

STUDENTS' GUIDE

To Faculty of Early Childhood Education

Preface by Prof. Dr.Ahmed El-Gohary
The University President

كلمة رئيس الجامعة

Dear students

I'd like to welcome you at Fayoum University with the beginning of a new academic year. Historically, Fayoum University had been a branch of Cairo University until issuing the presidential decree N. 48 dated in 2005 which made it an independent university. Now, the university includes 13 faculties; Education, Agriculture, Engineering, Social Work, Dar Al Ulum, Science, Tourism and Hotels, Diversified Education, Archaeology, Medicine, Arts, Computers and Information, as well as Early Childhood Education . In addition, more than 25,000 students are seeking degrees at Fayoum University under the tutelage of about 2000 teaching staff members who are well respected in their fields.

With the first steps towards academic learning, you must be proud of joining Fayoum University. Besides, Fayoum University is unique among its peers as it has many qualifications; the campus that lies on an area of 300 thousand square meters and buildings on an area of 250 thousand square meters. Also, it embraces 105 grandstands, 282 study halls, 142 laboratories and 13 libraries. 12 feddens at New Fayoum City as well as 35 thousand square meters on the beach of Lake Qarun have been allotted to the university for the future extensions. The value of the fixed assets and movable property has exceeded two billion pounds.

The university has a website in English and in Arabic. Equally important, Fayoum University is one of the first Egyptian universities to put the Integrated University Management Systems Project (IUMS) into effect so as to be at the forefront of electronic universities in Egypt. Add to these, ten faculties have met the criteria of accreditation.

Furthermore, Fayoum University is looking forward to enhancing education via implementing a number of projects, such as:

- Developing the infrastructure of the universities information centers.

- Establishing and implementing the universities electronic gate.
- Uplifting the efficiency of communication and information technology using.
- The Egyptian universities libraries mechanism (second stage).
- Building digital store for all university messages.
- Training on communication and information technology.

The university got three projects in the light of competitive projects:

- Developing and accrediting the central lab for soil, water and plant analysis in the faculty of agriculture.
- Developing and qualifying the accreditation of engineering labs and material resistance in the faculty of engineering.
- In addition to evaluation center and exams systems for the first time in Fayoum university among the Egyptian universities.

International engagements are flourishing. Fayoum University has inked a number of International Memoranda of Understanding (IMOU) with some Canadian universities; Carlton, Waterloo and MacMaster, American universities of Iowa and Colorado, Chinese Zhejiang University and the Japan International Cooperation Agency (JICA).

On the academic level, this year is to witness the beginning of study at Agricultural Management Branch at Faculty of Agriculture, postgraduate studies at Faculty of Arts and new programs in Open Education. Besides, the university hospital with its specialized centers is to be operated. Add to these, the opening of student activities center that includes opened stadiums on an area of 15 thousands square meters, swimming pool, faculty of arts building and faculty of archaeology building. The establishment of Fayoum university regional training center on the beach of Qaroon lake, the central library, faculty of medicine and IT center has started with a cost exceeds 250 million pounds.

As an educational and academic institution, the university is exerting its best to achieve its goals through graduating well-learned and sophisticated students able to shoulder the responsibility in the future. The university also pursues to provide several opportunities to do sports, social, cultural and artistic activities in addition to social work, and comprehensive medical care. Moreover, it organizes cultural seasons and hosts significant literature figures, scholars and scientists in different areas.

In line with the state's policy in enhancing its services, this year Fayoum University holds the slogan of "Improvement" through which we can upgrade the educational process and complete the e-courses to put a stop to the soar prices of university books and to catch up with the international universities. Besides, we aim to improve the quality of services offered to students and the faculty staff in addition to upgrading the university administrative body.

Let construction be our goal and quality should precedes quantity besides sticking to original academic values. We have to set aside all destructive thoughts and enhance efforts of those who preceded us in order to set the base for next generation on a conscious thought. Let also modernization and coping with new information locally and internationally our method and excellence be our aim so as to be permanently proud of the history of Fayoum University.

May Allah guide us for the best of our life and the welfare of Egypt
Under the leadership of the president
Mohammad Hosni Mubarak

President of Fayoum
University
Prof. Ahmed El Gohary

Preface by Prof.Dr. Sanaa Haroon
The Faculty Dean

كلمة عميد الكلية

Dear students

It is my great pleasure to welcome my new students in their promising faculty which is an educational institution achieving its goals through graduating well-conscious generations – armed with the weapon of science and knowledge – to bear responsibility of setting well-built generations on scientific and educational principles in the future as the first brick is the base and today's child is tomorrow's man and nation future.

The faculty of Early Childhood Education has been established under the presidential decree No. (267), 2006. The faculty receives students with all feelings of affection, hope and appreciation. Let construction be our goal and quality should precedes quantity besides sticking to original academic values. We have to set aside all destructive thoughts and enhance efforts of those who preceded us in order to set the base for next generation on a conscious thought. Let also modernization and coping with new information locally and internationally our method and excellence be our aim so as to be permanently proud of the history of the faculty.

