AJMAN UNIVERSITY
OF SCIENCE AND TECHNOLOGY

GRADUATE STUDENT CATALOG

2015-2016

Ajman Campus

Tel.: 971-6-7466666

Fax: 971-6-7468888

P.O. Box: 346

United Arab Emirates

Toll Free:

800 6688

ajman.ac.ae

E-mail: info@ajman.ac.ae

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His Highness Sheikh Khalifa Bin Zayed Al Nahayan
President of the United Arab Emirates

His Highness Sheikh Humaid Bin Rashid Al Nuaimi

Member of the Supreme Council Ruler of Ajman

Patron of Ajman University of Science and Technology

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Academic Calendar for the Fall Semester
Academic Year 2015 - 2016

Day	Date	Event
Thursday	August 27, 2015	**Faculty members report to work**
Sunday	August 30, 2015	11:00: The Deans welcome the new students 12:00-13:00: Tour of the Campus & AUST Units 13:00-14:00: Tutorial session on course registration for new students
Sun -Thurs.	Aug. 30 - Sept. 3, 2015	**Course registration for continuing & new students**
		Examinations for Incomplete Removal
		Period for accepting changing major requests
		Period for accepting credit transfer requests
Sunday	September 6, 2015	**Beginning of Classes**
Sun. -Thurs.	Sept. 6- 10, 2015	Add & Drop Period
Thursday	September 10, 2015	Last date for registration suspension with 100% refund
Sun. – Thurs.	September 13 - 24, 2015	Suspension registration period with 50% refund
Thursday	October 1, 2015	Last date for dropping courses without academic penalty
Sun. – Thurs.	Oct. 25 – Nov. 5, 2015	**Mid-term Examinations Period**
Sunday	November 1, 2015	**Beginning of Admission Period for Spring Semester 2015-2016**
Thursday	November 19, 2015	Last date for dropping courses with academic penalty (W)
Sun. – Thurs.	Nov. 22 - Dec. 3, 2015	Early Registration for Spring Semester 2015-2016
		Survey of Course & Academic Advising Assessment
Sun. – Thurs.	Dec. 20, 2015 - Jan. 7, 2016	**Fall-Semester Vacation**
Sat. - Thurs.	Jan. 9 - 21, 2016	**Final Examinations Period**

| Tuesday | January 26, 2016 | Last date for requesting incomplete
Colleges Council Meeting |
| Thursday | January 28, 2016 | 13:00 : Scientific and Academic Council Meeting
Announcement of Final Examinations Results |

Public holidays will be scheduled accordingly by officials Department of Admissions & Registration

Academic Calendar for the Spring Semester
Academic Year 2015 - 20163

Day	Date	Event
Thursday	January 28, 2016	11:00: The Deans welcome the new students 12:00-13:00: Tour of the Campus & AUST Units 13:00-14:00: Tutorial session on course registration for new students
Sun. - Thurs.	Jan. 31, 2015 – Feb. 4, 2016	**Course registration for continuing & new students**
		Examinations for Incomplete Removal
		Period for accepting credit transfer requests
		Period for accepting changing major requests
Sunday	February 7, 2016	**Beginning of classes**
Sun.-Thurs.	February 7 - 11, 2016	Add & Drop Period
Thursday	February 11, 2016	Last date for registration suspension with 100% refund
Sun. – Thurs.	February 14 - 25, 2016	Suspension registration period with 50% refund
Thursday	March 3, 2016	Last date for dropping courses without academic penalty
Sun. - Thurs.	March 27 – April 7, 2016	**Spring- Semester Vacation**
Sun. - Thurs.	April 10 – 21, 2016	**Mid-term Examinations Period**
Sunday	April 24, 2016	**Beginning of Admission Period for Fall Semester 2016-2017**
Sun. - Thurs.	May 1 – 12, 2016	Early Registration for Summer Semester 2015-2016
		Survey of Course & Academic Advising Assessment
Thursday	May 5, 2016	Last date for dropping courses with academic penalty (W)
Sun. - Thurs.	May 15 – 26, 2016	Early Registration for Fall Semester 2016-2017
Sat. - Thurs.	June 4 – June 16, 2016	**Final Examinations Period**
Tuesday	June 21, 2016	Last date for requesting Incomplete 10:00 : Colleges Council Meeti
Thursday	**June 23, 2016**	**13:00 : Scientific and Academic Council Meeting** **Announcement of Final Examinations Results**
Sun. - Thurs.	June 26 - 30, 2016	**Course Registration for Summer Semester 2015-2016**
Sunday	July 3, 2016	Beginning of Summer Vacation

Public holidays will be scheduled accordingly by officials

Academic Calendar for the Summer 1 Semester
Academic Year 2015 - 2016

Day	Date	Event
Sunday	July 3, 2016	**Beginning of classes**
Sun-Mon.	July 3 - 4, 2016	Add & Drop Period
Sunday	July 24, 2016	**Beginning of Mid-term Examinations**
Thursday	July 28, 2016	Last date for dropping courses with academic penalty (W)
Wed. – Thur.	August 10- 11, 2016	**Final Examinations Period**
Monday	August 15, 2016	11.00: Colleges Council Meeting
		13:00: Scientific and Academic Council Meeting
Tuesday	August 16, 2016	**Announcement of Final Examinations Results**

NB: 2 hours per class session

Academic Calendar for the Summer 2 Semester (Field Training)
Academic Year 2015 - 2016

Day	Date	Event
Sunday	August 14, 2016	**Beginning of Field Training Session**
Thursday	September 22, 2016	End of 6 - week training session
Sunday	October 2, 2016	**Announcement of 6 - week Field Training results**
Thursday	October 6, 2016	End of 8 - week training session
Sunday	October 16, 2016	**Announcement of 8 - week Field Training results**

Public holidays will be scheduled accordingly by officials.

Important Note:

Field Training is reserved only for students expected to graduate in summer 2 of A/Y 2012-2013.

Department of Admissions and Registration

AUST's History

The establishment of Ajman University College of Science and Technology (AUCST) originated with the importance that His Highness Sheikh Zayed Bin Sultan Al-Nahayan, the President of the United Arab Emirates, attaches to higher education, and in particular to science and technology. The institution's genesis can be regarded as an embodiment of the directives of His Highness regarding the expansion of this type of education, with the aim of producing graduates capable of executing the nation's ambitious development plans.

In accordance with this policy, and to assist national development, His Highness Sheikh Humaid Bin Rashid Al-Nuaimi, Member of the Supreme Council and Ruler of Ajman, issued the Emiri Decree establishing AUCST on the 3rd of Dhil Al Qi'dah 1408 AH (corresponding to June 17, 1988). His Highness became the patron of the University College, which received its first intake of students on June 15, 1988. AUCST was recognized by the UAE Ministry of Higher Education and Scientific Research on May 3, 1994 and, in accordance with the decree of the ministry No. (54) of 1994, and the decree No. (54) of 1997, became Ajman University of Science and Technology (AUST).

AUST is a founding member of the Association of Arab Private Institutions for Higher Education and the Euro-Arab Research Network. On April 13, 1999, AUST was accepted as an active member of the Association of Arab Universities.

VISION

Ajman University of Science and Technology (AUST) will enhance its standing as one of the leading comprehensive institutions of higher education in the Gulf region to become an active contributor to the advancement and development of United Arab Emirates (UAE) society.

MISSION

AUST offers a wide array of undergraduate and graduate programs that satisfy the needs of students and employers in relation to the knowledge-based economy through the combination of theoretical knowledge and practical skills. The University is committed to producing globally competitive graduates who are equipped with the highest sense of professionalism and social responsibility by continually enhancing the quality of its core functions: teaching, research, training, expertise and practice, all exercised in an innovative environment.

GOALS

- Offer a broad range of degree programs relevant to the needs of the UAE and Gulf Cooperation Council (GCC) countries.
- Enable graduates to achieve high-level professional objectives and assume leadership roles by acquiring up-to-date knowledge and advanced skills.
- Enable students to develop critical thinking skills, and impart to them the values of lifelong learning.
- Improve AUST research activity by establishing research groups, and increasing research funding.
- Broaden the number of offered graduate programs and establish doctoral programs.
- Retain outstanding faculty and staff.
- Reinforce the current framework for quality enhancement involving both internal and external assessments.
- Promote important aspects of professional life, such as ethical behavior, responsibility, community engagement, and ideals.

THE UNIVERSITY'S OPEN SYSTEM

In a fiercely competitive world, innovation is essential for survival. To address the challenge, AUST seeks to bridge the gap between academia and the wider world, reaching out to the economic and business spheres in particular to enable them to benefit from developments forged in the academic environment. As the university evaluates its activities - from teaching and training to research projects and conferences – in terms of the practical needs of society, the institution's interaction with the community becomes mutually beneficial.

The community provides the university with the practical input and experience necessary for ensuring a high quality of education, while at the same time enabling the university to correlate its programs with real needs. Many initiatives have been established facilitating collaboration between the university and the community, one example among many being the organization of "approach seminars," at which a variety of topics come under debate. As participants from government and private sectors attend, these events establish positive two-way interaction and provide valuable feedback which impacts the planning of academic programs and their contents

SELECTION AND CUSTOMIZATION

An important aspect of AUST philosophy is the necessity for the careful selection of the best methodologies, whether cultural, economical or political, and the adaptation of them to the local environment. The choice of educational systems and their customization for the environment in which the institution operates are good examples of this philosophy in practice – a philosophy which reconciles culture and tradition with modernity and technology, thereby contributing to progress and development.

"MODERNIZED-CONVENTIONAL" METHODS

AUST believes its main mission remains the instruction of tomorrow's intellectual elite. For this reason the vital process of imparting knowledge to students is continually reviewed and revised so as to ensure that the institution's programs meet their objectives. A variety of methods of delivery – harnessing the advantages offered by both "modernized-conventional" techniques and multimedia- based ones – are employed. "Modernized-conventional" methods have the merit of establishing direct student/professor interaction as well as student/student contact, and in addition encourage peer interaction. Furthermore, the more recently developed computer-based teaching methodologies complement traditional pedagogical methods, allowing improvements in teaching processes and aiding the development of qualities such as self-dependence in students.

WHERE IS AUST?

The United Arab Emirates

The United Arab Emirates is the federation of seven Arab Emirates: Abu Dhabi, Dubai, Sharjah, Ajman, Ras Al-Khaimah, Fujairah and Umm Al Quwain. The Federal State, which was formed in December 1971, is located on the eastern coast of the Arabian Peninsula. It covers an area of about 77,700 square kilometers situated between latitudes 220 and 26.50 North and longitudes 510 and 56.50 East. Some 86.6 percent of the land is accounted for by Abu Dhabi.

The country is bordered by the Arabian Gulf to the North, Saudi Arabian and Qatar to the West, Saudi Arabia and Oman to the South East, and Oman and the Gulf of Oman to the East.

The terrain of the U.A.E. is characterized by sand desert, barren mountains, and salt flats. However, a number of green valleys and oases are scattered all over the country. Furthermore, an afforestation campaign and a land reclamation drive has turned hundreds of thousands of hectares of previously barren land into green areas.

The country's total population is approximately six millions people including nationals, foreign Arabs, and other expatriate residents.

The weather can be extreme during the summer months, from May to October, with interior temperatures reaching 49°C and coastal temperatures slightly lower but combined with high humidity. Pleasant weather prevails during the rest of the year with temperatures between 20°C and 35°C. The main natural resource is the oil with reserves up to almost one tenth of the world's total.

Ajman:

The Emirate of Ajman is centrally located on the western coast of the U.A.E., a short distance from Sharjah, representing the northern flank of the (Dubai - Sharjah - Ajman) metropolitan area. Ajman was the birthplace of the University in 1988.

Information Technology Department

Introduction

Ajman University of Science and Technology (AUST) provide computing, networking, information and telecommunication resources to the University community to support teaching and research, and efficient administrative processes. Access to Information Technology resources is granted to members of the University community who are enrolled students, employees, or academic members. This policy governs the use of computers, networks, and related services on the AUST campus. Users of these resources are responsible for reading and understanding this policy. Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such access is a privilege, and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of the computers, networks, and related services, and observe all relevant laws, regulations, contractual obligations, and University policies and procedures.

Mission

The mission of the Information Technology Department is to provide efficient and up-to-date services to all University IT users (college, students, and staff) to support their teaching, research and administrative activities.

Objectives

The objectives of the IT Department are to:

- provide a robust IT physical and logical infrastructure, maintain WAN and LAN nodes and perform administrative operations to maintain constant IT service availability to users
- provide prompt and accurate technical assistance via knowledgeable staff, and to give due attention to users' requests and feedback
- develop database systems, maintain university-wide database applications and give full support to application users
- create, maintain and enhance university and related websites, and to develop integrated applications to enhance user's web browsing experience
- perform RND to recommend new technology

Services

- Help Desk
- User Accounts
- Video-Conferencing

- Training
- Internet
- Wireless Networking
- Online Registration
- Maintenance and Replacement of Computing and Network Resources
- Systems and Network Security

AUST IT Facilities

IT facilities at AUST is maintained by the Information Technology Department, located at the ground floor, block A, Jarf 2. It is the responsibility of all users of the computer system to notify IT department about violations of laws and University policies in connection with the use of the computers, as well as about potential loopholes in the security of the computer system. Any concerns, complaints, or reports of misconduct with regard to the computer system should be reported to the director of I.T. at 7056500 or email helpdesk@ajman.ac.ae.

User Accounts

User accounts are issued to faculty, staff, and students for University purposes. These accounts must not be used for commercial purposes. The user is responsible for ensuring that his/her username and password remain confidential. No one is allowed to use another person's username and password.

All freshmen students should receive an identification letter with their Password/User Account details and how to use it after the drop/add period of each semester.
All registered students should have Passwords/User Account. The Password/User Account will remain active during the whole study period only. The email Account will remain active for life. Students who, for a reason or another, lose their passwords must pay a 15 Dhs fine in return for having it back.

Electronic Communications

AUST has established e-mail and E-Learning system as a primary vehicle for official communication with students. All University communications sent via email will be sent to this address. Faculty members will use the official University e-mail address to communicate with a student registered in their classes and administrative units will correspond with students via this address. The University expects that students will receive and read e-mail in a timely manner. Students are expected to maintain their accounts and check their e-mail. A student's failure to receive and read University communications delivered to his/her official e-mail address in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Improper use of the computer system is prohibited:

The Department of Information Technology (IT) is neither an investigative nor a disciplinary entity in its primary responsibilities. However, in cases where University resources and privileges are abused or otherwise threatened, the department may be asked to take appropriate steps. Immediate revocation of access and subsequent prosecution by the authorities, for example, might be directed. Such revocation may be appealed to the IT committee.

To summarize, access to University computing and communications equipment and facilities may be revoked for reasons including, but not limited to:

- Attacking the security of the system;
- Modifying or divulging private information such as file or mail contents of other users without their consent;
- Misusing or abusing Internet/Network by using Internet tools or software that may affect the performance of the Internet/Network
- Modifying or destroying University data.
- Using the networks/Internet in a manner contrary to the established guidelines;
- Users who are using a different domain other than AUST domain.

Finally, users may not read sensitive information simply because it is accessible to them - because of accidental exposure and/or through the malice of others who have broken into a system or are misusing their access privileges. When sensitive information is recognized as such, it should not be examined further, but reported to the keeper of the materials, if known, or reported to management, if not.

Computer Labs

Computer labs operated by the IT department and are a shared University resource available on a first-come, first-served basis. Food and beverages are prohibited in these labs. Labs may be reserved for exclusive use by a class or group. Some labs are provided by colleges, not IT department; contact those colleges for their additional usage guidelines.

Terms and Conditions of using I.T. Services

1. I.T. Department considers all temporary and permanent connections via the University network, to be subject to the provisions of this policy.
2. Computing resources not owned or approved by AUST may not be connected to the University's network.
3. I.T. Department has the right to monitor the traffic of all transmissions on networks maintained by the department at all times.
4. Operating systems currently supported (for the desktop) include Windows XP and Windows 7. There are special requirements for Unix workstations in the School of Engineering. Upgrading will take place in a controlled manner.

5. Software and hardware to be installed should be requested by the Dean or director and it may not be installed or connected to University systems without the approval of the IT Committee. This includes the data and telephone networks.

6. All University affiliates (faculty, staff & students) are permitted to use the University network and selected computing resources at all times while the network is available.

7. IDF rooms are under the authority and responsibility of the IT Department. Everyone within the AUST Network community who uses University computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner.

8. Violations of information technology Policies & Procedures typically result in University disciplinary action, which may have serious consequences, and in some cases, may result in a legal action.

Data Backup

It is the responsibility of students to have a backup of their data and coursework on a personal data storage medium (such as External Hard Disks, USB flash drives or CD/DVD disks). Though, the student may do backup on the cloud using the provided storage with the email service.

Internet Services

Students may access the Internet through computers in university computer labs, through personal laptops connected to the university's wireless network access points provided in designated locations.

Student access to the Internet conforms to the laws of the United Arab Emirates, including the monitoring and filtering of Internet content. Any attempt to circumvent or disable Internet access controls set by the university or the government of the U.A.E. is a violation of university policy and will result in disciplinary action.

Health Clinics

Mission

The University Health Clinics seek to complement the academic mission of AUSTN and are dedicated to providing educational, supportive, consultative healthcare services to students, staff, college and eligible dependants. In doing so the Health Clinics strive to make the campus a healthy and safe place to study, work and live.

Objectives

The objectives of the University Health Clinics are to:

- provide primary healthcare to students, college, staff and eligible dependants
- provide emergency healthcare to Residential Hall and campus residents after working hours and at weekends and on holidays
- support the integration of university services and provide a healthy atmosphere to accomplish the university objective of a disease-free community
- provide high quality integrated health services in a timely manner, providing complete customer satisfaction

Services

The Medical Services Administration provides the following primary healthcare, within available capabilities, through its clinics:

- Round-the-clock services for males and females
- General Clinics: primary healthcare, treatment, preventative medicine and health education on common diseases through the general practitioners to the university community
- Nursing: comprehensive nursing care and services, including routine and emergency cases, recording patient details and providing treatment
- Reception: receiving patients, preparing the patient files and records, recording personal data, preparing daily, monthly and annual statistics
- Medical Lab: carrying out medical tests and running tests referred from university physicians for nominal fees
- Referral System: referring urgent cases to hospital specialists
- Following up chronic cases and coordinating referrals to hospital specialists if necessary
- Carrying out medical checkups for new students

Student Safety

The University has taken measures to ensure the safety of all present on its campus. Although it has appointed a safety officer and safety coordinators throughout its units and departments and has established a policy on safety and health hazards, it expects all its personnel and students to act in a safe and proper manner to minimize risks.

All students are asked to:

- observe all relevant safety rules and instructions issued by the University;
- follow all the instructions and rules related to the safe use of space, such as labs, classes, workshops, sport facilities, hall of residence, etc;
- familiarize themselves with procedures, emergency exits, and emergency contacts;
- avoid any improper action or behavior which could be hazardous;
- report any accident or a near accident experienced on campus;
- report any significant hazard you discover on campus;

Safety notices, contact emergency numbers and first aid boxes are located in appropriate locations. Notices are also displayed for emergency exit routes and assembly points in the event of fire. Students are required not to tamper with these.

In case of fire or emergency evacuation everyone is expected to act responsibly and not to endanger the lives of others. All should adhere to announced procedures.

Any person who, for whatever reason, because of impairment for example requiring assistance to evacuate a building during an emergency situation should inform the relevant safety personnel or the department of student services of his/her needs at the beginning of his/her enrolment.

Safety Procedures for Labs

Students are expected to manipulate instruments, equipment and materials that are potentially hazardous. Students are required to read safety lab manuals (associated with all labs). Students shall not be allowed to participate in a lab unless they have demonstrated a clear understanding of the safety procedures involved. Students should not work alone in a lab in case of an accident or medical emergency. Inattention or disruptive behavior will not be tolerated in any lab. Repeated cases will be referred for disciplinary action. Equipment, tools and materials must be handled in a manner that is safe for the student as well as for other students and the instructor.

Safety arrangements are reviewed on a regular basis. Suggestions for improving these procedures are welcome. Students should contact the following numbers in an emergency.

1. Jerf1 067056204
2. Jerf2 067056530

Students Affairs

The Department of Students Affairs (DSA) was established in 1988. The DSA plays a vital role in governing, shaping and organizing activities that offer cultural activities and entertainment to the entire university community. It also provides various services to AUST students, contributes to the building of students' personalities and develops their talents.

The DSA comprises two divisions:

Student Counseling Unit

Student Counseling is dedicated to helping students address personal or emotional problems that hinder them in achieving a fully beneficial experience at AUST and realizing their full academic and personal potential. Student Counseling Services utilize a service system that emphasizes trust, respect, confidentiality, and compassion. Its overall goal is to maximize student success by attending to any emotional or personal needs which may impede learning. Through personal counseling, students learn to take charge of their lives, acquire skills necessary for adjusting to the demands of university life, and overcome difficulties that may prevent them from meeting their academic and career goals.

Student Counseling Policy

Purpose: the purpose of this policy is to establish guidelines for student counseling.

Policy: AUST offers quality services to students. To maintain high standards and fully address the personal growth, psychological needs, and emotional wellbeing of students, AUST provides student counseling services. The Student Counselor makes assessment and provides individuals, and groups, experiencing personal problems with support and guidance and assists them in overcoming obstacles to their educational success.

Personal Counseling: refers to one-on-one counseling with each student in weekly, 30 minute sessions. Students are seen for a multitude of issues that range from typical developmental challenges to more serious adjustment and mental health issues.

Group Counseling: group interventions entail working with a small number of students who share similar concerns and treatment goals. Group counseling addresses either general or specific issues. This form of counseling facilitates the healthy exchange of experiences, provision of sympathy and support and the development of skills necessary for effective coping and problem solving.

Procedures

Eligibility: counseling services are available to all currently enrolled, full, part-time, graduate, and undergraduate students. There is no fee required from students to utilize this one-to-one counseling service provided by the Student Counseling service.

