

## Progression of Accessibility Centres in higher Education for Students with disabilities in North Africa (PACES)

Project Number: 585901-EPP-1-2017-1-UK-EPPKA2-CBHE-JP  
(2017-2897/001-001)

### ERASMUS + KA2 Capacity Building in the field of Higher Education

DEV2.3	Virtual Accessibility Set up
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Contributors	All partners
Work Package	WP2 - Establishment of Accessibility Centres
Type	Report
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Form	FINAL REPORT

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## Tasks and outcomes of the DEV 2.3 Virtual Accessibility set up

### Tasks

As we live in connected society one of the most important goals of WP 2 is to make content about accessibility centres available on different levels and channels, not only at the partnered universities and faculties but also all across the countries on web sites, as well as on social media (which is part of another WP). Special sections of websites in each partnered country (one partner per country – Arab Academy for Science, Technology and Maritime Transport (AASTMT) in Egypt and Université Abdelmalek Essaâdi (UAE) in Morocco has been planned as one of sustainability effects of the project.

As a part of DEV 2.3 the implementation of information about the project and accessibility, virtual computer tools, such as videoconferencing systems, adapted to the hearing and visually impaired, and web-based environments has been carried out. It is also possible to enable through those websites' accessibility of electronic materials for students with disabilities as well as help of tools for creating accessible PDFs and e-learning materials.

This section is prepared with long term goal to enable through existing or new web servers' access to information and e-learning materials for students with disabilities. This also includes the purchase of a video-conferencing system (purchase of Zoom software was carried out as a part of DEV 2.2 – See ANNEX A) for collaborative and cooperative web-based video communication and access to social networks.

As an additional value to the DEV 2.3 on PACES WEBPAGE (part of WP 7) two subpages, each for one of the countries has been integrated. They hold information on specific resources for Egypt and Morocco.

Accessibility Center web content draft has been designed for each partner (ANNEX B). It was shaped through the best practice examples study in DEV 2.1, when not only the equipment and services, but also web content was observed.

In ANNEX B are listed selected elements of the accessibility centre and the accompanying website. It was supposed to be used as an example of what kind of content on the web site and services should accessibility centre have.

Partner were asked to take this document as a guidance and adopt it upon their needs, abilities and plans. They were not expected to implement everything, but to adopt some contents and ideas to their country

with all the specific characteristics - accessibility centres, country policy on SWD, university and other faculty services.

In ANNEX C are Guidelines for interacting with Students with Disabilities at AASTMT are available.

The content of Virtual Accessibility Centre (ANNEX B) was planned and divided into four main sections:

- **BASIC INFO**
- **CAMPUS ACCESS**
- **INFORMATION FOR STUDENTS**
- **INFORMATION FOR STAFF**

In the table they were put next to suggested services (ANNEX B) which were used to visualise all the possibilities virtual AC can offer to the SWD and to the employees as well as to the other students.

- **SUPPORT FOR STUDENTS**
- **CAMPUS INFRASTRUCTURE**
- **ASSISTIVE TECHNOLOGY**
- **LIVE AND ACCESSIBILITY SERVICES**
- **TRAINING SERVICES**
- **CLASSROOM & COURSE MANAGEMENT**
- **PROMOTIONAL SERVICES**
- **EMPLOYABILITY SERVICES**

The aim of this part of WP 2 was to empower partners for further work, especially on remoted locations or faculties through omnipresent communication channel – www.

## Activities completed - MOROCCO

### UNIVERSITE ABDELMALEK ESSAADI

#### 1. Web site description

Virtual accessibility Centre web site has been implemented as a part of main university (Mansoura University) web page in the section Projects and include content upon partner`s decision. The front page of the subpage is shown below.

The Virtual Centre consists in giving visibility on the web of UAE Accessibility Centre by giving an overview of the equipment installed in the centre, their use and to see how technology and training can help students with disabilities, as well as on the activities undertaken within the centre on the frame of PACES project.

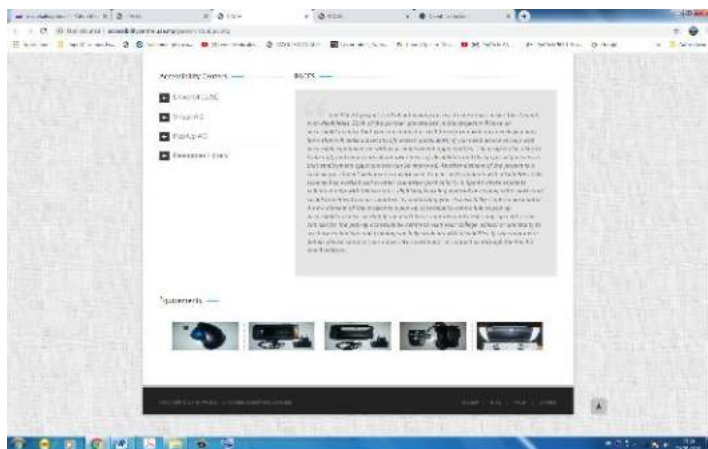
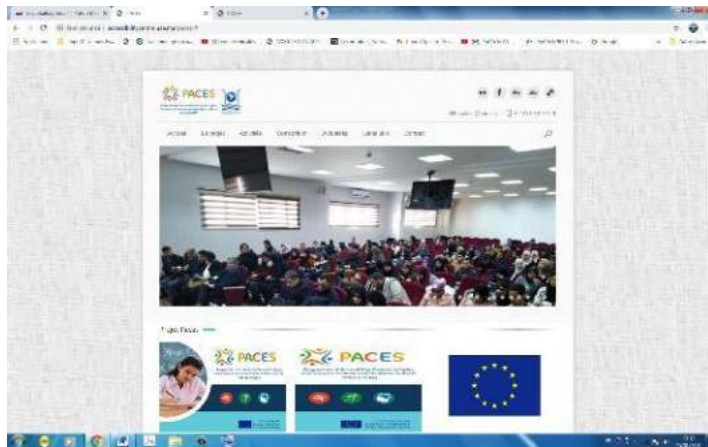
Website: [http://accessibilitycentre.uae.ma/paces/virtual\\_ac.php](http://accessibilitycentre.uae.ma/paces/virtual_ac.php)

#### 2. Photos/screenshots



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## Activities completed - EGYPT

### Arab Academy for Science, Technology and Maritime Transport (AASTMT)

#### 1. Web site description

The aim of Virtual Accessibility Centres at Arab Academy for Science, Technology and Maritime Transport (AASTMT) is prepared with long term goal to enable through existing web page of PACES project or new web servers at AASTMT access to information and e-learning materials for students with disabilities (SWD). The accessibility centre and the accompanying website was supposed to be used as an example of what kind of content on the web site and services should accessibility centre have. The implementation of information about the project and accessibility, Virtual Accessibility Centres, virtual computer tools, such as videoconferencing systems, adapted to the hearing and visually impaired, and web-based environments is to be carried out.

Website: <http://pacesproject.eu/en/virtual-ac>

## 2. Photos/screenshots



### Virtual AC

This page of the website provides links to information about virtual computer tools of use for people with disabilities such as:

- Videoconferencing systems adapted to the hearing and visually impaired
- Websites and electronic materials for students
- Tools for creating accessible PDFs and e-learning materials
- Information and guidance on the installation of web servers, which will allow accessible information and e-learning materials
- Cooperative web based video communication and access to social networks.

This page is currently being restructured

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## ANNEX A: Software preferences for accessible videoconferencing

University	ZOOM	PEXIP	ADOBE CONNECT
Arab Academy for Science, Technology, and Maritime Transport	1		
Ain Shams University	1		
Fayoum University	1		
Mansoura University			
Abdelmalek Essaadi University			1
Ibn Tofail University	1		
Mohammed V University of Rabat			1
University of Moulay Ismail	1		
<b>SUM</b>	<b>5</b>		<b>2</b>

\*Presentation and voting on videoconferencing software were carried out on Coventry Meeting in April 2018.

## ANNEX B: Guidelines for the development of the centre and the website

### Virtual Accessibility Center

(Prepared by Prof. Dr. Matjaž Debevc and Peter Čakš, University of Maribor - July 2018)

Below are listed chosen elements of the accessibility center and the accompanying website. It is an example what kind of content on the web site and services should accessibility center have.

The table should be taken as a guidance what you could do and enable for your students. Those services are not mandatory. You should adopt them upon your plans and abilities.

