitors the teaching and evaluation mechanisms of the educational process and academic courses, in the different departments, in order to assess the intended learning outcomes.
- The academic departments create exams that assess the intended learning outcomes, while observing the required specifications for the examination paper and its evaluation model, in terms of content and form, as endorsed by the Faculty Council on 16-09-2018.
- The postgraduate exams vary from theoretical, practical, and oral examinations, in order to verify the assessment of learning outcomes, and ensure fairness and objectivity.

11/8- The educational programs and courses are periodically reviewed with the help of internal and external reviewers.

- The educational programs and courses are periodically reviewed with the help of internal and external reviewers, who were selected based on the reviewer selection standards endorsed by the Faculty Council on 21-09-2016. The academic department councils discuss the reviewer reports to develop their programs, taking into considerations the suggestions of the community members obtained via questionnaires and meetings.

11/9- The institution has annual course and program reports, ensuring the commitment to the declared course descriptions. These reports are used in improvement and development plans

- The academic departments prepare annual course reports that include general exam statistics and the analysis results of the reviewer reports and student feedback surveys, which are presented to the department councils and the postgraduate studies committee in preparation for its annual reports on the educational programs, and for taking the necessary measures towards developing the educational courses and programs.
- The Vice Dean for Postgraduate Studies and Research prepares the annual sector reports.

11/10- The registration and supervision mechanisms in the postgraduate studies programs are specified, declared, and periodically reviewed for possible development. There are regulations to maintain the objective and fair assignment of academic supervision of dissertations according to specialization.

- Registration into the postgraduate studies programs is open on specific dates, announced via the Postgraduate Student Handbook, bulletin boards, the Faculty website, the website of the Quality Assurance Unit, and social media channels, with the registration and supervision procedures.



Cairo University



- The Faculty documents the mechanisms for postgraduate registration, supervision, and candidate follow-up, in portfolios.
- Academic departments are responsible for the objective and fair assignment of academic supervision of dissertations according to specialization. International students are allowed to choose their supervising professor. Student complaints and requests to change specializations are addressed in accordance to the bylaw.

11/11- The institution has the appropriate survey methods to seek the feedback of postgraduate students. It is committed to analyzing student feedback and utilizing the results when taking corrective measures.

- The institution has the appropriate survey methods to assess student satisfaction. The Quality Assurance Unit prepares student satisfaction surveys and student feedback surveys via the questionnaire and feedback committee, and analyzes these questionnaires to take the appropriate corrective measures. There is also a complaint box in most of the departments to receive and present the complaints to the assigned committee, to be discussed and addressed by the department council to reach corrective solutions.
- As soon as exam results are released by the examination control, students have the right to plea, and the exam control reviews the results and take the appropriate corrective action.

Prominent markers of distinction and competitive strengths

- Faculty offers diverse postgraduate studies programs that contribute to the accomplishment of the institution's mission, and address the changes in the job market.
- The Faculty has different methods to promote postgraduate studies programs and evaluate their efficiency.
- The institution adopts academic standards that align with the national academic reference standards (NARS) for postgraduate studies programs.
- There are registration and supervision mechanisms that are periodically reviewed for possible development.
- The institution is committed to evaluating postgraduate student feedback, and utilizing the results when taking corrective measures.

Documents and Annexes

1. The internal bylaw regulating the postgraduate studies program

- Annex 11/1-1: internal bylaw regulating the postgraduate studies program, in Arabic.
- Annex 11/1-2: internal bylaw regulating the postgraduate studies program, in English.