Confidentiality: any communication between a student and a counselor is considered confidential. The confidentiality of the counseling sessions is protected. No student records are released to others (even within the university community) without the written consent of the student. If it becomes clear in the counseling session that there is a real danger to oneself or to others, the counselor is required to inform the Deparment of Student Affairs Manager, to a parent or someone close to the student. The confidentiality rule does not apply in this case, but should go no further than the persons mentioned.

Access: students are encouraged to make an appointment with a personal counselor to discuss their concerns. A personal counselor is available on campus. Working hours are posted publicly.

Number of Visits: some students may require only one visit. However, the counselor generally recommends that the student see him for a specific number of sessions.

Referrals: the student counselor provides referrals to qualified psychologists, psychiatrists and therapists equipped to aid students with psychological problems, learning disabilities, and/or other serious issues. If the referred student would like to maintain the involvement of the personal counselor, the counselor may request a copy of the report of the external visit and may follow-up with the therapist regarding the student's treatment.

Student Activities Unit

Under the sponsorship of the DSA, this unit organizes many activities that span a wide range of interests, covering social issues, culture, art and sport. It also acts as the central support for the numerous student societies. This unit provides and organizes the following social, cultural, art and athletics activities:

1. Social Activities

These activities aim at widening and promoting the social aspects of the students' personality, thus activating and developing their role in building society and its social institutions. These activities also aim at training students in group and voluntary work. Moreover, there are several other social services and activities offered by the social division throughout the academic year such as:

- Receiving new students and their parents and finding solutions for the difficulties students may face at the beginning of their academic life
- Arranging and supervising meetings at which students are able to get to know each other, thus breaking down the psychological barriers between senior and new students and familiarizing them with the university atmosphere

- Listening to student complaints, working to find solutions, and informing parents about the academic status of their sons and daughters
- Promoting social awareness among students is done through a number of activities which include raising money for a variety of charitable causes and visiting institutions, for example orphanages
- Organizing activities during the holy month of Ramadan, which include Iftar, conferences, religious lectures, competitions, financial donations and other charitable deeds. Competitions in the recitation and memorization of the Holy Quran are also arranged
- Arranging social and educational activities, for example visits to cultural landmarks, scientific exhibitions and entertainment centers, and exchanging visits with scientific, teaching and social institutions
- Cooperating with UAE institutions and authorities in health- awareness campaigns on subjects such as illegal drugs and smoking
- Organizing blood donation campaigns in cooperation with the Ministry of Health, and taking part in campaigns and celebrations organized by formal authorities, such as the Civil Defense and Traffic Week Festivals
- Running training courses, for example on first-aid and personality development
- Supporting social activities that aim to develop students' personalities and consolidate their relationship with local values and morals

2. Cultural Activities

The DSA organizes a series of intellectual and cultural activities throughout the academic year. These activities aim at stimulating and enriching both intellectual and cultural aspects of students' personalities. They also contribute positively to building a solid intellectual and cultural background, and help students distinguish between constructive and destructive thinking in their campus life.

Cultural activities organized by this division include the following:

- organizing intellectual and cultural lectures and conferences featuring experts from within and outside the university
- running cultural, intellectual, literary and scientific competitions, and awarding prizes and certificates for distinguished projects such as short stories, literary articles, scientific research and poetry competitions, with the aim of promoting student creativity
- organizing poetry readings, seminars, discussion forums and exhibitions of student work
- encouraging students to write articles for publication in the University Magazine
- forming student theatre groups and providing them with financial support
- participating in cultural, intellectual and scientific competitions organized by educational, literary and scientific institutions in the UAE

3. Art Activities

The DSA is keen in promote the aesthetic and artistic aspects of student life and seeks to further develop these. Throughout the year this division arranges participation in the following activities:

- Presentation of student work, such as drawings, sculpture, calligraphy, art, zincography and photography, in magazines. Exhibitions of student artwork, which provides excellent motivation for talented students
- Art competitions among talented students in a variety of fields
- Art competitions held in the UAE
- The design of wall magazines featuring students' written and artistic work, exhibited in university halls and corridors

4. Sport Activities

Sport is a major feature of the function of the DSA, under the patronage of His Excellency Dr. Saeed Abdullah Salman, President of the AUST . Sport activities play an important role in promoting the physical and intellectual development of students.

Sport enables participants to build their physical wellbeing through exercise and is an important element in the development of personal and psychological balance. As an important part of the strategy and vision of AUST, the university has a wide range of sporting facilities. These include playing fields for football, handball, basketball and volleyball. In addition, the gymnasium is equipped for a variety of sports and there are further facilities for chess, billiards, tennis, etc.

The division also organizes sporting events and participates in many indoor and outdoor athletic championships, such as:

- Inter-college teams
- forming university sport teams and regular training sessions
- participating with universities and colleges from across the UAE in championships and sporting competitions organized by the Higher Education Sports Federation
- promoting health and fitness through body-fitness programs and courses in track and field sports, games and swimming
- ensuring that the university sport facilities and equipment are updated
- ensuring that safety standards are upheld

The DSA provides other services, as outlined below:

Student Council

In coordination with the Department of Students Affairs. Student Councils has been organized to serve as liaison between faculty, staff, and students. Student Councils represent the voice of the students and provides leadership in assisting and organizing activities for all students. There are opportunities for you to serve as member of the Council. If you are interested in being

considered for membership on the Student Council, you should apply to the Department of Students Affairs.

Council Election

Article 1: One-third of Student Council members (i.e. five members) shall be elected through a direct general election by means of a secret ballot.

Article 2: Any candidate running for Student Council (SC) membership shall satisfy the following conditions:

1. To be a regular student of AUST;
2. To be not less than 18 years of age;
3. To be of good conduct and sound reputation;
4. Must not have been convicted of any felony or misdemeanor involving moral turpitude or dishonesty, unless he/she has been rehabilitated.

Article 3: A Supervisory Committee on Student Council Elections (the "Committee"), which shall be chaired by AUST Vice President and whose membership shall comprise two representatives from each college, shall be constituted to oversee the conduct of SC elections.

Article 4: The Committee shall be charged with the following responsibilities:

1. Set a timeframe for submitting candidatures;
2. Receive candidatures form interested students;
3. Review candidatures to ensure that all conditions are satisfied;
4. Consider and adjudicate appeals filed by or against any candidates;
5. Publicize the list of candidates and post it on the announcement boards of each college;
6. Receive and adjudicate objections lodged against any candidates;
7. Establish rules and procedures for constituting the electorate;
8. Assign polling stations and electoral panels;
9. Fix the polling date and define the method of voting;
10. Oversee the election process;
11. Consider and adjudicate appeals over election irregularities;
12. Count ballots and pronounce final results.

Article 5: For elections to be valid at least 50% of student electors who are eligible to vote should be present on the polling day. Otherwise, the elections shall be adjourned to the next day. In which case the validity of elections shall be conditioned by the presence of no less than 20% of the electorate members. If again the quorum is not met the Committee shall select the required five (5) SC members.

Article 6: Candidates shall have the right to conduct pre-election campaigns in accordance with such regulations as are promulgated by the Committee.

Article 7: The Committee shall be responsible for overseeing the vote and shall count ballots after the close of polling on the same day of elections. The candidates or their delegates shall be allowed to attend. A proceedings shall then be instituted on the measures taken by the Committee and the results of vote counting, and shall be signed by all members of the Committee and ratified by the Committee Chairman.

Article 8: The rules and procedures of Student Council election shall be as follows:

1. Election shall be conducted by direct general secret ballot;
2. Balloting shall start at 9:00 a.m. on the day of election;
3. Student ID card shall be used to identify each elector's eligibility to vote.
4. The Committee shall take necessary measures to prevent duplicate registration and voting for all electors during the election day.
5. Each voter shall receive from the Committee a ballot paper to cast his/her vote on in the assigned veiled place inside the polling station, then drop it confidentially into the ballot box in front of one of the Committee members.
6. Balloting shall continue after the closing time if it is found that some electors in the polling station still have not voted, until they are all finished with. The Committee shall then declare the election process closed.
7. Voters shall not stay in the polling station after casting their votes. However candidates or their delegates may assist at balloting as well as vote counting.

Article 9: The rules and procedures of vote counting rules shall be as follows:

1. Ballot boxes shall be unloaded and counted at the counting center to determine the total number of votes, the number of valid votes, the number of false ballot papers, and accordingly the number of valid votes obtained by each candidate.
2. A vote shall be deemed null and void if the voter has elected less or more than the required number of candidates, or has put any mark or symbol, or written any word on their ballot paper.
3. The results of winning candidates who obtained the highest numbers of valid votes shall be announced.

Article 10: Supplementary elections shall be held in case of parity of votes between two or more candidates, which raises the number of winners above five.

Article 11: In all cases, if the supplementary elections results in another parity of votes, the Committee shall resort to a drawing of lots among the tied candidates to fill in the required seats.

Article 12: The Committee shall receive election appeals within 48 hours of the announcement of results. The Committee shall consider and adjudicate such appeals within a period that shall not exceed 48 hours from the date of receipt of each appeal, and the Committee's decision on this matter shall be final.

Article 13: In its first session, the Student Council shall elect by an absolute majority of its members the Council Chairman and Vice-Chairman from among the members of the Council who are nationals of the United Arab Emirates. The session shall be chaired by the oldest member of the Council.

Student Societies

A student society is a body elected by AUST students; society activities are supported by the DSA. There are also academic societies in each college. The goals of these societies are to:

- encourage student participation in a variety of activities
- promote the spirit of cooperation among students, and encourage them to take on responsibility
- provide support to new students by advising them and helping them in their new academic life
- obtain student input regarding needs and wishes, and pass the information obtained to the DSA
- act as a liaison between students and DSA supervisors
- meet with DSA members on a regular basis
- arrange for "acquaintance" meetings among students in order to break down the barrier between new students and the new academic society
- promote a study ethic among students and encourage them to abide by the rules and regulations of the university
- urge students to abide by the morals, principles and doctrines required by Islam

In line with the vision and philosophy of the AUST, the DSA arranges a series of developmental, educational and cultural courses for student leaders, with the aim of improving their performance and developing their leadership skills.

Student societies supported by the DSA:

1. Social Society

The Social Society is concerned with the social and human aspects of student life. It seeks to develop the relationship between students, the university and the community. The Social Society supports morality and promotes welfare work. The society also participates in social activities organized by the DSA.

2. Cultural Society

The Cultural Society is concerned with the intellectual, cultural, and literary life of students. It aims to promote students' talents through performances, exhibitions and participation in cultural activities, for example reading intellectual and literary publications and writing.

3. Arts Society

This society seeks to develop the talents of students who are artistically inclined (e.g., in drawing, photography, art, etc.). It also arranges art exhibitions and conducts training courses in drawing and other forms of creative activity. Members of the society also participate in external exhibitions.

Various athletic facilities also provided and the university is currently working on building swimming pools at accommodation sites. Mosques are also available and contain religious books.

Student Residential Halls have the following facilities:

4. Athletic Society

This society seeks to improve students' athletic skills. It participates in organizing competitions, encourages students to take part in athletic activities and conducts training courses to improve stamina. The society also supports the DSA in athletic activities.

Student Services

The DSA is responsible for monitoring the student services offered by AUST and service providers working within it – for example accommodation, transportation and health care services. It seeks feedback from students regarding the effectiveness of these services and uses it to inform decisions regarding the improvement of these services.

1. Accommodation

In line with its vision, the AUST is eager to ensure the success of the education it provides. Student accommodation is therefore given high priority, as it plays a key role in student wellbeing and can have a positive impact on academic performance. For this reason an independent organization has been founded which is concerned with every aspect of life in the student accommodation, for example matters of comfort, the provision of three meals daily, the mini-market, health club, internet, etc. These services are offered at very low prices.

In addition, the organization offers additional free facilities, for example electricity and water, study rooms, libraries and newspapers.

- Well-designed rooms equipped with appropriate facilities such as furniture, refrigerators, AC, etc.
- Continuous supervision (day and night) by qualified supervisors (both male and female)
- Comfortable transportation between the accommodation and the university. Transportation is also provided for shopping trips and visits

Student conduct in Residential Halls is subject to certain regulations:

- Security - all residential halls are protected by security staff patrols
- Curfew - staff monitor attendance records regularly for absences. Repeated violation of attendance regulations may result in dismissal from the residential hall for one or more semesters 21
- Smoking - male students are allowed to smoke out of doors and in their rooms. However, smoking in common areas is strictly prohibited
- Littering - all students are expected to maintain cleanliness inside the halls. Rooms are inspected periodically for cleanliness.

- Alcohol/Illegal Drugs – the use of alcohol or illegal drugs is strictly prohibited on campus. Students found in violation of this regulation will face severe disciplinary consequences
- Housekeeping – student rooms are cleaned at least once a week, and all common areas are cleaned daily
- Dorm Leave - all resident students are expected to sleep in their residential hall every night, except during official dorm closing periods or upon verification with residential hall staff by parents/guardians

To conclude, the DSA is eager to promote the quality of life in the residential halls. The Director pays regular visits, meeting students and listening to their suggestions and complaints. The DSA also receives regular reports from advisors concerning conditions in the halls and takes action as necessary.

2. Transportation

The transportation department is responsible for ferrying students between the residential halls and the university. The department has many buses which make more than fifty trips daily.

This department also provides students with transport to activities outside the university, for example visits to scientific and entertainment venues, lectures or conferences. Two buses are kept on standby round the clock to cover emergency requirements.

The DSA's role in student transportation is to:

- coordinate the transportation of students to participate in various activities
- elicit student views concerning the transportation services offered
- solve student problems with the cooperation of advisors, who keep the DSA informed of recent developments
- improve the organizational performance in order to achieve high standards of services

3. SMART Superstore

Retail outlets on all campuses meet student needs for stationery, books in Arabic and other languages, software facilities, photocopying, printing and binding. Students may also purchase prescribed textbooks for all fields of specialization at low prices. The DSA monitors the services and coordinates with the supervisors of SMART Superstore to solve any problems that may arise. The Department makes every effort to ensure that books are delivered promptly.

4. Other Services

The Department is responsible for examining the standard of other student services, for example restaurants, mosques, maintenance, cleanliness and security on campuses. With regards to restaurants, the DSA ensures that they are operating in accordance with required health standards. Mosques are kept clean and safe. The Department also checks the cleanliness and maintenance of lecture halls and deals with any problems that may arise. It also coordinates with the university's

security staff to ensure appropriate handling of any problems. Finally, the Department designs questionnaires to assess the standard of services provided and recommends improvements.

Cafeterias & Restaurants

The university provides cafeterias and restaurants on each campus, offering a variety of meals and beverages. Separate areas are provided for men and women students. Women students living in university hostels have a private cafeteria in the hostel building. Prices are set according to the choice of meals and are kept at a reasonable level.

Bookshops

A bookshop on each campus sells books and stationery and provides photocopying services.

Mosques

The university has conveniently-located mosques and prayer rooms with facilities for men and women students on each campus.

Shops

There are shops on each campus and in student hostels to supply items everyday items. Weekday and weekend opening hours are displayed on the shop fronts.

Career Counseling Center

Mission

The Career Counseling Center endeavors to serve AUST students and alumni by educating them to successfully identify, plan and pursue their career goals. The center supports the mission of the university in its three dimensions - education, information and investment - by providing quality services which will enhance clients' employment potential, and by liaising with prospective employers. To achieve its mission, the center is assisted by the AUST Alumni Association, a non-profit organization which aims to enhance interaction between alumni, students, the university and the community.

Objectives

The Career Counseling Center aims to:

- Help new students to selecting courses appropriate to their career interests and aspirations
- help students and graduates in decision-making, goal setting and planning for their careers
- offer guidance to students and graduates regarding the skills necessary to meet evolving job requirements
- help students and graduates acquire effective job search skills
- signpost students and graduates to job search resources
- provide AUST with job-market information to aid academic planning
- seek recruitment, internship and voluntary or part-time opportunities for students and graduates through liaison with businesses, governmental bodies and organizations
- establish a plan for assessing the performance of career services and activities
- Establish and foster lifelong professional and personal relationships between the university and its alumni
- promote communication between alumni, and between alumni and the university
- promote the Alumni Association within the university and engender goodwill, understanding and support for the university in the wider community
- offer alumni opportunity to contribute to and participate in the university's decision-making processes
- establish fundraising mechanisms for the Alumni Association

Services

The work of the Career Counseling Center includes: Organizing:

- Career days
- Social and cultural events
- Alumni clubs and forums

Providing services:

- Career guidance
- Group and individual counseling
- Employability skills development
- Psychometric tests
- "Innovation incubators" Informing:
- Posting job advertisements electronically and on campus notice boards
- Employer portal
- Job seeker portal
- Classified jobs

Training Center

Mission

The Training Center seeks to support the strategic vision of the university by bridging the gap between the academic realm, the community and the employment market. It strives to achieve this aim through three strategies: student training, staff training and community training. In doing so the center applies scientific criteria in the selection of trainers, programs and performance assessment.

Objectives

The Training Center's short-term objectives:

- Student Training: to seek suitable credited-hour training opportunities for students in various public and private organizations, as part of their study plan

The Training Center's long-term objectives:

- Continuing learning, training and rehabilitation: to lead training development programs for college members and staff in areas such as teaching and learning methodology, computer skills, research methods, languages, management and technical skills
- Community Training: to play an active role in developing community programs through symposia and seminars on rehabilitation, development and the upgrade of worker skills and capacities
- To promote training and learning through the use of modern technology

Continuing Education Center

The Continuing Education Center (CEC) was founded in response to the market's mounting need for excellence. We specialize in preparing both men and women for rewarding careers in various businesses and environments. We are well aware that students come to CEC with a variety of academic experiences and backgrounds; hence, every effort is made by the administration and staff to integrate these experiences with the requirements of the work requisite. The long-term growth and success of our Center relies heavily on its aptitude to attract and retain qualified and keen staff and to maintain being a zenith in what it does best: continuing education.

CEC also prepares students to work effectively by developing essential competencies in a reflective, learner-centered teaching milieu. This method is implemented through an academic curriculum that incorporates field-based practice, reflection and application.

- Courses offered TOEFL Courses TOEIC Courses ICDL Courses CCNA Courses
- Business English Courses English Level I Courses English Level II Courses Management Courses
- IT Courses
- Web Designing Courses Clerical Courses Graphics Courses
- Soft Skills Courses (Customer Service, Leadership, Business Etiquette, Communication Skills, Sales)

Library and Learning Resources Center

The literature relating to library and information science states that the effectiveness of the organization and its various activities cannot be determined without a statement of goals and objectives because, by definition, effectiveness is the degree to which a library accomplishes its stated objectives. The Association of College and Research Libraries (ACRL) Standards, published in June 2004, anticipates that the mission, goals and objectives of a college library should support the mission of the parent institution and should be spelled out clearly so as to serve as a framework for its activities. Outcome assessment measures take into consideration the library's dependence on technology, its increasing use of online services, its provision of information literacy skills and the budgetary split between print and electronic resources. The ACRL Standards require goals to be compatible and consistent with those developed by the institution. Assessment of the quality and effectiveness of the library should be linked closely with the specific mission and goals of the institution. The Information Resources Center should be involved in the overall planning process. These planning methods require input from a broad spectrum of the institution's community. Strategic planning that includes evaluation, updating, and refinement, provides an overall direction that helps to guide day-to-day activities and decisions.

Mission

The mission of AUST's library and Learning Resources Center is to support the university mission in identifying, organizing, preserving and offering accessible resources which serve the needs of college members, students and the community at large. In addition the library seeks to locate, acquire, organize and select the most appropriate material and make it accessible to users. It is also the mission of the library to build a comprehensive, balanced library collection and provide a good environment for reading, learning and research.

The upgrading and preserving of the library's information technology infrastructure to ensure prompt access to information and information services is also among the AUST library mission priorities.

Goals and Objectives

The goals and objectives of AUST's library and LRC are to:

- Provide current library materials and databases that support the academic curriculum
- Provide access to information resources, regardless of location
- Collect library materials in all formats, broaden and update all collections to meet the needs of AUST's programs and support the various aspects of the institution: teaching, training, research and services
- Educate and assist college, students and staff in the identification and effective use of information resources
- Continue to strengthen and update all collections to meet the needs of AUST programs

- Preserve AUST's collections and materials, and maintain and upgrade physical and technological infrastructure to enhance the quality of services

- Recognize that a minimum expectable standard is one resource per topic per student

- Meet accreditation standards

- Provide access to library resources and servers via web pages and online recourses

- Ensure that resources available are current appropriate and accessible 24/7

- Work closely with users; know their needs and interests

- Put into practice the motto that building library resources is a continuous process

- Enhance information literacy, especially in the student community, by developing effective plans aiming at improving student ability to:
    1. Access information effectively and efficiently
    2. Evaluate information and its sources critically
    3. Understand economic, legal and social issues when using information
    4. Access and use information critically and legally

Innovative Medical Environment

Mission

'The Innovative Medical Environment' is a realistic and direct application of the global vision of the AUST in breaking the barrier between the academic entities, with its all academic and training programs, expertise, practitioners and researchers, and the business community, including hospitals, medical centre and the various areas of practical applications.

'The Innovative Medical Environment' is the sixth basic reference authority in the AUST. It houses all the academic, research, training, expertise and practical activities that are relevant to health and medical fields, with the aim of joining all the facilities and potentials to present the best possible outcome for users and beneficiaries.

Objectives

1. Making available, through the University's databases and information sources, which will enrich the process of teaching, learning and research, in addition to facilitating the exchange of information, discussion and debate through the internet.
2. Making available the infrastructure for teaching, research, training, consultations and practice in medical and health areas.
3. Carrying out joint applied research in the fields of medicine and health by studying the actual needs of the community and meeting these needs in a comprehensive way.
4. Making available places for training the AUST students in different locations (hospitals, factories, pharmacies etc.) to assist students in the development of their intellectual abilities and to provide the community with distinguished elements capable of producing and innovating.
5. Making available training and continuing teaching programs for the community.

6. Training teaching staff members and all members of the medical environment to acquire harmony between theory and practice.