Name	Web site content	Services
Name suggestions:  <b>Accessibility Center</b>	<p><b>BASIC INFO (Q&amp;A)</b></p> <p><b>CAMPUS ACCESS</b></p> <ul style="list-style-type: none"> <li>• Campus accessibility (+map)</li> <li>• List of classrooms &amp; other facilities</li> <li>• Parking &amp; transportation</li> </ul> <p><b>INFORMATION FOR STUDENTS</b></p> <ul style="list-style-type: none"> <li>• Study guidelines</li> <li>• Local disability coordinators and student tutors</li> <li>• Assistance with time management and organizational strategies</li> <li>• Service animal guidelines</li> </ul> <p><b>INFORMATION FOR STAFF</b></p> <ul style="list-style-type: none"> <li>• Guidelines for interacting with people with disabilities</li> <li>• Assistance with time management and organizational strategies</li> <li>• Volunteer opportunities</li> </ul>	<p><b>SUPPORT FOR STUDENTS</b></p> <ul style="list-style-type: none"> <li>• Getting started</li> <li>• Guidance</li> <li>• Tutoring support</li> <li>• Evaluation of study process</li> </ul> <p><b>CAMPUS INFRASTRUCTURE</b></p> <ul style="list-style-type: none"> <li>• Evaluation of premises</li> <li>• Planning the premises</li> <li>• Supervising</li> </ul> <p><b>ASSISTIVE TECHNOLOGY</b></p> <ul style="list-style-type: none"> <li>• Equipment <ul style="list-style-type: none"> <li>○ List</li> <li>○ Guidelines (student, staff)</li> <li>○ Loan</li> </ul> </li> <li>• Technologies to assist with learning</li> <li>• Accessible library</li> </ul> <p><b>LIVE AND ACCESSIBILITY SERVICES</b></p> <ul style="list-style-type: none"> <li>• Live captioning (audio, video)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Transcriptionists</li> <li>• Note taking</li> <li>• Sign language interpretation</li> <li>• Accessible learning material creations</li> </ul> <p><b>TRAINING SERVICES</b></p> <ul style="list-style-type: none"> <li>• Technology training (students, staff, tutors)</li> <li>• Video tutorials (students, staff, tutors)</li> </ul> <p><b>CLASSROOM &amp; COURSE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Classroom relocation</li> <li>• Creating blind/deaf friendly classroom</li> <li>• Creating blind/deaf friendly courses</li> <li>• Exam adjustments</li> <li>• Co-ordinating alternative exam arrangements</li> </ul> <p><b>PROMOTIONAL SERVICES</b></p> <ul style="list-style-type: none"> <li>• PR &amp; marketing support</li> </ul> <p><b>EMPLOYABILITY SERVICES</b></p> <ul style="list-style-type: none"> <li>• Practical Employment Skills</li> <li>• Market Awareness</li> <li>• Post Graduate Opportunities</li> </ul>
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## ANNEX C: Guidelines for interacting with Students with Disabilities (SwD) at AASTMT, Egypt

<b>ACCESSIBILITY CENTRE</b>	
<b>Location</b>	<p><b>Arab Academy offers various premises in the University to their students.</b></p> <ul style="list-style-type: none"> <li>• <b><u>Abu Qir Campus, Alexandria</u></b> <ol style="list-style-type: none"> <li>1) Room 021– Main AC</li> <li>2) Room 106 CS*</li> <li>3) Room G 001</li> <li>4) CS Library</li> </ol> </li> <li>• <b><u>Miami Campus, Alexandria</u></b> <ol style="list-style-type: none"> <li>5) Room B 002 – AC</li> <li>6) Room A 317</li> <li>7) Room A 209</li> </ol> </li> <li>• <b><u>Sheraton Campus, Cairo</u></b> <ol style="list-style-type: none"> <li>8) Room 211 (Sheraton Campus, Cairo)</li> </ol> </li> </ul>

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	<p><b>P.S.:</b></p> <ol style="list-style-type: none"> <li>All these rooms are under the umbrella of the main campus (Abu Qir Campus, Alexandria).</li> <li>There is no equipment in G 001 because it is mainly responsible for the Volunteering works.</li> <li><b>CS*: Computer Science Building</b></li> </ol> <p>The equipment is well installed in four labs, (106 CS*, A 317, A 209 and 211), based in three campuses; the equipment was used during the training of staff and students. The labs were open for all disabled students to support them in their study. In addition to a <b>Braille printer</b> installed on room 211 (Sheraton Campus)</p>
<p><b>Operating hours</b></p>	<ul style="list-style-type: none"> <li><b><u>Academic Semester :</u></b></li> </ul> <p>From Sunday to Thursday from 8:30 AM – 3:30 PM</p>
	<ul style="list-style-type: none"> <li><b><u>Summer Vacation :</u></b></li> </ul> <p>From Sunday to Thursday 09:30 AM - 01:30 PM</p>
<p><b>Contact</b></p>	<ul style="list-style-type: none"> <li><b><u>Abu Qir Campus, Alexandria</u></b> <ol style="list-style-type: none"> <li>Mr. Warda ElAzab</li> <li>Eng. El Sayed Barakat</li> </ol> </li> <li><b><u>Miami Campus, Alexandria</u></b> <ol style="list-style-type: none"> <li>Dr. Safaa Allam</li> <li>Mr. Ahmed Hassan Abdelsamiaa</li> </ol> </li> <li><b><u>Sheraton Campus, Cairo</u></b> <ol style="list-style-type: none"> <li>Dr. Abeer BadrEldeen</li> <li>Mr. Ahmed Lotfy</li> </ol> </li> </ul>

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Equipment (hearing, seeing)	• <u>Abu Oir Campus, Alexandria</u>	
	ITEM	Enabling Disability (which students with the equipment assist?)
	Ten infovox4 V4.000 Software Key License World	Using speech synthesis with pleasant voices transforming any written text into speech, in real time. Arabic use for <b>Blind &amp; Visual</b> Impairments divided equally in (Room <b>106 CS*</b> ).
	Eight JAWS Software PRO V.16 English only dongle license.	For <b>Blind &amp; Visual</b> Impairments divided 5 license and license in (Room <b>106 CS*</b> ).
	Ten Big Sized Keyboard and Carriage for the Keyboard	For <b>Visual Impairments</b> divided equally in (Room <b>CS*</b> ).
	Five User Network License Zoom Text Software 10.1 Magnifier	For <b>Blind &amp; Visual Impairments</b> divided 3 license and license in (Room <b>106 CS*</b> ).
	One Everest-D V4 Braille Embosser	For <b>Blind &amp; Visual Impairments</b> Students in <b>Library</b> .
	Four HIMS BrailleSense U2 MINI (Braille displayer + note taker)	For <b>Blind &amp; Visual Impairments</b> Students in room <b>CS</b>
	Twenty Braille Keyboard Label	For <b>Blind &amp; Visual Impairments</b> Students in room <b>CS</b>
	Five Joysticks- mouse alternative	For <b>mobility disability</b> in room <b>106 CS</b>
	Two Personal Induction hearing loops	For Students with <b>hearing disability</b> in room <b>106 CS</b>

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<ul style="list-style-type: none"> <li>• <b><u>Miami Campus, Alexandria</u></b></li> </ul>	
ITEM	Enabling Disability (which students with the equipment assist?)
Ten infovox4 V4.000 Software Key License World	Using speech synthesis with pleasant voices transforming any written text into speech, in real time. Arabic use for Blind & Visual Impairments divided equally in (Room A209)
Eight JAWS Software PRO V.16 English only dongle license.	For Blind & Visual Impairments divided 5 license and 1 license in (Room A209)
Ten Big Sized Keyboard and Carriage for the Keyboard	For Visual Impairments divided equally in (Room A209) Miami Campus, Alexandria).
Five User Network License Zoom Text Software 10.1 Magnifier	For Blind & Visual Impairments divided 3 license and 2 license in (Room A209 )
One Everest-D V4 Braille Embosser	For Blind & Visual Impairments Students in Room A209 Miami Campus, Alexandria.
<ul style="list-style-type: none"> <li>• <b><u>Sheraton Campus, Cairo</u></b></li> </ul>	
ITEM	Enabling Disability (which students with the equipment assist?)
One INDEXBRAILLE Everest-D5 V5 (Braille Printer)	For Blind & Visual Impairments Students in room (Sheraton Campus, Cairo)

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## CAMPUS ACCESS

**Campus  
accessibility  
(+map)**

Arab Academy offers various premises in the University to their students.