My dearest students, you are welcome to your faculty with my hope that you actively participate in academic and students activities. Really words remain speechless and incapable of expressing my extreme happiness with the achievements achieved in faculty of Early Childhood Education. We are all proud of our faculty that could be in the procession of the most remarkable faculties. I wish that you and the next generations exert all your efforts to promote and develop the faculty for the best permanently.

My congratulations with the New Year and best wishes for all
May Allah guide us for the best of our life and the welfare of Egypt

The Faculty Dean

Prof.Dr. Sanaa Haroon

Preface by Prof.Dr. Ashraf Abd El Hafez
The faculty vice dean for community service and environment development affairs

كلمة النائب لشئون خدمة المجتمع

Dear students

Welcome you at the beginning of a new academic year in your promising faculty. You are the nation's future, so I hope that you become qualified on the desired level in all fields of academic life. Considering the academic stage at the university is very important when building up the independent character, the matter that reflects on science, individuals and communities as well.

The university main objective is to grant scientific degrees and build up the character through several activities such as cultural, artistic, social and scientific besides paving the way towards the academic collaboration to exchange experiences and form the right behavioral skills. You also should know that participation in different fields gives a chance to practice your hobbies and express your talents and promote it to be a well mature character and qualified as well.

Dr. Ashraf Abd El Hafez

***The Faculty Vice Dean for Community
service and
Environment Development Affairs***

Preface by Dr. Rajab Shaaban
The Faculty Vice Dean for Education and Students Affairs

كلمة النائب لشئون التعليم والطلاب

Dear students

With the beginning of the new academic year, I would like to welcome all new and old students in the faculty with my best wishes for all with success and excellence. It is my pleasure that we all belong to the faculty of Early Childhood Education , one of Fayoum University faculties; the university that we seek -through creation, hard work and loyalty- to have it in the procession of the most distinguished international universities. The faculty qualifies students to be graduates working as Early Childhood Education teachers responsible for forming the personality of our children in the childhood stage and qualifying them to continue in their educational way and be aware of this age as well as preparing them for the future.

The faculty always calls every student for practicing in the university different activities or external activities of other faculties through the university regulations as the well-building of a Early Childhood Education teacher can be a reality through the effective interaction with the academic climate. The current age is characterized by massive and successive development in different fields of science and life. I hope that my students be armed with science and drink deeply from the fountain of science and knowledge to be followed examples among their pupils. I hope students make use of their teachers knowledge and science as they are in the place of their fathers and do for the favor and interest of their nation. Finally, I would like to thank deeply all my colleagues and workers of the faculty.

Dr. Rajab Shaaban

The Faculty Vice Dean for Student and Education Affairs

Fayoum University

جامعة الفيوم

Under the auspices of the president / **Mohamed Hosni Mubarak**, Fayoum University was established according to the presidential decree No, 84, 2005. Fayoum University is a center for learning and knowledge. It includes 13 faculties. The faculties are:

- Faculty of Education
- Faculty of Agriculture
- Faculty of engineering
- Faculty of Social Work
- Faculty of Dar Al Ulum
- Faculty of Science
- Faculty of Tourism and Hotels
- Faculty of Diversified education
- Faculty of Archaeology
- Faculty of Medicine
- Faculty of Arts
- Faculty of Computers and Information
- Faculty of Early Childhood Education
- Faculty of Nursing

The major buildings of Fayoum University

The University Campus:

It includes the following faculties:

- Faculty of Social Work
- Faculty of Dar Al Ulum
- Faculty of Engineering
- Faculty of Tourism and Hotels
- Faculty of Archaeology
- Faculty of Science
- Faculty of Computers and Information
- Faculty of Arts
- Faculty of Agriculture

Outside the university campus there are the following faculties:

- Faculty of Education
- Faculty of Diversified education
- Faculty of Early Childhood Education
- Faculty of Medicine

Study is going to start within two faculties soon:

- Faculty of Physical Education
- Faculty of Nursing

The main Campus is an area of 50 acres (feddan) located at the University area within Fayoum city. It includes all faculties except Faculty of Education, Faculty of Diversified Education, Faculty of Medicine and Technical Institute of Nursing. In addition, the campus includes all administrative bodies of the university, Grand auditorium, Students and Administrative affairs, Open Education Center, Community Service and Environmental Development Center, University Hospital, Central Printing House, Students Hostels and Education Development Center.

The University Future Vision

الرؤية المستقبلية لجامعة الفيوم

The University depends on the implementation of a number of projects and others on the long-term on various dimensions. On the short term there will be the establishment of the faculty of Physical Education and the development of colleges curricula and setting new departments within it to keep pace with the technological progress being pursued by the country to increase the number of students joining the university and the adoption of open learning system studies and the completion of the current constructions, the university city for females that costs 15 million Egyptian pounds to include 2500 students. In addition, there is the building of students' hostel with total cost of 1 million L.E to include 250 new students to face the increase of students numbers who join the university.