7. Applying the philosophy of the multiplicity of uses, functions and goals, by employing laboratories and human research facilities in various ways, as this will save a lot of effort and expenditure, leading to the best results.

8. Organizing approach seminars within the frame of a comprehensive plan that aims at introducing the idea to all and measuring the reactions. This will be followed by the required adjustment and development, during the experimental period, to attain distinction during the comprehensive application stage.

Admissions and Registration

1. System of Education and Graduate Programs Offered

The university utilizes the credit hour system. This system requires that students earn a total number of credit hours, as determined by the university, to complete their program of study. The required number of credit hours is distributed over a certain number of semesters, depending on the program (see Table 1 for details). All AUST Graduate programs are accredited by the Commission of Academic Accreditation (CAA) of the Ministry of Higher Education & Scientific Research, UAE.

Table 1: Accredited graduate degree programs offered

College	Degree	Total Credit Hours
Institute of Environment, Water, and Energy	MSc in Groundwater Engineering & Management	36
Business Administration	MBA (Human Resource Management)	36
	MBA (Financial Management)	36
	MBA (Marketing)	36
Information Technology	MSc. in Information Systems	33
Engineering	MSc. in Architecture and Urban Studies	36
Law	Master of Law (Private Law)	33
	Master of Law (Public Law)	33
Dentistry	MSc. in Restorative Dentistry	57
Pharmacy & Health Sciences	MSc in Pharmacy	36
Education and Basic Sciences	Professional Diploma in Teaching	33

2. Admission of new applicants to AUST graduate programs

Applications for admission should be submitted to the Admission and Registration prior to the beginning of each semester. To be eligible for admission to a Graduate program, a student must be holder of a Bachelor Degree issued in the UAE, or its equivalent as approved by the UAE Ministry of Higher Education & Scientific Research, UAE.

The AUST Council of Academic and Scientific Affairs determines the number of students to be admitted to each graduate degree program each semester, according to the university's available resources.

2.1. General Admission Conditions to Master Programs

In accordance with the University requirements for graduate programs, holders of a Bachelor degree may apply for full or conditional admission to a Master program if they fulfill the following minimum general requirements :

a. Full admission

To be eligible for Full admission, the applicant must satisfy the following:

 i. He/she is holder of a Bachelor degree in the same field as that of the program applied for

 ii. His/.her Bachelor degree was completed with a minimum cumulative GPA of 3 on a scale of 4.0, or its equivalent

 iii. His/her Bachelor degree was issued from an accredited university by the Ministry of Higher Education and Scientific Research, UAE

 iv. He/she has attained at least 550 score in TOEFL or its equivalent (if the program is taught in English)

b. Conditional admission requirements for Master programs

Subject to availability of seats, a conditional admission may be offered if the applicant fulfils the above listed general conditions of full admission but his/her GPA is between 2.0 and 2.99 or his/her TOEFL score is between 530 and 550 or its equivalent (if the program is taught in English).

b.1. Conditional admission due to non fulfillment of GPA requirement

An applicant may be offered a conditional admission due to non fulfillment of GPA condition, if he/she satisfies the following:

 i. He/she is holder of a Bachelor degree in the same field as that of the program applied for

 ii. His/.her Bachelor degree was completed with a minimum cumulative GPA between 2.00 and 2.99 on a scale of 4.0, or its equivalent

 iii. His/her Bachelor degree was issued from an accredited university by the Ministry of Higher Education and Scientific Research, UAE

 iv. He/she has attained at least 550 score in TOEFL or its equivalent (if the program is taught in English)

Important: Admitted students, under this category, will be allowed to continue in the Master program only if they meet the following requirements during the period of conditional admission or be subject to dismissal:

  a. may take a maximum of nine credit hours in the first semester of study;

  b. must achieve an overall grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Master's program.

b.2. Conditional admission due to non fulfillment of English Proficiency requirement

An applicant may be offered a conditional admission due to non fulfillment of English Proficiency requirement , if he/she satisfies the following:

i. He/she is holder of a Bachelor degree in the same field as that of the program applied for

ii. His/.her Bachelor degree was completed with a minimum cumulative GPA of 3 on a scale of 4.0, or its equivalent

iii. His/her Bachelor degree was issued from an accredited university by the Ministry of Higher Education and Scientific Research, UAE

iv. He/she has attained a score between 530 and 550 in TOEFL or its equivalent (if the program is taught in English)

Important: Admitted students, under this category, will be requested to register in the Advanced level of the IEP program , and 6 credit hours during their first semester of studies. They must meet the following requirements during the period of conditional admission or be subject to dismissal:

a. must achieve a TOEFL score of 550, or equivalent, by the end of the student's first semester of study;

c. must achieve an overall grade point average of 3.00 on a 4.0 scale, in the first nine credit hours of credit-bearing courses studied for the Master's program.

Important: 1. The number of seats for this category is limited to 25% of the number of students who are admitted to the program

2. The selection of the candidates will be based on the GPA obtained in the Bachelor degree

c. Exemption from English Language Proficiency

Applicants for an AUST graduate program may be exempted from the English Proficiency requirement (minimum score of 550 in TOEFL or its equivalent) if :

Case 1.

1. The medium of instruction is English for the Bachelor degree of the applicant ,

2. The applicant was admitted to the Bachelor program after having obtained at least 500 score in TOEFL or its equivalent,

3. The applicant has applied for an AUST Graduate program in less than two years after his/her graduation.

Case 2.

1. If English is the native Language of the applicant,

2. The applicant had completed his/her Bachelor degree in his/her home country or in a country where English is the native Language.

Case 3.

The Medium of Instruction of the Master program is Arabic Language.

d. Foundation Program (Bridge Program)

A program intended to —bridge the gap between a student's prior work and the background required for the program he/she is entering. Typically such a program would be needed by students entering graduate business education where the student's undergraduate major was in an area other than business, or graduate engineering programs where the student's major was in a different engineering specialty. The courses in a bridge program typically do not carry degree credit.

2.2. General Admission Conditions to the Professional Graduate Diploma in Teaching program

An applicant is eligible for the admission into the Professional Graduate Diploma in Teaching if :

   i. He/she is holder of a four year Bachelor degree in one of the following fields:

      a. Arabic Language Literature,

      b. Islamic studies,

      c. English Language & Translation, or English Literature

      d. Mathematics,

      e. Biology, Physics, or Chemistry.

      f. Information Technology

   ii. His/her Bachelor degree was issued from an accredited university by the Ministry of Higher Education and Scientific Research, UAE

2.3 Transfer students from accredited institutions

a. Eligibility for Transfer to AUST

A Graduate student from an institution of higher education may apply for admission to an AUST Graduate program in the same field of study if:

   i. He/she satisfies the conditions of AUST General Full admission given in 2.1.a or he/she had satisfied requirements of conditional admission which are similar to AUST conditions given in 2.1.b-d

   ii. He/she had been in good academic standing, i.e.: his/her Cumulative Grade Point Average (CGPA) is a least 3.0, on a scale of 4.0 or its equivalent,

   iii. He/she had not been the subject of disciplinary dismissal.

   iv. He/she was enrolled in a Graduate program which is recognized /accredited by the Ministry of Higher Education & Scientific Research, UAE.

Important: If the student was admitted at his/her previous university based on the Institutional TOEFL, he/she will be requested to re-take TOEFL test at AUST, and obtain at least 550 score .

b. Conditions for Transfer of credit hours earned outside AUST

The transfer of credited courses is considered for graduate student who are transferring to a similar program to one studied previously if:

i.   their cumulative grade point average was at least 3.0 on a scale of 4.0, or the equivalent,

ii.   the course is not a course of the Pre- Master foundation Program,

iii. the number of credit hours for the graduate course is not less than that of the AUST equivalent graduate course

iv.   the grade obtained on the previous course must have been at least B (3.0 on 4.0 scale or the grade that corresponds to "Merit/ very Good" for institutions using a different grading scale)

v.   the course content at the institution previously attended should be similar to that of the corresponding course offered at AUST

Important:

i.   previous Only grades obtained from courses taken at AUST will be taken into account in the calculation of a student's CGPA, i.e., grades obtained from transferred courses at the institution will not be taken into account in the computation of the CGPA.

ii.   AUST does not grant transfer students a graduate degree unless they successfully complete at least 50 percent of the credit hours of the graduate program at AUST.

iii. Transfer credit hours will be reported on AUST Transcript only when the Admission & Registration receives the authenticity certificate of the transcript from the former institution of the student.

2.4 Admission to Master Foundation Program

The program coordinator may consider admission applications to the foundation program from students who satisfy the admission conditions of the program but they are holders of a Bachelor degree in another area of specialization.

If the application is accepted, the student will have to:

- pass all the undergraduate courses (up to 15 credit hours), specified by the program coordinator,   with a GPA of 3.0
- obtain at least 550 score in TOEFL or its equivalent

Important: Applicants to the Foundation program must be holder of 500 score in TOEFL before registering their foundation courses.

2.5 Documents Required for Admission to Graduate programs

An application is considered complete if the applicant submits to the Admission & Registration the following documents:

- Application form, which may be obtained from the Admission and Registration, to be filled in by the applicant
- Certified copy of UAE Secondary School Certificate, or its equivalent (recommended)
- Certified copy of the Bachelor degree certificate or its equivalent. (If the Bachelor degree is obtained abroad, the Equivalency certificate issued from UAE Ministry of Higher Education & Scientific must also be submitted)
- Certified copy of the grade transcript
- Certificate of proficiency in English language, e.g. TOEFL with a minimum score 550 in TOEFL or its equivalent
- Photocopy of valid passport
- A copy of UAE ID card for UAE residents
- Health certificate, issued by AUST doctor
- Certificate of good conduct, issued by an official body
- Six recent passport-size photographs
- 2 reference letters
- A written commitment signed by the applicant that he/she will observe AUST rules and regulations.

Notes :

1. AUST does not take into consideration Institutional TOEFL scores obtained in another institution
2. Applications for admission are processed only after payment of the non-refundable Application & Registration fee for Graduate programs which is AED 2000. This fee is reduced to AED 1300 for applicants to Professional Graduate Diploma in Teaching.
3. Transfer students are also requested to pay AED 500 for the evaluation of the credits that may be transferred to them.

2.6 Certification of Documents

Newly-admitted students are requested to have their documents certified before the end of the first semester of study, otherwise their registration will be cancelled.

i. Bachelor degree Certificate ,and Grade Transcript obtained in the UAE must be certificated by the UAE Ministry of Higher Education and Scientific Research , UAE.

ii. Bachelor degrees and Grade Transcript obtained abroad must be certificated   by:

- the Ministry of Higher Education, and the Ministry of Foreign Affairs of the country of origin, and the UAE embassy in that country,
  or

- the embassy of the country which issued the certificate, and the UAE Ministry of Foreign Affairs.

2.7. Admission Validity

Admission to a Graduate program is valid only for the semester which is indicated in the admission letter offer. If an admitted student does not join the program during that semester, the admission offer will be cancelled with no refund of the application fee. However, an admitted student, who did not join his/her program, could re-apply for admission to the same program or another program, subject to payment of the re-admission fee of AED 300.

2.8 Seat reservation fee

Students admitted to a graduate program may be requested to pay a seat reservation fee of AED 4,000. This fee is non-refundable and non-transferable and must be paid before the deadline stated on the offer letter of admission. This deposit is deductible from the tuition fees once the applicant joins AUST. If the student asks to defer admission to the following semester and the request is approved, the seat reservation fee will be applied to the following semester.

3. Suspension of study

If a student fails to register during one of the semester after having completed his/her first semester, he/she may be allowed to postpone his/her registration for no more than two successive semesters, provided that he/she submits, before the end of registration week, a request expressing the intention to suspend course registration. However, the total number of suspension semesters should not exceed 3 semesters before graduation.

4. Right to withdraw registration

The university reserves the right to withdraw an offer of admission if the applicant fails to satisfy all requirements, or it is found that admission was obtained through the use of incomplete, falsified, altered or embellished information. In the case of withdrawal of registration from a matriculated student, credit earned at AUST will be withheld and no transcript will be issued to the student.

5. Re-Admission of Former Students

Students who have missed more than two consecutive semesters of enrollment (excluding the summer semester) at the university may apply for re-admission by completing the re-enrollment form which is available at the Admission and Registration.

To be eligible for readmission, the applicant must meet the following conditions:

1.   The applicant was not subject to behavioral dismissal from AUST
2.   The applicant must satisfy admission requirements in effect at the time of re-admission

3. If the applicant transferred from AUST to another accredited institution, he/she must apply as a transfer student.

No student will be re-admitted until all fees, charges and dues owed to the university have been paid. A non-refundable re-admission fee of AED 300 is charged.

Academic Advising

i. Introduction

As part of its dedication to academic success AUST is committed to offering high quality academic advising in order to help students in the development and pursuit of academic objectives consistent with their life goal. Academic advising is an ongoing process that connects students to the university. We believe it is important to empower each student with knowledge, resources and skills that will leads to academic success and lifelong desire to learn inside and outside the classroom.

ii. AUST advising policy

1. All students shall be informed of the advising policy and advising process during the initial orientation and be directed to an appropriate advisor.
2. All regular students shall be assigned an advisor.
3. All students on probation must be given regular advising each semester;
4. All students expected to graduate must be advised at least twice every semester of their final year;
5. Career Student counseling and student counseling shall be made available to all enrolled students;
6. Advising by faculty members for all new and continuing students shall be provide tothem every semester.
7. Assessment of department advising shall be done every semester as a part of the whole program assessment;
8. Academic departments advising shall be assessed and reviewed every year;
9. Funding and resources shall be made available to all units to ensure effective and efficient advising at all levels;
10. Training shall be provided for all advisors and peer mentors;
11. Accurate information shall be posted and maintained on the university's website;

iii. The Goals of Academic Advising

1. To help students take the right decisions in choosing an appropriate course of study commensurate with their interests ,abilities and meet their academic and life objectives.
2. To answer questions raised by students.
3. To make sure that students know the consequences of their choices;
4. Ensure that all students are aware of resources, services and educational opportunities at AUST that may be pertinent to the student's educational objectives.
5. To be an information source regarding university policies, procedures.
6. To facilitate resolution of academic problem, conflict and concern, as appropriate;
7. Refer students as necessary to other resources.
8. To encourage students to be creative in their academic choices.

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9. To be a channel of interaction and advice about life and academic matters.

10. To gather and propagate data on students' needs, expectation and aspiration.

6. Study Load for Graduate students

a. *Study load for Master students*

The normal study load for Full Time Master students is 4 courses (12 credit hours) per semester . However, the study load of academically warned students may be reduced to 2 courses to enable the student to focus on only two subjects to increase his/her chances to raise the CGPA to 3.0 or more.

b. *Study load for Professional Diploma in Teaching*

The normal study load for Full Time students, who are enrolled in the Professional Diploma in Teaching, is 6 courses (18 credit hours) per semester . However, the study load of academically warned students may be reduced to 3 or 4 courses to enable the student to focus on only few subjects to increase his/her chances to raise the CGPA to 3.0 or more.

c. *Study load of Part-time Graduate students*

The normal study load of Part-time Master students is 6 credit hours per semester, where it is 9 credit hours for students who are enrolled in the Professional Diploma in teaching program.

7. Minimum and Maximum Time allowed to complete a Graduate program

a. *Minimum time allowed to complete a graduate program*

The minimum time allowed to complete a graduate program is one year for programs that do not have a thesis component. If a thesis is required for the program, the minimum number of semesters is increased to 3 semesters.

b. *Maximum time allowed to complete a Master program*

The maximum time allowed to complete a Master program is eight regular semesters.

c. *Maximum time allowed to complete the Professional Diploma in teaching program*

The maximum time allowed to complete the Professional Diploma in Teaching program is 4 regular semesters.

8. Academic Evaluation and Assessment

8.1. Course Assessment

In each registered course, a student's performance is assessed according to a procedure established by the college concerned, and explained in the course plan. The overall score is normally distributed as follows:

1. Semester tests and activities: 50 percent
2. Final examination: 50 percent

The score for semester tests and activities includes marks for tests, assignments, research project, and laboratory work. The pass mark in each course is sixty percent.

8.2. Grading System

The university adopts the following grading system for graduate programs :

Mark	Grade		Merit for Graduate Program
	Letter	Point	
From 90 to 100	A	4.0	Excellent
From 85 to 89	B+	3.5	Very Good (High)
From 80 to 84	B	3.0	Good
From 75 to 79	C+	2.5	Pass (High)
From 70 to 74	C	2.0	Pass
From 65 to 69	D+	1.5	Pass
From 60 to 64	D	1.0	Pass
Less than 60	F	0	Fail

8.3. Semester Grade Point Average

The semester GPA indicates student performance during the semester, and is calculated as follows: the total of the grade point of each course taken in the semester multiplied by its credit hours, divided by the total number of credit hours registered in the semester.

8.4. Cumulative Grade Point Average

The CGPA indicates the student's average performance over all semesters up to the final or current semester. It is calculated as follows: the total of the point grade of each course taken to date, multiplied by its credit hours, divided by the total number of credit hours taken.

If a student repeats a course in which he/she obtained an "F" grade, or does so in order to improve his/her CGPA, the last grade obtained will be considered in the calculation of the CGPA regardless of whether the last grade is higher than the original one or not. However, the original grade will continue to appear in the academic record without affecting the calculation of the CGPA.

The CGPA is also used for academic probation as follows: starting from the end of the first semester of study, if the student's CGPA is less than 3.0, he/she will be regarded as an "academically-warned" student and will be requested to improve his/her academic performance to raise the CGPA to 3.0 or higher. (See Section 11 for the policy regulating the study load of warned students).

A student will not be allowed to graduate unless his/her CGPA is at least 3.0, even if he/she has passed all required courses of the program of study. In this case, in consultation with the academic advisor, the student must repeat a number of courses of the study plan in order to raise his/her CGPA to at least 3.0.

8.5. Incomplete Grade

Attendance at final examinations is compulsory. Failure to attend means failure in the course. However, if a student does not attend the final examination for urgent reasons and he/she scored at least a total of 30 out of 50 in coursework, the course may be considered as "incomplete." Acceptable evidence for failure to attend a final examination consists of the following:

1. illness certified in a medical report approved by the university doctor
2. death certificate of a first or second degree relative
3. arrest or summons before a court or other legal body

In these cases the student must complete and submit a request form within three days of the examination date. He/she also must present the relevant documents to the Admission and Registration. The application will be processed only if the student has no financial obligation to the university and has paid the fee for an "incomplete request." The application will not be accepted if the student has a 25 percent absence warning.

A student who has been deemed to be "incomplete" in a course must take the final examination before the end of the second week of the following semester in which he/she registers.

8.6. Examination Re-sits

If a student passes all courses except one, required for graduation or for starting the thesis work, which he/she failed in the last semester, he/she will be allowed to re- take the Final exam for that course before the beginning of the following semester. In this case, there is a charge of 50 percent of the course fee.

8.7. Complaints about Grades

Complaints regarding final examination results must be lodged within a period of two weeks following the announcement of the examination results. The student should complete and submit a Complaint Form to the Admission and Registration. The form will be transferred to the college concerned where an appropriate decision will be made. The Admission and Registration notifies the student of this decision.

9. Academic Standing for Graduate students

A graduate student is considered in good academic standing only if his/her CGPA is at least 3.0. Otherwise, he will be put on academic Probation.

If an academically warned student does not raise his/her CGPA to 3.0 in the following semester, he/she will be placed on a second probation.

If a student who is on second probation fails to raise his/her CGPA to 3.0 in the following semester, the student will be dismissed from the program.

The Graduate program coordinator may advise an academically warned student to repeat one or more than one course to increase his/her chances to raise his/her CGPA to 3.0.

10. Graduation Requirements

A student will be awarded the degree of the graduate program, in which he is registered in, upon meeting the following requirements:

- Completion of the required courses of the study plan
- Achievement of a CGPA of not less than 3.0
- Completion of the thesis/dissertation (when applicable)

The merit of the graduate degree is determined according to the following scale:

Cumulative GPA	Merit
From 3.8 to 4.0	Excellent with Honors
From 3.6 to less than 3.8	Excellent
From 3.3 to less than 3.6	Very Good
From 3.0 to less than 3.3	Good

11. Attendance Policy

a. Attendance to lectures

Attending classes is compulsory for all courses. A student will not be allowed to take the final examination if he/she has missed more than 25 percent of the classes during the semester. Absence warning policies are set out below:

- If a student is absent for 10 percent of theoretical and practical class hours, the lecturer will issue a 10 percent absence warning.
- If a student is absent for 20 percent of theoretical and practical class hours, the lecturer will issue a 20 percent absence warning.
- If a student is absent for 25 percent of theoretical and practical class hours, the lecturer will issue a 25 percent absence warning and the student will receive the grade of "F."

The Council of Academic and Scientific Affairs may consider a student's withdrawal from the course if sufficient and convincing reason for the absence is submitted to it by the Admission and Registration, after approval of the program coordinator.

b. *Attendance to meetings with thesis supervisor*

Every student who is preparing his/her thesis is expected to meet his/her supervisor on regular basis (at least one meeting in every two weeks).

- If a student does not attend two consecutive planned meetings without prior approval of the supervisor, the latter will issue a 10 percent absence warning.

- If a student was issued a 10% warning , and he/she does not attend another two planned meetings without prior of the supervisor, the latter will issue a 20 percent absence warning.

- If a student did not attend more than 6 planned meetings without approval of his/her supervisor, the latter writes a report to the program coordinator who could recommend to the College Council to take one the following decisions:

    a. suspend the student for one semester if he/she made a good progress in his/her research work,

    b. suspend the student for one semester , and change the research subject and the supervisor

    c. dismiss the student from the program

Student Records

Student which is kept at the Admissions and Registration contains the following documents:

- all the documents that were submitted for admission
- the undertakings which were signed by the student during his/her studies
- a copy of the updated transcript at the end of each semester
- request for suspension of studies
- clearance sheet for graduates or students that have withdraw from the University
- The transcript delivered by any another institution from which courses were transferred along with the course description, and the approval of the College for the Transfer of the Course. Also, authentication certificate of the Transcript, which was issued from the former University, is kept in the file.
- The decision of completion of graduation requirements signed by the Dean of the College when the student completes his studies

Confidentiality of the records

a) AUST considers that all personal and academic information is confidential and therefore cannot be given to individuals other than the parents of the student.

b) The Admissions and Registration assists institutions when they request information on the authenticity of a copy of transcript or a graduation certificate.

c) Transcripts and official documents are not issued following the request of another person which does not present a procurement signed by the student along with a copy of the ID card of the student.