- **Abu Qir Campus, Alexandria**

<https://www.google.com.eg/maps/@31.310225,30.0653277,364m/data=!3m1!1e3?hl=en>

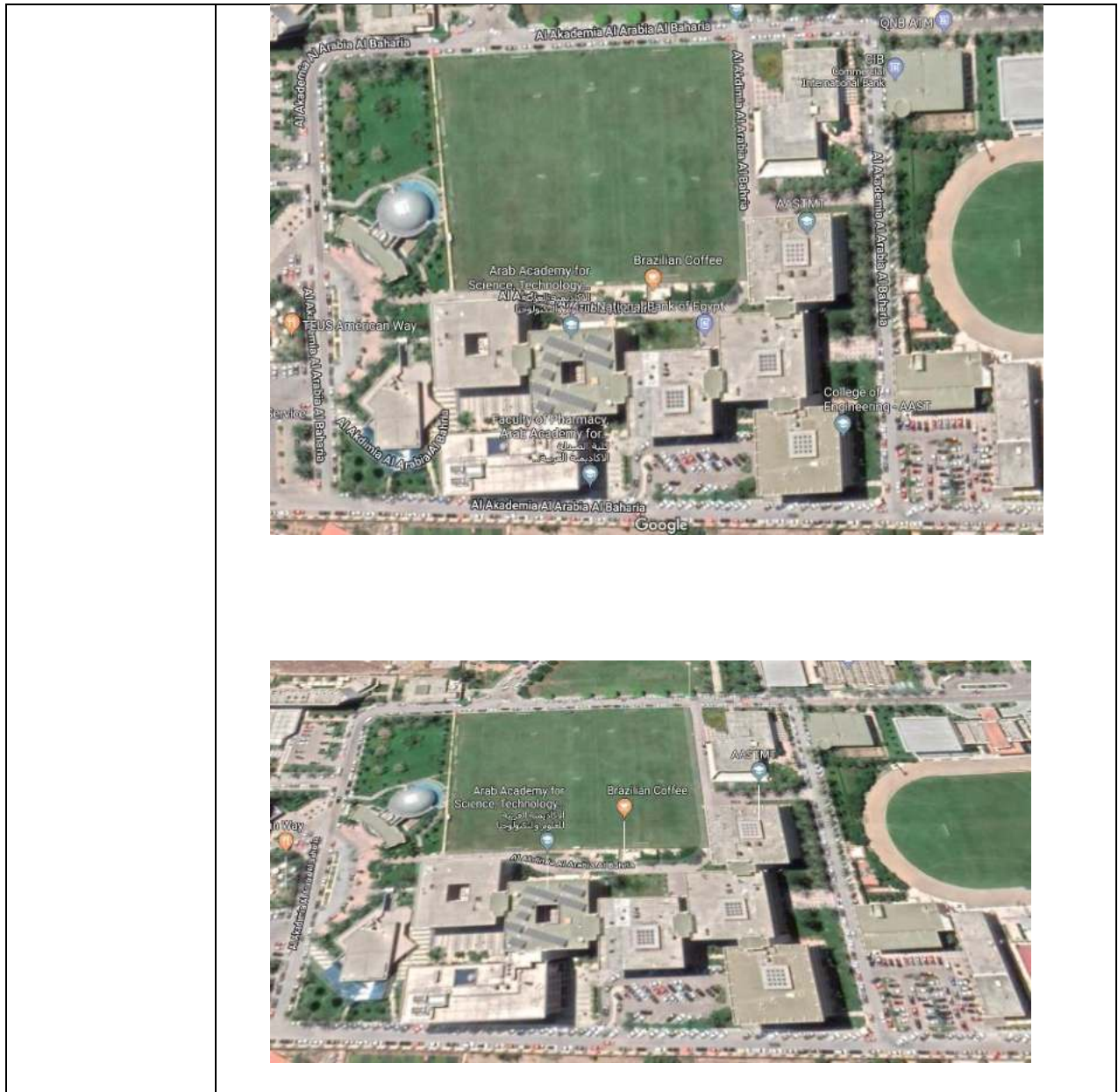
<http://360.aast.edu/abokir/index.html>



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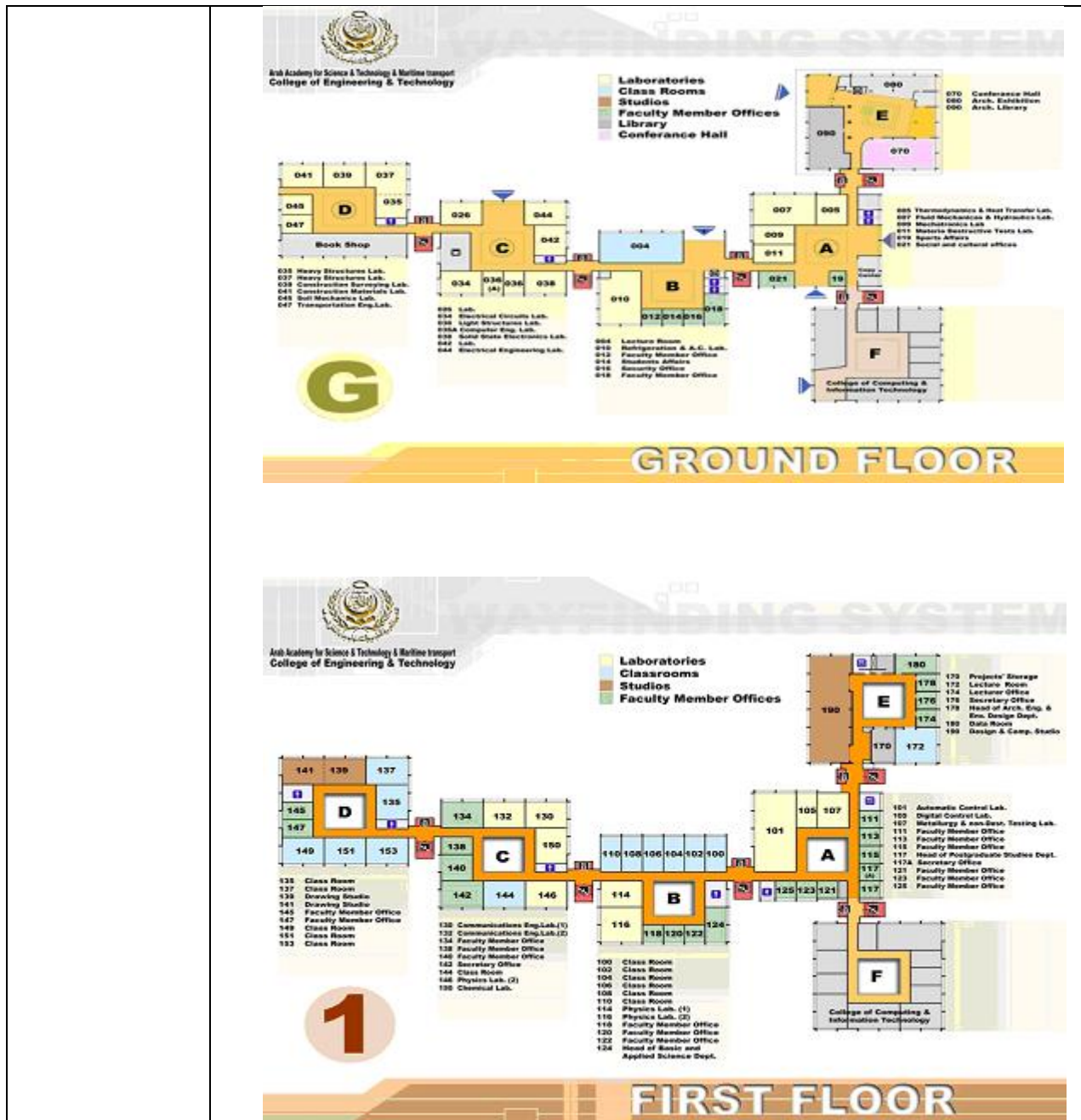
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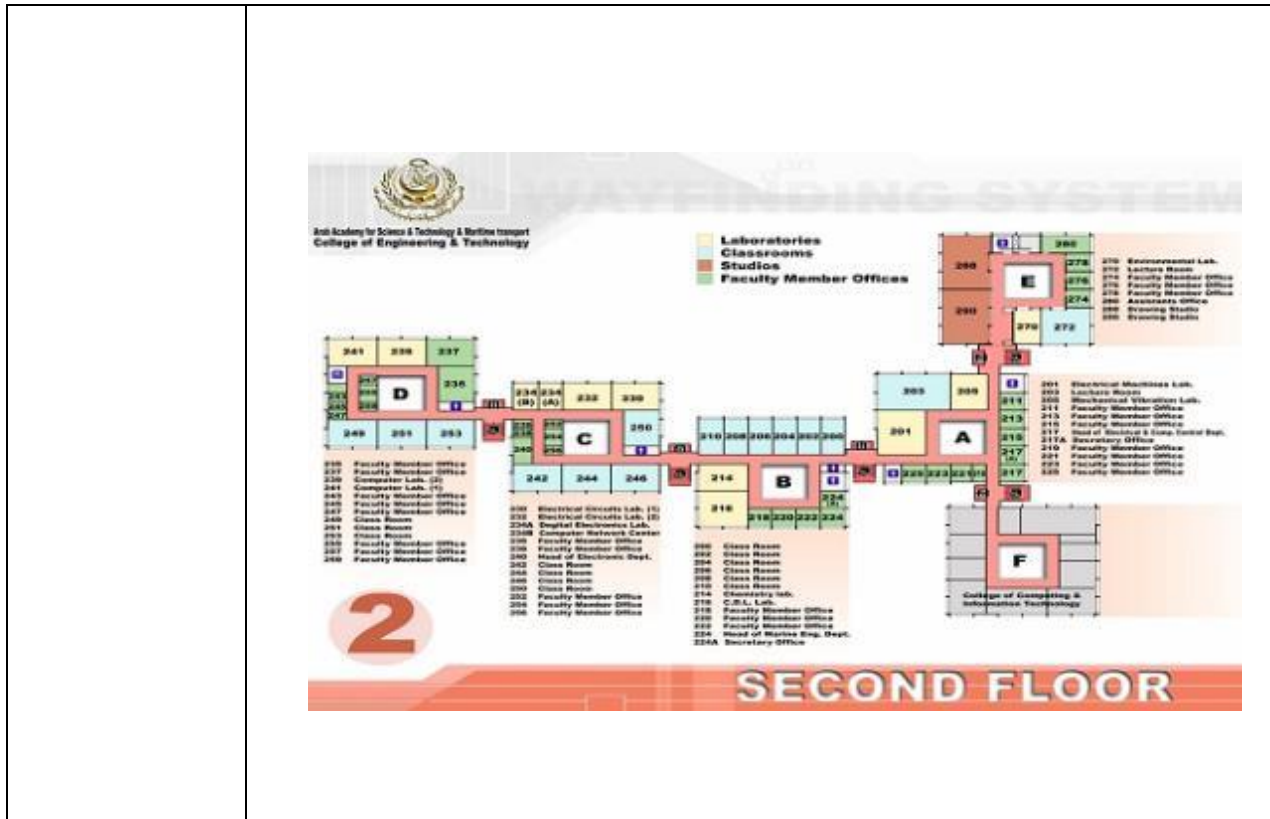
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	<ul style="list-style-type: none"> <li>• <b><u>Miami Campus, Alexandria</u></b> <a href="https://www.google.com/maps/@31.264798,29.9984014,273m/data=!3m1!1e3?hl=en">https://www.google.com/maps/@31.264798,29.9984014,273m/data=!3m1!1e3?hl=en</a></li> <li>• <b><u>Sheraton Campus, Cairo</u></b> <a href="https://www.google.com/maps/@30.0957158,31.3745517,253m/data=!3m1!1e3?hl=en">https://www.google.com/maps/@30.0957158,31.3745517,253m/data=!3m1!1e3?hl=en</a>  <a href="http://360.aast.edu/sheraton/index.html">http://360.aast.edu/sheraton/index.html</a>  <a href="http://360.aast.edu/doki/index.html">http://360.aast.edu/doki/index.html</a></li> </ul>
<b>List of classrooms &amp; other facilities</b>	<ul style="list-style-type: none"> <li>• The classrooms, laboratories, accessories, workshops , studios &amp; faculty offices are located in the neighbouring Building A, B, C, D , E, &amp; F.</li> <li>• Some classes are equipped with a suitable blackboard and illumination, a high-resolution projector capable of displaying video and computer images mounted on the ceiling to serve the interests of both students and staff and fulfil the educational objectives and outcomes of the program.</li> <li>• Some of the classrooms are mainly for theoretical and problem solving purposes so there is no computers provided in the classrooms but power plugs are available in case students would like to take notes on their laptop computers .</li> <li>• There are classrooms with a capacity of 25 students and some class rooms with a capacity of 50 students with a lighting system suitable for reading/writing purposes.</li> <li>• All classrooms are provided with white boards, data shows, and wireless internet. Classrooms are fairly distributed around the program administration and faculties rooms' vicinity.</li> <li>• List of facilities are arranged in the following table &amp; maps.</li> </ul>