Also the establishment of the building of the department of math and physics within the faculty of science with a total cost of 15 million L.E in addition to the building attached to the faculty of tourism and hotels with a total cost of 5 million L.E and the attached building to the faculty of engineering with a total cost of 6 million L.E that will include central library in cooperation with the international bank and the unit of projects administration and the center of studies and consultations. There will be a home building for a bank to serve the university. Within the next 10 years, the establishment of the educational hospital with its different specialized centers, will finish to represent a breakthrough in the development of health services all over the regions with an area of 25000 thousand square meters with a total cost of 120 million L.E preceded by developmental stages cost 10 million L.E to qualify the university hospitals.

Currently there is a plan to make use of the limited area for Fayoum university on the beach of lake Qaroon where there will be the establishment of new buildings and academic activities that serve tourism sector at Fayoum governorate and the educational process within the faculty of tourism and hotels as well. Add to this,

there will be the establishment of specialized research centers and new faculties and teaching staff services. Currently, it is planned for the new campus in the north of Kom Oshim zone on an area of 100 feddens specified to the new future expansions for the university till the year of 2050.

Faculty of Early Childhood Education

كلية رياض الأطفال

تأسيس الكلية

Faculty Establishment:

The Early Childhood Education faculty was established under the presidential decree number 267 in 2006. Now, it is located in the faculty of Diversified Education while a new building is being prepared for the faculty. Study in the Early Childhood Education faculty began with the beginning of the academic year 2006-2007.

الرؤية

Faculty vision:

The faculty of Early Childhood Education is seeking to be a leading institution in providing effective preparing of Early Childhood Education teachers doing scientific research as well as developing the environment. This is done via a high quality program.

Faculty Mission:

Faculty of Early Childhood Education is charged with preparing teachers highly qualified and skilled on both the cognitive and professional levels. Furthermore, these teachers should be characterized with creative thinking

and communication skills so as to achieve the overall development of the Early Childhood Education child. This can be achieved through a program set according to the national and international standards. The program creates opportunities of self-learning, scientific research and community service. This is done to qualify these teachers in order to be able to compete on the national and international fields

The Faculty Higher Administration

الإدارة العليا بالكلية

The faculty dean is the head with three vice deans:

- The vice dean for education and students affairs.
- The vice dean for post-graduate studies and research.
- The vice dean for community service and environment development affairs.

العميد والنواب

The faculty council:

مجلس الكلية

The faculty dean is the head of the council and it has the following members:

- Faculty vice deans
- Heads of departments; One professor for each department
- One assistant professor and one teacher in all faculties and institutes where the number of departments don't exceed 10 departments
- Two assistant professors and two assistant teachers if the departments exceeded 10 depts.
- Three members at most from outside the faculty.

The faculty departments:

أقسام الكلية

The faculty comprises a number of independent departments. The department head is the head of the department council. The department council consists of all professors and assistant professors in the department and of 5 teachers at most.

The Faculty Higher Administration

الإدارة العليا بالكلية

- **Prof.Dr/ Sanaa Haroon** – The faculty dean
- **Dr./ Rajab Shaaban** – The faculty vice dean for Education and Students affairs
- **Prof.Dr./ Ashraf Abd El-Hafeez Radwan** – The faculty vice dean for community service and environment development affairs

The faculty scientific departments:

الأقسام العلمية بالكلية

- Department of psychology
- Department of Educational sciences.
- Department of Basic sciences.

The faculty administrative department

الأقسام الإدارية بالكلية

First floor includes:

- Students affairs
- Administrative affairs
- Treasury
- Early Childhood Education
- Child theater

- Information technology center

Second floor includes:

- The dean office
- The dean secretary office
- The faculty vice dean for Education and Students affairs office
- The faculty vice dean for community service and environment development affairs office
- The general director of the faculty office
- Purchase and finance affairs
- Stores Unit
- of quality assurance and accreditation
- Personnel Affairs (Special Cadre)
- Demonstrators office

Third floor includes:

- Personnel Affairs (General Cadre)
- Community service and environment development office
- Computer lab (No 1)
- Teaching staff office
- Teaching hall (No 1)
- Computer lab (No 2)
- Media production unit
- Students hall for prayer

Fourth floor includes:

- Music lab (No 1)
- Music lab (No 2)
- Musical enlightenment unit
- Teaching staff office
- Micro teaching lab
- The departments heads offices
- Assistant teachers offices

The faculty attached building within the faculty of specific education**First floor includes:**

- Study hall (1)
- Study hall (2)

Second floor includes:

- Teaching halls from 1 to 6
- The faculty library
- Post graduate library
- Gym unit
- Youth Welfare
- Psychology lab (1)
- Psychology lab (2)

- Meetings hall
- The guards leader office
- Medical administration

Joining the faculty criteria:

- Passing tests determined by the faculty council.
- The student must be healthy (medically fit), to be qualified to study in the faculty according to the followed rules.
- The student should have a full – time studying. (Namely, should be free for studying).

Language used in teaching teaching

- Arabic language except foreign languages syllabuses.
- Other language can be taught through in some syllabuses if it was required according to the nature of the syllabus.

Number of study years

- Four years of studying – with eight semesters is a must so that the student can get the Bachelor degree in early childhood education.