Student Rights

Students have the right to:

a) Inspect and review information contained in their education records.

b) Request change or update of their personal data.

AUST Rules and Policies

Student Rights and Responsipilitioes

Student Rights:

1. Every student enjoys all rights and freedoms recognized within the University by the Laws of the United Arab Emirates as long as this does not violate the Code of Student Conduct.

2. Every student has the right to fair equal treatment by the University. A student has a right to be free from discrimination based on ethnicity, color, religion, gender, marital status, nationality, language, or personal handicap. However, a distinction, exclusion, or preference based on relevant academic or physical aptitudes required and made in good faith is considered to be non-discriminatory.

3. Every students have the right to have an environment supportive of the University's mission and their own educational goals.

4. Students can function in their daily activities safely and easily.

5. The University is committed to ensuring that adequate measures are taken to protect the security of students on the University campus.

6. AUST respects the student's right to privacy of personal information. This implies that information disclosed by the student and for the student is considered to be personal; this information will not be disclosed to third parties without your consent. A permanent record for each student enrolled in the University is maintained by the Department of Admission and Registration. The written consent of the student is officially required to disclose his/her academic record. Exceptions are made for parents, sponsors, authorized AUST officials and in compliance with a judicial order.

7. AUST shall make sure that students know their rights and responsibilities, as well as applicable University policies and procedures. The University's obligation under this section is fulfilled when the University makes copies (hard or on the University website) of the Student Handbook available to every student upon being admitted to and entering the University.

8. Students have access to help them in managing own affairs, increasing self awarness, career planning and personal decision making;

9. Students have access to established *grievance Procedures*.

10. Students have access to various activities beyond the classroom, which support intellectual and personal development.

11. Students have access to excellent faculty, academic technology, classrooms, libraries, presentations and other resources necessary for the learning process.

12. Students have the right to get prompt and appropriate responses from the University's academic and administrative departments.

13. Every student has the right to quality education.

14. Every student has the right to a fair and impartial assessment of your performance as a student.
15. AUST shall furnish students with relevant course information to enable them to make informed course selection.
16. A student who is accused of a disciplinary offence has the right to present an appropriate defence.

Student Responsibilities:

Along with rights come certain responsibilitiesamong them the respect of the rights of all in AUST's community. Students must behave in a manner that is civil and compatible with the University's function as an educational institution. Students are required to obey the rules and regulations of AUST as laid out in the Student Handbook and University Catalog. In particular, students are expected to abide by all rules and regulations expressed in the Code of Student Conduct. Students are expected to familiarize themselves with these codes and their obligations and responsibilities toward the university, its faculty and staff, other students and visitors to the University. It is imperative in AUST'scommunity of learning, disruption of the educational process, destruction of property, and interference with the orderly process of the University, or with the rights of other members of the community, cannot be accepted. In order to acieve its objetives an functiop properly, AUST has the authority mandate to maintain law and order and to discipline those who are disruptive of the educational process.

Student Behavior Code

All members of AUST are expected to conduct themselves in accordance with the regulations of the university, and the laws of the UAE. In particular, AUST students are requested to play an exemplary and positive role in enhancing the reputation of the university by:

1. demonstrating a clear commitment to their own learning
2. conforming themselves to all specified time requirements for registration, class schedules, examinations and completion of assignments
3. ensuring that work presented is their own personal work
4. ensuring that all information presented to faculty members and administrative staff is accurate and true
5. conducting themselves in a courteous and proper manner in their dealings with faculty members, employees or other students
6. meeting their academic advisors regularly
7. respecting the property of others and of the university
8. reporting grievances to their academic advisor or the Dean of the College
9. not engaging in cheating, plagiarism, disruptive behavior or improper conduct which could damage the reputation of the university
10. not using AUST facilities for other than learning purposes without prior authorization
11. not falsifying documents or using falsified documents for any purpose related to the university
12. not distributing leaflets or collecting signatures on university premises or in hostels without prior authorization
13. abiding by AUST rules and regulations, and the directives of the academic and administrative staff
14. acting in a way that will not cause offence to the culture of the UAE

Student Academic Integrity Policy

1. PLAGIARISM

- The rich learning resources that are available at AUST are expected to be used for reading to helpyou to understand and to find out the work of others in the topic of your essays or projects only.

- Students are requested to submit their own work to be used for evaluating the level of achievement of a specific learning outcome.

- Each faculty should explain to his/her students that he/she is interested in evaluating their own work and not the work of others.

- It is not forbidden to reproduce an idea or sentences from a book or an article as long as the student uses quotation marks and give its source.

- There is no usage in reproducing sentences if the student does not refer to them in his/her sentences. Every submitted project is expected to contain a reference section in which the student lists all the materials that he/she consulted or used in the project.

- Plagiarism is strictly forbidden at AUST which has acquired specialized software that detects plagiarism.

- If plagiarism is proven, a zero mark may be given to the project which subsequently induces a failure in the course.

Examples of Academic Integrity Violations

The following list includes, but is not limited to, examples of violations under the Academic Integrity policy.

Plagiarism	Test and Exam Rules	Other violations
Failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks.	Attempting to read other students' exam papers.	Co-operation or collaboration on an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis.
Submitting any work written, in whole or in part, by someone else.	Speaking to another student (even if the subject matter is irrelevant to the test).	Disruption of classroom activities or periods of instruction.

Submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own.	Leaving answer papers exposed to view.	Improper access to confidential information such as exams or test questions.
Using ideas or material without appropriate acknowledgment in any academic assignment.	Writing an examination or part of it, or consulting any person or materials outside the confines of the examination room without permission to do so.	Misrepresentation of facts for any academic purpose.
Using another's data or research findings.	Using material not authorized by the examiner.	

Procedures Regulating Irregular Behaviors during Sit-in Exams

All cases of cheating or trying to cheat, disturbing the peace and calm of the examination room, disrespecting one of the invigilators, impersonating an examinee or engaging someone else to take the exam by-proxy shall be reported to the College Examination Committee by all the invigilators.

- The invigilator shall notify the student who is caught cheating or trying to cheat to see the chair of the College Examination Committee by means of a form designed by the Central Examination Committee and by which he/she will be informed of the place and time of his/her appearance before the Central Examination Committee.

- The College Examination Committee shall refer the report to the Central Examination Committee in turn submits it to the University Disiplinary Committee.

- The the University Disiplinary Committee shall conduct the investigation with the cheater (or trying to cheat) and report all available witnesses within no more than 48 hours, then a report shall be submitted. In case the student does not attend in the assigned time, he/she will be subject to an investigation that will be conducted in absentia.

- The the University Disiplinary Committee shall be entitled to take the decision to keep the report in case the infraction is not supported by any evidence; the decision is deemed definite and the student may be allowed to re-sit the examinations.

- The Chair of the Central Examination Committee shall refer the report to the University Disciplinary Committee to take the appropriate decision with regard to the infraction the examinee is accused of.

- Once asked by the invigilator, the examinee who is caught cheating or trying to cheat shall quit the examination room.

Disciplinary Penalties

The examinee who is proven to have cheated or tried to cheat at the end of semester exams shall be deemed have failed the course.

The examinee who is caught cheating shall be deemed have failed all the courses of the end semester exams.

The examinee who shall be considered to have failed all courses he/she registered in the semester and suspended from registration in the following semester is he/she who:

1. cheats a second time in the final semester exams.
2. is caught cheating or trying to cheat in the final semester exams and proven to have disrespected the invigilators, deliberately tried to disturb the peace or calm of the examination room, or call examinees to rebel.
3. The registration fees shall not be reimbursable in the above mentioned cases.

Any student who introduces a research paper or any measurable academic activity and Proven to have plagiarized shall be deemed to have failed the course and shall not be reimbursed.

In case a student from the University is caught impersonating an examinee or engaging someone else to take the exam by proxy, they shall be both subject to expulsion for no less than two successive semesters.

If a person from outside the University is caught impersonating an examinee, the University shall be entitled to bring legal action against him/her, and the student shall be subject to irrevocable expulsion.

The decisions shall be considered definite after approval by the President of the University.

Exam Policies

Article 1

Only students who fulfill the following conditions will be allowed to sit for University examinations:

1. Students who arrive at the examination room in good time. If they are more than 30 minutes late they will not be admitted. Going out the examination room shall be allowed only 40 minutes after the timed start.
2. If students are not suspended from classes.
3. Students should introduce the University Card and the No Liabilities Certificate.

Article 2

The examination regulations and procedures shall apply to the student during the period of exams, in examination rooms. The possession of mobile phones or other electronic means of communication is strictly prohibited and will be confiscated by invigilators, if any.

Article 3

1. In case the student is absent from an examination with a valid excuse, they will be allowed to have the complete exam within no more than two weeks from the start of the following semester. The student is deemed informed of the date of the complete exam.
2. Any excuse shall be introduced in no more than one week from the exam provided that this excuse is ratified by the authorized parties in the University.
3. The acceptable excuse shall be one of the following:
   - A medical report that is approved by the University Doctor in the same campus.
   - Death certificate of one of the first and second degree relatives.
   - Suspension or appearance before the Court.
   - A perfectly valid excuse.
4. The Student shall pay the fees of the incomplete.

Article 4

The student who is absent from an examination without a valid excuse shall be deemed have failed the examination.

Article 5

1. An excuse shall be deemed valid if the examination timetable allows the student to take more than two exams at the same day.
2. The student shall be given an additional time if he/she has to take more than one exam at the same time.

Article 6

1. *Cheating:*

Any student who is caught in possession of written information relevant to the course, messages by mobile phone, or transmitting written or verbal information to his/her classmates shall be considered a cheater. This includes also the following:

- Using a book, magazine, research, computer or Internet file.
- Using scraps, slips or copies.
- Using signs to convey information.
- Sending or receiving information through mobile phone.
- Writing on wall, ground, chair, clothes or body.
- Using every other means of information not allowed by the University regulations.

2. *Trying to cheat:*

Any student who is caught in possession of written information, messages sent by mobile phones, or transmitting written or verbal information to his/her classmates shall be considered trying to cheat. This also includes what follows:

- Looking at the answer sheet of another student.
- Talking with classmates in the examination room.
- Possessing a mobile phone.
- Possessing papers or any other means that comprises information relevant to the subject of exam, but not shown up.

Article 7

1. The examinee shall be entitled the right for grievance with regard to the score he obtained in the exam within no more than two weeks from the announcement of results.
2. The Dean shall designate an ad-hoc committee to study the grievance cases on the exam results; the decision of this committee shall be final.
3. The grievance cases shall be subject to fees estimated in accordance with the University Bylaws and Policies.
4. The request for grievance shall be processed before the end of the first week of the following academic semester.
5. Any grievance request shall be identical to the form provided by the Admission and Registration.

Disciplinary Penalties

Article 8

1. The examinee who is proven to have cheated or tried to cheat at the end of semester exams shall be deemed have failed the course.

2. The examinee who is caught cheating or trying to cheat shall be deemed have failed all the courses of the end semester exams.

Article 9

The examinee who shall be considered to have failed all courses he/she registered in the semester and suspended from registration in the following semester is he/she who:

1. cheats a second time in the final semester exams.
2. is caught cheating or trying to cheat in the final semester exams and proven to have disrespected the invigilators, deliberately tried to disturb the peace or calm of the examination room, or call examinees to rebel.
3. The registration fees shall not be reimbursable in the above mentioned cases.

Article 10

1. In case a student from the University is caught impersonating an examinee or engaging someone else to take the exam by proxy, they shall be both subject to expulsion for no less than two successive semesters; the penalty may be aggravated to the final semester if the Disciplinary Committee justifies the feasibility of such a decision.
2. If a person from outside the University is caught impersonating an examinee, the University shall be entitled to bring legal action against him/her, and the student shall be subject to irrevocable expulsion.

Student ID Card

Students will receive a university ID card containing their photograph, name, date of birth and AUST ID number. The ID card should be carried at all times. It provides access to certain academic buildings and hostels. In addition, the card is required for admission to sports facilities, to sit university exams and to make use of computer facilities.

The loss of an ID card should be reported immediately to the Admission and Registration. Fraudulent use of an ID card shall result in disciplinary action.

Policy on Smoking

Smoking is not permitted in all campus buildings at AUST. All students and staff members of AUST are responsible for abiding by this policy.

Policy on Drug and Alcohol Abuse

AUST prohibits the possession, use, sale or distribution of illegal drugs and alcohol by students and employees on its property and at any university activity. Any violation of these policies will result in appropriate disciplinary actions including dismissal in the case of students and termination of contract in the case of employees, even if it is a first offense.

Policy on Dress Code

Students, faculty, and staff of AUST are expected to dress appropriately and to respect the cultural and religious foundations of the United Arab Emirates. Inappropriate dress for both males and females is prohibited. This means dressing in respectful and modest way. Furthermore, obscene or offensive pictures or slogans should not be displayed on clothing.

Dress code violations should be reported to the manager of the Department of Student Services. Students who do not abide by the AUST dress code are subject to disciplinary action.

Policy on Use of Email as Official Communication

AUST communicates with its students via email. All entities at AUST use email to convoy important messages including time-sensetive ones. Students are allocated email addresses and they should check their email every day. Students shall not be excused for not being aware of announcement or deadlines whatever the reason may be.

Policy on Disruptive Conduct

a) Purpose: To ensure students maintain good conduct and refrain from disturbing AUST community members.

b) Prohibitions

   i. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other university activities, including public service functions and other authorized activities on university premises.

   ii. This also includes making or causing noise, regardless of the means that disturbs authorized university activities or functions.

   iii. Cursing in a public setting, using unacceptable language or making an offensive speech that includes, but is not limited to name-calling, insulting, profanity, vulgarity or in a way violating the UAE code of mutual respect.

   iv. Persistent serious acts of disobedience.

Policy on Theft, Property Damage and Vandalism

   a) Purpose: To protect AUST community property and prevent misbehavior.

   b) Prohibitions:

   • Theft or unauthorized taking of university property or property of an AUST student, faculty member, staff member or visitor on university premises. This includes knowingly possessing such stolen property.

   • Vandalism, willful wanton or reckless damage to university premises or property.

Policy on Classroom Misbehavior

a) Purpose: To ensure that the rights of instructors teaching students are protected in the labs, offices and other campus learning environments.

b) Prohibitions:

   i. Persistent speaking without permission; engaging in activities that are not related to the class; inappropriate use of electronic devices, cell phones or laptops; sleeping in class; habitually class late or leaving early; eating/drinking in class without permission; showing disrespect for and arguing with faculty and their studyfollows in class.

   ii. Threatening; verbal abuse, including but not limited to, using obscene language denoting the instructor or being argumentative; using admonitory or mocking gestures; defaming; harassment; physical altercations; destruction of property; or any action that might jeopardize the security of a faculty or a student.

Policy on Use of Mobile Phones

students are expected to respect their fellow students and faculty with regard to the use of mobile phones. Students should turn off their mobile phones when they are in class, or attending a university function, lecture, or meeting.

Ethical behavior for the media

Ajman University welcomes participation through our social media channels and often encourages interaction. This creat a platform for constructive among AUST community members. However, posts that violate the community ethics such as personal insults, profane behavior, illegal materials, etc. are strictly prohibited. AUST shall exercise its right to remove posts that are displayed for commercial purposes or any other posts that do not adhere to its rules and regulations. Needless to say that the content of posts displayed by AUST is its property an is subject to copyright laws.

Disciplinary Policy

Any violation of university regulations or directives, or improper behavior (as set out in Section 17), is considered as misconduct and will render the student liable to disciplinary action which may range from a verbal warning to dismissal from the university.

In addition, if a student violates any rule or instruction during an examination, or is caught cheating, he/she will be asked to leave the examination room. In this event, the campus examination committee will interview the student on the day following that in which the incident occurred and will as a result submit a detailed report to the President of the University, in which the level of punishment is recommended. The level of punishment may range from the giving of an "F" grade for the course concerned, or failure in all courses for which the student is registered that semester.

A copy of the decision of the President will be kept in the student's file, and the Admission and Registration will also inform the sponsor as appropriate.

Student Grievance and Appeal Policy

POLICY STATEMENT

On occasions, a student may disagree with the academic decision of a faculty member. The University provides an appeal process for the student to request reconsideration of an academic decision. Academic Appeal is petition to change a decision basis for a student appeal matter. The decision may be either that the academic judgment was unfair in the view of the student or that the Department academic decision is applied incorrectly in the view of the student.

PURPOSE OF THE POLICY

The student appeal policy guides the student through steps of filing an appeal for reconsidering or changing an academic grade or decision.

DETAILED POLICY STATEMENT

The manager of Student Affairs department forwards the student grievance to the Chairman of the Student Grievance Committee who will arrange a meeting to hear both parties and witnesses, as appropriate. The committee will then deliberate upon its findings and make a recommendation to the University President who will take the final decision, to be communicated to both parties.

Preliminary Steps:

To initiate or pursue a grievance, the following steps must be observed no later than three weeks following the occurrence of the faculty member decision.

- **Step 1.** The student should first discuss the matter with the person or persons directly involved, in an attempt to resolve the issue through informal discussion.

- **Step 2.** If there is no resolution in step 1, the student should discuss the matter with the Head of Department to whom those directly involved report (or if the Head of department is directly involved, with the College Dean. If the College Dean is directly involved, with a senior management staff who shall attempt to mediate an informal resolution).

- **Step 3.** If reconciliation has still not been achieved, the student shall submit a written statement of his grievance to the Appeal Committee through the Dean of Student Affairs. The statement shall contain:

  - a brief narrative of the condition giving rise to the issue;

  - a designation of the parties involved; and

  - a statement of remedy requested.

Formation of the Student Appeal Committee:

- At the beginning of each academic year the University President shall appoint five faculty members to form the Student Appeal Committee. The President also appoints the Head of the committee.

Committee Action:

Upon receipt of a written statement of an academic grievance request, the Head of Student Appeal Committee (SAC):

- Determines prior to considering the case whether discussion between the persons directly involved, Head of department, and College Dean have been exhausted in attempting to resolve the issue.

- Notifies the parties named in the statement of receipt of a complaint naming them, and sends a copy of the statement to the named parties and to all committee members.

- Meets within two weeks after receiving the written statement to review the written statement and renders a decision as to whether sufficient ground is present to warrant a hearing.

- Notifies the grievanceant and the named parties of its decision in writing.

- If a hearing will be held, the SAC notifies in writing all parties involved, including witnesses, of the date, time and place of the hearing at least one week prior to the date set.

- Informs the parties that the providing of proof rests with the grievant.

- Requests in writing from all parties involved any pertained material deemed necessary for review by the committee prior to the hearing. These materials, plus any additional materials either party chooses to submit must be made available to the committee no later than four days prior to the hearing. Any person named in the grievance may submit a written statement to the committee outlining issues from their perspective.

- All communication among the committee, the grievant(s) and person(s) named in the statement of complaint will be confidential.

Hearing Process:

All hearing conducted by the Student Appeal Committee shall be conducted confidentially in the following manner:

- The Grievant(s) and respondent must be present during the information gathering portion of the hearing. Witnesses will be available, and called when needed. The committee reserves the right to allow the presence of a secretary.
- All statements during the information exchange phase of the hearing will be written.
- Any committee member may question any of the participants at the hearing, at any time during the proceedings.
- The grievant will present his/her statements and/or witnesses to the committee.
- The respondent will have the opportunity to question the grievant(s) and witnesses about their statements.
- After all information is exchanged, all persons, other than the committee members and the secretary will leave the committee room. The grievant(s), respondent(s) and witnesses will continue to be available to the committee should further information be needed.

Decision

- The University President shall approve or reject the committee recommendation(s) within two weeks after it is received, unless the President feels that more information is necessary, In this event the case will be referred back to the committee for further findings prior to decision. If the decision of the President is not in accordance with the committee's recommendation(s), he shall state the reason for that decision, in writing, to the committee. The President shall then take appropriate action to implement his decision. The grievant(s) and respondent(s) will be informed in writing of the President's decision.

Appeal:

- The grievant(s) or respondent(s) may petition a grievance within two weeks of the President's decision.
- The President or the Student Appeal Committee will determine the Appeal viability based upon evidence not available at the original hearing.
- If an Appeal is deemed viable, the President will ask for rehearing.
- The President may deny the request of an appeal and affirm the earlier decision.

A rehearing will be conducted on the appeal. A decision rendered by the President will be final.

Tuition Fees & Financial Regulations

Application and Registration Fees

Tuition fees for the graduate programs offered at the university are as follows:

Application and registration fees of AED 2,000 should be paid in cash in one installment upon registration. This is not part of the tuition.

The application and registration fee is non-refundable, except when the application is rejected in which case an amount of AED 1,700 will be refunded to the student.

Tuition fees for the Graduate programs

The tuition fees of the graduate programs offered at the University are as follows:

College/Institute	Major	Fee per one credit hour
Institute of Environment, Water and Energy	M. Sc. in Groundwater Engineering & Management	AED 2,000
College of Engineering	M. Sc. in Architecture & Urban Studies	AED 2,500
College of Business Administration	MBA: Human Resources Management	AED 2,000
	MBA: Financial Management	
	MBA: Marketing	
College of Information Technology	M. Sc. in Information Systems	AED 2,000
College of Law	Master of Law (Public Law)	AED 2,200
	Master of Law (Private Law)	
College of Education and Basic Sciences	Professional Diploma in Teaching	AED 1,000
College of Pharmacy and Health Sciences	M. Sc. in Pharmacy (Clinical Pharmacy)	AED 3,125
	M. Sc. in Pharmacy (Pharmaceutical Technology)	
College of Dentistry *	M. Sc. in Restorative Dentistry	AED 420,000 per program (3 years)

* The average annual tuition cost for M.Sc. in Restorative Dentistry is AED 140,000 per academic year.

