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**Presidency**

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**Fifty - Eighth  
Year**

**Prime Minister Decree No. 3248 of 2016**  
**On the issuance of the Executive Regulations of the Law No. 13**  
**of 2015 Regarding the Institute of National Planning**  
**Prime Minister,**

- Having taken cognizance of the Constitution;
- The Regulating Universities Law No. 49 of 1972 and its Executive Regulations and amendments;
- The State Budget Law No. 53 of 1973;
- The Government Accountability Law No. 127 of 1981;
- Law on the regulation of the Institute of National Planning (INP) Law No. 13 of 2015;
- and The INP's general regulation No. 1 of 1971, issued under the resolution of the INP's Board of Directors;
- Having obtained the approval of the INP's Board of Directors at its session held on 26/05/2016;
- Based on the proposal submitted by the Minister of Planning, Follow-up and Administrative Reform; and Based on the decree of the Council of State;

**It has been issued:**

**Article (1)**

The attached Provisions of the Executive Regulations of Law No. 13 of 2015 mentioned shall come into force.

**Article (2)**

The INP's general regulation No. 1 of 1971, issued under the resolution of the INP's Board of Directors, and any provision contrary to the provisions hereof shall be annulled.

**Article (3)**

This Decree shall be published in the official gazette and shall come into force on the day following publication.

It has been issued by the Prime Minister on 18 Rabi' al-Awwal 1438 AH corresponding to (17 December 2016 AD).

Prime Minister  
**Eng. Sharif Ismail**

**Executive Regulations of Law on the regulation of the Institute  
of National Planning (INP)**

**Law No. 13 of 2015**

**(Preamble)**

**Definitions**

**Article (1)**

In the application of the provisions hereof, the following words and expressions shall have the meanings ascribed thereto hereunder:

**INP:** is the Institute of National Planning.

**Competent Minister:** is the Minister of Planning.

**Board:** is INP Board of Directors.

**(Part One)**

INP Management

**Chapter I**

INP President

**Article (2)**

A candidate for the position of INP President shall meet the following requirements:

1. He/ she shall have been a professor for at least five years.
2. He/ she shall be Egyptian.
3. He/ she shall enjoy his/ her civil and political rights.
4. He/ she shall not have been convicted of a felony or a crime prejudicial to honor or public trust, unless he/ she has been exonerated.
5. He/ she shall not have been subject to disciplinary punishment, unless it has been abrogated.

**Article (3)**

Upon a decree to be issued by the Board, the Secretary General or his representative shall take necessary procedures for hiring a new INP President

through publishing a job advertisement via INP website, Egyptian Government Portal website and at least one daily newspaper, provided that the advertisement shall contain the necessary qualifications, the applicants selection criteria, the deadline for receiving applications as well as the required documents and the entity to which they shall be submitted.

#### **Article (4)**

The INP President shall be selected from three professors nominated by a specialized committee called the "Nomination Committee" that shall be formed under the decree of the Chairman of the Board as follows:

Two members shall be selected by the Board from the professors emeriti or INP employees, provided that they shall have been professors for at least five years.

Three members shall be selected by the Board from outside the INP.

The Board shall select a chairman for the Committee from its members.

The decree issued to form the Committee shall set its rules and procedures.

The Committee may seek the assistance of competent state authorities of the State to complete data or information it deems necessary.

#### **Article (5)**

A Technical Secretariat for the Nomination Committee shall be formed under a decree of the Chairman of the Board based upon the proposal of the Committee. The decree issued to form the Technical Secretariat shall set its rules and procedures.

#### **Article (6)**

The Technical Secretariat shall receive the job applications for the post of the INP President and record its evaluation on each. In addition, it shall prepare applicants data evaluation records to be presented to the Committee.

#### **Article (7)**

The Nomination Committee is competent to:

- examine the filled applications for the position of the INP President and exclude unqualified job applicants under a substantiated decree recorded in the Committee meetings minutes;

- set a timetable for the qualified applicants to present their programs for developing the scientific and administrative performance of the INP; and
- Select the best applicants based on the criteria stipulated in the Article (8) hereof.
- The Committee may conduct interviews and tests it deems necessary to identify the potentials of applicants for this position.

### **Article (8)**

The best qualified applicants for the position of the INP President shall be selected based on the following criteria:

- Scientific excellence proved through the publication of scientific researches in refereed journals on the issues of planning and development, and scientific awards obtained from various entities in areas relevant to planning. Thirty degrees out of a total of one hundred degrees shall be allocated to this criterion.
- The proposed program for developing the scientific and administrative of the INP. Twenty-five degrees out of a total of one hundred degrees shall be allocated to this criterion.
- Organizational competence and leadership skills proved through occupying different academic administrative positions and the ability to create institutional development through these positions. Twenty degrees out of a total of one hundred degrees shall be allocated to this criterion.
- Ability to communicate and interact positively, good reputation and commitment to scientific values. Fifteen degrees out of a total of one hundred degrees shall be allocated to this criterion.
- Fluency in one or more foreign languages, negotiation capabilities and experience in dealing with regional and international institutions. Ten degrees out of a total of one hundred degrees shall be allocated to this criterion.