Cairo University



- Annex 11/1-4: amendments to the internal bylaw regulating the Faculty's postgraduate studies program.
- 2. The adopted academic standards**
- Annex 11/2-1: academic standards (ARS) endorsed by the Faculty Council on 20-11-2012.
 - Annex 11/2-2: University Council on 26-12-2012 endorsing the academic standards.
 - Annex 11/2-3: Faculty Council on 15-1-2013 endorsing the benchmark academic standards from corresponding global faculties adopted in the different academic departments.
 - Annex 11/2-4: matrix comparing the academic standards adopted in the diploma programs with the national reference standards.
 - Annex 11/2-5: matrix comparing the academic standards adopted in the master's programs with the national reference standards.
 - Annex 11/2-6: matrix comparing the academic standards adopted in the PhD programs with the national reference standards.
- 3. List of postgraduate studies programs, and the number of students and candidates in each of them, for the past three years**
- Annex 11/1-3: list of postgraduate studies programs.
 - Annex 11/1-5: number of students and candidates in the diploma program, for the past three years 2015-2018.
 - Annex 11/1-6: number of students and candidates in the master's program, for the past three years 2015-2018.
 - Annex 11/1-7: number of students and candidates in the PhD program, for the past three years 2015-2018.
 - Annex 11/1-8: matrix showing how the postgraduate studies programs contribute to accomplishing the Faculty's mission.
 - Annex 11/1-9: formation of the Faculty Council and the different committees showing the engagement of external parties.
 - Annex 11/1-10: service beneficiary surveys and analysis.
 - Annex 11/1-11: recommendations of the departments' academic conferences.
 - Annex 11/1-12: recommendations of the Faculty's academic conferences.
 - Annex 11/1-13: recommendations of the job fair.
 - Annex 11/1-14: provisions 13 and 14 of the postgraduate studies bylaw.
 - Annex 11/1-15: recommendations of the department councils regarding amendments to the bylaw.
 - Annex 11/1-16: tripartite program of the Faculty of Engineering, African deans' meeting, conference on the development of veterinary education.



Cairo University



- Annex 11/1-17: newly introduced vocational postgraduate programs.
- Annex 11/1-18: joint programs with foreign countries.
- Annex 11/1-19: Postgraduate Student Handbook.
- Annex 11/1-20: bulletin boards in the postgraduate studies bureau and in the academic departments.
- Annex 11/1-21: Faculty website vet.cu.edu.eg.
- Annex 11/1-22: website of the Quality Assurance Unit <http://gaau.vet.cu.edu.eg>.
- Annex 11/1-23: awareness and publication committee of the Quality Assurance Unit
- Annex 11/1-24: committee for international relations.
- Annex 11/1-25: development curve of the number of postgraduate students.

4. Postgraduate program and course descriptions, in case programs include academic courses (including program matrix/ academic standards and program matrix/ and courses)

- Annex 11/3-1: diploma program description.
- Annex 11/3-2: master's program description.
- Annex 11/3-3: PhD program description.
- Annex 11/3-4: Faculty Council on 19-11-2018 endorsing the postgraduate program descriptions.
- Annex 11/3-5: diploma program matrix.
- Annex 11/3-6: master's program matrix.
- Annex 11/3-7: PhD program matrix.
- Annex 11/4-1: course matrix.
- Annex 11/4-2: course descriptions indicating teaching, evaluation, and assessment methods.
- Annex 11/5-1: teaching and learning strategy.
- Annex 11/5-2: communication with students via social media channels.
- Annex 11/5-3: non-traditional teaching evaluation methods (interactive, self-learning experimental).
- Annex 11/5-4: academic specializations of the teaching staff members correspond to the course content they teach.
- Annex 11/7-1: the committee for monitoring the teaching and evaluation methods for the educational programs and courses.
- Annex 11/7-2: Faculty Council on 16-9-2018 endorsing the required specifications for the examination paper and its evaluation model.



Cairo University



5. Internal and external review reports on the educational programs and courses

- Annex 11/8-1: Faculty Council on 21-09-2016 endorsing the reviewer selection criteria.
- Annex 11/8-2: review report of the diploma program.
- Annex 11/8-3: review report of the master's program.
- Annex 11/8-4: review report of the PhD program.
- Annex 11/8-5: developing the educational programs based on reviewer observations (infectious diseases program)
- Annex 11/8-6: questionnaire results and meetings with the community members involved in the educational programs and courses.