Additional Fees

- one-off fee for medical check-up to be paid upon enrolment: AED 150
- student service fee per semester: AED 200
- application fee for an incomplete course: AED 200
- reference letter: AED 30
- extra copy of the academic transcript: AED 50
- grade grievance application: AED 100
- ID card, per academic year: AED 10
- additional fee of AED 500 per each registered course taken as independent studies.

The University may and reserves the right to increase the fees up to 10% per academic year when deemed necessary.

Payment Terms

A student should pay AED 4,000 in advance as a deposit in order to register in fall/spring semesters (AED 2,000 in summer semester).

The student should pay the tuition fees in full for all courses upon registration so that he/she can add/drop courses and receive the "Student Timetable" that shows the details of registered courses. Finance Department has the right to take necessary action against any student who has not settled the due balance of tuition fees.

The student has an option to settle tuition fees in 4 monthly installments (for spring/fall semesters only). To get this privilege, the student should obtain Finance Department's approval after filling the required form. Only then can he/she add/drop provided that he/she pays 25% or more of semester tuition fees.

Students registering for Master Thesis will pay 50% of the applicable fee upon registration and 50% in the following semester.

Tuition fees for summer semester should be paid in one installment upon registration.

Refund Policy

a. Add/Drop Period

During the add/drop period students may add or drop courses without incurring a charge. If a student adds one or more courses during the add/drop period, he/she must pay additional fees for the added course(s) at the time of submitting the application or the application will be rejected.

If a student withdraws from one or more courses during the add/drop period, the fees of the dropped course(s) will be credited to his/her balance for the following semester.

A student may withdraw from one or more course(s) after the end of the add/drop period, provided he/she remains registered in at least two courses (6 credit hours) that semester. In this case the student does not have the right to claim any refund for the fees of the dropped courses.

b. Suspension of Registration

During the add/drop period a student may submit an application for suspension of registration for one or a maximum of two consecutive semesters. The application should be submitted to the Admission and Registration. In this case the tution fees shall be credited in full to the student's balance for the following semester, or refunded two weeks after the submission of the application for refund to the Student Account Officer at the Finance Department.

If the student submits an application for suspension of registration for one or two semesters during the two weeks following the end of add/drop period, he/she shall be entitled to only 50 percent of the tuition fees of the semester in which he/she submits the application for suspension.

If the student submits an application for suspension of registration after the end of the two weeks following the add/drop period, he/she will not be entitled to claim a refund of any part of the tuition fees of the semester in which he/she submits the application for suspension.

c. Withdrawal from the University

During the add/drop period the student may submit an application for suspension of registration and withdrawal from the university. The application should be submitted to the Admission and Registration. In this case the student is entitled to a full refund of tuition fees of the semester in which he/she submits the application for withdrawal. The refund will be made two weeks after the submission of the application for refund to the Student Accounts Office at the Finance Deaprtment.

If the student makes an application for suspension of registration and withdrawal from the university within the two weeks following the end of the add/drop period, he/she is entitled to a refund of only 50 percent of the tuition fees of the semester in which he/she submits the application.

The student shall not be entitled to claim a refund of any part of the tuition fees if the application for suspension of registration and withdrawal from the university is made more than two weeks after the end of the add/drop period.

d. Disciplinary Dismissal

A students who is dismissed from the university for disciplinary reasons is not entitled to any refund of tuition fees paid for the semester of dismissal.

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Books

The university will supply course textbooks/ebooks to students at reasonable prices. It should be noted, however, that a student in receipt of a fee exemption as listed above will not be provided with textbooks without charge.

Master of Business Administration Program with 3 tracks:
- Human Resources Management
- Financial Management
- Marketing

Offered by the

College of Business Administration

Mission of the College of Business Administration

The college adheres to the fulfillment of AUST's overall mission, which seeks to meet the educational needs of local, regional and international students. As such the college philosophy is grounded in finding practical and scientific solutions to contemporary organizational and business problems through the BSc degree programs offered in four areas of specialization: Management, Accounting, Marketing, and Finance and the Master of Business Administration degree program in three areas of specialization: HR Management, Financial Management and Marketing.

Stemming from this underlying philosophy, the college's strategic focus is to enhance the intellectual, professional and behavioral development of its students to meet the managerial challenges of the 21st century.

Degree Programs offered by the College of Business Administration

The college offers four bachelor programs and three MBA tracks, providing students with the theoretical and practical backgrounds that form an excellent foundation for satisfying career requirements or for further study.

The four bachelor degree programs are:

1. Bachelor of Science in Management
2. Bachelor of Science in Accounting
3. Bachelor of Science in Marketing
4. Bachelor of Science in Finance

The Master of Business Administration program

The MBA program has the following three Tracks:

1. Human Resource Management

2. Financial Management

3. Marketing.

Facilities

The college's current physical facilities, which include offices, labs and teaching rooms are equipped to meet its needs and are regularly upgraded. The library is regularly updated with the latest books in the field for the benefit of students and college members. IT facilities include:

- wireless internet connection, available in the university campus
- Internet labs available 14 hours per day
- multimedia facilities provided in all labs
- more than 12 business programs installed in the labs
- college computers connected through local and wide area networks

The Program of Master of Business Administration (MBA)

Ajman University of Science and Technology has always endeavored to provide academic programs that not only meet the employment demands of UAE and the GCC but are also developing individuals who can contribute to the economic and social   progress of the UAE and the GCC. The present MBA program that is offered by the College of Business Administration is of national and international quality that can meet the students' need to harness them into capable individuals who can meet the current employment needs and can visualize the future business trends, competition, planning and strategy.

After successfully completing the MBA program, the graduates will be able to operate in national and multinational organizations by offering solutions of professional relevance and contribute to the advancement of business and economy.

Distinguishing Features

The AUST MBA program seeks to satisfy the quality assurance standards set by world-class business programs accreditation organizations such as AACSB and the Association of MBAs.

Objectives of the MBA program

- Develop students' critical thinking skills enabling them to discern weaknesses in the arguments of others, to see beyond consultants' inputs, and to ask searching questions
- Develop in students a cutting edge knowledge and understanding across a broad range of vital business and management subjects including entrepreneurship, strategy, marketing, accounting and finance, human resources, international business, operations and quality management , and cross-cultural and organizational development
- Prepare students for careers in management, consultancy and new business start-ups and development. The flexible program design enables students to choose a portfolio of electives to match their preferred career route, thus keeping their options open
- Enhance the students' ability to translate theory into practice in order to be confident and purposeful when faced with complex problems
- Have an international orientation
- Promote team work in the analysis of case studies

- Deliver courses using state-of-the-art technology
- Offer study visits within the Arabian Gulf region to provide students with international business exposure

Admission Requirements

In accordance with the University requirements for graduate degrees, a candidate to be admitted into the MBA program must fulfill the following minimum requirements:

1. Hold a Bachelor's degree in Business Administration or a related field from a UAE-recognized university with a minimum cumulative CGPA of 3 on a 4.0 scale or equivalent.
2. Students with a CGPA between 2.0 and 2.99 on a 4.0 scale or equivalent or with TOEFL 530 and a CGPA of a minimum 3.0 on a 4.0 scale or equivalent may be admitted conditionally.
3. A minimum score of 550 on paper based TOEFL or 6 on IELTS (or its equivalent).

NB: Refer to section 2.2. general admission condition for Graduate program for more detail

Graduation Requirements

A student will be awarded the degree of Master of Business Administration upon meeting the following requirements:

- Completion of the required MBA courses : 7 core courses, the capstone course, and 4 courses from the 5 courses of chosen Track
- Achievement of a CGPA of not less than 3.0

Curriculum

Core Courses (21 Credits)

The seven compulsory courses (3-credit hours each) provide an essential grounding for the MBA program. They provide essential knowledge and skills in areas which may be entirely new, or act as a welcome refresher.

Course No.	Course Name	Credit Hours	Prerequisite
471004	Operations Management	3	-
471005	Business Research Methods	3	-
471006	International Business	3	-
472002	Financial and Management Accounting	3	-
472003	Financial Planning and Control	3	-
473001	Marketing Management	3	-
474001	Human Resource Management	3	-

Total	21	

Capstone Course (3 credit hours)

471007: Strategic Management (3 credit hours)

Pre-requisites: for the HRM track: 474001, 474005;

for the Financial Management track: 472004, 472006;

for Marketing track: 473003, 473004.

Concentrations (12 Credit hours)

Track Marketing

The courses in this track/concentration offer knowledge of marketing and help students to develop a wide array of practical skills in the area of marketing management. The student must complete 4 courses among the following courses

Course No.	Course Name	Credit Hours	Prerequisite
473002	Service Marketing	3	473001
473003	International Marketing	3	473001
473004	Marketing Strategy	3	473001
473005	Retail Marketing	3	473001
473006	Promotional Strategy Management	3	473001
Total		15	

Financial Management

The courses in this concentration provide students with knowledge of concepts, techniques and theories of financial management. The courses aim to teach students how to apply the theoretical knowledge of finance in business effectively and ethically. The student must complete 4 courses among the following courses

Course No.	Course Name	Credit Hours	Prerequisite
472004	Corporate Finance & Policy	3	472003
472005	Islamic Finance	3	472004
472006	Working Capital Management	3	472003
472007	International Finance	3	472003
472008	Project Finance	3	472004
Total		15	

Human Resource Management

The courses in this concentration provide students with knowledge and skills relating to all aspects of Human Resource Management. A strategic perspective of the Human Resource Management area is highlighted. The student must complete 4 courses among the following courses

Course No.	Course Name	Credit Hours	Prerequisite
474002	Entrepreneurship Development	3	474001
474003	Management of Change	3	471006
474004	Training & Development of HR	3	474001
474005	Cross-Cultural HR Management	3	474001
474006	Organization Development	3	471006
Total		15	

Brief course description of Master of Business Administration program

472003 Financial Planning and Control

The modern business enterprise is increasingly large, often selling variety of goods and services in many different markets and economies. Many critical factors are causing change in accounting and finance practice, profession, application and conceptualization in developed and developing countries alike. The most critical factors could be summarized into: a) globalization and liberalization, b) trends of mergers and acquisition and creation of large enterprises and emergence of giant multinational companies, c) islamization and introduction of Islamic financing product at micro and macro levels d) advances in technology.

471006 International Business

The course focuses on the problems and opportunities of business in a global context. Examines economic, institutional, cultural, and legal issues faced by companies involved in international business and analyzes their effect on business decisions including: product design, production and marketing, human resources strategy, investment analysis, financial strategy and risk management.

474003 Management of Change

The process of managing organizational change is very dynamic, diffused and complex. Even well crafted plans developed to manage change may disintegrate during an period of rapid environmental change. The objective of this course is to help students understand the main principles and techniques required to lead effective and lasting organizational change. The course will cover the conceptual, process and practical aspects of implementing organizational change, including the various facets and challenges associated with the transition period. Emerging research

findings will be used to emphasize the day-to-day micro-level managerial actions, as well as, its strategic aspects. Various theories and concepts of change, together with experiences and dilemmas encountered in practices will be explored using various case studies.

474006   Organization Development

OD is a conscious, planned process of developing organizations' capabilities to attain and sustain optimum performance levels, measured by efficiency, effectiveness, and health. OD processes bring about successful change efforts in individuals, groups/teams, inter-groups, and organizations. OD tries to answer these questions:

- Where are we?
- Where do we want to be?
- How do we get there?

474004 Training and Development

The purpose of this course is to provide the student with information and insight into the training and development function in organizations. The training and development function will be viewed from a systems approach, such that we will examine the entire cycle of Training and Development, from the assessment of training needs to the evaluation of a training program, within the context of today's organizations and the global market. Course activities will include group discussions and individual and team problem-solving activities in addition to classroom activities.

472002 Financial and Management Accounting

The course introduces the basic concepts of financial and managerial accounting. Emphasis is on conceptual foundations, which are essential to accounting as an information system for management. Major topics include the accounting process, income determination, financial reporting, foundations of managerial accounting, operations planning and control, and performance evaluations

474001 Human Resource Management

The course deals with different approaches to HR planning and development in global environment. It focuses on main functions of HRM such as Job Analysis and Design, Recruitment, Selection, Appraising and Managing Performance, and Compensation. Issues of Career Planning and Development, Labor Relations and Collective Bargaining, justice, and work safety are also covered.

473001 Introduction to Marketing Management

The Aim of the course is to make the students understand the concepts of Marketing of an advanced level which are of both contemporary & of international standards. There is an in depth analysis of comprehension of product & brand strategies, pricing, promotion, distribution & supply chain management.

471004 Operations Management

The Operations Management course will provide students with skills required in identifying the important factors in the operations management sector. The main purpose of the course is to equip students with the tools and expertise necessary to resolve operations management issues and formulate approaches for analysis and solution of problems in operational situations. These skills will be gained majorly through this course as it is unique and of great importance for giving the entire picture of understanding in the full-blown graduate management program.

471007 Strategic Management

Strategic management course covers strategy analysis, formulation, implementation, management and evaluation. SM will also provide a broad overview of both strategic management theories and concepts, and their application within a dynamic competitive environment that surround today's organizations. Students develop critical thinking/reasoning skills through various case studies and class discussions.

472004 Corporate Finance and Policy

This course focuses on financial decision making in the modern corporation. The basic issues include: capital budgeting/corporate investment, capital structure, corporate sources of funding, dividend policy and corporate contingent claims, international finance, and financial risk management. Some areas of corporate finance that are covered in electives - leasing, mergers and acquisitions, working capital management - will be omitted or covered in less detail than they merit. Course concepts are integrated into the standard theories of risk and return, valuation of assets and market structure (i.e., the concepts developed in the finance core course, Foundations of Finance, will be heavily utilized).

472007 International Finance

The course will cover Multinational companies and the importance of international financial management; international monetary system; balance of payments; foreign exchange markets; foreign exchange futures and foreign exchange options markets; basic parity conditions in international finance; exposure to foreign exchange risk, and foreign exchange risk; management of foreign exchange risk; forecasting of foreign exchange rates; international money and capital markets; international banking; interest rate and foreign currency credit swaps; financing of international trade; direct foreign investment; multinational capital budgeting; international working capital management

474005 Cross – Cultural Human Resource Management

The purpose of the course is to learn international aspects of the main functions of HRM, and the place and role of the HR function within organizations. Important themes of international human resource management will be discussed, such as international career, special issues of expatriation, international recruitment and selection, training and development, international aspects of performance appraisal and compensation.

471005 Business Research Methods

Business Research Methods course provides an introduction to research methods in social sciences in general and business administration in particular. The primary aim of the course is to equip the students with essential research techniques they would use in advanced specialized courses such as Marketing Research, Feasibility Studies and Project Planning, and Graduation Project. The course will cover a range of topics, including in particular, research design, sampling theory, data collection tools, questionnaire development, and program evaluation methodology. The course will also cover statistical data analysis procedures involving both exploratory and hypotheses testing techniques.

MASTER of SCIENCE in INFORMATION SYSTEMS
Offered by
College of Information Technology

Mission of the College of IT

- Participate in the overall mission of the University with commitment to high standards of teaching and training.
- Provide our graduates with the knowledge, training and skills to tackle emerging Information Technology (IT) problems.
- Break the barriers between academia and the market.
- Prepare students for graduate studies in different disciplines of computing.
- Contribute to the development of the UAE society and the region in the area of IT.

Degree Programs offered by the College of IT

The College offers four different Bachelor programs, which provide the student with an excellent foundation for satisfying his/her career requirements, or future study. They also provide the student with a sound theoretical and practical background. In addition, the College offers a Master program in Information Systems. All programs are accredited by the Ministry of Higher Education and Scientific Research.

Programs offered are:
1. Bachelor in Computer Science (4 years)
2. Bachelor in Computer Engineering (4 years)
3. Bachelor in Information Systems (4 years)
4. Bachelor in Multimedia and Web Development (4 years)
5. Master in Information Systems.

Facilities of the College

The College actually is equipped with the state of the art computing facilities which are among the best in the region. These facilities are regularly upgraded. All University computers are connected through local and wide area networks (ATM). Multimedia facilities are provided in all University labs. Other facilities include electronics, microprocessor and computer network labs. In addition to WINDOWS 2000 servers, there are dedicated UNIX, SQL and ORACLE servers. All staff and students computers are linked to the Internet. A dedicated Internet lab is also available on each campus of the university. The laboratories as well as the computer equipment provide students with

an excellent support in their lower and upper level undergraduate courses. The College also maintains a library of computer textbooks. This library is regularly updated with the latest books in the field, for the benefit of both students and faculty members.

Master of Science in Information Systems

Mission

The Master of Science in Information Systems (MSIS) program is intended to introduce holders of BSc degrees in information systems or related areas to a set of core and elective courses that will enhance the breadth and depth of their knowledge in information systems processes and management. Graduates will be equipped for rewarding careers as members of information systems development teams or in management positions that require technical knowledge. In addition they will be prepared to pursue further graduate studies and research leading to a PhD.

Objectives

After completing the MSIS program, graduates should be able to:

1. Measure and improve the efficiency and effectiveness of real-world information systems.
2. Manage and supervise the development and implementation of information systems projects.
3. Demonstrate familiarity with the main subject areas of information systems.
4. Carry out independent study and research.
5. Demonstrate familiarity with the ethical, legal and security issues related to information systems.
6. Demonstrate proficiency in the communication skills needed to enhance their job performance.

Program outcomes

The program aims at educating leading professionals in information systems through providing a first research experience. Implementing information systems in organizations constitutes the main area of focus, and graduates will obtain specialized competence in this respect. The program also prepares the student for software work, including development of Internet applications.

During the thesis work, students will learn how to define their own problems and address these in a scientific manner. This includes the necessary research methods, writing a scholarly report, and learning to judge others' scientific work. The outcomes are:

- Understand solving business and IT problems
- Apply critical analysis and research
- Use collaboration and effective team participation
- Integrate IS in different organizational levels and business functions
- Use application of models, frameworks and management theory with consideration to impacts and outcomes
- Develop presentation and oral communication

Admission Requirements

In accordance with the University requirements for graduate degrees, a candidate to be admitted into the   M.Sc. in Information Systems   program he/she must fulfill the following minimum requirements:

a. Hold a Bachelor's degree in Information Systems or a related field from a UAE-recognized university with a minimum cumulative CGPA of 3 on a 4.0 scale or equivalent.

b. Students with a CGPA between 2.0 and 2.99 on a 4.0 scale or equivalent or with TOEFL 530 and a CGPA of a minimum 3.0 on a 4.0 scale or equivalent may be admitted conditionally.

c. A minimum score of 550 on paper based TOEFL or 6 on IELTS (or its equivalent).

NB: Refer to section 2.2. general admission condition for Graduate program for more detail

Graduation requirements

M.Sc. candidates are required to complete 33 credit hours, which consist of a minimum of 8 graduate courses and a thesis. Students must maintain a minimum CGPA of 3 in order to graduate. The M.Sc. degree is research-oriented and allows students to demonstrate an ability to do research and to do innovative work with advisor supervision.

Career opportunities

Both private and public sector organizations in the UAE are increasingly seeking professionals differentiated by the capacity to undertake advanced applied research to deal with organizational challenges. The rapidly expanding UAE higher education sector is also creating demand for research-active academics with doctoral qualifications for teaching in advanced subjects and to conduct research.

Degree requirements

The Master degree in Information Systems requires the completion of 33 Credit Hours distributed according to the following plan:

Types of courses	Credit hours
Core courses	15
Career electives	9
Thesis	9

The MSIS program requires a total of 33 credit hours divided into the following components: Core Courses - 15 credits hours, Career Electives - 9 credits hours, and Master's Thesis - 9 credits hours. The study plan for full-time students extends over a two year period (Two semesters for the coursework, and two semesters for the Master's Thesis). The study plan for part-time students extends over a four year period.

Major requirements (24 hours)

Course No.	Course Name	Cr. H	Pre-requisite
350502	Software Development	3	-
350503	Data Communications and Networking	3	-
350501	Data Modeling and Databases	3	-
350504	Project and Change Management	3	-
350505	IT Policy and Strategy	3	-
350601	Master Thesis	9	24 Credit hours

Major electives (9 Credit hours)

	Course No.	Course Title	Cr. H	Pre-requisite
Track 1	350515	Security of IS	3	350503
	350514	Selected topics in Databases	3	350501
	350512	Data warehousing & Mining	3	350501
Track 2	350511	E-commerce Application development	3	-
	350512	Data warehousing & Mining	3	350501
	350513	Client server Technologies	3	350503

Thesis (9 credit hours)

A M.Sc. thesis typically consists of a thorough, integrated literature survey in a specific area, with a critical analysis of approaches and results, and a discussion of areas requiring further work. In addition, it includes a report on the research undertaken by the student. The report must constitute sufficient evidence of a students' mastery of the research area. A student can register the thesis after successfully completing 24 credits.

The student must present a proposal based on the thesis research, prior to the scheduling of the final oral examination. An examination committee will review the thesis to determine whether or not it meets the standards set, and will conduct an oral examination to test the candidate's knowledge of the thesis subject.

Courses Descriptions

350501   Data Modeling and Databases (3-0-0-3)

This course provides an understanding of the issues in managing database systems as an essential organizational resource. Students learn enterprise data architecture components, data storage configurations, and information retrieval methods. The course expands from the relational model to the multidimensional model, object-relational techniques, and web accessed data.

350502 Software Developments (3-0-0-3)

This course covers the application of system analysis and design processes. Students evaluate and choose appropriate system development methodologies and design a system. They learn the importance of effective communication and integration with users. The course employs current methods and tools, such as rapid application development, prototyping, and visual development.

350503 Data Communications and Networking (3-0-0-3)

This course develops a managerial level of technical knowledge and terminology for data, voice, image, and video communications and computer networks to effectively communicate with technical, operational and managerial personnel in telecommunications.

350504 Project and Change Management (3-0-0-3)

This course introduces two major and related topics: project management and change management. It covers the management of projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting, and closing a project. It also covers project integration, scope, time, cost, quality control, and risk management, and the management of changes in organizations that result from introducing or revising information systems, as well as the change management role of the IS specialist.