### **Article (9)**

The Nomination Committee shall set the final arrangements for the applicants according to the scores obtained by each of them in the criteria set forth in the preceding Article.

The Committee shall nominate the three applicants with the highest scores.

The Nomination Committee shall submit a report on the results of its efforts to the competent minister for submission to the President of the Republic in order to appoint one of the three candidates.

## **Chapter II**

### **INP Vice-President**

#### **Article (10)**

The INP President shall nominate a Vice-President to assist him/ her in the administration. The Vice-President is entitled to have all the competencies set forth in Articles (11 & 12) hereof. Alternatively, the INP President shall nominate two Vice-Presidents, provided that one of them shall be responsible for the affairs of research and postgraduate studies, and the other shall be responsible for training, consultancy and community service.

In the event of establishing one or more branches for the INP, the INP President may nominate a Vice-President to assist him/ her in the management of branches affairs. Such Vice-President shall have all the competencies set forth in Articles (11 & 12) hereof regulating the affairs of these branches.

The INP Vice-President shall meet the conditions stipulated in Article (2) hereof.

#### **Article (11)**

The Vice-President for Research and Postgraduate Studies shall:

1. supervise the preparation and implementation of research plans, and offer necessary suggestions for developing the research performance of the INP;
2. supervise the documentation and publication affairs, authorship and translation programs and the implementation of the relevant policy, and

- offer necessary suggestions for performance improvement in these fields;
3. supervise the process of preparing financial requirements for research, studies, documentation and publication programs in the INP annual budget;
  4. suggest the organization of scientific conferences, seminars and meetings, and supervise their implementation by the INP specialists;
  5. supervise the preparation and implementation of postgraduate programs at the INP, and offer necessary suggestions for their development;
  6. supervise the affairs of postgraduate students at the INP, ratify the registration of the theses topic, form discussion committees and evaluate the theses submitted;
  7. supervise the process of preparing financial requirements for the postgraduate activity in the INP annual budget; and
  8. Perform other duties assigned to him/ her by the INP President.

### **Article (12)**

The Vice-President for Training, Consultancy and Community Service shall:

1. supervise the preparation of training programs of various types, and offer necessary suggestions for their development;
2. suggest means for promoting the training programs, and supervise their implementation by the INP specialists;
3. supervise the consultancy activity, and propose governing rules for its submission;
4. suggest means for promoting the consultancy activity, and supervise their implementation by the INP specialists;
5. supervise the process of preparing the financial requirements for the training and consultancy programs in the INP annual budget;
6. supervise the organization of community service and environmental development programs; and
7. Perform other duties as assigned to him/ her by the INP President.

### **Chapter III**

#### **General Conference of the INP**

##### **Article (13)**

The General Conference of the INP shall be composed of all the members of its Scientific Body. The INP President shall invite the Secretary-General and all the members of the associate Scientific Body to participate in the discussions of the General Conference of the INP without considering their opinions binding.

The INP President may call for holding the conference at the request of the unrestricted majority of the members of the Scientific Body of the INP.

##### **Article (14)**

The conference shall not be valid except with the attendance of the unrestricted majority of the members of the INP Scientific Body. The recommendations shall be made by the majority of the attendees' votes. In case of an equality of voices, the INP President shall have the casting vote.

The INP President shall assign one of his/her Vice-Presidents to prepare a report on the recommendations of the Conference to be submitted to the Board, together with a copy to be provided to the Scientific Centers.

### **Chapter IV**

#### **Scientific Coordinating Council**

##### **Article (15)**

The Scientific Coordinating Council shall be formed under the chairmanship of the INP President and members from its representatives and managers of Scientific Centers. It shall discuss the INP's scientific and technical affairs and issue relevant recommendations. It shall for achieving this:

1. Discuss the strategic plan of the INP and the operational plans of the Scientific Centers before submitting them to the Board.
2. Discuss the activities and results of the Scientific Centers and the Specialized Scientific and Technical Committees and achieve coordination among them and issue relevant recommendations.
3. Discuss the general objectives of the INP's research plan, its topics and relevant activities, in particular scientific publishing activities and events, and discuss reports on the follow-up of the implementation of its



programs and proposals to overcome any obstacles that may hinder the implementation.

