



جامعة عجمان
AJMAN UNIVERSITY

GRADUATE STUDENT CATALOG

2019-2020



Ajman

Tel.: 971-6-7466666

Fax: 971-6-7468888

P.O. Box: 346

United Arab Emirates

Toll Free:

800 2878

ajman.ac.ae

E-mail: inquiry@ajman.ac.ae

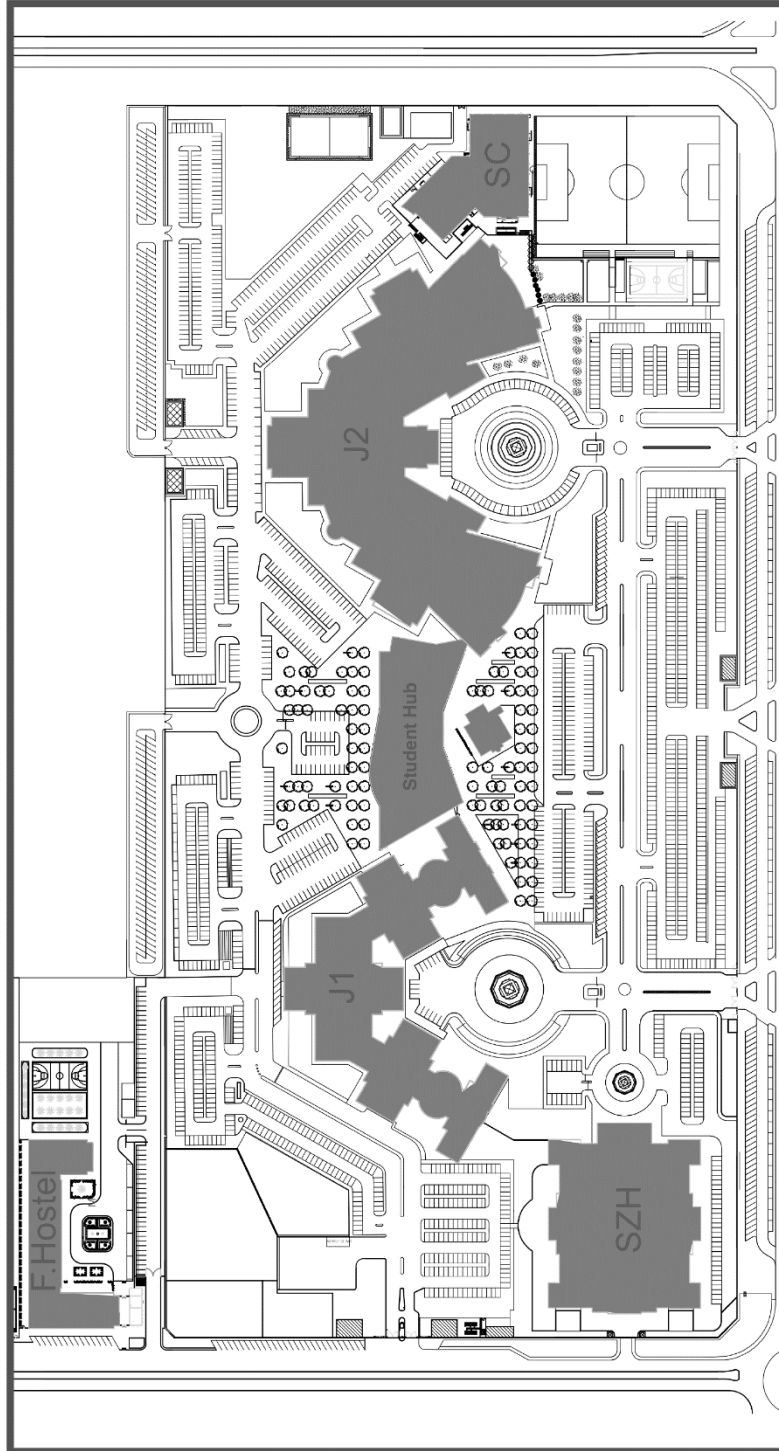


His Highness Sheikh Khalifa Bin Zayed Al Nahayan
President of the United Arab Emirates



His Highness Sheikh Humaid Bin Rashid Al Nuaimi
Member of the Supreme Council Ruler of Ajman
Patron of Ajman University