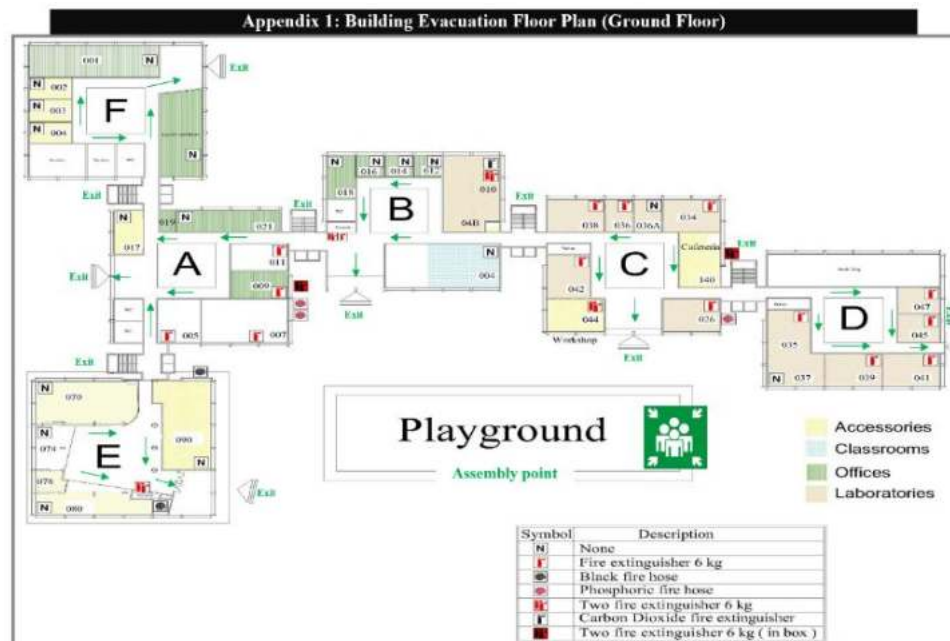
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		<b>Classrooms &amp; Studios</b>	<b>Offices</b>	<b>Laboratories &amp; Workshops</b>	<b>Accessories</b>
	<b>Ground Floor</b>	004	012- 014- 016 018- 019- 021 001CS	005- 007- 008 009- 010- 011 026- 034- 035 036- 036A- 037 038- 039- 041 042- 045- 047	017- 044- 070 074- 078- 080 090- 140- 002CS- 003CS 004CS
	<b>1<sup>st</sup> Floor</b>	101CS- 102CS 103CS- 104CS 105CS- 106CS 100- 102- 104 106- 108- 110 135- 137- 139 141- 144- 149 151- 153- 172 190	107CS- 108CS 109CS- 110CS 111- 113- 115 118- 120- 121 122- 123- 124 125- 134- 138 140- 142- 145 147- 174- 176 178- 180	105- 170	101- 103- 107 114- 116- 130 132- 146- 150
	<b>2<sup>nd</sup> Floor</b>	201CS- 202CS 203CS- 204CS 205CS- 206CS 200- 202- 203 204- 206- 208 210- 242- 244 246- 229- 250 251- 253- 288 290	207CS- 208CS 209CS- 210CS 211- 213- 215 217- 220- 221 222- 223- 224 225- 235- 236 238- 240- 241 243- 245- 247 252- 254- 256 276- 278- 280	201- 205- 214 216- 230- 232 234- 234A	237- 239- 241
	<b>3<sup>rd</sup> Floor</b>	300- 302- 304 306- 308- 310 312- 335- 337 342- 344- 346 349- 350- 351 353- 301CS 302CS- 303CS 304CS- 305CS 306CS- 307CS	311- 313- 314 315- 316- 317 318- 320- 321 323- 325- 336 338- 340- 343 345- 347- 352 354- 355- 356 357- 359-	326- 328- 330	301- 303- 305

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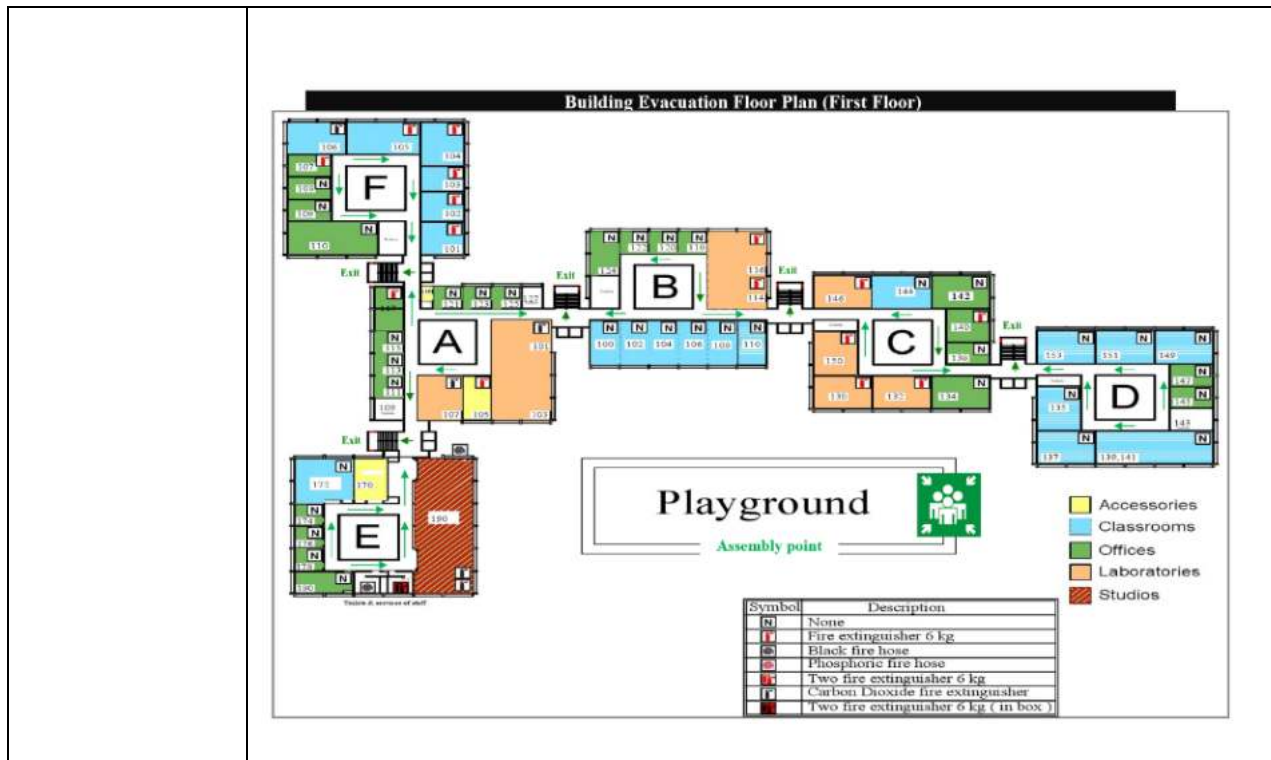