4. Discuss progress reports on the postgraduate programs and proposals for their development.
5. Discuss progress reports on the training programs, consultations and community service programs, and proposals for their development;
6. Discuss the INP's needs for scientific roles and their distribution among the Scientific Centers and their various departments, and propose scientific degrees required to be established and their conditions;
7. Discuss the INP's needs for scientific missions and delegations, and offer necessary suggestions in this regard;
8. Discuss and evaluate the draft annual report on the activities of the INP, in preparation for its presentation by the INP President before the General Conference and then the Board;
9. Discuss the agenda of the regular meeting of the Board before presenting it to the President of the Board; and

Examine other matters referred to it by the Board or the INP President.

#### **Article (16)**

The INP President shall call the Scientific Coordinating Council to hold a session at least once a month and whenever it is needed. The Council shall not be valid except with the attendance of the unrestricted majority of its members. The Council's recommendations shall be issued by the majority of the attendees' votes. In case of an equality of voices, the President's side shall have the casting vote.

The INP President shall assign a Technical Secretariat for the Scientific Coordination Council.

## Chapter V

### Specialized Committees

#### Standing Committee for Promoting the Scientific Body Members of the INP

##### Article (17)

The Standing Committee for promoting the Scientific Body Members of the INP shall be composed of a minimum of fifteen members from the INP staff. If necessary, members are outsourced.

When forming the Committee, the different disciplines at the INP shall be represented.

The Committee shall be formed under a decree passed by the Board based on the nomination of the INP President after obtaining the approval of the boards of the Scientific Centers. The Board shall select a president and a rapporteur from its members.

The term of the Committee shall be three years.

The Committee is entitled to form specialized qualitative committees from its members or others.

##### Article (18)

A member of the Committee shall:

1. Have been a professor for at least five years;
2. Have an honorable research record, a good reputation and scientific prestige;
3. Not be the INP President or one of his/ her Vice-President or the manager of one of the Scientific Centers at the INP; and
4. Be among the lists of arbitrators approved by the Board.

Membership shall be forfeited if the Committee member fails, without an excuse accepted by the Committee, to attend three consecutive or five non-consecutive meetings per year. In such case, the procedure for selecting alternative member shall be taken within a month.

### **Article (19)**

The Committee is competent to:

1. prepare the lists of arbitrators from internal and external applicants through the INP website or others, based on the nomination of the boards of Scientific Centers or the Committee, in preparation for the presentation of these lists by the INP President before the Board for approval, and update these lists whenever required;
2. receive applications for promotion accompanied by reports and documents determined by the Committee;
3. form a Tripartite Committee to examine the scientific production of the applicants named in the lists of arbitrators approved by the Board, provided that the members of the Committee shall include two outsourced members and one internal member. The members of the Tripartite Committee may include one of the members of the Standing Committee for Promotion. The rapporteur of the Committee shall be the Senior Professor;
4. receive the report of the Tripartite Committee to examine the applicants' scientific production;
5. receive an overall evaluation report on the scientific activity of the applicant prepared by his/her center, provided that the report shall be approved by the manager of the center and the INP President;
6. hold a session to discuss the overall scientific production with the applicant for promotion; and
7. prepare a final report on the eligibility of the applicant for promotion, to be presented by the INP President before the Board.

### **Article (20)**

The Committee shall hold its meetings on a monthly basis at the call of its president, and its proceedings and deliberations shall be confidential.

The Committee shall not be valid except with the attendance of at least two thirds of its members. Decrees shall be issued by a majority vote of the attendees. In case of an equality of voices, the INP President shall have the casting vote.

A complaint against the result of the final report prepared by the Committee shall be presented before the Board.

### **Technical Committees**

#### **Article (21)**

The following committees shall be formed under a decree from the INP President upon the nomination of the boards of Scientific Centers and the approval of the competent Vice-President of the INP:

- The Committee of Research Activities and the Committee of Postgraduate Studies, chaired by the INP Vice-President for Research and Postgraduate Studies; and
- The Training Committee, the Consultancy Committee and the Community Service Committee, chaired by the INP Vice-President for Training, Consultancy and Community Service.
- When forming these Committees, their members shall include representatives of the Scientific Centers.

#### **Article (22)**

The Committees mentioned in the preceding Article are competent to assist the concerned Vice-President of the INP in his/ her duties.

The decrees issued for the formation of these Committees shall determine its competencies, system and procedures.

### **Chapter VI**

#### **Secretary General**

#### **Article (23)**

The Secretary General shall assist the INP President in supervising the INP financial and administrative affairs in accordance with decrees passed by the Board and the INP President.

In addition, the Secretary General shall supervise the administrative divisions and organize the work among them according to the organizational structure of the I

**(Part Two)**

**Organizational Structure of Scientific Centers**

**Article (24)**

The INP consists of the following Scientific Centers:

1. Macro-economic Policies Center;
2. International Economic Relations Center;
3. Planning Techniques Center;
4. Regional Development Center;
5. Environmental Planning and Development Center;
6. Agricultural Planning and Development Center;
7. Industrial Planning and Development Center; and
8. Social and Cultural Planning Center.