AU CAMPUS MAP



Student Hub	Floor	SZH	Floor	J2 Building	Floor	Block	J1 Building	Floor	Block	SC	FHostel
Food Court	G	Multipurpose Hall	G	College of Engineering & Information Technology	1+2	C+A	Dental Clinics	All Floors	All Blocks	Indoor Sports Hall	Female Hostel
Female Prayer Hall	G	Alumni Center	M	College of Architecture, Art & Design	2	C	College of Dentistry	1	C	Swimming Pool	M
Student Services	1	Innovation Center	G	College of Business Administration	G	C	College of Law	2	B	Male GYM	Male Mosque
Library	2	VIP Clinics	G	College of Mass Communication	G+1	A	College of Pharmacy & Health Sciences	1	A	Female GYM	
Continuous Education Center	2	College of Medicine	M	College of Humanities & Sciences	1	B				Outdoor Football Field	
Higher Management	3									Outdoor Tennis & Basket Ball Field	
Administrative Offices	3										

AU DIRECTORY

www.ajman.ac.ae

346- Al Jurf - Ajman

Office of the Chancellor	mina.ahbal@ajman.ac.ae	06-705-6518
Office of the Vice Chancellor for Academic Affairs	dany@ajman.ac.ae	06-705-5152
Office of the Vice Chancellor for Advancement and Communication	a.oudah@ajman.ac.ae	06-705-6634
Office of Chief Operating Officer	maya.haddad@ajman.ac.ae	06-705-6070
Office of Institutional Planning and Effectiveness	h.abuelhusain@ajman.ac.ae	06-705-6056
College of Architecture, Art and Design	n.nasr@ajman.ac.ae	06-705-6742
College of Business Administration	m.sahaim@ajman.ac.ae	06-705-6536
College of Dentistry	h.araj@ajman.ac.ae	06-705-6295
College of Engineering and Information Technology	w.haddar@ajman.ac.ae	06-705-6742
College of Humanities and Sciences	a.hassouna@ajman.ac.ae	06-705-6504
College of Law	r.qtaishat@ajman.ac.ae	06-705-6131
College of Mass Communication	m.omar@ajman.ac.ae	06-705-6535
College of Medicine	m.menon@ajman.ac.ae	06-705-6815
College of Pharmacy and Health Sciences	z.ali@ajman.ac.ae	06-705-6206
Deanship of Graduate Studies and Research	s.ali@ajman.ac.ae	06-705-6174
Deanship of Student Affairs	s.alkailani@ajman.ac.ae	06-705-6695
Office of Admission and Registration	f.almaazmi@ajman.ac.ae	06-705 6543
Office of Alumni	q.ali@ajman.ac.ae	06-705-6163
Office of Career and Placement Services	asma.o@ajman.ac.ae	06-705-6179
Office of Community Engagement	shadi@ajman.ac.ae	06-705-6656
Office of Development	z.elayan@ajman.ac.ae	06-705-6198
Office of Finance	a.saleh@ajman.ac.ae	06-705- 6151
Office of Human Resources	n.khalid@ajman.ac.ae	06-705-5559
Office of Information Technology	f.taha@ajman.ac.ae	06-705-6554
Office of Internal Audit	m.farag@ajman.ac.ae	06-705-6746
Office of Legal Affairs	e.essam@ajman.ac.ae	06-705-6220
Office of Marketing and Communication	j.falah@ajman.ac.ae	06-705-6180
Office of Procurement	i.masood@ajman.ac.ae	06-705-6664
Office of Scholarship and Financial Aid	a.aldu@ajman.ac.ae	06-705-5973
Office of Student Recruitment	m.nizarudeen@ajman.ac.ae	06-705-6287
Office of Students Affairs	m.alaraj@ajman.ac.ae	06-705-6186
Ajman University Innovation Centre	h.suleiman@ajman.ac.ae	06-705-6481
Library (Male Section)	anad.abdullah.b@ajman.ac.ae	06-705-6423
Library (Female Section)	d.muhanah@ajman.ac.ae	06-705-6479
Documentation Centre	m.aboobacker@ajman.ac.ae	06-705-6622
Hostel	h.noha@ajman.ac.ae	06-705-6635
Sheikh Zayed Centre for Exhibitions and Conferences	h.almetnawy@ajman.ac.ae	06-705-6258
Continuing Education Centre	j.matibag@ajman.ac.ae	06-705-6004
Emergency Contacts		
Security/General Services Unit	m.alsmadi@ajman.ac.ae	06-705-6738
Transportation Unit	q.hussein@ajman.ac.ae	06-705-6571
Office of Medical Services	n.elkanzi@ajman.ac.ae	06-705-6263