			308CS- 309CS 310CS		
<b>4<sup>th</sup> Floor</b>	401CS- 402CS 403CS- 404CS 405CS- 406CS 400- 401- 402 403- 404- 405 406- 408- 424 412A- 412B 435- 437- 439 442- 444- 446 449- 451- 453	407CS- 408CS 409CS- 410CS 411- 413- 414 415- 416- 417 418- 420- 421 422- 423- 425 427- 434- 436 438- 440- 443 445- 447- 450 452- 454- 457 459- 461		426- 428- 430 441- 474- 480	419



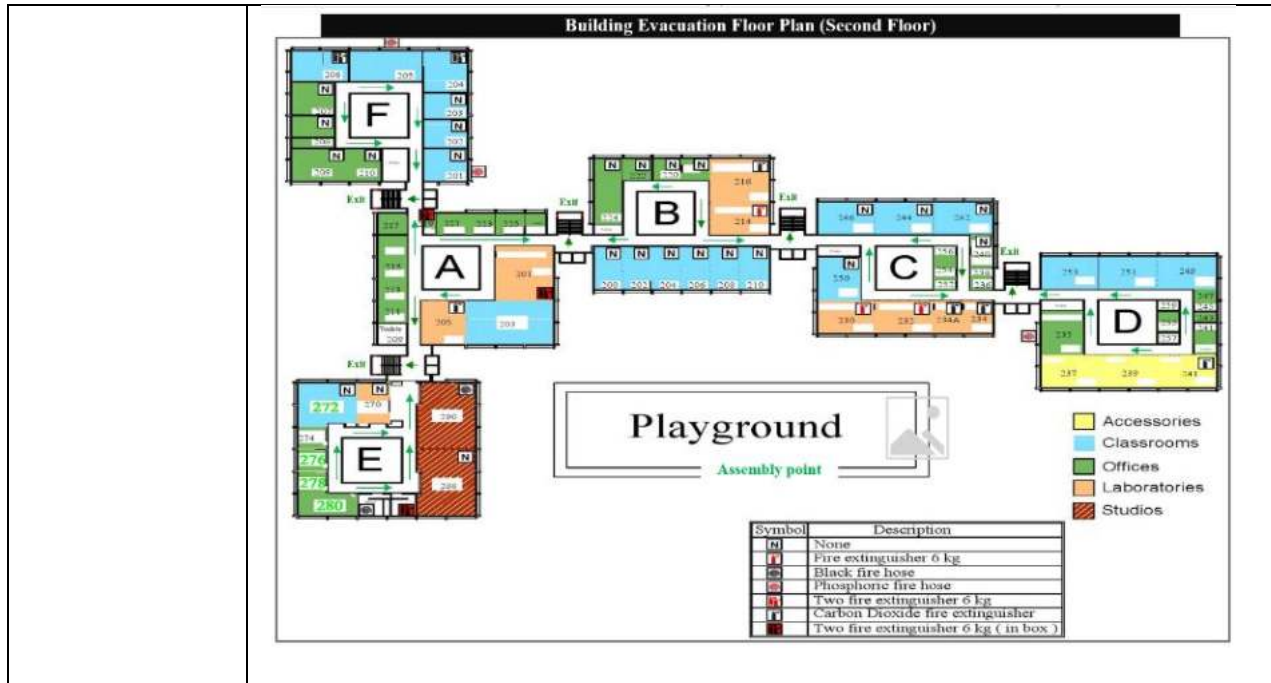
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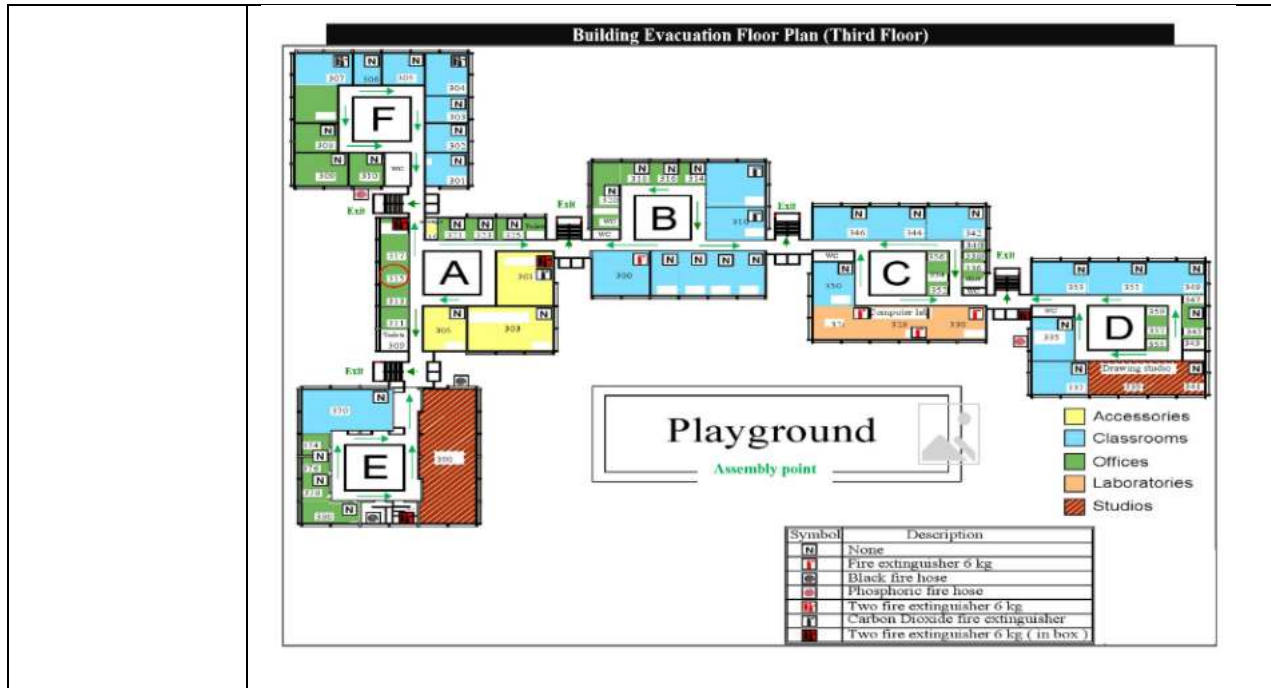
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	<p style="text-align: center;"><b>Building Evacuation Floor Plan (Fourth Floor)</b></p>  <p style="text-align: center;"><b>Playground</b> Assembly point</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Symbol</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>(N)</td> <td>None</td> </tr> <tr> <td>(E)</td> <td>Fire extinguisher 6 kg</td> </tr> <tr> <td>(H)</td> <td>Black fire hose</td> </tr> <tr> <td>(S)</td> <td>Phosphoric fire hose</td> </tr> <tr> <td>(F)</td> <td>Two fire extinguisher 6 kg</td> </tr> <tr> <td>(C)</td> <td>Carbon Dioxide fire extinguisher</td> </tr> <tr> <td>(B)</td> <td>Two fire extinguisher 6 kg (in box)</td> </tr> </tbody> </table> <p style="text-align: right;"> <span style="color: yellow;">■</span> Accessories  <span style="color: lightblue;">■</span> Classrooms  <span style="color: green;">■</span> Offices  <span style="color: orange;">■</span> Laboratories  <span style="color: red;">■</span> Studios  <span style="color: brown;">■</span> Workshop         </p>	Symbol	Description	(N)	None	(E)	Fire extinguisher 6 kg	(H)	Black fire hose	(S)	Phosphoric fire hose	(F)	Two fire extinguisher 6 kg	(C)	Carbon Dioxide fire extinguisher	(B)	Two fire extinguisher 6 kg (in box)
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	<ul style="list-style-type: none"> <li>•</li> </ul>																
<p><b>Parking &amp; transportation</b></p>	<p><b><u>PARKING SERVICES:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Parking</b> are available in all campuses for <b>AASTMT students</b>, staff and visitors in many locations in each campus</li> <li>• All parking are <b>available and free</b> during the <b>weekdays from 8:00 AM to 6:00 PM.</b></li> <li>• Parking on any other timing will need <b>additional parking permit</b> from the <b>administration/security office.</b></li> <li>• <b>Ramps</b> are provided near the sidewalk at the entry of each building.</li> </ul>																

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**TRANSPORTATION SERVICES:**

- **Buses services** are provided in **all campuses** for **Students** including **Students with Visual or hearing disability** for various locations and timing but the students themselves have to apply for the transportation service at the beginning of each semester and each examination period.
- **Buses Routes timetable** from/to **AASTMT Campus** is attached, and it covers Alexandria's
- **AASTMT Student Affairs** made agreement with many **ride sharing apps** to provide transportation service for **SwD (especially mobility disability)** using **some promo codes**. This service comprise the use of **special vehicles** (usually vans in an urban environment) that can transfer **SwD (mobility disability)** and their **wheelchairs**.