350505   Information Technology Policy and Strategy (3-0-0-3)

In this course students develop an understanding of the strategic use of information technology from a business perspective at the enterprise level. They are expected to understand the internal management of information systems services from the point of view of the CIO and to examine alternative strategies and tactics available to management to achieve goals.

350511 E-Commerce Application Developments (3-0-0-3)

This course covers fundamental issues in designing an E-Commerce web-based application. It starts with a review of web and server-side technologies, then moves on to design issues of creating tiered and scalable applications. The last part of the course takes a look at Wireless E-Commerce applications and developing business-to-business applications using XML, SOAP, and Biztalk servers.

350512 Data Warehousing and Data Mining (3-0-0-3)

This course is designed to introduce the students to the areas of Data Mining and Data Warehousing as they apply to the business world. The student should be able to create a Data Warehouse/Data Mart and apply a Data Mining technique to obtain knowledge from the data.

350513 Client-Server Technologies (3-0-0-3)

This course is designed to introduce students to areas of web programming technologies as they apply to the business world. The course prepares the student to build and maintain client and server sides on the web using new languages and new software systems.

350514 Selected Topics in Databases (3-0-0-3)

The aim of this course is to introduce students to state-of-the-art selected topics in databases.

350515 Security of Information Systems (3-0-0-3)

This course is designed to develop knowledge and skills for security of information and information systems within organizations. It focuses on concepts and methods associated with planning, designing, implementing, managing, and auditing security at all levels and on all systems platforms, including worldwide networks. The course presents techniques for assessing risk associated with accidental and intentional breaches of security. It covers the associated issues of ethical uses of information and privacy considerations.

Master of Science in Ground Water Engineering and Management
Offered by
Institute of Environment, Water and Energy

Mission of the Institute

The mission of the Institute of Environment, Water and Energy (IEWE) at Ajman University of Science & Technology (AUST) is to make use of the capabilities of the university's laboratory facilities, virtual environment, intranet and internet, in addition to extensive field investigations, to provide innovative solutions to environmental, water and energy resource problems.

Vision of the Institute

In the viewpoint of AUST, the environment has two dimensions; the virtual dimension which encompasses human innovation, intellect, thought, ambitions and dreams, and the physical environment which includes human and his surroundings of the atmosphere, hydrosphere lithosphere and biosphere. This vision is behind the initiation of the IEWE that addresses the environment as a whole, placing special emphasis on the environment, water and energy resource challenges. Therefore, the vision of the IEWE at AUST arises from the vision of the institution as a whole.

Goals of the Institute

The goals of the Institute of Environment, Water and Energy are to:

1. Monitor, diagnose and analyze the problems facing the environment, water and energy resource in the United Arab Emirates (UAE).
2. Provide innovative solutions through intelligent programs of teaching, research, training, consultations and practice in the fields of environment, water and energy.

Objectives of the Institute

The objectives of Institute of Environment, Water and Energy are to:

1. Initiate undergraduate and graduate courses related to the institute's fields of interests
2. Offer intermediate undergraduate degrees.
3. Design graduate programs on environment, water resources and energy resources
4. Conduct applied interdisciplinary research.
5. Organize innovative training programs.
6. Provide consultancy in environment, water and energy-related areas.

Objectives of the Master program in Groundwater Engineering and Management

The objectives of the Master Program in Groundwater Engineering and Management are to:

- Provide an advanced graduate education to students holding Bachelor Degrees in some disciplines of agriculture, science and engineering.

- Apply new technologies in groundwater engineering and management, with an emphasis on advanced groundwater extraction and recharge technologies.

- Raise students' awareness of existing groundwater problems and constraints in the Arabian Gulf and Arab region.

- Contribute to improvement of current groundwater management policies in the Arab region by introducing advanced practices in groundwater exploitation, augmentation and management.

- Improve qualification and skills of program students working as technicians or professionals in groundwater-related areas.

- Train students on groundwater exploration, exploitation and monitoring, under direct supervision by highly-qualified experts in groundwater engineering.

- Enhance students' ability to collect, analyze and manage data in order to pursue higher levels of research.

Admission conditions

In accordance with the University requirements for graduate degrees, a candidate to be admitted into the MSc. in Groundwater Engineering and Management he/she must fulfill the following minimum requirements:

a. Hold a Bachelor's degree in Engineering, Science, Agriculture, or a related field from a UAE-recognized university with a minimum cumulative CGPA of 3 on a 4.0 scale or equivalent.

b. Students with a CGPA between 2.0 and 2.99 on a 4.0 scale or equivalent or with TOEFL 530 and a CGPA of a minimum 3.0 on a 4.0 scale or equivalent may be admitted conditionally.

c. A minimum score of 550 on paper based TOEFL or 6 on IELTS (or its equivalent).

NB: Refer to section 2.2. general admission condition for Graduate program for more detail

Degree Completion Requirements

The Master of Science in Ground Engineering and Management includes core courses, elective courses and thesis research.

Students are required to successfully complete 36 credit hours distributed as: 15 credit hours of core courses (including Field Training), 15 credit hours of elective courses, and 6 for the thesis credits. The sequence of study is as follows:

Core Courses (15 credit hours)

Each student should complete successfully the following compulsory 3 credit hours courses..

12011601	Water Resources Planning and Management
12011602	Hydrogeology
12011603	Environment Water Quality and Methods
12011604	Water Well Technology: Principles
12011605	Field Training

Elective Courses (15 credit hours)

Each student should complete successfully 5 courses among the following list of 3 credit hours courses.

12011606	GIS Applications in Water Resources
12011607	Remote Sensing of Water Resources
12011608	Statistical Methods in Water Resources
12011609	Subsurface Microbiology
12011610	Water and Wastewater Treatment
12011611	Desalination and Advanced Water Treatment
12011612	Groundwater Pollution and Contaminant Transport
12011613	Groundwater Modeling
12011614	Hydrology of Arid Regions
12011615	Subsurface Characterization and Monitoring
12011616	Water Well Rehabilitation

Research Thesis (6 credit hours)

Training

A. Field Training Program

1. Sampling procedures for environment, water and energy studies.
2. Field measurements of environment, water and energy resource parameters.
3. Chemical analyses air, water and soil samples.
4. Bacteriological analyses for environmental and water quality studies.
5. Field sampling for isotope analyses.

B. Training Courses

1. Remote sensing and GIS applications in environmental studies.
2. Remote sensing and GIS applications in water resource investigations.
3. Remote sensing and GIS applications in energy resource investigations.
4. Modeling techniques in water, energy and environmental studies.
5. Applications of environmental isotopes

Learning Outcomes

The desired outcomes are that the Master of Science holder in Groundwater Engineering and Management will be able to solve engineering problems at advanced level of engineering analysis, synthesis and evaluation. In addition, the course aims to provide students with:

1. Extensive, advanced, disciplinary knowledge in the basic of groundwater engineering and management, with an emphasis on advanced groundwater exploration, exploitation and monitoring technologies.
2. The ability to conduct engineering design related to groundwater monitoring, exploitation and development, through the involvement highly-qualified experts in advanced technologies
3. The skills necessary for employment in groundwater field in the UAE, Arabian Gulf region and Arab countries

Course Descriptions

12011 601 Water Resources Planning and Management

Pre-requisite: None

The aim of the course is inform students of the increasing competition for water quantity as well as water quality, and the need for more efficient use water for human consumption, industry and agriculture. The course contains the elements required to focus on water management from a wide range of perspectives and present them in four sections: water resources and water quality, water suitability, water conservation and technology and reuse of treated water. Students successfully completing this course should have developed the skills to: critically evaluate complex water resources management issues, determine effective methods for addressing water resources management problems and make informed decisions regarding various water supply alternatives.

12011602 Hydrogeology

Pre-requisite: None

The courses covers: water: definitions, concept of the hydrologic cycle and law of mass conservation, aquifer properties, principles of groundwater flow; soil moisture: soil moisture,

unsaturated flow, unsaturated hydraulic conductivity and hysteresis, Darcy's law for unsaturated flow, infiltration and groundwater recharge, evaporation, precipitation and stream flow; groundwater geology; regional groundwater flow; well hydraulics; groundwater chemistry, quality and contamination.

12011 603 Environmental Water Quality and Methods

Pre-requisite: None

This course will teach the basic principles of water chemistry and how to use these principles in precipitation, surface water and groundwater studies. Much of the course will focus on groundwater applications which can be used to; determine the time and source of groundwater recharge, estimate groundwater residence time, identify aquifer mineralogy, examine the degree of mixing between water of various sources and evaluate what types of biological and chemical processes have occurred during the water's journey through the aquifer system.

12011 604 Water Well Technologies: Principles

Pre-requisite: None

The course covers: detection of groundwater resources, planning of water extraction, well design, planning, drilling, construction, completion, cleaning, development, testing and assessment, operation, monitoring, maintenance, rehabilitation, repair, sealing of aquifers, international technical standards and documentation.

12011605 Field Training

Pre-requisite: 12011604

The course introduces site selection; well drilling; well construction; well completion; well cleaning; well development; water well testing and assessment of vertical water wells. State-of-the-art operation of water wells; regular monitoring of wells; well inspection; well check book; maintenance plans; mechanical, hydrometrical and chemical rehabilitation of wells; repair and restoration of water wells; sealing of water wells; international technical standards and documentation.

1211 606 GIS Applications in Water Resources

Pre-requisite: 12011 601

The course covers principles of geographic information System (GIS), spatial sciences; Map scale and projections; Global positioning System (GPS), GIS processes; working with database; data analysis and modeling; GIS analysis functions; presentations of Geodata and analysis, networks in GIS; GIS software; ArcGIS desktop; data sources of GIS in water resources; GIS in water resources; examples of GIS applications in the United Arab Emirates and Arabian Gulf region.

12011 607 Remote Sensing of Water Resources

Pre-requisite: 12011 601

The course intends to give state-of-the-art of spatial information processing using Geographic Information System (GIS), earth observation techniques and image processing methods, applied to water resources problems. Student's acquisition of practical skills is promoted by computer exercises in GIS analyses and remote sensing processing techniques with different GIS and RS (Remote Sensing) Packages.

12011 608 Statistical Methods in Water Resources

Pre-requisite: 12011 604

The learning objective of the course is to give the students a fundamental knowledge and practical understanding of the common techniques for data processing in hydrology and water management. This knowledge and understanding must allow students to select and apply the most appropriate techniques to summarize and organize data. It also gives them an insight on limitations of data collection and the corresponding consequence for water management. More specifically, the consequences to the development and the calibration of mathematical models and other predictive tools are discussed. Also the consequences to the evaluation, the exploitation and the management of the water systems are addressed. The latter water management and research tasks may be based on mathematical modeling or not. The understanding of the data limitations and their consequences are useful in setting up most appropriate data collection programs for specific water management and planning problems. Based on discussions of the different uncertainty sources, also a fundamental insight is given in the general process of mathematical modeling. By using examples from specific water fields (surface hydrology, hydraulics and wastewater treatment) in the lectures and the practical session, this course has important interactions with the other courses.

12011 609 Subsurface Microbiology

Pre-requisite: 12011 604

This course provides detailed information about the structure of microorganisms, their growth and genetic basis. The course also provides information about the major groups of bacteria, fungi, algae and protozoa. Basic virology including viral structure, taxonomy and classification are also dealt with. The course illustrates the bacterial classification system, nomenclature and methods for the identification.

12011 601 Water and Wastewater Treatment

Pre-requisite: 12011 601 and 12011 603

The course covers: water treatment methods: screening, coagulation and flocculating, sedimentation, filtration, aeration, desalination and disinfection. Wastewater treatment methods: primary, secondary and advanced treatment; biological system of treatment; sludge treatment; reuse

and disposal. Industrial wastewater treatment (definitions and characteristics); survey and monitoring of industrial wastewater; legislation; guidelines; and standards treatment processes: volume and strength reduction, neutralization and equalization, removal of suspended and colloidal solids; removal of dissolved organics; combined treatment of industrial wastewater with domestic swage; treatment economics.

12011 611 Desalination and Advanced Water Treatment

Pre-requisite: 12011 603

The course is designed to provide an up-to-date analysis of desalination technologies. It also provides a practical approach to the design and operation of desalination plants; fundamentals of thermal desalination; fundamentals of membrane desalination; pretreatment with UF/MF and conventional pretreatment. Operation and maintenance of membrane plants; operation and maintenance of thermal plants; corrosion and material selection; scaling and fouling in membrane processes and thermal processes; saline water chemistry; privatization/ contracting: BOO, BOT, BOOT, hybrid desalination processes; instrumentation and control in desalination plants and also presented.

12011 612 Groundwater Pollution and Conterminal Transport

Pre-requisite: 12011 602

This course describes solute transport in soils and aquifers. The course material should be of interest to graduate students in both science and engineering. Discussion topics will include a description and quantification of solute transport processes (diffusion, dispersion, advection, sorption and transformations). Formulation and solution of solute transport equations, modeling of water flow and solute transport and applications: groundwater contamination; site remediation and nonpoint agricultural pollution sources.

12011 613 Groundwater Modeling

Pre-requisite: 12011 601 and 12011 602

Theory and practice of numerical techniques are developed and applied to fluid flow and transport in groundwater flow systems. Governing equations are formulated using FD techniques with appropriate BC's and IC's. Additional topics include: model conceptualization and grid design in multidimensional systems: practical applications of numerical models, including calibration, validation and prediction; concepts and techniques of advective, dispersive and reactive transport using MODFLOW, and MT3D with GMS processing software.

12011 614 Hydrogeology of Arid Regions

Pre-requisite: 12011 601

The course provides an introduction to water resources in Arabian Peninsula: physical geography of the Arabian Peninsula, geology of the Arabian Peninsula, aquifers and aquiclude systems, hydrogeochmistry, conventional water resources: springs and falajes, non-conventional water resources, desalination and treated wastewater, case studies on the hydrogeology of the Cenozoic aquifer systems in the Arabian Peninsula, the legal basis of groundwater protection in the Gulf States, towards the development of water policy management, numerical modeling of certain aquifer in the United Arab Emirates, Saudi Arabia and Kuwait.

12011 615 Subsurface Characterization and Monitoring

Pre-requisite: 12011 604

This course is an introduction to field and laboratory methods, for characterizing subsurface geological, hydrological, geotechnical and contaminant conditions. It also describes water quality, water chemistry, gaining and extraction of water samples, water analysis, disinfection of wells, bacteriological tests, international quality standards, documentation, water quantity, well monitoring procedures and equipment, well testing procedures and equipment, hydraulic tests, capacity tests, types and removal of well incrustations, well logging and documentation.

12011 616 Water Well Rehabilitation

Pre-requisite: 12011 604

The course covers identification and evaluation of existing well capacity and efficiency, hydrochemical analysis of groundwater, e.g. identification or organic inorganic constituents indicating groundwater pollution and/or contamination, heavy metals, radioactive contaminants, chemical and physical analysis of well incrustations, CCTV well inspection, borehole and well logging, step-drawdown and constant pumping test, recovery test, selection of the most suitable mechanical and hydromechanical well rehabilitation method, determination of the most suitable non-toxic, up-to-date chemical well rehabilitation agent, execution of mechanical, hydromechanical and chemical water well rehabilitations, verification and recording of results of well rehabilitation by CCTV camera pump test water analysis geophysical well logging, development of water wells, sterilization of water wells and individual water well rehabilitation plans for cost-efficient operation.

12011 617 Thesis

Pre-requisite: 12011 601

6 Credit Hours

This course is taken over two semesters (full-time students) or three semesters (part-time students). The course is for all graduate students registered in the program. Students conduct an applied research study in various fields of water science and engineering. Students are expected to

carry out their research studies under supervision of theses committees, selected according to thesis subjects. A student must prepare and submit his/her thesis and should be able to defend it.

Master of Science in Architecture and Urban Studies
Offered by
The Department of Architecture
College of Engineering

Engineering is the profession of applying theories and fundamentals of pure science to solve practical problems and develop new equipment, instruments and techniques to meet the needs of society in a variety of areas such as electrical power, communication, control, IT, architecture, medicine, transportation and agriculture.

Mission of the College

In line with the University's mission, the College of Engineering provides high quality engineering education. College programs focus on teaching students how the fundamental principles of engineering can be applied in real-world situations. Programs place special emphasis on developing the technical as well as generic skills of students so that they are well qualified for immediate employment in their area of specialization and are able to contribute effectively to the advancement of the community. The programs also seek to prepare students for graduate study in their area of specialization.

Objectives of the College

The academic programs of the College of Engineering are designed to produce graduates who are:

- Competent engineers with sound knowledge and professional attitude
- Capable of applying theoretical knowledge to solve practical problems
- Equipped with skills required for productive engineering careers
- Able to perform as individuals and team members
- Proficient in oral and written communication
- Motivated for life-long learning throughout their careers
- Capable of pursuing graduate studies

Departments of the College

- Department of Electrical Engineering
- Department of Biomedical Engineering
- Department of Architectural Engineering

- Department of Interior Design

Programs offered by the College

The College of Engineering offers the following programs:

Undergraduate Programs:

1. Bachelor of Science in Electrical Engineering (Electronics)
2. Bachelor of Science in Electrical Engineering (Communication)
3. Bachelor of Science in Electrical Engineering (Instrumentation and Control)
4. Bachelor of Science in Biomedical Engineering
5. Bachelor of Science in Architectural Engineering
6. Bachelor in Interior Design

Graduate Program:

- Master of Science in Architecture and Urban Studies

Master of Science in Architecture & Urban Studies

Mission

The mission of the program is to provide the community with qualified architects who can deal with the complex issues of the urban environment and cities.

Objectives

The program will:

- Enable graduates to evaluate and improve the efficiency and effectiveness of real-world design proposals for buildings and urban environments.
- Provide students with advanced skills and knowledge to manage and supervise the development and implementation of design and intervention proposals related to the urban environment.
- Provide in-depth knowledge of the main subject areas of the urban environment regarding the relationships between built form, space, culture, developmental processes and sustainability in its wide-ranging facets.
- Offer the ability to carry out independent study and research.

Admission Requirements

- A Bachelor's degree in Architecture/ or Urban Planning or Civil Engineering, with minimum CGPA of 3.0 on a 4.0 scale or equivalent.
- Students with a CGPA between 2.0 and 2.99 on a 4.0 scale or equivalent or with TOEFL 530 and a CGPA of a minimum 3.0 on a 4.0 scale or equivalent may be admitted conditionally.
- Evidence of proficiency in English: TOEFL score of at least 550 or equivalent.
- Two confidential recommendation letters.

NB: Refer to section 2.2. general admission condition for Graduate program for more detail

Career Opportunities

Graduates of the MSc. Program can work as designers and construction managers, decision makers for city planning, community agencies or governmental authorities. Graduates can also pursue their studies to gain PhD degree and join academic institutions.

Graduation Requirements

To be qualified for graduation, the student must:

- Complete the core and elective courses with at least a CGPA of 3.0.
- Pass the thesis examination with a minimum of 80 percent (B grade).
- Obtain an overall CGPA (thesis and courses) of at least 3.0 out of 4.0.

Degree requirement

The Master degree in Architecture & Urban Studies requires the completion of 36 Credit Hours classified as follows:

Types of courses	Credit hours
Core courses	26
Career electives	4
Thesis	6

The study plan for full-time students extends over a two year period (Two semesters for the coursework, and two semesters for the Master's Thesis). The study plan for part-time students extends over a four year period.

Major requirement (32 Credit hours)

Course #	Course Title	CH	Pre-requisite
270601	Studio I	4	-
270602	Studio II	4	270601
270610	History and Theory of Urbanism	3	-
270611	Sustainability and Energy Saving	3	-
270612	Real Estate Development	3	-
270620	Architectural and Urban Design Guidance	3	-
270621	Housing Design, Planning and Evaluation	3	-
270622	Research Methods	3	-
270630	Thesis	6	
Total		32	

Major electives (4 Credit hours)

Credit #	Course Title	CH	Pre-requisite
273600	Geographical Information System	2	Advanced CAAD course or equivalent
273601	Advanced Computer Methods in Architecture	2	Advanced CAAD course or equivalent
273602	Architecture & Urbanism in the Gulf Region	2	
273603	Socio-economic Factors and the Built Environment	2	
273604	Advanced Landscape Planning	2	
xxxxxxxx	Workshops 1-4 by international renowned architects	2	

Course Descriptions for Master in Architecture and Urban Studies

270610 History and Theory of urbanism (3,0,0: 3)

Pre-requisite: None

This course attempts to explore history of urbanism. It aims to provide the basic foundation and understanding of the history and theory of urbanism from ancient times to contemporary trends.

270611 Sustainability and Energy Saving (3,0,0: 3)

Pre-requisite: None

The course will examine the role of technology and how it may contribute most effectively to sustainable development. It will consider approaches to integrating and managing technology with particular attention to social, economic, health, and environmental sides.

270612 Real Estate Development (3,0,0: 3)

Pre-requisite: None

This course explores strategies of Real Estate Development (RED) in Gulf Regions with special emphasis on UAE. The course discusses specific contents on the dynamics of creating value in Real Estate Market. This course addresses the strategic growth, opportunities, competitive challenges, and operational imperatives of the Real Estate Market.

270620 Architecture and Urban Design Guidance (3,0,0:3)

Pre-requisite: None

This course provides students to the concept of architectural and urban design guidance and their role in shaping the built environment. The course emphasizes the purpose and field of implementation of the different types of design guidance from point of view of the development licensing authority and from the point of view of the developer, while exploring the role of community involvement in the design guidance measures.

270621 Housing Design, Planning and Evaluation (3,0,0:3)

Pre-requisite: None

This course aims to provide students with a deeper understanding of advanced issues related to housing design, choices, policies and programs, and evaluation. Analysis of the development of housing models and their urban implications represents the core of this course. This course will expose students to issues and questions involved in housing development including the policy environment, financing mechanisms, site selection, site planning and building design processes.