Testing and evaluation system:

- The student should have a percentage of 75% of attendance at least of the total hours of lectures and practical sections – the matter that enables her to attend the exam.
- The faculty council has the right to deprive the student from attending the exam only in the syllabuses in which attendance percentage is less than the limited percentage according to the recommend of

scientific departments councils or whether attendance percentage is less than the limited percentage, in this case the student is considered failure in the syllabuses that she was deprived to attend its exams. Other case the faculty council let the student to pass the exams again in the syllabuses she was deprived to attend is the obligatory conditions with keeping the grade of these syllabuses.

- If the student failed in the syllabuses of domain training only in the third or in the fourth year of studying, she would re-study the syllabuses of domain training in addition to the syllabuses she failed in.
- Student who attends not the written exam day of any syllabus is considered failure in the syllabus she hasn't attend its exam, but if she gave a reason of absence accepted by the faculty council, she may keep her grade in this syllabus.

Non – registration conditions

- The case of permanent illness, in this case, the student should give medical papers that prove the case of illness – to the University Medical Administration in order to be approved.

Evaluation system

- Exam period for any syllabus is three hours only for all years.

Theoretical syllabuses

- Marks are counted as the following: Mid-term marks with a percentage of 20% and practical exam marks with a percentage of 30% and a percentage of 50% for written exam from the total of each syllabus with a practical part.

Field training

- There are 100 marks for the syllabus of field training in the 1st and the 2nd year of studying, namely (50% of marks for written exam and 50% of marks for practicing). Also in the 3rd and the 4th year, there is 100 marks for the syllabus of field training and it is counted as the following:
 - 60% of marks for internal supervision
 - 30% of marks for external supervision
 - 10% for the directors of Early Childhood Education s in which the students are training.

Success and failure

- Student promotes to the next stage if she was succeeded in all syllabuses of the academic year in which he passed the exams or if she was failed in tow syllabuses (at most).
- Another term is being held for failed students in the fourth year on February in two syllabuses at most. The grade of success in this term is (fair) only in the syllabuses in which the student failed.
- If the student failed in February term, she can attend the exam with the other students and in the term in which the exam is held.
- The student fails when getting the grade (very feeble) with a percentage is less than 30% from the total of written test. In this case, mid term marks or marks of the practical test aren't added to the marks of the written test.
- Student success in a syllabus, also in a one year of studying in which she passed the exams is valued in terms of one of the following grades:
 - **Excellent** – with a percentage of 85% from the total at least.
 - **Very good** – with a percentage of 75% from the total at least.
 - **Good** – with a percentage of 65% from the total at least.
 - **Fair (passable)** – with a percentage of 50% from the total at least.
 - **Feeble** – with a percentage of 30% from the total at least.
 - **Very feeble** – with a percentage is less than 30% from the total at least.

- In case of very good degree at least according to the total marks of the four years, student is granted honor degree
- Student grade in Bachelor stage is valued according to the total degrees during the four years of studying in which the student passed / succeeded in its syllabuses.

Faculty of Early childhood Education
Study Plan for first year

Syllabuses- The first term

No	The syllabus	Weekly hours No	
		Theoretical	Practical
1	An Introduction to psychological and educational sciences	4	-
2	An Introduction to early childhood education	4	-
3	Developmental Psychology	4	-
4	Childhood organizations and legislations	4	-
5	Child health	2	2
6	Play Psychology	4	4
7	Child feeding	4	-
8	Field training	2	2
Total		28	8

The second term

No	The syllabus	Weekly hours No	
		Theoretical	Practical
1	Readings in English (essay and conversation)	4	-

2	Basic skills in physical education	2	2
3	Basic skills in musical education	2	2
4	Basic skills in arts education	2	2
5	Activity in early childhood education	4	4
6	Arabic language and literature	4	-
7	Field training	2	2
8	Computer basics	2	2
Total		20	12

Study plan for the second year

The first term

No	The syllabus	Weekly hours No	
		Theoretical	Practical
1	Child bringing up and his needs	4	-
2	Artistic expression of the child	2	6
3	Musical expression of the child	2	2
4	Movement expression of the child	2	2
5	Mental and knowledge growth	4	-
6	Parent education	4	-
7	Computer applications	2	2
8	Field training	2	2
Total		22	14

The second term

No	The syllabus	Weekly hours No	
		Theoretical	Practical
1	Child literature	2	2
2	Language psychology	2	2

3	Child education methods	4	2
4	Child education history	4	2
5	An Introduction to education technology in early childhood education	2	2
6	Psychological guidance	2	2
7	Readings in English	2	2
8	Field training	2	2
Total		22	14

Study plan for the third year

The first term

No	The syllabus	Weekly hours No	
		Theoretical	Practical
1	Educational psychology	2	2
2	Stories and tales of children	2	2
3	Qualifying the child for reading and writing	2	4
4	Producing teaching aids	2	4
5	Philosophical and social principles for education	4	-
6	First aids	2	2
7	Physiology psychology	2	2
8	Field training	-	4
Total		16	20