**(Chapter I)**

**Macro-economic Policies Center**

**Article (25)**

Macro-economic Policies Center is competent to study large-scale issues of development, development planning, monetary policies, general financial policies, savings and financing development, production, investment, consumption, internal trade, labor market, wages, prices, subsidies, standard of living, income and wealth distribution.

The Center is also competent to study the national accounts, their implications on economic databases and their use in analysis and planning.

**Article (26)**

Macro-economic Policies Center consists of the following departments:

1. Macro Planning Department;
2. Financial and Monetary Policies Department;

3. Consumption and Internal Trade Department; and
4. The Labor Market Department.

## **Chapter II**

### **International Economic Relations Center**

#### **Article (27)**

International Economic Relations Center is competent to study the issues of foreign trade and the balance of payments, policies and techniques of international marketing and technology transfer, different forms of international finance, foreign investment flows and their worldwide trends and their impacts on the Egyptian economy.

The Center is also competent to study the topics of the international services sector in Egypt, all the relevant agreements, treaties, international and regional economic alliances and organizations, contracts and arbitration.

#### **Article (28)**

International Economic Relations consists of the following departments:

1. Foreign Trade and International Marketing Department;
2. International Finance and Foreign Investment Department;
3. Economics of International Service Department; and
4. International and Regional Economic Alliances and Organizations Department.

## **Chapter III**

### **Planning Techniques Center**

#### **Article (29)**

Planning Techniques Center is competent to develop approaches and techniques of planning and decision-making at the national, sectoral, production and service levels, in order to serve planning studies and set policies to raise the efficiency of decision-making and objectives of economic and social development plans.

The Center is also competent to build models of both quantitative and qualitative types and evaluate their usage, manage databases, information

technology systems and their applications in various fields, and conduct future studies.

#### **Article (30)**

Planning Techniques Center consists of the following departments:

1. Model – Building Department;
2. Applied Statistics and Econometrics Department;
3. Information Technology System and Decision Support Department;
4. Operational Research Department; and
5. Future Studies Department.

### **Chapter IV**

#### **Regional Development Center**

#### **Article (31)**

Regional Development Center is competent to conduct research and studies on comprehensive regional development and techniques of preparing and following up its plans, with a view to identifying appropriate policies and strategies for regional development.

The Center is also competent to undertake regional accounts and prepare planning studies that contribute to the planning and development of resources and projects settlements.

In addition, it is competent to benefit from geographic and planning information systems and conduct studies on the development of local administration bodies and decentralization issues.

Further, it is competent to cover studies relating to population and labor force and their impact on economic and social development and its impact on them.

#### **Article (32)**

Regional Development Center consists of the following departments:

1. Regional Planning Department;
2. Geographic Information Systems Department;
3. Local and Decentralized Administration Department; and

4. Labor Force and Population Planning Department.

**Chapter V**

**Environmental Planning and Development Center**

**Article (33)**

Environmental Planning and Development Center is competent to study the environmental dimension and sustainable development objectives in development plans, programs and projects at all levels.

The Center is also competent to cover studies relating to the determination of different paths for a wise management of natural resources and the application of techniques and approaches for measuring environmental performance, techniques of auditing, supervising and environmental monitoring and associated environmental data and information.

In addition, it is competent to introduce policies and provide optimal alternatives of natural resources and their future scenarios.

**Article (34)**

Environmental Planning and Development Center consists of the following departments:

1. Environmental Planning Department;
2. Environmental Economics Department;
3. Natural Resources Management Department; and
4. Environmental Accounting Department.

**Chapter VI**

**Agricultural Planning and Development Center**

**Article (35)**

Agricultural Planning and Development Center is competent to study agricultural and rural development policies, fish wealth development, water and irrigation issues, marketing, cooperation, agricultural guidance, management and evaluation of agricultural projects, research in agricultural planning techniques and agricultural information systems, and building and improving capacities in all fields.



### **Article (36)**

Agricultural Planning and Development Center consists of the following departments:

1. Agricultural Policies Analysis Department;
2. Resource Management and Agricultural Projects Evaluation Department;
3. Marketing and Agricultural Information Systems Department; and
4. Rural Development and Agricultural Cooperation Department.

### **Chapter VII**

## **Industrial Planning and Development Center**

### **Article (37)**

Industrial Planning and Development Center is competent to study the issues and policies of industrialization, manage and evaluate industrial projects, upgrade the performance of the industrial sector and develop small and medium enterprises.

The Center is also competent to study the infrastructure development policies and the development of production services.