<http://www.aast.edu/en/services/pdf/bus-scheme-for-AASTMT-students-lines.pdf>

**Bus Lines Serving Students Of The AASTMT**

- **First Round of Lines** depart to the **AASTMT** on **7:00AM** for **ten routes**; these routes are attached in the following table (in Arabic language).

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### دور أول

الخط	نقطة البداية	توقيت بداية الخط	وصول أبي قير	مسار الخطوط
الكورنيش	محطة الرمل امام سعد زغلول	07:00	08:15	محطة الرمل - ش نور سعيد - الكورنيش ش محمد نجيب - ميامي الى ابو قير
الكورنيش	سيدي جابر	07:00	08:15	سيدي جابر - ش سوريا - الكورنيش ش محمد نجيب - ميامي الى ابو قير
طريق الحرية	سينما امير	07:00	08:15	سينما امير - الامتداد - طريق الحرية الى ميامي الى ابو قير
كلوبترا	محطة سيدي جابر امام مشلتت البحيرة	07:10	08:15	صيدلية نمر - مستشفى الطلبة - كوبري كلوبترا - سيدي جابر - طريق الحرية الى ابو قير
سيدي جابر	فلمنج ش السخاوي	07:15	08:15	سيدي جابر - طريق الحرية الى ميامي الى ابو قير
فلمنج	عمارات التكتا	07:15	08:15	فلمنج ش السخاوي - طريق الحرية الى ميامي الى ابو قير
سموحة	سموحة امام مديرية الأمن	07:00	08:15	سموحة + كوبري كلوبترا + الكورنيش ش محمد نجيب - ميامي الى ابو قير
سموحة	سموحة امام مديرية الأمن	07:00	08:15	سموحة + كوبري كلوبترا + الكورنيش ش محمد نجيب - ميامي الى ابو قير
ميامي	ميامي امام الأكاديمية	07:30	08:15	ميامي الى ابو قير
ميامي	ميامي امام الأكاديمية	07:45	08:15	ميامي الى ابو قير

- The second round of Lines departs to the AASTMT starts at 9:00 AM for five routes; these routes are attached in the following table.

### دور ثاني

الخط	نقطة البداية	توقيت بداية الخط	وصول أبي قير	مسار الخطوط
الكورنيش	محطة الرمل امام سعد زغلول	09:00	10:15	محطة الرمل - ش نور سعيد - ش سوريا - الكورنيش ش محمد نجيب - ميامي الى ابو قير
سموحة	مام مديرية الأمن محطة سيدي جابر	09:00	10:15	سموحة + كوبري كلوبترا + الكورنيش ش محمد نجيب - ميامي الى ابو قير
سيدي جابر	امام مشلتت البحيرة	09:15	10:15	سيدي جابر - طريق الحرية الى ابو قير
الحرية	سينما امير	09:00	10:15	سينما امير - الامتداد - طريق الحرية الى ابو قير
ميامي	ميامي امام الأكاديمية	09:30	10:15	ميامي الى ابو قير

- **Six Bus lines are leaving the AASTMT on 2:30 PM to different destinations are attached in the followign table.**

**دور أول الساعة 2:30 ظهراً**

مسار الخطوط	توقيت بداية الخط	نقطة البداية	الخط
ابو قير - طريق الملاحة - ش 45 - الكرنيش الى محطة الرمل	02:30	ابو قير	الكورنيش
ابو قير - طريق الملاحة - ش 45 - طريق الحرية الى سينما امير	02:30	ابو قير	الحرية
ابو قير - طريق الملاحة - ش 45 - طريق الحرية الى سيدى جابر	02:30	ابو قير	الحرية رشدى
ابو قير - طريق الملاحة - ش 45 - ش ابو قير - كوبرى كليوباترا - سموحة	02:30	ابو قير	سموحة
ابو قير - طريق الملاحة - ش 45 - ش ابو قير - كوبرى كليوباترا - سموحة	02:30	ابو قير	سموحة
ابو قير - ميامى	02:30	ابو قير	ميامى

- **Another Six Bus lines are leaving the AASTMT at 4:30 PM.**

**دور ثاني الساعة 4:30 مساء**

مسار الخطوط	توقيت بداية الخط	نقطة البداية	الخط
ابو قير - طريق الملاحة - ش 45 - الكورنيش الى محطة الرمل	04:30	ابو قير	الكورنيش
ابو قير - طريق الملاحة - ش 45 - طريق الحرية الى سينما امير	04:30	ابو قير	الحرية
ابو قير - طريق الملاحة - ش 45 - طريق الحرية الى سيدى جابر	04:30	ابو قير	الحرية رشدى
ابو قير - طريق الملاحة - ش 45 - ش ابو قير - كوبرى كليوباترا - سموحة	04:30	ابو قير	سموحة
ابو قير - طريق الملاحة - ش 45 - ش ابو قير - كوبرى كليوباترا - سموحة	04:30	ابو قير	سموحة
ابو قير - ميامى	04:30	ابو قير	ميامى

- **Last round of buses leave AASTMT on 6:00 PM from the AASTMT.**



**Progression of Accessibility Centres in higher Education for  
Students with disabilities in North Africa**

<b>دورتاالت الساعة 6:30 مساء</b>			
الخط	نقطة البداية	توقيت بداية الخط	مسار الخطوط
الكورنيش	ابو قير	06:30	ابو قير - طريق الملاحة - ش 45 - الكورنيش الى محطة الرمل
الحرية	ابو قير	06:30	ابو قير - طريق الملاحة - ش 45 - طريق الحرية

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## INFORMATION FOR STUDENTS

<b>Study guidelines</b>	<p><b>AASTMT is inclusive and all of its colleges are equally welcoming to disabled and non-disabled students.</b></p> <p><b>A. Student Admissions</b></p> <p>The students are admitted to the faculties on the basis of their general secondary school certificate record (or its equivalent). At the time of admission, applicants must not be more than 22 years of age at the time of enrolment (must declare his military conscription status) and not being previously expelled from any other university.</p> <p>Applicants take a placement English test to evaluate their English language level. Should they not pass the placement test, applicants are required to take a preparatory English language course on-campus. This preparatory course is taught by the same staff member teaching English courses in Engineering.</p> <p>All information about admission, documents &amp; fees are available on the following link: <a href="http://www.aast.edu/admissionrequirements">http://www.aast.edu/admissionrequirements</a></p> <p><b>General Admission Rules and Regulations</b></p> <p style="text-align: center;"><b>1. Admission rules and regulations of Egyptian General Certificate of Secondary Education</b></p> <p>The Supreme Council for Egyptian universities for higher education sets the minimum acceptance percentage for three stages. In Year 2015, the minimum acceptance percentage for the first stage and the second stage has been set to 85% and the minimum acceptance percentage for the third stage has been set to 80%.</p>
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	<ol style="list-style-type: none"> <li>1. The number of total schooling years must be 12 years or three schooling years after the successful completion of the Egyptian Preparatory School.</li> <li>2. Successful completion of Arabic and Religious education courses from the Ministry of Higher Education.</li> </ol> <p><b>2. Specific Admission Rules and Regulations of the GCE (General Certificate of Education) and GCSE (General Certificate of Secondary Education)</b></p> <p>Successful completion of the GCE Mathematics Section</p> <p><b>3. Requested courses and grades of International General Certificate of Secondary Education (IGCSE)</b></p> <ol style="list-style-type: none"> <li>1. The number of schooling years must not be less than 12 (or three years have passed on successful completion of the Egyptian preparatory school)</li> <li>2. Successful completion of the courses qualifying for admission into preferred majors.</li> <li>3. Successfully completion of Arabic and Religious education courses from the Ministry of Higher Education.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Mandatory Courses</b></li> </ul> <p>English Language or English Literature, Physics, Chemistry, Mathematics and Advanced Mathematics (A Level) or Advanced Supplementary Level Mathematics (AS Level).</p> <ul style="list-style-type: none"> <li>• <b>Elective Courses</b></li> </ul> <p><b>Four courses from the following prospectuses:</b> Four courses from the following prospectuses: Computer, Economics, Accounting, Business Studies, Biology, History, Geography, French, Arabic as First Language, Information Technology and Art &amp; Design.</p>
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	<p><b>Required Grades</b>  Minimum grade "C" for "O" Level and minimum grade "E" for AS and A level are required.</p> <p>For more details, please refer to attachment 2.</p> <p><b>4. Requested Courses and grades of American Diploma</b></p> <ol style="list-style-type: none"> <li>1. Successful completion of SAT2 with a minimum score of 900 points in two courses, one of which must be Mathematics and the other can be Physics, Chemistry, or Biology.</li> <li>2. Successful completion of maximum three courses in the eleventh grade at school and a minimum of five new courses in the twelfth grade (including none repeated courses from the eleventh grade).</li> <li>3. Successful completion of SAT1 exam with a minimum 1200 points and the SAT2 exam with a minimum 900 points but the combination of points should satisfy the acceptance percentage set by the Supreme Council for Egyptian Universities as mentioned above.</li> </ol> <p><b>5. Requested requirements of Egyptian General Certificate of Secondary Education</b></p> <p>Admission requirements for Egyptian General Certificate of Secondary Education are set according to the rules of The Supreme Council of Egyptian Universities. It should be noted that the rules of the Supreme Council of Egyptian Universities are, also, applied for IGCSE and American Diploma certificate holders.</p>
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## B. Evaluating Student Performance

AASTMT Information and Documentation Center (IDC) has developed an information system to serve different departments and colleges inside the AASTMT campus. The information system is composed of eight different software activities serving different entities inside the AASTMT. The CET is one of the entities and has therefore access to the “College and Education Software Activity”. This activity is composed of four software modules; Academic Advising System, Scheduling System, Academic and Research Activities of Faculty Members System, and Web Services (Academic Advising, and Scheduling Systems) System.