270622 Research Methods (3,0,0:3)

Pre-requisite: None

The course introduces the student to the research methods used in urban affairs. This includes the basics of data gathering and analysis with special emphasis on site related issues. The course also aims to show them how to write a dissertation and/or technical paper.

270601 Studio I (2,4,0:4)

Pre-requisite: None

The course intended to provide postgraduates with appreciation of visual, social, cultural, economic and environmental impact of the uses and architecture of individual buildings within the fabric of the city. The course also considers how the acquired appreciation can be applied in particular context, and especially in the Gulf context. However, the course is designed for students of varying background and not intended to concentrate on the design of spaces and functional relationships within buildings.

270602 Studio II (2,4,0: 4)

Pre-requisite: 270601

This course covers essential aspects of urban design. It provides an appreciation of the social, economic and environmental challenges urban designers and planners face, and examines the challenges can be addressed through the use of Urban design tools and methods, and finally considers how this understanding can be applied in particular contexts.

270630 Thesis (6,0,0: 6)

Pre-requisite: Finished all required courses

The thesis should reflect the cumulative effort the student has made during his studies. It should offer a relevant view of the contemporary world of urban design, urban development and architecture.

273600 Geographical Information System (1,2,0:2)

Pre Requisite: Advanced CAAD course or equivalent

This course attempts to explore the Geographical Information System. This course provides postgraduates with GIS application and method by using mapping analyses as way of creating spatial and non spatial relation and to use the result for planning and policy making.

273601 Advanced Computer Methods in Architecture (1,2,0:2)

Requisite: Advanced CAAD course or equivalent

The course aims to show the students how to use computer technology to compete in the present day design environment beyond the usual basics of Windows and Microsoft office. The student will be able to take decisions based on a better understanding of available technology.

273602 Architecture and Urban Environment in the Gulf Region (2,0,0:2)

Pre-requisite: None

This course explores the cultural, economic, environmental and technological issues affecting the spatial disposition, form and character of urban buildings in the region. The aim of this course is to expose students to issues and factors that shape urban architecture of the region.

273603 Social and Economic Factors and Built Form (2,0,0:2)

Pre-requisite: None

This course aims to introduce students to the history and development of urban form, the social and economic factors that contribute to shaping urban form, and sustainability and energy issues associated with urban form.

273604 Advanced Landscape Planning (2,0,0:2)

Pre-requisite: None

This course aims to introduce students to specialize in landscape visualization, environmental perception, public land management processes and sustainable landscapes. It includes the theoretical framework of landscape planning, relevant theories, methods and techniques for application in the landscape planning process.

273605 Project Management (2,0,0:2)

Pre-requisite: None

This course introduces the student to project management. This includes roles and environments, the project life cycle and various techniques of work planning, and control and evaluation to achieve project objectives

Master of Science in Restorative Dentistry

Offered by
College of Dentistry

The College of Dentistry (FOD) was established in academic year 1997-1998 as the first oral and dental health teaching institution in the United Arab Emirates. The college's programs are tailored to meet the oral and dental health needs of the UAE community, focusing on the prevention of oral and dental disease.

Mission of the College

The College of Dentistry reflects the mission of Ajman University of Science and Technology to provide dental educational programs in the UAE, to initiate and develop basic and clinical research and to offer high quality oral healthcare to meet the needs of the region. The College of Dentistry aims to prepare graduates who are highly qualified in dental sciences to deliver compassionate and ethical orofacial healthcare services.

Objectives of the College

The College of Dentistry aims to:

- educate and train a new generation of oral health professionals to world-class standards
- implement a comprehensive healthcare program with emphasis on prevention
- provide community dentistry services that meet world-class standards
- initiate scientific research in oral health in collaboration with prestigious international dental and medical institutions, and companies related to dentistry

Degree Programs offered by the College

The College of Dentistry currently offers two undergraduate dental programs, and a Master Program which are accredited by the UAE Ministry of Higher Education and Scientific Research. These are:

1. Doctor of Dental Surgery (DDS) degree (5 year program)
2. Diploma in Dental Hygiene (DipDH) (2.5 year program)
3. Master of Science in Restorative Dentistry (MSRD) (3 year program)

Facilities

The College of Dentistry is equipped to deliver world class dental education. Spacious lecture halls with audio-visual and video conferencing facilities provide students with an exciting learning experience. State-of-the-art laboratories with the latest medical and dental education equipment enhance students' knowledge and skills. The college's dental clinics have a contemporary design with modern dental units and x-ray rooms, and are provided with the latest dental materials, instruments and equipment. Free-of-charge comprehensive dental treatment for all patients ensures a regular flow of dental cases for clinical training, skills development and research requirements during the clinical phase of dental education programs.

Master of Science in Restorative Dentistry (MSRD) Program

Introduction

The Master of Science in Restorative Dentistry answers the regional demand for an advanced professional qualification. The University offers this full time postgraduate degree training program which permits the General Dental Practitioner to pursue a training pathway over a minimum of 3 years.

The postgraduate degree program reinforces and builds upon basic skills developed during undergraduate dental training, and facilitates continued professional development. It teaches the student the importance of comprehensive approach in the management of patients with complex restorative needs. It also teaches research skills that the student will be able to apply to the clinical arena in the development of proper preoperative assessment, diagnosis, and treatment of patients requiring complex restorative therapy.

Mission

Our mission is to provide a Master educational program in the UAE, in order to prepare highly qualified professionals to deliver compassionate and ethical oro-facial health care services. The mission of the Master of Restorative Dentistry Program supports the Mission of Ajman University of Science & Technology (AUST).

Goals of the MSRD Program

The goals of this program are;

1. To extend knowledge of Restorative Dentistry beyond the level obtained at undergraduate level in order to prepare the candidate for a specialist practice, hospital or community services, and/or an academic career.

2. To graduate candidates empowered with knowledge, skills and attitudes capable of providing high quality evidence-based services to a socio-economically diverse population of patients with complex restorative dentistry needs.

3. To graduate candidates capable of planning and undertaking an ethical research project that reflects initiative, innovation, and governance.

Outcomes of MSRD Program

On successful completion of the Master of Science in Restorative Dentistry, graduate student will;

KNOWLEDGE

1) Identify and integrate knowledge in the basic and clinical sciences to diagnose and manage patients with complex restorative dentistry needs.
2) Evaluate and debate advanced concepts in Restorative Dentistry for problem solving and formulating innovative ideas.
3) Demonstrate advanced knowledge of research concepts, theories and principles in different domains of restorative dentistry.

SKILLS

1) Use comprehensive approach for management of patients' oral health needs taking into consideration systemic, psychological, and socio-economic factors into consideration.
2) Perform complex restorative procedures independently and consistently under various difficult situations.
3) Show the ability to appraise and synthesize classical and contemporary restorative dentistry literature as a method of knowledge build up and development.
4) Demonstrate high level of verbal and written communication skills with patients and other health care professionals.
5) Formulate a research proposal, conduct a research project, and analyze results and draw appropriate conclusions compatible with sound scientific and ethical principles of human or laboratory research.

COMPETENCE

Autonomy and Responsibility:

1) Demonstrate professional practice management aptitudes and take responsibility for critical decisions and governance taking into considerations social and cultural norms.
2) Analyze and criticize intricate notions and concepts and be able to discuss them with peers and other professionals.

Role in context:

3) Demonstrate professional leadership qualities and instill values and moral when working with other healthcare professionals.
4) Organize and manage strategic activities for successful completion of tasks in familiar and/or unpredictable contexts.

Self-development:

5) Develop critical thinking and self-directed learning to formulate solutions for complex clinical and/or research issues as part of professional development.
6) Manage complex ethical and moral issues without prejudice when working within a team or as a leader.

Admission Requirements

In accordance with the University requirements for graduate degrees, a candidate to be admitted into the MSRD program he/she must fulfill the following minimum requirements:

a. Hold a Bachelor's degree in Dental surgery   from a UAE-recognized university with a minimum cumulative CGPA of 3 on a 4.0 scale or equivalent.

b. Students with a CGPA between 2.0 and 2.99 on a 4.0 scale or equivalent or with TOEFL 530 and a CGPA of a minimum 3.0 on a 4.0 scale or equivalent may be admitted conditionally.

c. A minimum of 550 on paper based TOEFL or 6 on IELTS (or its equivalence) is required.

NB: Refer to section 2.2. general admission condition for Graduate program for more detail

Study Plan of MSRD Program

The 3 year MSRD program consists of 57 credit hours which are distributed according to the following study plan.

First Year/ First Semester

Course Code	Course Title	Prerequisite	Course Duration (Hrs)				Provider
			Clinic	Lab.	Lec.	Credit Hours	
0811610	Dental Basic Science I				32 (2 HPW)*	2	Department of Basic & Medical Sciences
0811611	Biomaterials				16 (1 HPW)	1	Department of Restorative Dentistry
0811612	Esthetic Dentistry				16 (1 HPW)	1	Department of Restorative Dentistry
0811613	Implantology				16 (1 HPW)	1	Department of Restorative Dentistry
0811614	Biostatistics				16 (1 HPW)	1	College of University requirements
0811615	Research Methods				16 (1H PW)	1	College of University requirements

Course Code	Course Title	Prerequisite	Course Duration (Hrs)			Provider
0811616	Clinical Practice I		128 (2 Clinics PW)**		4	Department of Restorative Dentistry
Total			**128**	**112**	**11**	**Total Hours =240**

• *HPW = Hour per week*

*** Every clinic is four hours*

First Year/Second Semester

Course Code	Course Title	Prerequisite	Course Duration (Hrs)				Provider
			Clinic	Lab.	Lec.	Credit Hours	
0811620	Dental Basic Science II	0811610			32 (2 HPW)	2	Department of Basic & Medical Sciences
0811624	Seminars in Operative Dentistry				32 (2 HPW)	2	Department of Restorative Dentistry
0811625	Literature Review				32 (2 HPW)	2	Department of Restorative Dentistry
0811626	Clinical Practice II	0811616	192 (3 Clinics PW)			6	Department of Restorative Dentistry
Total			**192**		**96**	**12**	**Total Hours = 288**

Second Year/ First Semester

Course Code	Course Title	Prerequisite	Course Duration (Hrs)				Provider
			Clinic	Lab.	Lec.	Credit Hours	
0811713	New Trends In Restorative Dent.				32 (2 HPW)	2	Department of Restorative Dentistry

Course Code	Course Title	Prerequisite	Course Duration (Hrs)				Provider
0811714	Seminars in Endodontics				32 (2 HPW)	2	Department of Restorative Dentistry
0811715	Research Proposal	0811614 0811615 0811625				2	College of Dentistry
0811716	Clinical Practice III	0811626	192 (3 Clinics PW)			6	Department of Restorative Dentistry
Total			**192**		**64**	**12**	**Total Hours= 256**

Second Year/ Second Semester

Course Code	Course Title	Prerequisite	Course Duration (Hrs)				Provider
			Clinic	Lab.	Lec.	Credit Hours	
0811724	Seminars in Fixed Partial Denture				32 (2 HPW)	2	Department of Restorative Dentistry
0811725	Thesis Preparation	0811715				3	
0811726	Clinical Practice IV	0811716	192 (3 Clinic PW)			6	Department of Restorative Dentistry
Total			**192**		**32**	**11**	**Total Hours= 224**

Third Year/ First Semester

Course Code	Course Title	Prerequisite	Course Duration (Hrs)				Provider
			Clinic	Lab.	Lec.	Credit Hours	
0811815	Thesis Preparation	0811725				3	
0811816	Clinical Practice V	0811726	128 (2 Clinic PW)			4	Department of Restorative Dentistry
Total			**128**			**7**	**Total Hours= 128**

Third Year/ Second Semester

Course Code	Course Title	Prerequisite	Course Duration (Hrs)				Provider
			Clinic	Lab.	Lec.	Credit Hours	
0811825	Thesis Preparation	0811815				4	
-	Clinical Teaching *						
Total						**4**	
GRAND TOTAL			**832**		**304**	**57 Credit Hours**	**1136 Contact Hours**

* Students will participate four hours/week in undergraduate teaching responsibility in Restorative Dentistry.

Brief Course Descriptions for the Master Program in Restorative Dentistry

0811610 Dental Basic Science I

This foundational course provides students with the opportunity to participate in the evaluation and management of restorative patients. This course is comprised of lectures designed to aid the student to expand their knowledge in the oral physiology, anatomy, pharmacology and occlusion with areas of clinical importance. Knowledge gained by the student will contribute to achieving competency in rendering restorative treatment.

0811611 Biomaterials

The course is designed to introduce students to the concept that dental materials assume an important role in almost every aspect of dentistry. A successful treatment outcome is often dependent on the ability of the restorative material to withstand the rigors of the oral environment. Knowledge of materials science, testing methodology and specific dental materials and their manipulation will be attained through lectures. A thorough knowledge of dental materials and their properties is required to select materials for a given clinical situation. An understanding of testing methodology used to determine mechanical and physical properties is extremely important when choosing from the myriad of products available to the dentist.

0811612 Esthetic Dentistry

This course is comprised of lectures designed to aid the student to expand their knowledge in esthetic dentistry and in particular adhesive restorative dentistry that will be useful in the clinical work in all aspect of esthetic dentistry.

0811613 Implantology

The purpose of this course is to provide participants with the basic knowledge and understanding for a comprehensive multidisciplinary approach to treatment. This will be accomplished by means of an in depth literature review of periodontal/restorative/implant relationships pertinent to comprehensive treatment.

0811614 Biostatistics

This course is comprised of lectures designed to aid the student to expand their knowledge in specific biostatistics relevant to the medical and dental fields in addition to adequate knowledge of study design in medical and dental research. This enables the student to critically evaluate dental and medical research.

0811615 Research Method

The course considers the nature of scientific knowledge and investigates various processes involved in research. Both the quantitative and qualitative approaches will be studied. The course covers the sources of knowledge, the scientific method in research, and the ethics of research. The important steps in planning a research project, sampling techniques and measurement tools necessary for conducting a research project will be covered. The course also discusses the considerations involved in writing a research report.

0811616 Clinical Practice I

This is clinical training program is carried out at Restorative Department clinics. Students are assigned patients having various dental problems, and they have to formulate a comprehensive diagnosis and treatment planning, including patient and clinical management, this clinical training is carried out under the supervision of senior instructor. Students should document all the clinical work in a special form, which must be signed by the senior staff member. The student will be evaluated using daily assessment form for attendance, skills & behavior, which must be signed by the supervising staff. Students cannot progress to Clinical Practice II if he/she receives unsatisfactory level of achievement.

0811620 Dental Basic Sciences II

This foundational course provides students with the opportunity to participate in the evaluation and management of restorative patients. This course is comprised of lectures designed to aid the student to expand their knowledge in the oral histology, oral pathology, oral medicine, radiology, and periodontology with areas of clinical importance. Knowledge gained by the student will contribute to achieving competency in rendering restorative treatment.

0811624 Seminars in Operative Dentistry

This course will be held twice a week for one hour during the second semester of the graduate program's second year. The course will generally follow a seminar format in which students will discuss specific topics in Operative Dentistry with a strong emphasis on esthetic and adhesive

dentistry, in addition to more classical topics. College may choose from a variety of formats for specific seminars, including lectures, discussions, and practical exercises.

0811625 Literature Review

This course is in the form of seminar sessions aimed at practicing the skills of evidence based dentistry in appraisal and synthesis of literature related to fabrication of single tooth extra-coronal restorations. The course helps students develop knowledge in basic procedures involved during making of indirect extra-coronal restorations such as occlusion, designing tooth preparation, making analogue of tooth preparations, provisional restorations and fabrication of single tooth extra-coronal restorations.

0811626 Clinical Practice II

This being the second of five clinical practice training courses, the students will treat patients and will continue to treat a wide variety of clinical cases until the end of the course. New techniques are to be tackled as they are introduced during the course. By the end of the course the student should be in a position to deal with most situations and handle moderate cases with confidence. A patient log book, containing comprehensive details of the treatments carried out, is to be kept of all clinical work undertaken. The student will be required to submit the log book to the department for evaluation.

0811713 New Trends in Restorative Dentistry

This course is comprised of lectures designed to aid the student in knowing recent advances in restorative dentistry including operative and Endodontitcs esthetic, and fixed partial denture, knowledge gained by the student will contribute to achieving competency in rendering restorative treatment.

0811714 Seminars in Endodontics

A series of seminars based on intensive and comprehensive readings in the literature of Endodontics covering all facets pertaining to the science and practice of Endodontics. The student will meet twice a week for one hour during the first semester of the graduate program's second year. Students actively participate in seminars in which they present and participate in the evaluation of diagnostic data, treatment planning, treatment procedures, and outcomes assessment.

During the course of study, each student will be responsible for preparing a variety of seminars. Each seminar will be assigned to students who will review the literature and prepare reading lists. Following the seminar, the student who acts as moderator will be responsible to see that each section is typed, assembled and turned in to the Program Coordinator. The course will generally follow a seminar format in which students will discuss specific topics in Endodontics.

0811715 Research Proposal

The research proposal forms an extremely important component of the course since it will bring together many aspects of the skills and knowledge acquired during the course. All students will undertake an individual project, the topic being concerned with their chosen specialty. Topics

investigated may be chosen by the student or suggested by the staff. The area of research will need to be agreed with the supervising staff before commencement of the project. The research need not be on an original topic but should increase information in the chosen area. It must be conducted according to the accepted methods of scientific investigation, and be presented bound in the agreed University format, by the end of the course.

0811716 Clinical Practice III

This being the third of five Clinical Practice training courses will provide supervised training in the independent clinical management and treatment of restorative cases. New techniques are to be tackled as they are introduced during the course. By the end of the course the student should be in a position to deal with most situations and handle complex cases with confidence. It will develop competency in the clinical practice of restorative dentistry. Students will have the opportunity to practice these skills on actual patients in a safe supervised clinical teaching environment. Suitable advanced cases will be treated during this course. A patient log book, containing comprehensive details of the treatments carried out, is to be kept of all clinical work undertaken. The student will be required to submit the log book to the department for evaluation.

0811724 Seminars in Fixed Partial Dentures

This course of study consists of twenty seminars, where the students meet twice a week for one hour during the second semester of the graduate program's first year. The course will generally follow a seminar format in which students will discuss specific topics in Fixed Partial Dentures, with a strong emphasis on disciplines include dental materials, implant dentistry, occlusion, resolve treatment failures and treatment planning in fixed partial dentures.

0811726 Clinical Practice IV

This is the fourth of five Clinical Practice training courses and will provide supervised training in the independent clinical management and treatment of restorative cases. New techniques are to be tackled as they are introduced during the course. By the end of the course the student should be in a position to deal with most situations and handle complex cases with confidence. A patient log book, containing comprehensive details of the treatments carried out, is to be kept of all clinical work undertaken. The student will be required to submit the log book to the department for evaluation. At selected times during the clinical course the students will be required to present case reports and patients records to his/her college advisor. These sessions will be utilized to assess student progress, identify any problems or shortcomings, and institute remedial measures.

0811816 Clinical Practice V

This course is a continuation for what was done in the previous semester. This being the final Clinical Practice training courses will provide supervised training in the independent clinical management and treatment of restorative cases. As all new techniques were being tackled during the previous courses, the graduate student should be in a position to deal with comprehensive cases with confidence. Full mouth rehabilitation cases should be treated and documented for presentation and evaluation. A patient log book, containing comprehensive details of the treatments carried out, is to be kept of all clinical work undertaken. The student will be required to submit the

log book to the department for evaluation. The students will be required to present their comprehensive cases to his/her college advisor for evaluation, identify any problems or shortcomings, and institute remedial measures before presentation and evaluation in front of the department faculties.

0811725, 0811815, 0811825 Thesis preparation

This is a general guide to the format which may be modified in consultation with the Head of Department and project supervisor.

Clinical Teaching

The clinical supervision is an integral and vital part of the total educational experience of the dental student; this role cannot be overemphasized. In assuming the responsibility for training and educating the dental students of tomorrow, the dental graduate displays a commitment to the advancement of the profession through the provision of quality dental care.

In assuming the role of teacher / mentor, the dental graduate must also foster the development of a strong sense of mutual admiration.   Dental graduate must recognize that the students' greatest deficiency is inexperience while his /her greatest asset is knowledge gained through experience. The student will be able to share with the graduate newly acquired clinical and scientific knowledge and, in turn, the graduate will guide the student through the application of newly acquired knowledge into daily professional practice.

Master of Science in Pharmacy

Offered by
College of Pharmacy and Health Sciences

The College of Pharmacy and Health Sciences (COPHS) was founded in accordance with the university's policy of establishing an innovative medical environment which embraces health sciences, i.e. dentistry, medical technology, nursing, etc., in addition to pharmacy. The establishment of COPHS is intended to meet the demand for pharmacists in hospitals and community pharmacies, and to provide manpower for the increasing number of private pharmacies and the growing pharmaceutical industry in the UAE and the region.

Mission

The mission of the College of Pharmacy and Health Sciences is to create an environment that promotes excellence in pharmaceutical education, practice and research. It is committed to the continuous improvement of its programs to keep abreast with the rapid advances in the profession of pharmacy and the provision of pharmaceutical care. It strives to prepare students to become competent, reliable and ethical health care professionals.

Degree Programs

The College offers the following two programs:

1. Bachelor of Pharmacy (BPharm)
2. Master of Science in Pharmacy

Facilities

Laboratory Facilities

The college has several laboratories, covering the various branches of pharmaceutical science, which have the latest equipment. These laboratories have the instrumental apparatus which will enable students to gain sound practical skills as well as integrate theoretical study with real practical methods and techniques.

Computer Facilities

The college receives full technical support and assistance from the University Computer Center which provides its services round the year to administrators, staff and students. The computer laboratories at the center are well-equipped and are available for use throughout the day; they are administered by trained staff who assist in solving problems and answering queries

Mission of the Program

The mission of Ajman University of Science and Technology (AUST) is to provide the community with competent graduates who can deal with modern technologies and their application in the development programs. The university offers students modernized teaching and learning methodologies adapted and customized to the values, tradition and needs of the society. The degree programs offered by the university aim to prepare graduates for the work environment. It also aims to develop critical thinking and lifelong learning skills among students that enable them to fulfill their personal and professional goals.