The second term

No	The syllabus	Weekly hours No	
		Theoretical	Practical
1	Developing environmental and scientific concepts	2	2

2	Developing physical concepts	2	2
3	The child ethical education	2	2
4	Developing linguistic concepts	2	2
5	Environmental education	4	-
6	Child theater	2	2
7	Computer and information systems	2	2
8	Field training	-	4
Total		16	16

Study plan for the fourth year

The first term

No	The syllabus	Weekly hours	
		Theoretical	Practical
1	Evaluation and individual differences	4	-
2	Management of early childhood education	4	-
3	Child musical tools	2	4
4	Special languages psychology	2	2
5	Learning difficulties	4	2
6	Research range	2	2
7	Kindergarten child programs	2	2
8	Field training	-	4
Total		20	16

The second term

No	The syllabus	Weekly hours	
		Theoretical	Practical

1	Comparative education	4	-
2	Museum and child library	2	4
3	Early Childhood Education teacher	2	2
4	Pre- school child programs	4	2
5	Developing creation and communication skills	2	2
6	Psychological health	2	2
7	Research range	2	2
8	Field training	-	4
Total		18	18

Teaching Staff and Assistants

Lecturers:

أعضاء هيئة التدريس
ومعاونيهم

Department of Psychology

- Dr: Noor Ahmed Abu Bakr
- Dr: Mohamed El- Sayyid Bikheet
- Dr: Samiha Mohamed Ali Mohamed Attia
- Dr: Nora Ahmed Taha
- Dr: Ranya Ali Kasem

Department of Educational sciences

- Dr: Safaa Ahmed Mohamed
- Dr: Ranya Abd El Moeaz Al Gamal
- Dr: Naglaa Ahmed Amin
- Dr: Zeinab Mohamed Salama

Department of Basic sciences

- Dr: Aliaa Abd El Mouneam Ebrahim
- Dr: Hayam Ali El Nagar
- Dr: Mohamd Ezatt Abu El Azm
- Dr: Essam Mahfouz
- Dr: Nana El Dawy Ahmed

Assistant lecturers:

- Sahar Fathi Abd El Mohsen
- Ahlam Ali Abd El Satar
- Ghaidaa Abd Allah El Gabaly
- Huda Mahmoud Mohamed
- Afaf Mamdouh Mohamed
- Rasmya Mohamed Farghaly
- Raghda Ahmed Helmi
- Doaa Mamdouh

Demonstrators:

- Hind Salah
- Seham Hagag
- Shaimaa Abdel-Fattah Abdel-Maged
- Doaa Hosni Shaaban Ahmed
- Ibtsam Ramadan Mohamed
- Asmaa Issa Mohamed
- Faten Ahmed Rabyea Ali

The faculty student services:

1- Paying fees:

خدمات الطلاب بالكلية

- The student affairs administration facilitates paying the fees for new students through guiding banners that specify the amount of expenses per each year and edit paying permissions to be paid in the faculty treasury.
- Students should consult student affairs after paying the fees to record the numbers of bills in the file that relates student affairs. The student is not considered registered in the faculty before paying the amount of fees, passing the medical checks and the personal test as well.

شروط القبول بالمدن الجامعية

The university cities admission requirements:

- 1) The student shouldn't be from Fayoum governorate citizens or Beni-seif citizens (except the distant villages).
- 2) The student should succeed in the academic year.
- 3) The priority of admission is given according to the consideration of the student age, the total grades, and the place of residence only for students of the preparatory year and the first academic year.
- 4) The student shouldn't be married.
- 5) The student shouldn't be punished before.
- 6) Monthly expenses should be given to the city supervisor before the 10th day of the next month.
- 7) In case of disobeying the city regulations, you expose yourself to one of the penalties provided in the city regulations (warning, dismissing) that deprive you from joining the city in the next year.

Feeding, exit and entering times are very important, that's why you should stick to it.

شروط الاشتراك بالمواصلات

Transportation requirements:

The student should do the following in order to take part in transportation:

- Pay study fees at first.

- Bring the form of participation relevant to the selected mean of transportation and completing its information by student affairs to be accredited by the faculty.

رعاية الشباب

3- Youth Care:

Youth care administration plays a very important role through providing some services:

- 1- Aiding poor students through (social solidarity – book support), as they should provide papers prove their case to make benefit of solidarity.
- 2- Guiding students towards available activities to participation according to the desire of each one and they are as follows:

اللجنة الثقافية

- The cultural activity committee in the field of:

(Poetry – wall magazines – the holy Quraan competitions – researches – essays – characters – printed cultural competitions).

اللجنة الإجتماعية

- The social activity committee and voyages:

(Student names – ideal student competitions – taking part in environmental groups and conferences – participating in voyages inside and outside the governorate).

اللجنة الفنية

- The artistic activity committee in the fields of:

(Theater – individual and collective singing – religious singing – imitating – sketches – artistic exhibitions – drawing – print – photographing).

اللجنة الفنية

- The sportive activity committee:

Forming sportive teams in the faculty as (volley ball – hand ball – tennis – basket ball – billiard), in addition to some competitions on the university level such as athletics – kites festivals – beach games.