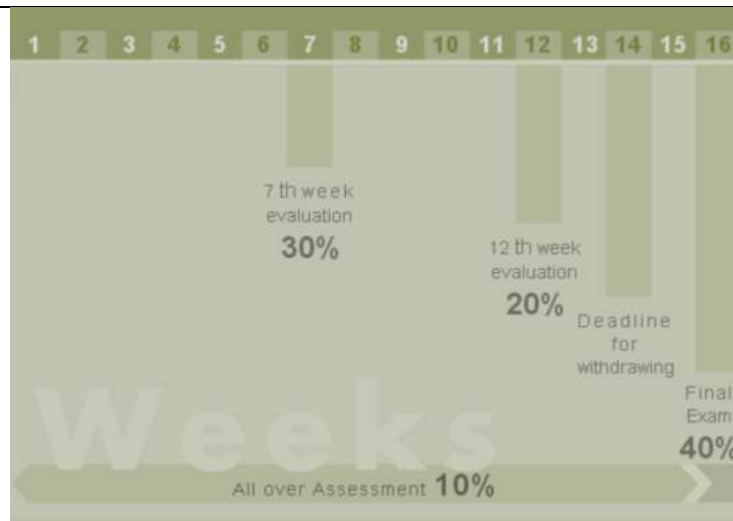
The Academic Advising System can be accessed by the academic advisor committee for the registration and advising process. The academic advising committee can retrieve information about the student performance and monitor it by accessing their transcripts, GPA calculation reports, and course schedule planning sheet. More details about monitoring student performance are given in Section D.

### *Assessment and Grading System*

#### *Assessment*

The faculties adopt a continuous assessment system. The total marks of the assessment of a typical course are 100 which are distributed along the semester as follows:

- 30% of the grade is declared after the 7th week of class.
- 20% of the grade is declared after the 12th week of class.
- 40% of the grade is allocated to the final exam and is declared after the 16th week of class.
- 10% of the grade is awarded based on the student attendance, participation and assignments submission.



AASTMT uses a standard 4-point grading scale, and its equivalent letter grading system, as the framework for student evaluation. From the 4-point scores, cumulative and major grade point averages are determined. General grade is set according to the cumulative grade point averages as listed in Table 1-2 and also can be found on the following link: <http://www.aast.edu/gradingsystem>.

**Table 1-2: General grade and its respective GPA and percentage.**

General Grade	GPA	Average Marks
Satisfactory	$2.0 \leq \text{GPA} < 2.4$	50% - less to 60%
Good	$2.4 \leq \text{GPA} < 2.8$	60% - less to 70%
Very Good	$2.8 \leq \text{GPA} < 3.4$	70% - less to 85%
Excellent	$\text{GPA} \geq 3.4$	85% and above

CET policies for those cases where a student's cumulative GPA falls below 2.0 are outlined in the academic advisory in section D. These policies are outlined in the CET Catalogue and are available at the college website <http://www.aast.edu/en/colleges/coe/>.

A student's grade point average (GPA) is computed by dividing the total number of grade points accumulated by the total number of semester hours attempted.

**Evaluating Student Performance**

The grading is applied to all courses out of 100 marks, with the exception of practical training course (IM400) which is graded as a pass/fail course.

Grading is listed in Table 1-3 also on <http://www.aast.edu/coursegrades>; where, A+, A-, B, B+, B- and C+ are passing grades C- and D are conditional passing grades, which are not counted as passing grades unless the student achieves the required cumulative Grade point Average for his registered Credit hours upon graduation, which is 2.0.

If the student fails to do so, he/she shall have to repeat a number courses with grade C- and D that are recommended by the academic advisor to improve his/her GPA.

**Table1-3: Grading system**

Marks	Grade	Verbal Grade
95 or above	A+	Excellent
90 to less than 95	A	Excellent
85 to less than 90	A-	Excellent
80 to less than 85	B+	V. Good
75 to less than 80	B	V. Good
70 to less than 75	B-	V. Good
65 to less than 70	C+	Good
60 to less than 65	C	Good
55 to less than 60	C-	Satisfactory/conditional Pass
50 to less than 55	D	Satisfactory/Conditioned Pass
Less than 50	F	Fail

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- A: Performance of the student has been of the highest level.*  
*B: Performance of the student has been good.*  
*C: Performance of the student has been adequate.*  
*D: Performance of the student has been less than adequate.*  
*F: (Fail) Performance of the student has been such that course requirements have not been met.*  
*I: (Incomplete) Performance of the student has been incomplete due to circumstances beyond his/her control.*  
*W: Withdrawal from the course.*  
*U: (Ungraded): Registration done for the course but still ungraded*

**A+, A-, B, B+, B-** and **C+** are passing grades. **C-** and **D** are conditional passing grades, which are not counted as passing grades unless the student achieves the proper cumulative Grade Point Average for his registered credit hours. If he fails to do so, he shall have to repeat the Courses with grade **C-** and **D** to raise his **GPA**. The grading system is applied to all the courses, with the exception of practical training course (**IM400**) which is graded as a pass or fail course.

### **Attendance, Absence, Withdrawals and Academic Probation**

#### Attendance

Regular attendance in all classes is required and attendance is mandatory. Students are expected to arrive on time and remain in class for the entire period scheduled. The responsibility for work missed due to any type of absence rests with the student.

Students are expected to attend every class session (lectures, tutorials, labs, etc.). Each instructor will maintain current records and will, upon request, furnish an accurate report of any student's attendance pattern to the Registration Office. Attendance is checked from the first class meeting; therefore, late registrants will have some absences when they first meet a class.

#### Absence

When students are absent, for any reason, they are still responsible for the content of the missed lecture and for any assignments. If the absence causes the student to miss a major examination: that examination may be made up if the instructor is convinced that the absence was justified. A student's attendance record is a legitimate part of the criteria, which the instructor may use in assigning a grade for the courses. It is the responsibility of students to be aware of the attendance policies for their classes.



	<p><b>Withdrawals</b> After the student has missed over 20% of class, the student will be asked to withdraw from the course and a grade of “W” will be entered.</p> <p>Students can withdraw from study during a semester and before the final examination by filling out a withdrawal permit; have it properly executed by the Registrar in order to leave a clear record. A student completing this process will have a “W” recorded on the permanent record.</p> <p><b>Academic Probation</b> Students are placed on academic probation if their accumulative GPA is less than 2.00 at the end of any semester on the credits hours attempted at the AASTMT. More details about academic probation are available in Section D.</p> <p><b>Meeting Prerequisites</b> Students of the each program must meet both the college and program required courses under the supervision of the academic advisor. Students are not entitled to register any course without the completion of the prerequisite course(s). Students have no other way of registering courses except through Academy Advising Software System, which ensures that students fulfill the prerequisites’ conditions.</p> <p><b><u>C. Transfer Students and Transfer Courses</u></b> In August 2008, the College has formed a committee that constitutes a number of faculty members who are directly involved with the transfer of students and courses. The committee objective was to revise the rules pertinent to the transfer process and also to recommend the mechanism by which this process is performed. This section briefly discusses the rules and mechanism set by this committee and that are put in effect since August 2008.</p> <p><b><u>Transferring Hours from other colleges or institutions</u></b> The college accepts transferred students from other colleges or institutions given that students meet the requirements for AASTMT admission. In addition, the college allows transfer of credit hours of enrolled students at any time during their course of study (in cases of exchange or visiting students programs for example).</p> <p>The transfer of students and credit hours from other colleges or institutions must be approved by the Deanery of Admission and Registration who is responsible for guaranteeing that the applicant satisfies all these requirements and also for checking the authenticity of the documents presented by the applicant.</p>
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	<p>Upon approval, the deanery of admissions and registration forwards the applicant request along with the documents he/she provided to the college. The college, in turn, forwards the documents to the department running the program that the student is transferring to. Each department nominates an academic advisor for processing the transfer requests; where, credit transfer is carried out according to the following guidelines:</p> <ol style="list-style-type: none"> <li>1. Credit can be transferred for applicants from Public Universities with a minimum grade of “D” or an equivalent of 50%. On the other hand, Credit can be transferred for applicants from Private Universities given that the student's grade is at least “C” or an equivalent of 60%.</li> <li>2. The course can be transferred if the number of credit hours studied by the applicant in the other college is equal to or greater than the number of credit hours for the same course at the selected program.</li> <li>3. If the student is applying from a college that does not adopt a credit hour system, the number of contact hours is used as a guide for evaluating the courses’ credit.</li> <li>4. The course can be transferred if its scientific content maps to at least 80% of the scientific content of the same course at the concerned program. For courses offered by other departments to the required program, academic advisors in these departments may be contacted to verify this issue. Also, in some cases, the academic advisor may request further details about the course contents, which is provided by the applicant through the Deanery for Admission and Registration.</li> <li>5. A transfer student has to complete a minimum of 90 credit hours (50% of total credit required for graduation) at the desired program to obtain graduate degree.</li> <li>6. The academic advisor prepares a list of the courses studied by the applicant in other universities that satisfy the rules of credit transfer mentioned above and their equivalent courses in each program. This list is verified by the head of program and, upon approval, is sent back to the Deanery of Admission and Registration.</li> </ol>
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Finally, the Deanery of Admission and Registration enrolls the approved students in the specified program or transfers the approved credits for current students; where, credit hours of transferred courses are counted as achieved credit hours only and will not affect the GPA of the student. A fresh transfer student would have a GPA of 0.0 regardless of the number of credit transferred. A student who is already enrolled in the program and transfers credit into the program would not affect his GPA.