6. Course and program reports (annual reports to the Vice Dean for Postgraduate Studies and Research)

- Annex 11/9-1: course reports.
- Annex 11/9-2: general exam and course matrix.
- Annex 11/9-3: postgraduate program report.
- Annex 11/9-4: annual sector report of Postgraduate Studies and Research

7. List of the equipment and resources available for scientific research and postgraduate studies (in the academic departments, centers, and units)

- Annex 11/6-1: list of the equipment and resources available for scientific research and postgraduate studies (NORMS).
- Annex 11/6-2: Faculty contribution to the teaching assistance staff to complete their dissertations.
- Annex 11/6-3: 20% expenditure of the international student fees.
- Annex 11/6-4: research and dissertation database, photocopying, recent library books and references.
- Annex 11/6-5: services of the postgraduate studies fund.
- Annex 11/6-6: faculty development and leadership courses.
- Annex 11/6-7: job qualifying training courses.
- Annex 11/6-8: international cooperation protocols.
- Annex 11/6-9: activities of the unit for expanding applications.
- Annex 11/6-10: department hospitals, tools, and care wards (automated poultry ward for training, received as contribution from service beneficiary).
- Annex 11/6-11: Faculty Council on 20-3-2018 endorsing the specifications of the academic university book.
- Annex 11/6-12: office hours.
- Annex 11/6-13: Faculty Council on 19-7-2018 endorsing the committee for the ethical use of animals in scientific research and veterinary medical education.



Cairo University



- Annex 11/6-14: electronic payment service.
- 8. Sample written examination papers**
- Annex 11/7-3: sample theoretical exam papers.
 - Annex 11/7-4: sample theoretical answer sheets.
 - Annex 11/7-5: sample exam paper evaluation model, in terms of content and form.
 - Annex 11/7-6: regulations for forming the oral and practical examination and grading committees.
 - Annex 11/7-7: sample of the formation of the oral and practical examination committees.
- 9. Sample portfolios for postgraduate students (if available)**
- Annex 11/10-1: sample of portfolios for postgraduate students including their fulfillment of the registration requirements, and the mechanisms for assessment, evaluation, and follow-up (extensions, suspensions, and enrollment cancelations, and student exhaustion of the postgraduate program duration); as well as the annual student progress report, and first and second seminar reports.
 - Annex 11/10-2: assignment of dissertation supervision according to academic specializations.
 - Annex 11/10-3: international student registration form.
 - Annex 11/10-4: copy of student complaints.
- 10. Postgraduate exam control documentations, and sample answer sheets**
- Annex 11/11-2: documentations of the postgraduate exam control.
- 11. Assessment tools of postgraduate student feedback (sample questionnaire)**
- Annex 11/1-26: postgraduate student feedback surveys.
 - Annex 11/11-1: corrective action taken by the departments in response to the student feedback regarding amendments to the course schedules to be on Saturdays and Thursdays.



Cairo University



Criterion Twelve: Community Engagement and Environmental Development

The institution addresses the needs and priorities of the surrounding community, and works on developing the environment. The institution promotes community engagement in decision-making, and participation in its different activities. The institution is committed to seeking and assessing the community's opinions and feedback on its services and activities.

Self-assessment:

Assessment indicator	Fulfilled	Partially Fulfilled	Unfulfilled
1. The institution has an activated plan to serve the community and develop the environment.			
2. The institution has active entities in the field of community service and environmental development.			
3. The institution has various activities directed towards developing its surrounding environment, and serving the community's needs and priorities.			
4. The institution has mechanisms to ensure the efficient representation of community members in the institution's decision-making, resource development, and program implementation.			
5. The institution has the suitable means to assess the community's feedback, and use evaluation results in corrective action.			