لجنة الجواله

- Gawalla Committee:

Participating in gawalla and training students to be prepared in order to take part in gawalla festivals.

الإدارة الطبية

4- Medical Administration:

The faculty medical administration provides the following:

- Making medical checks for new students.
- Sending students to the university hospital.
- The hospital makes medical checks and gives medicaments from the university medical administration.

الصندوق الإجتماعى

5- Social solidarity fund:

It aims at participating in services and availing social care for students as (financial aids for poor students) that are given in the form of:

- 1- Paying study fees.
- 2- Providing medical glasses and compensatory devices.
- 3- Financial

The faculty youth care distributes forms of social solidarity relevant to different aids with the beginning of the academic year.

مكتبة الكلية

6- The faculty library:

It represents the student window for all new researches, references, dictionaries, essays and scientific papers in the field of early childhood education.

The faculty established the library in 2007 and it is equipped on the latest international systems in the field of libraries and it includes two bases:

The first is for students of bachelor and it includes 700 books and the second is for scholars in the stage of high studies and it includes a number of computers that store special data of books, and references.

The library provides several services for students of the faculty through internal and external borrowing and photocopying for the faculty students and other external students.

أهداف إتحاد الطلاب

Student union objectives:

- 1- Developing spiritual and ethical values in addition to national awareness among students and training those on leadership and expressing their points of views and prevailing clear academic spirit among students and strengthening relations between them and the faculty teaching staff.
- 2- Developing the student's level intellectually, socially and physically through different union committees.
- 3- Finding out students talents in the different fields, their abilities and their skills in order to develop and encourage them.
- 4- Encouraging student groups and supporting their activities in order to spread the spirit of brotherhood among members.
- 5- Investing students' abilities in community service and environment development in order to achieve these objectives through different union committees in the faculty.

Currently, the university student unions are being formed on two levels:

- The faculty students union.
- The university students union.

لجان إتحاد الطلاب بالكلية

The faculty students' union committees:

It includes 6 committees:

1- Al-Osar committees:

It aims at encouraging al-osar forming to practice all activities that connect students with teaching staff.

2- The sportive activity committee:

It aims at encouraging sportive spirit among students and developing their talents and working on developing and organizing the physical activity into two departments: Internal activity represented in making sportive competitions, al-osar leagues among students and teaching staff, also competitions between the faculty teams, some osars and practical associations exist in the faculty and external activity represented in participating in the university league on the faculty level in addition to sportive competitions on the level of different organizations exist in the governorate and taking part in the universities leagues on the level of individual and collective games.

3- The cultural activity committee:

Organizing cultural activities that make students acquainted with society needs, characteristics, developmental factors and working on spreading cultural awareness besides encouraging and developing literary hobbies for students.

4- The artistic activity committee:

Developing artistic activity through making festivals and exhibitions to promote and upgrade their different artistic talents.

5- Gawalla committee and public service:

Developing and encouraging Gawalla activities and taking part in environmental service efforts. Add to this, making internal and external camps.

6- Developing social relations between students and teaching staff and the workers. Also it works on developing collective spirit among them as well as organizing external and internal voyages with different types.

- Forming the faculty student union:

The faculty union is formed from the faculty registered students to get bachelor degree and those who paid the union fees.

- The faculty student union council is formed annually under the leadership of:

- 1- Prof.Dr. Sanaa Haroon The union leader
- 2- The union leaders of the union council under the command of teaching staff.
- 3- The student union committees' trustees are formed from the students.

رئيس الجهاز الفني لرعاية الشباب

4- The head of the technical support for youth care

Election is carried out at the level of each class from the six committees from the trustee and the assistant trustee for each committee. Election of the trustee and the assistant trustee is based on the faculty level and secret election under the supervision of the union leader and teaching staff and the committees leaders in the presence of the head of the technical support in the faculty youth care.

مجلس إتحاد الكلية مسئول عن

The faculty union council is responsible for:

- 1- Drawing public policy of the union in the light of the presented programs from each committee.
- 2-The accreditation of the council committees work programs and the distribution of financial accreditations relevant to each committee.
- 3- Accrediting the final accounts of the union
- 4- Coordinating between the faculty union council committees and following up the followed plan and evaluating it
- 5- Strengthening relations with other student unions inside the university students elected to the membership of the union's council should meet the following requirements:
 - 1-student should be Egyptian

- 2- Student should be ethical
- 3- Student should be recent in his academic year besides paying the amount of expenses for union membership
- 4- Student should have an outstanding Activity in the field of the committee works in which he elects himself.
- 5- Student shouldn't be punished before

Elections are held at the end of February per each year. The student has the right to vote in case of registering in the schedules relevant to voters and that should have an identification card and the bill threat proves paying the fees of the union. Elections are held on the condition that there are at least 50% of students who have the right to vote and in case of less than 50% elections are held again after three days on the condition that there are at least 20% of students.