### **Article (38)**

The Industrial Planning and Development Center consists of the following departments:

1. Industrial Development Department;
2. Production Services Development Department;
3. Industrial and Service Projects Management and Evaluation Department; and
4. Small and medium-sized enterprises (SMEs) Department

### **(Chapter VIII)**

## **Social and Cultural Planning Center**

### **Article (39)**

Social and Cultural Planning Center is competent to study all issues relating to human development within the framework of development and planning of social, psychological, cultural and educational dimensions of development, in

particular issues relating to education, scientific research, health, media, tourism, etc., in order to serve the planning of social and cultural services and offer suggestions to guide social policy in achieving social security, human resources development and sustainable development.

**Article (40)**

Social and Cultural Planning Center consists of the following departments:

1. Social and Cultural Issues for Development and Planning Department;
2. Social and Cultural Service Planning Department; and
3. Human Resources Development and Management Department.

**Article (41)**

Subject to the provisions of Article No. (14) of the INP Law, other centers or departments may be established upon the approval of the Board.

**(Part Three)**

**Activities of the INP**

**Chapter I**

**Research Activities**

**I. Research and Studies:**

**Article (42)**

The INP conducts research and studies in all fields relating to planning and development issues.

Based on the proposal of the board of the relevant scientific center and after obtaining the approval of the INP Vice-President for Research and Postgraduate Studies, the INP President may approve the outsourcing of experts and specialists to conduct research and studies.

**Article (43)**

The INP may conduct research and studies for the ministries, government agencies, local administration units, public authorities, public sector companies or the public business sector, at a cost determined by the Board, provided that it shall not exceed the actual cost of research or study.

The INP may also conduct research and studies for individuals, private sector companies, international bodies, foreign governments or scientific institutes, at a cost determined by the Board.

It is entitled to do so under the condition that these researches and studies are within the scope of the INP objectives.

**Article (44)**

The Research Activity Committee shall set rules and procedures for submitting, approving, implementing, arbitrating and authorizing the publication of research proposals.

The Committee shall also prepare an annual report containing summaries of the INP researches and studies in both Arabic and English. This report shall be available immediately upon its publication on the INP website.

## **II. Authorship and Translation**

### **Article (45)**

The Research Activity Committee shall set rules for writing and translating books and references relating to the INP objectives, and shall update them periodically.

## **III. Documentation and Publication**

### **Article (46)**

A central library for books, references, researches, studies, dissertations, scientific journals, databases, information and electronic documents shall be established at the INP within the scope of its objectives to help in performing its basic duties and assist researchers in the fields of planning and development at the local, regional or international levels.

The INP shall take all necessary procedures to supply the library with modern scientific systems for bibliography and electronic documentation.

### **Article (47)**

The INP shall publish researches, studies, specialized reports, dissertations, scientific journals and written and translated books and references relating to its objectives, through its various hard copies or by electronic copies available at its website, in order to spread awareness and knowledge of planning and development issues and their scientific and applied principles at all levels.

## **Chapter II**

### **Training**

### **Article (48)**

The INP shall organize training programs for employees of ministries, government agencies, local administration units, public authorities, public sector companies and the public business sector, in order to boost their skills in all areas relating to planning and development issues, in accordance with the plan of the INP and within the limits allocated to it for this objective in the State budget.

### **Article (49)**

The INP may organize contractual training programs for the employees of any of the entities stipulated in the preceding Article, or other entities working in

the fields of planning and development at the national and international levels, at a cost determined by the Board.

#### **Article (50)**

The Training Committee shall prepare a periodical guide in both Arabic and English including the objectives of the training programs organized by the INP and its contents and the beneficiaries. The Committee shall update this guide periodically and publish it on the website of the INP.

The Committee shall also prepare an annual report on achievements in the training activity.

### **Chapter III**

#### **Scientific Consultancies**

#### **Article (51)**

The INP may provide scientific consultancies to entities working in the fields of planning and development at the national and international levels, at a cost determined by the Board.

#### **Article (52)**

The Consultancies Committee shall prepare a periodical guide in both Arabic and English providing the consultancy services of the INP and including the INP portfolio. The Committee shall update this guide periodically and publish it on the website of the INP.

The Committee shall also prepare an annual report on the consultancy services provided by the INP.

### **Chapter IV**

#### **Community Service**

#### **Article (53)**

The INP may organize community service programs to help in spreading the culture of planning and development among the society.

#### **Article (54)**

The Community Service Committee shall prepare an annual report on the community service programs organized by the INP.

## **Chapter V**

### **Postgraduate Studies**

#### **General Provisions:**

##### **Article (55)**

Based on the proposal of the boards of the relevant Scientific Centers, the Board shall award postgraduate diplomas, masters (MA) and Doctoral (PhD) degrees in the fields of specialization of these centers, individually or in cooperation with the corresponding scientific entities at national and international levels.