ACADEMIC CALENDAR

Academic Calendar for Fall Semester Academic Year 2019 – 2020

Day	Date	Description
Saturday	August 25, 2019	16:00 Convocation Ceremony for new students (Shaikh Zayed Center)
Sunday	August 25, 2019	Faculty members report to work
Sunday-Thursday	August 25 - 29, 2019	New Students' Orientation Week
		Course registration
		Examinations for incomplete removal
		Period for accepting credit transfer requests
		Period for accepting changing major requests
Saturday	August 31, 2019	Al Hijra holiday
Sunday	September 1, 2019	Beginning of classes
Sunday-Thursday	September 1 - 5, 2019	Add & drop period
Thursday	September 5, 2019	Last date for dropping courses or registration suspension with 100% refund
Sunday - Thursday	September 8 - 19, 2019	Period suspension of registration with 50% refund
Thursday	September 26, 2019	Last date for dropping courses
Sunday-Thursday	October 20 - 31, 2019	Mid-term examinations period
Monday – Tuesday	28 – 29 October 2019	Graduation Ceremony for Spring and Summer Semester 2018-2019
Sunday	November 3 , 2019	Beginning of admission period for spring semester 2019-2020
Thursday	November 21, 2019	Last date for withdrawal
Sunday-Thursday	Nov. 24 –Dec. 12, 2019	Period for course evaluation
		Early registration for spring semester 2019-2020
Sunday	December 1, 2019	UAE Martyr's Day
Monday – Tuesday	December 2 - 3, 2019	UAE National Day holiday
Wednesday	December 11, 2019	Last Day of Classes
Thursday – Sunday	December 12 – 22 , 2019	Final examinations period
Tuesday	December 24, 2019	Make-up Exam
Sunday-Thursday	Dec. 29, 2019-Jan. 9, 2020	Fall-Semester vacation

*Islamic holidays are tentative and are subject to moon sighting.

** Commencement dates are tentative and are subject to change..

Academic Calendar for Spring Semester Academic Year 2019 – 2020

Day	Date	Description
Sunday	January 12 - 16 , 2020	New Students' Orientation Week
		Course registration for continuing & new students
		Examinations for incomplete removal
		Period for accepting credit transfer requests
		Period for accepting changing major requests
Sunday	January 19, 2020	Beginning of classes
Sunday-Thursday	January 19 - 23, 2020	Add & drop period
Thursday	January 23, 2020	Last date for dropping courses or registration suspension with 100% refund
Sunday-Thursday	Jan. 26 – Feb. 6, 2020	Period for suspension of registration with 50% refund
Thursday	February 13, 2020	Last date for dropping courses
Sunday – Monday	February 23 – 24 , 2020	Graduation Ceremony for Fall Semester 2019-2020
Sunday-Thursday	March 8 - 19, 2020	Mid-term examinations period
Sunday-Thursday	April 5 –9, 2020	Spring semester vacation
Sunday	April 12, 2020	Beginning of admission period for Fall Semester 2020-2021
Thursday	April 23, 2020	Last date for withdrawal
Sunday-Thursday	April 26 – May 7, 2020	Period for course evaluation
		Early registration for Summer Semester 2019-2020
Wednesday	May 6, 2020	Last Day of Classes
Thursday – Sunday	May 7 - 17, 2020	Final examinations period
Sunday - Thursday	May 10 - 21, 2020	Early registration for Fall Semester 2020-2021
Tuesday	May 19, 2020	Make-up Exam
Sunday - Tuesday	May 24 – 26, 2020	Eid Al Fitr Al Mubarak
Sunday	June 7, 2020	Beginning of Summer vacation

*Islamic holidays are tentative and are subject to moon sighting.

** Commencement dates are tentative and are subject to change.

**Academic Calendar for Summer-1 Semester
Academic Year 2019 – 2020**

Day	Date	Description
Sunday	June 7 , 2020	Beginning of classes
Sunday - Monday	June 7 - 8, 2020	Course registration for registering late students
		Add & drop period
Sunday	June 28, 2020	Beginning of mid-term examinations
Thursday	July 9, 2020	Last date for withdrawal
Saturday - Sunday	July 18 - 19, 2020	Final examinations period

N.B: 2 hours per class session.

