



Tasks of the Research Unit for the Academic Year 2024/2025

First: Tasks of the Research Unit Director:

1. Preparing the annual training plan of the Research Unit in accordance with the University's strategic plan, and following up on its implementation in cooperation with the various scientific departments.
2. Presenting the proposed research projects by the College Research Council to the Council for approval.
3. Preparing the annual budget proposal for scientific research at the College in preparation for presenting it to the College Research Council and subsequently submitting it to the Council.
4. Supervising the training of the College's research staff in scientific research methods and techniques, with the support of the College Council.
5. Providing general supervision of the workflow within the Unit and following up on the implementation of research activities.
6. Representing the Unit in official meetings and committees at the College or University level.
7. Communicating with internal and external research institutions to establish scientific partnerships.
8. Following up on the implementation of the College's research plan and preparing periodic reports for the Dean of the College.
9. Approving the periodic financial and administrative reports related to the Unit's activities.
10. Working to activate the Scientific Research Ethics Committee within the College.
11. Encouraging faculty members to conduct research and publish it in peer-reviewed scientific journals

Second: Tasks of the Deputy Director of the Research Unit:

1. Assisting the Unit Director in implementing research plans and programs.
2. Following up on training programs and workshops organized by the Unit.
3. Coordinating the work of the subcommittees affiliated with the Unit.
4. Assisting in preparing technical and statistical reports related to research.



5. Preparing periodic reports on the research activities of the Research Unit at the College.
6. Supervising the collection and documentation of data on research and the scientific activities of faculty members.
7. Performing the duties of the Director in his/her absence.
8. Communicating with Unit members to distribute tasks and follow up on performance.

Third: Tasks of the Research Unit Members:

1. Participating in the preparation and implementation of the annual training plan and research activities of the Unit.
2. Providing technical support and research consultations to researchers and students.
3. Organizing workshops and training courses in various fields of scientific research.
4. Monitoring and archiving all activities related to local and international scientific research conducted by faculty members and postgraduate students.
5. Contributing to the evaluation and review of research proposals in terms of quality and methodology.
6. Supporting postgraduate students in selecting and developing their research topics.
7. Working to activate research collaboration with other institutions inside and outside the University.
8. Adhering to scientific research ethics and raising researchers' awareness of them.
9. Documenting and publishing information related to the Research Unit at the College.

Director of the Research Unit

Vice Dean for Postgraduate Studies

Dean of the Faculty

Prof. Dr. Mawaheb Mahmoud Zaki

Prof. Dr. Hanaa Abdel Gawad Abdel Meguid

Prof. Dr. Marwa Mostafa Ragheb

Dr. Mawaheb Mahmoud Zaki

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