The diplomas, MA and PhD degrees shall be awarded only for those who have successfully passed the examinations prepared for each degree.

obtaining the approval of the boards of relevant departments, the boards of the Scientific Centers shall determine the detailed programs for each degree which shall particularly include the curriculum and its distribution, the number of hours allocated for each course and the topics to be studied in each course, to be submitted by the INP President to the Board. Then, the Board shall submit it to the Supreme Council of Universities to approve and take the procedures for issuing equivalences of MA and PhD Degrees.

##### **Article (56)**

The student may not register his/her name to join courses of more than one degree at the INP at the same time only under a decree from the concerned Vice-President for Research and Postgraduate Studies based on the proposal of the boards of the specialized centers and after obtaining the approval of the Committee of Postgraduate Studies.

##### **Article (57)**

Studying postgraduate diplomas, MA and PhD degrees shall follow the semester system. Under a decree from the Board based on the proposal of the boards of the specialized scientific centers, the study may follow the stages system, or credit hour system, or grade points system .

The Board shall, upon the proposal of the boards of the specialized scientific centers, lay down the requirements for obtaining a degree through credit hour system or grade points system.

**Article (58)**

The student's success in postgraduate exams shall be estimated by one of the following:

Excellent (90% and above) - Very good (from 80% to less than 90%) - Good (from 70% to less than 80%) - Pass (from 60% to less than 70%)

The student's failure shall be estimated by one of the following:

Weak (from 50% to less than 60%) - Very Weak (less than 50%)

If the examination in one of the courses includes a written exam and another oral or practical exam, then the student who is absent in the written exam shall be considered absent in the course exam and no points shall be scored. Further, the student shall be deemed to have failed in the course, unless he/ she gives an excuse accepted by the Postgraduate Studies Committee after obtaining the approval of the course professor. In such case, the student shall be allowed to retake the exam in the second round exams or according to the dates specified by the Postgraduate Studies Committee.

**Article (59)**

A student who fails in any of the courses is allowed to retake the one-time exam in the second round exams of those courses or according to the dates specified by the Postgraduate Studies Committee.

**Article (60)**

Postgraduate Studies Committee shall prepare an annual report in both Arabic and English containing summaries of the postgraduate programs organized by the INP, the curriculum of each program and the number of its enrolled and successful students, and summaries of the certified theses. This report shall be available on the website of the INP immediately after being issued.

**Postgraduate Diplomas:**

**Article (61)**

Study in postgraduate diplomas addresses courses of an applied or academic nature. The duration of study in each of them shall be at least one academic year.

### **Article (62)**

The postgraduate diplomas admission requirements are:

1. To obtain a bachelor's degree from an Egyptian university or an equivalent degree from a private or foreign institute or university recognized by the Supreme Council of Universities;
2. To complete the diploma application form and submit an original copy of university certificates and the grade averages of all academic courses studied during the years in the university;
3. To submit a copy of the national ID card for the Egyptian students, or a copy of the residence permit valid for six months from the beginning of the study, as well as a photocopy of the passport for foreign students residing in Egypt;
4. To submit an acknowledgement of commitment to the course schedule , which may be at morning or evening depending on the nature of each program; and
5. To pay the annual tuition fees as determined by the Board.

### **Article (63)**

The student may be exempted from attending certain courses and their examinations if it is proved that he/ she has attended similar courses, has spent the number of prescribed hours and has successfully passed their examinations in a faculty or scientific institute recognized by the Supreme Council of Universities, provided that no more than two years shall have passed since the date of his/ her success in those courses.

The exemption shall be obtained under a decree from the INP President after having the approval of the Postgraduate Studies Committee based on the proposal of the board of the competent scientific center and after obtaining the approval of the board of the competent department.

### **Article (64)**

The student must attend at least (75%) of the hours assigned to each course, otherwise he/she shall not be allowed to enter the final exam for this course and shall be considered absent, unless he/she gives an excuse accepted by both the course professor and the Postgraduate Committee.



**Article (65)**

The student shall take a written examination at the end of the semester allocating scores of (75%) and (25%) allocated as classwork scores including tests, research papers, individual and group assignments, etc.

**MA and PhD Degrees:**

**Article (66)**

The study for the MA degree includes advanced courses and scientific research skills trainings, and ends with the preparation of a theses that should be accepted by the Discussion and Judgment Committee. For its certification by this Committee, it should have a scientific value.

The period required for obtaining this degree shall not be less than two Gregorian years.

**Article (67)**

The study for the PhD degree includes advanced courses.

The PhD is based on innovative research for a period of not less than two Gregorian years, ending with the submission of a dissertation accepted by the Discussion and Judgment Committee.