Institution's feedback

12/1- The institution has an activated plan to serve the community and develop the environment.

- The Faculty of Veterinary Medicine, Cairo University has an implementation plan for the community service and environmental development sector, endorsed by the Faculty Council on 16/10/2018. The plan observed the actual needs of the surrounding community, and its engagement in activating the plans and programs in the community service and environmental development sector, at Cairo University.
- The needs of the surrounding community, such as training courses and veterinary medical convoys to the villages affiliated with their administrations, are addressed through the discussions with the representatives of the veterinary medical administrations, who are part of the committee for community service and environmental development; through community member surveys and analyses to identify the actual needs of the community; and through meetings with the service beneficiaries. All these means verified the need of the surrounding community of the services provided by the Faculty, such as veterinary medical convoys and



Cairo University



consultations, specialized training courses, and other important educative activities.

12/2- the institution has active entities in the field of community service and environmental development.

- The employees of the community service and environmental development sector work as per their specializations and defined job description. The Vice Dean for Community Service and Environmental Development presides over the sector, and its affiliated administrations, centers, and units, according to the Faculty's organizational structure:
 1. Office of the Vice Dean for Community Service and Environmental Development
 2. The administration of environmental projects and community service
 3. The hospitals of the Faculty of Veterinary Medicine.
 4. The Faculty's special nature centers and units:
 - Research Center for Newborn Calf Disease
 - Animal and Poultry Welfare Research Center
 - Centre for Veterinary Clinical Analysis and Applied Studies, and the Unit for Poultry Disease Diagnosis and Treatment.
 - Veterinary Biotechnology Research and Service Center
 - Regional Center for Food Safety and Quality
 - Publication Center
 - Unit for the Incineration of Cadavers and Environmentally Polluting Waste
- The Faculty reinforces its role in the local community, which includes organizing the activities of the community service and environmental development sector, conducting courses qualifying for the job market, offering consultation, and specialized contribution in solving environmental problems, via the administration of environmental projects and community service, the Crisis and Disaster Management Unit, and the Alumni Follow-up and Support Unit.

12/3- the institution has various activities directed towards developing its surrounding environment, and serving the community's needs and priorities.

- The Faculty has various activities that serve the needs and priorities of the targeted groups for community service, including the medical convoys, and the field visits to animal production farms, fodder production factories, veterinary pharmaceutical companies, and veterinary vaccination production factories; in addition to the services provided by the hospitals and the Faculty's special nature centers and units. The Faculty also conducts various fairs, seminars, and workshops to discuss community issues, and find solutions to its problems, as



Cairo University



- well as the training conducted by the veterinary hospital in collaboration with the Armed Forces.
- The Faculty website, and the website of the Quality Assurance Unit, in addition to the handbook of the special nature units and centers, the display screens located at the entrances of the lecture halls and academic departments, as well as the medical convoy posters are used to announce and orient the target groups of the sector's educative activities.
 - The administration of environmental projects and community service takes the necessary measures to conduct conferences, seminars, educative campaigns, and cooperation agreements with companies. It receives the target group suggestions to improve the veterinary health care, and oversees the announcement of the proposed training courses, and literacy programs. It also receives the student applications, and provides summer training opportunities for the students. It provides job opportunities for graduates and boosts their training, via the Alumni Follow-up and Support Unit. The administration of environmental projects and community service presents all the sector's activities to the Vice Dean for Community Service and Environmental Development, to prepare the sector's annual reports.
 - The Faculty provides various educational and research activities that serve the community and develop the environment, such as veterinary medical convoys and consultations, training courses and academic conferences via the special nature units and centers, and other educative activities.
 - The Faculty boosts the students' training potential by collaborating with the Armed Forces through the veterinary hospital and aquaculture farms.
 - The Faculty offers some of the meat and dairy products that were produced via its research and dissertations in the Department of Health Surveillance and Food Control to the Faculty community.
 - The Faculty organized several specialized seminars on environmental protection, and epidemic diseases and prevention, with the help of the teaching staff members. There are also representatives of the various decision-making entities and bodies in the field of animal and poultry resources.