ملحوظة

Note:

The one who disobeys the regulations of the unions within the university is exposed to one of the following penalties:

- 1- Depriving the member to practice the union activities for two months.
- 2- Canceling the membership for one year
- 3- Dismissing the member from the union council the first penalty is approved by the faculty dean, but as for other penalties, they are issued by a decision from the university president. Students' union has financial and administrative regulations issued by the decision of the president of universities supreme council.

Sickness excuses during the study:

- The student must officially notify the College with his sickness no later than ten days from the date of its isolation from the study.
- Turning requesting a letter from the management to the Medical administration of the signing of a medical examination and the adoption by the medical certificates submitted by them.
- The sickness leaves certificates should be of a specialist facility with testing and analysis and a reminder function treatment of the disease and the duration of treatment for it.
- It will not be paid attention to the certificates and excuses made after the sickness to heal, is a student in this case are absent without an acceptable excuse.
- If the entry requesting a private hospital or notified in a letter from the hospital on entering the hospital, and a ticket number and date of exit and comfort required.

Sickness excuses to apologize for taking the exam:

- The student must notify the college immediately with his sickness. If the situation did not allow the student to come to the medical management of a medical examination it must progress in the nearest time during the exam period, and with sickness leave certificates from a specialist facility with testing and analysis and a reminder function treatment of the disease and the time needed for treatment of the administration of college you are transferring to medical management.

- It will not consider medical management of any certificates of satisfactory post-tests, the student is absent without an acceptable excuse.
- If the student is from outside the Arab Republic of Egypt, he should present a medical certificate signed by two doctors and approved by the Egyptian embassy in the country

Behaviors and controls for Student College

Is a disciplinary offense:

- Acts against the system of college or university institutions.
- Disable study or incite or refrain from attending the mastermind of lessons and lectures and other university activities which require attendance by the regulations.
- Any act contrary to the honor and dignity or breach of good conduct within the university or outside.
- Any breach system exam or calm him and all the necessary fraud or attempted the exam.
- All damage to facilities, equipment, materials or books, university or squandered.
- Each organization of associations within the university or to participate without prior approval by the university authorities concerned.
- Distributing pamphlets or publications college or collect signatures without prior approval from the competent university authorities.
- Sit inside the university buildings, or participate in demonstrations in violation of public order in Literature.

Each student committed fraud in the examination and control in the act directed by the Dean or his representative of the examination committee and denied entry to the examination in the rest of the material and is requesting failure all the articles of this examination shall be forwarded to the Disciplinary Board.

In other cases canceling examination by a decision of the Disciplinary Board or the College Board would entail the invalidity of Degree if they have given to the student before fraud detection.

العقوبات التأديبية هي

Disciplinary sanctions are:

- Alert orally or in writing.
- Depriving some student services.
- Deprivation of one of the decisions to attend classes for a period not exceeding one month.
- Dismissing of the College for a period not exceeding one month.
- Denial of examination in the decision or more.
- Stop is requesting for a masters degree or doctorate for a period not exceeding two months or for two semesters.
- Requesting cancellation of examination in the decision or more.
- Dismissing of the College for a period not exceeding classrooms.
- Denial of the exam in one semester or more.
- Denying the student enrollment for masters or doctorate for one semester or more.
- Dismissing of the College for a period not more than a semester.
- The final Dismissing of the university and a dismissal decision to the other universities and results in a disqualification of the student enrollment or progress examinations in the Arab Republic of Egypt.
- Following the proclamation of the decision of the disciplinary punishment within the college and a resolution to the guardian of the student. And kept the decisions of disciplinary penalties except the alarm in the file requesting oral.
- The Council of the University to reconsider the decision of the final chapter after at least three years from the date of the resolution.
Do not sign of the penalties contained in Section V and beyond only after the investigation with the student by the college and hear the evidence as to if the level is not present in time for the investigation fell right to hear the evidence and is in charge of the investigation with his appointed Dean of the College.

- Is not permissible for a member of the faculty director of the investigation with the student to be a member of the Disciplinary Board.

Decisions issued by the competent authority of disciplinary punishments shall be final. However, the opposition may be in absentia decision of the Disciplinary Board, within a week from the date of notification to the student or the guardian's decision is in his presence, if the request for attendance has announced to the person requesting or guardian the student fails to attend without an acceptable excuse.

Community service and environment development center Faculty of Early Childhood Education

The center has been established under the decree of the university council no (21), 25/7/2007 to 31/7/2007.

Special units

1-Motherhood and Childhood Unit:

Vision of the unit:

The unit is seeking to be a leading unit in the Arab nation in qualifying the performance of those institutions that are responsible for bringing up and educating the Early Childhood Education child psychologically, socially, cognitively, and finally healthfully.

Mission of the unit:

Motherhood studies unit offers its services to all social institutions that take part in bringing up and educating the Arab child. By doing this, the unit contributes in solving the Arab child problems through providing high qualified educational practices in these institutions. Additionally, this may be achieved through employing the modern techniques and utilizing the others' experiences, and presenting professional support for educational systems and institutions. This will ensure the quality of the educational process and the achievement of the set aims of the institutions. Therefore, the unit pays more attention to the following fields:

- Educational Counseling.
- Curricula Designing.
- Translation.
- International Quality Assurance.
- Training.