The MScPharm Program is consistent with university's mission and aims to provide students with the knowledge and skills that will enhance their competency as health care professionals.

The program also promotes the mission of COPHS in raising awareness about current health issues and how to address them both at national and regional levels. In addition, it contributes to improvement of the pharmacy profession in the United Arab Emirates and the Arabian Gulf region by introducing new practices in pharmaceutical sciences.

MScPharm Goals

The MSc Pharm is designed to equip pharmacists and other related health professionals with the fundamental knowledge and skills that will give them the expertise to promote the pharmacy profession in it various fields of practice.

Program Objectives

The MScPharm Program is designed for graduates holding a degree in pharmacy or in a related health science.

The objectives of the program are:

1. acquire in-depth knowledge in applied pharmaceutical sciences.
2. advance skills in drug design, development and control.
3. increase knowledge of pharmacy practice and health care policies.
4. improve life-long learning skills, critical thinking and problem solving abilities.
5. acquire the ability to conduct applied research in the field of health sciences.

Program Learning Outcomes

Learning outcomes of the MSc Pharm program are intended to improve knowledge, skill and career of the graduates.

Upon completion of the program, graduates will be able to:

1. apply their in-depth knowledge of the field to promote pharmacy practice.
2. demonstrate that they have gained practical skills in instrumental analysis, clinical testing and quality control of drugs.
3. evaluate therapeutic management of diseases based on knowledge of drug design, pharmacokinetics and pharmacotherapy.
4. demonstrate their ability to solve problems and suggest solutions in health issues related to the local community.
5. demonstrate their ability to conduct healthcare related research.
6. demonstrate that they have gained skills in communication with other health providers and beneficiaries.

In accordance with the University requirements for graduate degrees, a candidate to be admitted into the Master of Science in Pharmacy he/she must fulfill the following minimum requirements:

a. Hold a Bachelor of Pharmacy (BPharm) from a UAE-recognized university with a minimum cumulative CGPA of 3 on a 4.0 scale or equivalent.

b. Students with a CGPA between 2.0 and 2.99 on a 4.0 scale or equivalent or with TOEFL 530 and a CGPA of a minimum 3.0 on a 4.0 scale or equivalent may be admitted conditionally.

c. A minimum score of 550 on paper based TOEFL or 6 on IELTS (or its equivalent).

Degree Completion Requirements

The MScPharm Program consists of 2 concentration areas (clinical pharmacy and pharmaceutical technology) taught in 36 credit hours spread over three semesters (full-time students) to five semesters (part-time students).

These include 15 credit hours core curriculum courses (11 credit hours of college requirements and 4 credit hours of university requirements), 21 credit hours of concentration courses, which includes 6 credit hours for the research thesis.

Curriculum

The courses are distributed according to the following study plan:

CORE CURRICULUM COURSES (15 C.H.)

Course ID	Course Title	Total CH	Lectures	Tut / Lab	Pre-requisites	Type*
701622	Biostatistics	2	2	0	Mathematics	UR
701623	Research Methodology	2	2	0	None	UR
701601	Clinical Pharmacokinetics	3	2	1	Biopharmaceutics & Pharmacok. II	CR
701606	Pathophysiology and Pharmacotherapy I	2	2	0	Clinical Pharmacy I & II	CR
701609	Clinical Biochemistry	2	1	1	Biochemistry I &II	CR
701617	Pharmacoeconomics	2	2	0	Clinical Pharmacy I & II Pharm. Legislation 701623 Res. Method	CR
701608	Pathophysiology and Pharmacotherapy II	2	2	0	701606	CR
	Total	15	13	2		

UR: University Requirement; CR: College Requirement; CE: Concentration Elective

Study Plan For
Concentration in Clinical Pharmacy:

Semester 1: (13 CH)

Course ID	Course Title	Total CH	Lectures	Tut / Lab	Pre-requisites	Type*
701622	Biostatistics	2	2	0	Mathematics	UR
701623	Research Methodology	2	2	0	None	UR
701601	Clinical Pharmacokinetics	3	2	1	Biopharmaceutics & Pharmacok. II	CR
701606	Pathophysiology and Pharmacotherapy I	2	2	0	Clinical Pharmacy I & II	CR
701609	Clinical Biochemistry	2	1	1	Biochemistry I &II	CR
	College Elective	2	2	0		CE
	Total	13	11	2		

Semester 2: (13 CH)

Course ID	Course Title	Total CH	Lectures	Tut / La b	Pre-requisites	Type*
701607	Pharmaceutical Care	3	2	1	701606	CR
701608	Pathophysiology and Pharmacotherapy II	2	2	0	701606	CR
701619	Pharmacovigelance	2	2	0	701601 701606	CR
701620	Drug Abuse	2	2	0	701606	CR
701617	Pharmacoeconomics	2	2	0	Clinical Pharmacy I & II Pharm. Legislation 701623 Res. Method. 701623	CR
	College Elective	2	2	0		CE
	Total	13	12	1		

Semester 3: (10 CH)

Course ID	Course Title	Total CH	Lectures	Tut/ Lab	Pre-requisites	Type*
701618	Medicine Management and Community Care	4	3	1	701607	CR
701611	Thesis (Research Project)	6	0	6	After earning 26 C.H.	CR
	Total	10				

College Elective Courses for MSc Students in Clinical Pharmacy Concentration:

Course ID	Course Title	Total CH	Lectures	Tut/ Lab	Pre-requisites
701610	Clinical Microbiology	2	2	0	701609
701605	Complementary Medicine	2	2	0	Phytochemistry
701621	Practices in Complementary Medicine	2	2	0	Phytochemistry
701616	Application of Radiopharmaceuticals	2	1	1	Medicinal Chemistry I&II

Study Plan For
Concentration in Pharmaceutical Technology:

Semester 1: (13 CH)

Course ID	Course Title	Total CH	Lectures	Tut / Lab	Pre-requisites	Type*
701622	Biostatistics	2	2	0	Mathematics	UR
701623	Research Methodology	2	2	0	None	UR
701601	Clinical Pharmacokinetics	3	2	1	Biopharmaceutics & Pharmacok. II	CR
701606	Pathophysiology and Pharmacotherapy I	2	2	0	Clinical Pharmacy I & II	CR
701609	Clinical Biochemistry	2	1	1	Biochemistry I &II	CR
	College Elective	2	2	0		CE
	Total	13	11	2		

Semester 2: (13 CH)

Course ID	Course Title	Total CH	Lectures	Tut / Lab	Pre-requisites	Type*
701608	Pathophysiology and Pharmacotherapy II	2	2	0	701606	CR
701613	Products of Biotechnology	2	2	0	701609	CR
701616	Application of Radiopharmaceuticals	2	1	1	Medicinal Chemistry I&II	CE
701603	Applied Instrumental Analysis	2	2	0	Instrumental Analysis I&II	CR
701615	Chemistry of Natural Products	1	1	0	Phytochemistry	CE
701617	Pharmacoeconomics	2	2	0	Clinical Pharmacy I & II Pharm. Legislation 701623 Res. Method. 701623	CR
	College Elective	2	2	0		CE
	Total	13	12	1		

Semester 3: (10 CH)

Course ID	Course Title	Total CH	Lectures	Tut/ Lab	Pre-requisites	Type*
701602	Novel Drug Delivery Systems	2	2	0	701601	CR
701612	Advances in Pharmaceutical Technology	2	2	0	701601	CR
701611	Thesis (Research Project)	6	0	6	After earning 26 C.H.	CR
	Total	10	4	6		

College Elective Courses for MSc Students in Pharmaceutical Technology Concentration:

Course ID	Course Title	Total CH	Lectures	Tut/ Lab	Pre-requisites
701610	Clinical Microbiology	2	2	0	701609
701605	Complementary Medicine	2	2	0	Phytochemistry
701619	Pharmacovigelance	2	2	0	701601 701606
701621	Practices in Compl. Med	2	2	0	Phytochemistry
701614	Chemistry of Heterocycles	2	2	0	Medicinal Chemistry I&II

Course Descriptions:

701601   Clinical Pharmacokinetics   (2-2-3)

This course is designed to provide students with various important aspects of basic concepts & principles of pharmacokinetics with special emphasis on clinical applications. The course shall focus on the application of compartmental & non-compartmental models to determine various pharmacokinetic parameters including; absorption, distribution, apparent volume of distribution and elimination, following single and multiple IV and oral doses. The course shall provide students with concepts of non-linear pharmacokinetic models and their clinical applications. Principles of clinical pharmacokinetics will be thoroughly covered with special emphasis on pharmacokinetic   and pharmacogenomics variability, therapeutic drug monitoring, individualization of drug therapy, kinetics of drug interaction and pharmacokinetic approach to new drug discovery.

Pre-requisites: Biopharmaceutics and Pharmacokinetics I and II (700311 & 700312)

701602   Novel Drug Delivery Systems   (2-0-2)

The development of novel drug delivery systems has improved the efficacy and safety of many important therapeutic agents. Understanding the release characteristics of drugs from these dosage forms is essential for their optimal use.
This course is designed to cover basic principles & concepts of controlled release drug delivery systems including extended release, delayed release & targeted release drug products for oral, trans-mucosal, trans-dermal, intra-ocular, intra-vaginal, intra-uterine & parenteral administration. The course includes potential advantages & limitations as well as drugs candidates for oral controlled release drug products. The course will also describe advanced concepts applied in the design, formulation & development of controlled release products; including principle of design, excipients used, biopharmaceutical factors influencing design strategy, dosage form selection & drug release mechanisms. In addition, the course will describe the concept of drug targeting & its therapeutic importance.
The course shall also discuss various biopharmaceutical, pharmacokinetic & clinical aspects of controlled release products as well as official in-vivo & in-vitro tests used to evaluate controlled release drug delivery systems. The course will also cover liposomes as potential tools for drug delivery.

Pre-requisite: Clinical Pharmacokinetics (701601)

701603   Applied Instrumental Analysis   (2-0-2)

The course presents a comprehensive overview of the field of instrumental analysis as practiced today. The course reviews the major methods available covering the basic principles, advantages and disadvantages, limitations and applicability of each method.
The course will introduce the students to the current instrumental methods of analysis and to cultivate sound experimental techniques covering electrochemical methods, absorption and emission spectroscopy UV-Vis spectrophotometery, fluorimetry and phosphometry ,

atomic emission spectroscopy Raman spectroscopy, X ray methods, radiochemical methods chromatographic methods, NMR, IR and mass spectrometry

Pre-requisites: Instrumental Analysis I & II (700422 & 700425)

701605 Complementary Medicine (2-0-2)

In this course the student is acknowledged of the various types of Medicine which are practiced nowadays, and the main differences between these types with more emphasis on Complementary and Alternative Medicine (CAM).
In this course CAM is classified into SIX Systems, based on different philosophies :
1- Alternative Medical Systems. 2-Mind-Body System. 3- Biological-Based System. 4-Manipulative Body-Based System 5- Energy System. 6- Blood Cupping. This in addition to Iridology as a diagnostic technique.
Each of these systems include different Therapies which are instructed in details, including definition, philosophy, techniques, indications, and contraindications for each therapy.

Pre-requisite: Phytochemistry (700321)

701606 Pathophysiology & Pharmacotherapy I (2-0-2)

The course deals with a compressive over view in the field of Pharmacology and therapeutics as commonly practice today. The course covering:
1- The study in depth the mechanism of action of drugs that mimic or antagonize the sympathetic, parasympathetic nervous systems and neuromuscular junction. Concepts of receptor activation and neurohumoral transmission will be discussed.
2- Advanced knowledge in pharmacological aspects and therapeutic applications of drugs acting on cardiovascular, urinary, heamatologic, respiratory, gastrointestinal systems. It gives emphasis on molecular pharmacology of these drugs as well as aspects of clinical usefulness such as contraindications, interactions and unwanted effects. Also the concept of nitric oxide.
3- Detailed neuropharmacological aspects and therapeutic uses with emphasis on biochemical defects underlying the diseases of the new drugs used in treatment of neurological, behavior disorders. Also drugs for inflammatory and related disorders will also be discussed.
4- The rationale for the choice of certain drugs in the treatment of specified disease states. More emphasis will directed towards the mechanism of action, adverse effects and contraindications of chosen drugs. Use drugs in special cases such as pregnancy, lactation, elderly patients will be discussed.
5- Various toxicological aspects of the most commonly used drugs and toxic agents. Also its potential abuse and addiction will be discussed.
6- Rational drug use and misuse of antibiotics.

Pre-requisites: Clinical Pharmacy I & II (700442 & 700443)

701607 Pharmaceutical Care (2-1-3)

The graduates will be equipped with knowledge, skills, and practice capabilities to perform a clinical evaluation of the usage of medications in the hospital, also evaluation of drug

safety and efficacy, evaluation of prescribing habits. This subject will establish the knowledge of medical research, expose students to different types of studies including descriptive and comparative, observational and interventional.

Pre-requisites: Pathophysiology & Pharmacotherapy (701606)

701608 Pathophysiology and pharmacotherapy – II (2-0-2)

Pharmacotherapy is a crucial part of medicines management (or pharmaceutical care) for patients. This pharmacotherapy course starts with the introduction to pharmacotherapy, clinical calculations, pharmacokinetics and diagnostic tests and procedures in each of the selected diseases. The disease processes in common clinical conditions will be studied, including introduction to relevant pathology, the rationale underlying the management of these conditions and the choice of drug therapy for individual patients.

Pre-requisites: Pathophysiology & Pharmacotherapy I (701606)

701609 Clinical Biochemistry (1-1-2)

1. Advanced enzyme kinetics and regulation of enzyme activities. Applied enzymology. Immobilized enzymes. Enzyme mechanism. Biotransformation.
2. Fundamental Aspects of structure-function relationships of proteins and overall coverage of intermediary metabolism. Protein Folding. Protein Engineering. Plasma Proteins and immunoglobulins. Homeostasis and thrombosis. Intracellular Traffic and Sorting of Proteins. The Extracelluler matrix.
3. The Diversity of the Endocrine system. Hormones, structure & function of biomicromoleculer Hormone Action & Signal Transduction.
4. Drug Metabolism. Drug Discovery. Antibiotics. Biomedical Biochemistry Receptors

Pre-requisites: Biochemistry I & II (700231 & 700232)

701610 Clinical Microbiology (2-0-2)

Clinical Microbiology is an important part of drug management for patients with infectious diseases. This course focuses on pathophysiology of infectious diseases, diagnosis, management, prevention and control. The course is primarily intended to provide a firm ground in the understanding of infectious diseases, its management and control.

Pre-requisite: Clinical Biochemistry (701609)

701611 Research Thesis (0-6-6)

The thesis forms an extremely important component of the MSc Program since it will bring together many aspects of the skills and knowledge acquired during the study period. Each student will undertake an individual project on a topic related to the concentration area of his study. Topics investigated may be chosen by the student or suggested by the faculty. The area of research should be approved by the supervising faculty before commencement of the project. The research need not be on an original topic but should increase knowledge in the chosen area. It must be conducted according to the accepted

methods of scientific investigation, and be presented bound in the standard university format, by the end of the course.

Pre-requisite: Completion of 26 C.H.

701612   Advances in Pharmaceutical Technology   (2-0-2)

This course is designed to provide students with various important aspects of process validation and CGMP; including regulatory and quality compliance as applied to the pharmaceutical industries. Upon completion, students will have acquired an in-depth knowledge in the organization and operation of the major departments of pharmaceutical companies, as well as ways of dealing with regulatory and compliance issues. Additionally, the course will provide background information on the drug development process from discovery to the marketplace. Other essential topics in advanced pharmaceutical technology will also be covered; including production management, production planning, production capacities, production organization, economic policy, manufacturing economics and production lines. In addition, various designing criteria needed to manufacture some sterile and non-sterile products shall also be discussed. The course will also include process automation in pharmaceutical manufacturing, pilot plant and scale up techniques as well as the design and development of packaging units including recent advances in packaging techniques.

Pre-requisite: Clinical Pharmacokinetics (701601)

701613   Products of Biotechnology (2-0-2)

This course is designed to acquaint students with the field of biotechnology. Topics will include a history of biotechnology, the drug discovery and development processes, and a description of current biotechnology products. Biotechnological techniques, such as cloning of DNA, expression of cloned DNA, manipulation of DNA sequence information, new biological targets for drug development, novel drug screening strategies, novel biological agents, antibodies, antisense, oligo-nucleotide therapy and gene therapy will be thoroughly covered. The course also entails the different methods adopted for preparation of biotechnology products and their evaluation, handling and storage. Issues that impact both the industry and the general population, such as stem cell research and bioethics shall be discussed as part of other topics introduced in the course. In addition, future prospects for new biotechnology products shall be discussed.

Pre-requisite: Clinical Biochemistry (701609)

701614   Chemistry of Heterocycles (2-0-2)

This course deals with the application of structure and theory to the study of organic heterocyclic compounds and their nomenclature, preparation and reaction mechanisms.

Pre-requisites: Pharmaceutical Medicinal Chemistry I & II (700323 & 700324)

701615   Chemistry of Natural Products   (1-0-1)

Chemistry of Natural Products is a college elective course. It deals with the historical and contemporary role of secondary natural products in health care and commerce.
The course covers the classification of natural products according to their biosynthetic origins and chemical properties. A special emphasis will be placed on how chemical structure affects the physiological function of various natural products. These "structure activity relationships" help us learn about the interaction of small molecules in living systems and pharmacology of drugs.

Pre-requisite: Phytochemistry (700321)

701616   Application of Radiopharmaceuticals (1-1-2)

This course covers the fundamentals of nuclear pharmacy, radiopharmaceuticals compounding, stability prediction, packaging as well as uses and applications of radiopharmaceuticals as a diagnostic and therapeutic agents. The nuclear pharmacy practice guideline of APHA Academy of Pharmacy Practice and Management (APHA-APPM) will be discussed to cover the responsibility of pharmacist in maintaining quality of radiopharma-ceuticals, safety of coworkers and environments and providing pharmaceutical care to patient with optimal outcome.

Pre-requisites: Pharmaceutical Medicinal Chemistry I & II (700323 & 700324)

701617   Pharmacoeconomics (2-0-2)

Basic and applied concepts of economic efficiency, pharmacoeconomics methods, and drug therapy outcome measures are presented with an emphasis on the practical application of such principles.

Pre-requisites: Clinical Pharmacy I & II (700442 & 700443), Research Methodology (701623)

Pharm. Legislation (700416)

701618 Medicine Management and Community Care   (3-1-4)

The course offer students an insight into pharmacy and medicines management with the emphasis on evidence-based practice. Students will be introduced to the concepts of

pharmacy practice, pharmacoeconomics, risk assessment, health promotion and clinical governance. course comprises the following unit:

1. international pharmacy practice;
2. Evidence based medicine and critical appraisal
3. Clinical practice and formularies guidelines
4. Pharmacy management
5. Prescribing with the view of patient's age (elderly, paediatrics), patient's clinical situation (pregnancy, liver or renal disease) and morbidity or adverse drug reactions.
6. Public health and health promotion

Pre-requisites: Pharmaceutical Care (701607)

701619   Pharmacovigilance   (2-0-2)

The monitoring of drug safety is becoming more important as the number of drugs on the market, drug usage, and number of recalls all increase. Furthermore, Post-marketing pharmacovigilance studies are needed to further define the safety profile of a drug product. For such purposes the pharmacovigilance was developed and promoted in the medical and pharmaceutical sciences. Pharmacovigilance is the science and activities relating to the detection, assessment, understanding, and prevention of adverse effects or any other drug-related problems. This course is designed to provide the students with an introduction to the fundamental elements of pre- and post-marketing pharmacovigilance. A good portion of the course will cover the medication safety as it related to the prescribing, dispensing and administration of all medications. The global harmonisation of pharmacovigilance data is also will be highlighted throughout the course. Teaching consists of lectures and workshop activities in small groups and takes into account real world situations. There are opportunities for sharing experiences and networking which contributes to the development of your knowledge and understanding of pharmacovigilance issues.

Pre-requisites: Clinical Pharmacokinetics (701601) and Pathophysiology and Pharmacotherpy I (701606)

701620   Drug Abuse (2-0-2)

This course provides an overview of the fundamental concepts in drug/substance abuse. The course contents will help to introduce participants to terminologies used in drug/substance abuse as well as their definitions. Participants will be provided with a comprehensive overview of the drugs of abuse that are most commonly used, in addition to their adverse effects on human health and society. Methods of treatment and client education will also be addressed. Laws and regulations concerning drug/substance abuse will be covered.

Pre-requisite: Pathophysiology and Pharmacotherapy I (701606)

701621   Practices in Complementary Medicine (2-0-2)

This course instructs the student on the necessary aspects required to acquire a full understanding knowledge on Herbal Medicine.
The course starts by the historical development of Herbal Medicine, its advantages,

drawbacks, and regulatory issues.

An advanced instruction on how medicinal plants work, their Pharmacodynamic effects, and Pharmacokinetic routes of their main active constituents is illustrated.

The major part of the course concentrates on full Monographs on Medicinal Plants used in Herbal Medicine. An approach to some clinical studies on medicinal plants followed by case discussion are presented in Tutorial classes. Some illustrations on Research and Development in the field of Medicinal Plants, are given.

Pre-requisite   : Phytochemistry (700321)

701622   Biostatistics   (2-0-2)

This course is comprised of lectures designed to aid the student to expand their knowledge in specific biostatistics relevant to the medical and pharmaceutical fields in addition to adequate knowledge of study design in medical and health research. This enables the student to critically evaluate pharmaceutical and medical research.

Pre-requisite: Statistics (30130)

701623   Research Methodology   (2-0-2)

The course includes the following topics: the thinking process and manner of establishing human knowledge, science and scientific method, the research process, types of research methodologies pertinent to different fields of knowledge, steps of performing research from the first step of defining the research problem until the final step of writing the research article or report.

The course involves studying samples selection, data collection, data processing and data displaying. Finally, the course stresses upon case studies extracted from the pharmaceutical and other fields and we end up the course with ethical considerations involved in the field of pharmacy.

Pre-requisite: Statistics (30130)