12/4- The institution has mechanisms to ensure the efficient representation of community members in the institution's decision-making, resource development, and program implementation.

- The Faculty ensures the participation of community members in the formation of the Faculty Council and its committees, as well as the administration councils, and the special nature units and centers, which accordingly ensures the engagement in the developing the plan for the community service and environmental development sector.



Cairo University



- The Faculty ensures the participation of the different community members in drafting the Faculty's vision and mission, and in developing and introducing the academic programs and courses.
- The institution concluded a protocol of cooperation between the Faculty's community service and environmental development sector and the community members, as well as the protocol of mutual cooperation between the Centre for Veterinary Clinical Analysis and Applied Studies and Nutrex, aveterinary Belgian company registered in Egypt, and the protocol of mutual cooperation with Milky's dairy production, in addition to the protocol of scientific cooperation between the center and Egy company, endorsed by Faculty councils.
- Community members engage in supporting the medical convoys with medications and medical supplies, and providing students with training opportunities, which is evident in the collaboration between the veterinary hospital and the Armed Forces, and the other forms of collaboration with community members to support the educational process.
- Community members play an active role in reenforcing the Faculty's internal resources, and developing its educational facilities, at no expenses to the university.

12/5- The institution has the suitable means to assess the community's feedback, and use evaluation results in corrective action.

- The institution assesses and evaluates the satisfaction of the job market and civil community with the Faculty graduates, via service beneficiary feedback surveys distributed among the external community members, during the annual job fair.
- The institution assesses and evaluates the quality of services offered by the Faculty in the field of community service and environmental development, via service beneficiary feedback surveys during medical convoys.
- The Faculty utilizes the statistical analysis of questionnaire results, and service beneficiary feedback regarding the veterinary medical convoys, seminars, and awareness workshops on veterinary medicine, and epidemic diseases and prevention, as well as the minutes of meetings with the Faculty's service beneficiaries when taking the appropriate corrective measures, which resulted in the development and update of the course content, attention to the practical training offered to students, and the diversity and increase in medical convoys to the surrounding community, as part of the improvement plan.

Prominent markers of distinction and competitive strengths

- Administration of environmental projects and community service
- Crisis and Disaster Management Unit
- Unit for the Incineration of Cadavers and Environmentally Polluting Waste



Cairo University



- Veterinary Biotechnology Research and Service Center
- Mobile veterinary hospital to serve the surrounding community (two mobile clinics)
- Annual job fair to provide job opportunities for graduates.
- Training courses at the special nature centers to prepare graduates for the job market.
- Handbook of the special nature units and center.

Documents and Annexes

1. The institution's strategic plan (the section on plan for community service and environmental development)

- Annex 12/1-1: implementation plan for the community service and environmental development sector.
- Annex 12/1-2: Faculty Council on 16/10/2018 endorsing the sector plan.
- Annex 12/1-3: plans and programs of the community service and environmental development sector, at Cairo University
- Annex 12/5-3: improvement plan indicating the development and update in the academic courses, the attention to the practical training offered to students, and the increase and diversity of medical convoys to the surrounding community.

2. List of the institution's community services and activities in the past three years

- Annex 12/3-1: account of the medical convoys.
- Annex 12/3-2: account of the field visits to animal production farms.
- Annex 12/3-3: visit to fodder production factories, veterinary pharmaceutical companies, and to veterinary vaccination production factories
- Annex 12/3-4: conducting various fairs, seminars, and workshops to discuss community issues, and find solutions to its problems
- Annex 12/3-5: account of the activities by the veterinary hospital, and the special nature centers and units.
- Annex 12/3-6: student training via the collaboration with the Armed Forces, through the veterinary hospitals and aquaculture farms
- Annex 12/3-7: Faculty website, and the website of the Quality Assurance Unit.
- Annex 12/3-8: the handbook of the special nature units and centers
- Annex 12/3-9: announcements on the display screens located at the entrances of the lecture halls and academic departments, as well as the medical convoy posters
- Annex 12/3-10: responsibilities of the administration of environmental projects (academic and educative conferences and seminars, protocols of cooperation with companies, feedback and suggestions from target groups to improve the