For its certification by this Committee, it should have a scientific value ,proving student's competence preparing researches and studies, and it shall represent a new scientific contribution.

**Article (68)**

The MA and PhD degrees admission requirements are:

1. to obtain a bachelor's degree with at least a good grade from an Egyptian university, an equivalent degree from a private or foreign institute or university recognized by the Supreme Council of Universities or a postgraduate studies diploma with at least a good grade in the same specialization of the MA. Regarding the PhD, the student should have obtained the MA degree in the same required specialization to obtain the PhD degree;
2. to complete the application form and present an original copy of university certificates, the grade averages of all academic courses studied during the years in the university and the original MA certificate for those applying for the PhD degree;

3. to submit a copy of the national ID card for the Egyptian students, or a copy of the residence permit valid for six months from the beginning of the study, as well as a photocopy of the passport for foreign students residing in Egypt;
4. to submit an acknowledgement of commitment to the course schedule, which may be at morning or evening depending on the nature of each program;
5. to pay the annual tuition fees as determined by the Board;
6. to pass the tests and training programs approved by the Board upon the proposal of the board of the competent scientific center and after having the approval of the Postgraduate Studies Committee;
7. to pass the supplementary stage courses for MA and PhD programs, if any; and
8. to pass the preparatory or qualifying stage courses for MA and PhD programs with at least a good grade.

#### **Article (69)**

The researcher may be exempted from passing all or any of the supplementary courses if it is proved that he/she has attended similar courses, has spent the number of prescribed hours and has successfully passed their examinations in a university college or scientific institute recognized by the Supreme Council of Universities, provided that no more than two years shall have passed since the date of his/her success in those courses.

The exemption shall be obtained under a decree from the INP President after having the approval of the INP Vice-President for Research and Postgraduate Studies based on the proposal of the board of the competent scientific center after obtaining the approval of the board of the competent department.

#### **Article (70)**

The researcher may be exempted from passing all or any of the supplementary courses if it is proved that he/she has attended similar courses, has spent the number of prescribed hours and has successfully passed their examinations in a university college or scientific institute recognized by the Supreme Council of Universities, provided that no more than two years shall have passed since the date of his/her success in those courses.

The exemption shall be obtained under a decree from the INP President after having the approval of the INP Vice-President for Research and Postgraduate Studies based on the proposal of the board of the competent scientific center after obtaining the approval of the board of the competent department.

#### **Article (71)**

The researcher, whether in the supplementary, preparatory or qualifying stage, must attend at least (75%) of the hours allocated to each course, otherwise he/she shall not be allowed to enter the final exam for this course and shall be considered absent, unless he/she gives an excuse accepted by both the course professor and the Postgraduate Committee.

#### **Article (72)**

The researcher shall take a written exam at the end of the semester, for allocating scores of (60%) for each course, and (40%) allocated as classwork scores including tests, research papers, individual and group assignments, etc.

These ratios may be amended in some MA and PhD degrees, under a decree from the Board upon the proposal of the boards of the competent scientific centers and after having the approval of the Postgraduate Studies Committee.

#### **Article (73)**

Based on the proposal of the board of the competent department, the Board of the Center shall appoint a professor or an assistant professor at the INP to supervise the preparation of the thesis.

In the case of multiple centers offering the study program, the INP Vice-President for Research and Postgraduate Studies shall appoint the thesis supervisor after submission to the Postgraduate Studies Committee and shall determine the most suitable center for the thesis field of study.

In all cases, the board of the center or the INP Vice-President for Research and Postgraduate Studies may, upon the proposal of the thesis supervisor, appoint other supervisors from the members of the Scientific Body of the INP, or other professors or assistant professors from a university or research center governed by the Regulating Universities Law mentioned herein.

#### **Article (74)**

The President and Vice-Presidents of the INP is entitled to continue supervising the MA and PhD theses registered under their supervision before they take office.

**Article (75)**

In the event that a thesis supervisor is seconded or assigned for a full-time job to an entity outside the INP, the supervisor shall submit, to the board of the competent center, a thesis progress report. In this light, the Board of the Center shall appoint an alternative or additional supervisor.

In the case of multiple centers offering the program of study, the above-mentioned report shall be submitted to the INP Vice-President for Research and Postgraduate Studies, that in turn, shall appoint an alternative or additional supervisor after submission to the Postgraduate Studies Committee.

**Article (76)**

The thesis supervisor(s) shall submit a thesis progress report every six months from the registration date of the thesis to the Department Board showing student's progress in his/her researches. This report shall be presented to the board of the competent center.

In the case of multiple centers offering the program of study, the report shall determine the most suitable center for the thesis field of study.