**Academic Calendar for Summer-2 Semester (Field training)
Academic Year 2019 - 2020**

Day	Date	Description
Sunday	July 19 , 2020	Beginning of training
Thursday - Sunday	July 30 – August 2, 2020	Arafat Day, Eid Al-Adha holiday
Thursday	August 27, 2020	End of 6 weeks training
Thursday	September 10, 2020	End of 8 weeks training

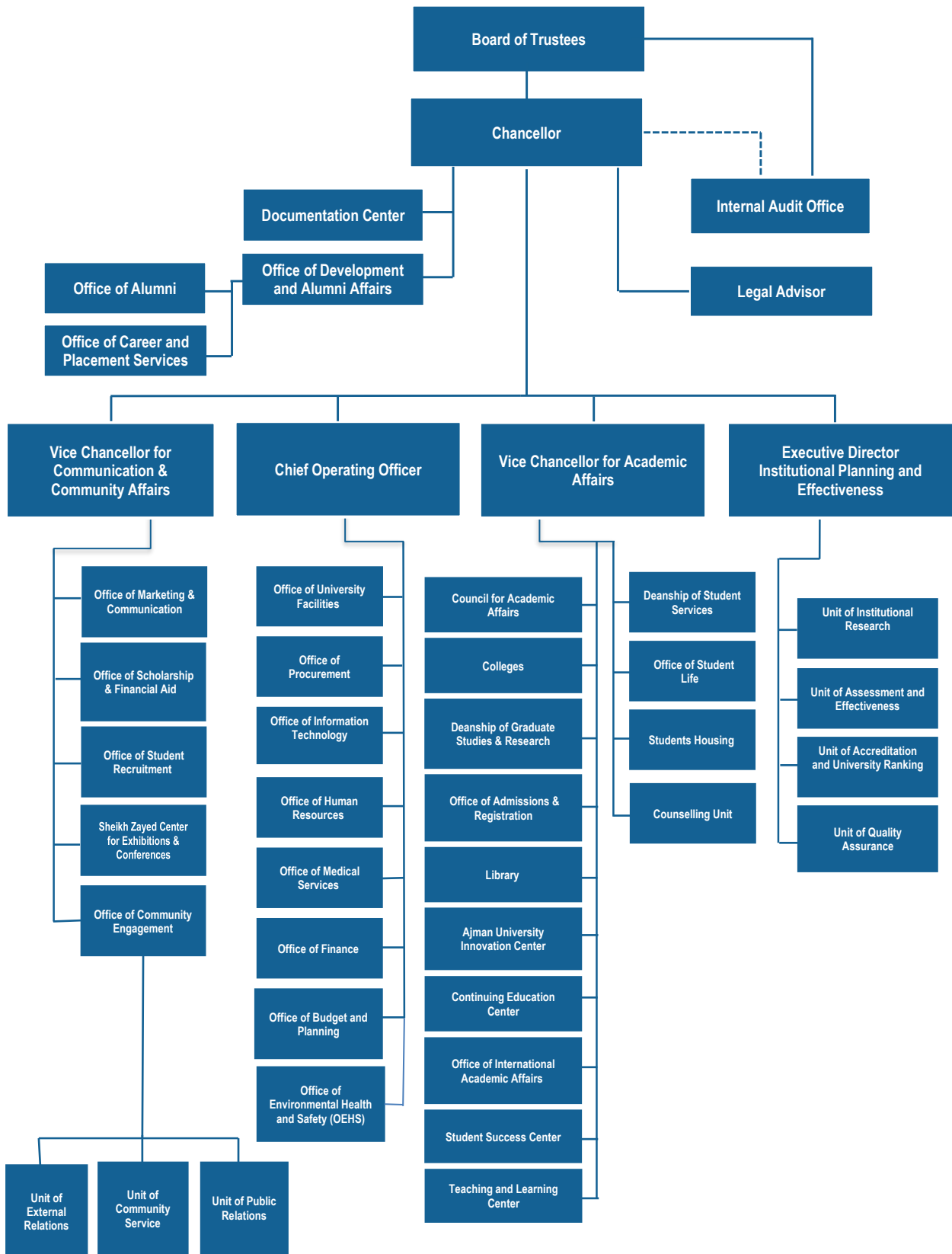
*Islamic holidays are tentative and are subject to moon sighting.