Cairo University



- veterinary medical care, and supervision of announcing the proposed training programs).
- Annex 12/3-11: annual reports of the community service and environmental development sector.
 - Annex 12/3-12: account of the educational and research activities of the community service and environmental development sector.
 - Annex 12/3-13: Department of Health Surveillance and Food Control providing educational, research, and production services (meat and dairy products).
 - Annex 12/4-7: community members reenforce the Faculty's internal resources, and develop its educational facilities, at no expenses to the university.
- 3. Cooperation agreements/cooperation with industrial institutions/ vocational entities**
- Annex 12/3-6: student training via the collaboration with the Armed Forces, through the veterinary hospitals and aquaculture farms.
 - Annex 12/4-7: protocol of cooperation between the Faculty's community service and environmental development sector and the community members, as well as the protocol of mutual cooperation between the Faculty via the Centre for Veterinary Clinical Analysis and Applied Studies and Nutrex, a veterinary Belgian company registered in Egypt, for the purpose of conducting experimental studies, which was approved by the Faculty Council in March 2017; the protocol of mutual cooperation with Milky's dairy production; and protocol of cooperation between the Center and Egy-Vet Care company to conduct a scientific experiment, under the auspices and supervision of the Faculty administration.
- 4. Internal bylaws and annual reports of the special nature units and centers**
- Annex 12/2-1: employees of the community service and environmental development sector work as per their specializations and defined job description.
 - Annex 12/2-2: organizational structure of the community service and environmental development sector, its affiliated administrations, centers, and units
 - Annex 12/2-3: Faculty's special nature units and centers.
 - Annex 12/2-4: administration of environmental projects and community service, organizing activities of the community service and environmental development sector, conducting courses qualifying for the job market, offering consultation, and specialized contribution in solving environmental problems.
 - Annex 12/2-5: Crisis and Disaster Management Unit.
 - Annex 12/2-6: Alumni Follow-up and Support Unit.



Cairo University



- 5. List of councils/committees in which community representatives participate, and sample meeting minutes**
 - Annex 12/4-1: participation of community members in the formation of the Faculty Council and its committees, and sample meeting minutes of these councils and committees.
 - Annex 12/4-2: participation of community members in the formation of the special nature units and centers.
 - Annex 12/1-4: participation of community members in the formation of the committee for community service and environmental development.
- 6. Annual reports to the Vice Dean for Community Service and Environmental Development**
 - Annex 12/3-11: Annual reports to the Vice Dean for Community Service and Environmental Development.
- 7. Annual reports to the Vice Dean for Education and Student Affairs (the section on community engagement)**
 - Annex 12/4-4: community members' engagement in supporting the medical convoys with medications and medical supplies.
 - Annex 12/4-5: community members' engagement in providing students with training opportunities to students.
 - Annex 12/4-6: annual reports to the Vice Dean for Education and Student Affairs (the section on community engagement)
- 8. Sample feedback surveys**
 - Annex 12/1-5: community member feedback survey.
 - Annex 12/1-6: questionnaire analysis to identify the actual needs of the community.
 - Annex 12/1-7: minutes of the meetings with service beneficiaries among community members.
 - Annex 12/5-1: community member feedback surveys during medical convoys, and service beneficiary feedback regarding the veterinary medical convoys, and awareness activities on veterinary medicine and epidemic diseases.
 - Annex 12/5-2: service beneficiary feedback regarding the veterinary medical convoys, and seminars and workshops on veterinary medicine, and epidemic diseases and prevention.