The INP Vice-President for Research and Postgraduate Studies may, upon the proposal of the board of the competent center or the most suitable center for the thesis field of study, as appropriate, cancel the student's enrollment depending on these reports.

**Article (77)**

The thesis supervisor(s) shall submit a thesis report to the board of the competent department showing its validity to be submit to the Discussion and Judgment Committee, accompanied by a proposal for forming the said committee, in preparation for presenting the thesis to the board of the competent department.

**Article (78)**

The Board of the Center shall form a Discussion and Judgment Committee for the thesis, by selecting three members as follows:

1. a thesis supervisor,
2. a professor or an assistant professor in the INP,

3. a professor or an assistant professor from any university or research center governed by the Regulating Universities Law mentioned herein., or a professional specialist in the thesis field of study.

The Head of the Committee shall be the Senior Professor.

In case of multiple thesis supervisors, they may all participate in the Committee but with one vote.

The formation of the Discussion and Judgment Committee shall be approved by the INP Vice-President for Research and Postgraduate Studies.

#### **Article (79)**

The researcher shall provide the competent center with copies of the thesis for each member of the Committee, in addition to a copy for the Scientific Center and one more copy for the competent department. After discussion and approval of the thesis by supervisor(s), the researcher shall provide ten written revised copies and one electronic copy of the thesis to the Postgraduate Studies Committee to distribute them among the members of the Discussion and Judgment Committee and provide the libraries of the INP or the Scientific Centers, as the case may be.

#### **Article (80)**

The theses shall be discussed in public, and each member of the Discussion and Judgment Committee shall provide a detailed scientific report on the thesis. The Committee shall provide a scientific report on the thesis and the result of the discussion. All reports shall be submitted to the board of the competent center, or the most suitable center for the thesis field of study, as the case may be. The reports shall be then submitted to the Postgraduate Committee of the INP, then the INP Vice-President for Research and Postgraduate Studies, in preparation for submitting the reports by the INP President to the Board.

#### **Article (81)**

The Board, based on the recommendation of the Discussion and Judgment Committee, may decide to exchange the thesis with local and foreign universities, if it is worthy. The Discussion and Judgment Committee may also recommend publishing the thesis at the expenses of the INP and placing it on the INP website.

**Article (82)**

The board of the competent center or the most suitable center for the thesis field of study may permit the student who was not eligible for the MA or PhD degree to resubmit the thesis after correcting the mistakes, or to submit another thesis, based on the proposal of the Discussion and Judgment Committee.

**Chapter VI**

**Special Units**

**Article (83)**

Special Units, with separate technical, administrative and financial independence, may be established by a decree from the Board to support the INP in achieving its objectives.

**Article (84)**

Special Units, subject to the objectives of the INP, is entitled to:

- Carry out researches and studies or organize training programs to fasten the cultural and scientific relationships with faculties, institutes and universities locally, regionally and internationally;
- Develop programs for serving the society to disseminate planning and development culture;
- Conduct surveys and questionnaires in all fields related to planning and development;
- Carry out contractual paid research and studies for other parties;
- Organize paid contractual training programs; and
- Provide paid scientific consultancies in all fields related to planning and development.

**Article (85)**

Each Special Unit shall have a special account at the Central Bank. The resources of the Unit are:

1. Charges of services provided by the Unit for other parties;
2. Net profits of the activities carried out by the Unit for other parties;

3. Donations, grants, aid and gifts accepted by the Board based on the proposal of the Unit Board; and
4. Other resources as accepted by the Board.

Annual expenses of the Unit include:

1. Current expenses, which include:

Wages and compensations of employees:

Purchase of goods and services;

Subsidies, grants and social benefits; and

Other expenses.

2. Investment expenses (purchase of intangible assets)

**Article (86)**

Each Unit shall have a board of directors to be formed under a decree from the INP President, pursuant to the system set by the INP Board.

It may include some experienced members from outside the INP.

The Board of the Unit is entitled to manage and conduct the affairs of the Unit, and develop the policy that achieves its objectives, under the supervision of the INP President. In particular, It is entitled to:

- 1- Develop the rules of procedures of the Unit and the general job description of its employees;
- 2- Prepare the balance sheet and final account of the Unit before submitting to the competent entities;
- 3- Review the periodic workflow reports of the Unit and its financial statement; and
- 4- Review any matter that the Competent Minister, INP President or Unit Chairman of the Board deem within its competence.

**Article (87)**

Decrees of the Unit Board shall be reported for approval to the INP President within no more than eight days from its issuance, and shall come into effect, if not objected, within two weeks from the date of arrival at his office.

**Article (88)**

An internal regulation for each Special Unit shall be issued by a decree from the Board, based on the proposal of the INP President, after consulting with the Ministry of Finance. The regulation shall specially determine the competencies of the Unit and its financial and administrative systems.

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