**Transfer from Other Programs**

A student at the college may transfer from one program to another upon his/her request. Also, in some cases this might be the recommendation of the academic advisor if the student’s cumulative average is less than 2.00 for more than 2 semesters.

The student applies for the transfer to another program at the Deanery for Admission and Registration and receives a “Request for Transfer” form and his transcript. The student then head to the department running the program he/she wishes to transfer to; where, he/she gets the approval of the head of program.

The head of program approval depends on the qualifications of the student (GPA and grades in courses relevant to the program) and based on the availability of vacant places in the program.

Upon approval, the academic advisor for processing transfer requests performs the transfer; where, credit transfer is carried out according to the following guidelines:

Credit for a course can be transferred given that the student’s grade is at least “D”.

The course credit can be transferred if the number of credit hours studied by the applicant in the other program is equal to or greater than the number of credit hours for the same course at the transferred program.

The course can be transferred if its scientific content maps to at least 80% of the scientific content of the same course at the concerned program. For courses offered by other departments to the transferred program, academic advisors in these departments may be contacted to verify this issue.

The academic advisor prepares a list of the courses studied by the applicant in other program that satisfy the rules of credit transfer mentioned above and their equivalent courses in the transferred program. This list is verified by the head of program and, upon approval, is sent back to the Deanery of Admission and Registration.

Finally, the Deanery of Admission and Registration enrolls the approved students in the transferred program or transfers the approved credits for current students; where, credit hours of transferred courses are counted as achieved credit hours and points;

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	<p>thus, it will affect the GPA of the student. It should be noted that freshmen year students (semester one and two) are allowed to transfer into the required program automatically upon their request; except for students transferring from Architectural Engineering and Environmental Design and Marine Engineering.</p>
<p><b>Local disability coordinators and student tutors</b></p>	<p>Each department in AASTMT has its <b>academic advising committee</b> who helps its students including SwD in:</p> <ul style="list-style-type: none"> <li>• <b>Advising SwD</b> in the <b>registration</b> process.</li> <li>• Taking <b>academic decisions</b> related to their <b>study</b>.</li> <li>• Create <b>supportive space</b> for <b>SwD</b>.</li> <li>• Increase <b>awareness</b> and <b>advocacy</b> for accessibility in AASTMT.</li> <li>• The head of the academic advising committee, who is an associate or assistant professor in each department, has a team of Graduate Teaching Assistants (<b>GTAs</b>) and Teaching Assistants (<b>TAs</b>) who help with the advising and registration process.</li> <li>• The advising committee can help students <b>preparing their schedules, completing degree plans</b>, and generally can <b>consult students on academic matters</b>, but it may not assume responsibility for the student’s academic progress and ultimate success or failure.</li> <li>• Students have an access to the <b>Academic Advising System</b> through their <b>portal</b> only if they have <b>achieved more than 34 credit hours</b> and an <b>accumulated GPA more than 2.2</b>.</li> <li>• <b>SwD</b> encountering discrimination or harassment should request the Deanery of Student Affairs to solve these challenges.</li> <li>• Deanery of Student Affairs is keen to improve the learning of all students including SwD at the University.</li> <li>• Denary of Student Affairs aims to involve SwD through a variety of events, workshops, trips, leadership positions, programs and services.</li> <li>• The vice dean of the CET for training and community service provides help and advice to students having any inquiries about training. The vice dean has an Industrial Advisory Committee which holds meetings on a semi-annual basis. These meetings discuss the opportunities of students’ practical training, job market of the college’s graduates and finally the industrial problems that may be treated in the research projects.</li> </ul>

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	<ul style="list-style-type: none"> <li>• SwD in each program have accordingly trained in well-known companies nationally and internationally.</li> <li>• SwD interested in training opportunities should contact the CET to know the procedure the required templates and the list of companies in which they can have their training.</li> <li>• Moreover, the AASTMT Alumni organizes a job fair every year to provide job opportunities and discuss career, resume and interviewing tips.</li> <li>• The AASTMT has also a unit for international agreements that help students with internships and student exchange programs. Students can access the website (<a href="http://www.aast.edu/en/sites/iacu/contenttemp.php?page_id=42400016">http://www.aast.edu/en/sites/iacu/contenttemp.php?page_id=42400016</a>) for more information about student exchange programs, dual degree programs, and a list of international partners.</li> <li>• It is the student's responsibility to know the requirements for registration &amp; graduation. All program information, graduation requirements, grading system, etc. are available in the AASTMT.</li> </ul>
<p><b>Assistance with time management and organizational strategies</b></p>	<p><b>To ensure efficient time management and other organizational strategies SwD are offered the following</b></p> <ul style="list-style-type: none"> <li>• <b>Academic Advising</b></li> <li>• <b>Time Management Training</b></li> <li>• <b>Student Support Scheme (SSS)</b></li> </ul> <p><b>Academic advisor</b> are ready to <b>empower SwD</b> on how to utilize their time and workload through office hours. Moreover, <b>Time Management training sessions</b> are offered to <b>Students</b> and to the <b>Volunteers</b> in the <b>Student Support Scheme (SSS)</b>. These sessions are delivered on-campus through traditional lectures and workshops to use <b>time planning tools</b>. Electronic version of the</p>

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	courses' materials will be provided to the students in order to overcome any challenges facing them through their academic period.
<b>Service animal guidelines</b>	N/A

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<b>INFORMATION FOR STAFF</b>	
<b>Guidelines for interacting with people with disabilities</b>	<p><b>Accessibility center will make sure that:</b></p> <ul style="list-style-type: none"> <li>• AASTMT’s faculty staff have the will and culture of inclusion for different of learners including SwD.</li> <li>• Make the courses accessible for SwD.</li> <li>• Ease the Communication with students.</li> <li>• Physical spaces of learning.</li> <li>• Introduce Classroom inclusion culture.</li> <li>• Offer out of class activities that invol</li> <li>• Preparing student support scheme sessions.</li> </ul> <p><b>For any consultation or more information please contact the Accessibility center which will offer training modules on the following</b></p> <ul style="list-style-type: none"> <li>• <b>Diversity Education and Support,</b></li> <li>• <b>Non-traditional Students,</b></li> <li>• <b>Student Conflict Resolution Services</b></li> </ul>
<b>Volunteering Opportunities</b>	<p><b>A SwD will interact with the Accessibility Center staff, his/her academic advisor, volunteers, secretaries, and librarians.</b></p> <ul style="list-style-type: none"> <li>• It is the Accessibility Center responsibility to inform the Volunteers about the newly introduced role they have.</li> <li>• Accessibility centers will raises general staff’s and professors’ awareness on disability issues.</li> <li>• For example, faculty secretaries who deal with SwD are trained on: how to communicate with them using alternative means, how to provide support to them, the Accessibility Center services in order to notify the student in turn, and they are familiarized with the Students’ Needs.</li> <li>• On the other hand, staff members will attending special seminars on using and demonstrating the available assistive technologies that installed in the AAST labs.</li> </ul>

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	<p>The advisor professor for students with disabilities in each faculty is informed by the Development Center for Faculty members at AASTMT about the course attendance, examination arrangements, and of all the alternative options for the disabled students.</p> <ul style="list-style-type: none"> <li>• Volunteers will be involved in trainings about the SwD and how to assist SwD that will be offered.</li> <li>• It was decided that the volunteered students will be monitored through the integration of efforts PACES team members with the Dean of Students Affairs in the Arab Academy for Science, Technology &amp; Maritime Transport.</li> <li>• To ensure the sustainability of the Volunteering Student Support Scheme , the Dean of Students Affairs will aware the newly enrolled students to volunteer with the Student Support Scheme- peer to peer during the orientation events.</li> </ul> <p>There, will be certificates to the <b>workshops / trainings for the enrolled students</b> in the <b>volunteering work</b>.</p> <ul style="list-style-type: none"> <li>• <b>Peer tutoring:</b> is easing academic and problematic courses specially if there are lots of missing information due to their disabilities.</li> <li>• <b>Peer mentoring:</b> is supporting and leading SwD through the learning process and academic campus life.</li> <li>• <b>Peer mediation:</b> is to facilitate the experience of education of SwD and resolve any obstacles that may obstruct the learning process for SwD in private.</li> <li>• <b>Peer education:</b> is teaching SwD through specialized educators in their field of study.</li> </ul>
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