Aims of the unit:

The unit attempts to achieve a set of different aims as follows:

1-Raising the standard of developing children and mothers alike in Fayoum Governorate through:

- Preparing scientific and applicable studies in the childhood stage.

- Taking part in solving children and mothers' problems at Fayoum Governorate.
- Preparing scientific and applicable programs for children.
- Setting training courses and discussions for those who work and deal with the childhood stage.
- Raising the cultural awareness of mothers in order to help them bring up their children.

2-Providing professional support for teaching staff members so as to use scientific techniques in preparing, presenting and selling their scientific literature. This will lead to elevating the standard of the students of Early Childhood Education faculty.

3- Providing professional as well as administrative support for all units, institutions and individuals who are specialized in bringing up and educating children. Support includes scientific, technological and applicable skills.

4-Developing the skills of all the local society members who deal with the child at Fayoum Governorate through providing them with the necessary culture and raising their technical and scientific standards.

5-Providing them with the needed awareness of different aspects of child's development and needs.

6- The unit is also responsible for doing all the activities of developing the skillful courses project which is involved in preparing and training the Early Childhood Education teacher.

2-Fitness and Health Unit:

Aims of the unit:

- 1- Spreading the awareness with health and fitness.
- 2- Extending the practice of sports.
- 3- Extending women's contribution in various activities.
- 4- Organizing and investing youth's spare time.
- 5- Utilizing young people's energies in order to have a citizen who is balanced on the physical, mental and cultural bases according to the general policy and educational philosophy of the country.

3-Music and Enlightenment Unit

Establishment of the unit:

The establishment of this unit won the approval of The Social Service Affairs and Environment Development Council on 21/11/2007, meeting number (12).

Aims of the unit:

The unit aims at:

- 1-Spreading musical culture.
- 2-Elevating the society through developing its individuals' musical sense.
- 3-Developing the musical sense of children as well as adults.
- 4-Making use of the effect of the musical education in the individuals' social development.

Quality assurance unit

وحدة ضمان الجودة

The Unit has been established in 3 / 2008, after obtaining the financial and technical support of the project of quality assurance and accreditation (2) of the Supreme Council of Universities.

Importance of the unit:

- Maintain and develop the administrative system in the educational institution

اهمية الوحدة

- Maintain the complaints of students and their parents and to minimize them and to develop solutions.
- Increased educational efficiency and raise the level of performance of employees in the institution.
- Meet the requirements of students and their parents and the community and access to the satisfaction according to the general system of the institution.
- Enable the institution to analyze problems through scientific ways.
- Coherence and integration between all teaching staff and administrators in the organization and to work through the team and team spirit.
- Application of the quality system gives the institution the respect and appreciation and local recognition.
- Working to improve the performance of teaching staff through quality management.
- Working to reduce errors in the scientific and administrative work, thus leading to reduced material costs.
- Working to provide means and facilities necessary to complete the work.
- The philosophy of scientific work based on linking the educational process needs of the labor market.
- They take into account the importance of the direct needs of beneficiaries.
- Help to provide a scientific database and integrated management.

The overall objectives of the quality assurance

الأهداف العامة للوحدة

- Ensuring that students, employers and parents to have the information that shows how to get students to their testimony under the standards of academic quality.
- Defining the labor market altogether and programs of study and their academic certificates, qualifications, experience. In order to create new jobs and absorb the new graduates.
- Informing the college with all the data and information necessary to enable them to better understand the market mechanisms work, and analysis of emerging areas of work and preparedness, and a better understanding of the requirements of the labor market and identify its needs and then re-specification of educational product and processes associated with it to enable it to supply the job market constantly renewed human resources.
- Encouraging the research and development joint between academics.

- Contribute to the improvement and raising the level of services provided by different sectors of the college students and community.
- Establishing and developing programs to measure and evaluate performance in the areas of total quality.
- The development of knowledge workers in all sectors of the faculty on the concept and philosophy of comprehensive quality the importance of applying quality faculty and the necessary ingredients to do so.
- Improving the quality of education in each direction of academic and learning environment and community participation.
- Supporting administrative and managerial capacity on the college level for the provision of education services efficiently.
- Promoting the educational process through standards ensure the conformity of the structures and educational programs and performance of faculty and resources and management techniques in the College.
- Conducting a comprehensive assessment of the college, adoption and support self-evaluation to it.

مخرجات نظام الجودة

Output of the quality system:

The recent trends in quality measurement and management is not working to avoid a narrow view and work on the measurement of educational outcomes in the availability of properties and trends of knowledge, skill and behavior in graduates, but also extends to measure the quality of service to the quality of the elements of education service delivery and the preparation of the strategic plan for research and development funding sources and building institutional capacity and determine the standards of academic and reference and characterization of the report of the decisions, program and development of databases and the preparation and adoption of standards exam and implement training programs and follow-up of graduates and members of the beneficiaries and teaching assistants, students and beneficiaries of community participation.