** Commencement dates are tentative and are subject to change.

Table of Contents

1. AU Organization Chart.....	11
2. AU's History.....	12
3. AU Vision	12
4. AU Mission	12
5. AU Goals	12
6. Admissions and Registration.....	13
7. Student Records	26
8. Academic Advising and Mentoring	27
9. Student Services	30
10. The Career Counseling Center.....	32
11. Student Success Center	34
12. Student Rights and Responsibilities.....	35
13. Student Disciplinary and Academic Integrity Policy	36
14. Class-Size Policy	44
15. Tuition Fees & Financial Regulations.....	45
Doctorate of Business Administration (DBA)	51
Master of Business Administration	60
Master of Science in Artificial Intelligence	71
Master of Science in Urban Design	81
College of Dentistry	88
Master of Science in Restorative Dentistry (MSRD).....	90
Master of Science in Endodontics (MSc-Endo).....	101
Master of Science in Pediatric Dentistry	113
Master of Science in Pharmacy.....	125
برنامج دكتوراه الفلسفة في القانون.....	142
برنامج الماجستير في القانون العام وبرنامج الماجستير في القانون الخاص.....	158
MA in Arabic Language & Literature	174
Master of Public Relations and Corporate Communication	187
Professional Diploma in Teaching (Graduate Program)	198
Glossary of Academic Terms	209

1. AU Organization Chart



2. AU's History

Ajman University of Science and Technology was founded in 1988 as a non-conventional private institution of higher education. The university was established by His Highness Sheikh Humaid Bin Rashid Al-Nuaimi, Member of the Supreme Council and Ruler of Ajman. On June 17, 1988 he issued an Emiri Decree establishing Ajman University College of Science and Technology (AUCST), as AUST was then called, and the first intake of students took place on September 15 that year. In accordance with the Ministry of Education - Higher Education Affairs decree No 54 of 1997, AUCST became Ajman University of Science and Technology (AUST). The name of the university has been changed from Ajman University of Science and Technology (AUST) to Ajman University (AU) starting from 26th of Oct. 2016. AU offers 22 accredited undergraduate programs and 14 accredited graduate programs. The aim of these programs is to provide the community with competent graduates capable of using technology and its applications for the development of UAE society.

Accreditation and Licensure

Ajman University is licensed and its programs are accredited by the Commission for Academic Accreditation (CAA) of the Ministry of Education in the United Arab Emirates.

3. AU Vision

Ajman University aims to be internationally recognized as one of the leading universities in the Arab world in terms of cutting-edge learning, impactful research and responsible outreach and community engagement.

4. AU Mission

Ajman University (AU) is a multicultural, dual gender, academic institution that offers a broad range of high quality and relevant undergraduate and graduate academic programs. The University strives to fulfil the needs of students, alumni, employers, and society through quality education, scholarship and community engagement. AU develops well-rounded graduates who are professionally competent, socially responsible, innovative and active contributors to sustainable development of the UAE and beyond.

5. AU Goals

AU strive to achieve the following goals:

1. Ensuring excellence in teaching and learning
2. Enhancing the quality, relevance, and impact of research and intellectual contribution
3. Recruiting, supporting and fostering the development of a bright and diverse student body
4. Enhancing the visibility and the positioning of the University
5. Building impactful and long-lasting ties with the external communities
6. Promoting cutting-edge and innovative support services

Core Values

- **Excellence:** All AU activities are conducted with strong emphasis on international quality standards.
- **Integrity:** AU adheres to the principles of honesty, trustworthiness, reliability, transparency and accountability.
- **Inclusiveness:** AU embraces shared governance, inspires tolerance, and promotes diversity.
- **Social Responsibility:** AU promotes community engagement, environmental sustainability and global citizenship. It also promotes awareness of, and support for, the needs and challenges of the local and global communities.
- **Innovation:** AU supports creative activities that approach challenges and issues from multiple perspectives in order to find solutions and advance knowledge.

6. Admissions and Registration

6.1. 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. All AU Graduate programs are accredited by the Commission of Academic Accreditation (CAA) of the Ministry of Education – Higher Education Affairs, UAE.

Accredited Graduate Degree Programs Offered

College	Degree	Total Credit Hours
Business Administration إدارة الأعمال	MBA ماجستير إدارة الأعمال <ul style="list-style-type: none"> • Human Resource Management إدارة الموارد البشرية / • Financial Management الإدارة المالية • Marketing التسويق 	36

	Doctorate of Business Administration (DBA) دكتوراه في إدارة الأعمال	60
Engineering & Information Technology الهندسة وتكنولوجيا المعلومات	Master of Science in Artificial Intelligence ماجستير العلوم في الذكاء الاصطناعي	30
Architecture, Art and Design العمارة والفنون والتصميم	M.Sc. in Urban Design ماجستير العلوم في التصميم الحضري	36
Law القانون	Master of Law in Private Law ماجستير القانون في القانون الخاص	33
	Master of Law in Public Law ماجستير القانون في القانون العام	33
	Doctorate of Philosophy in Law دكتوراه الفلسفة في القانون	57
Dentistry طب الأسنان	M.Sc. in Restorative Dentistry ماجستير العلوم في طب الأسنان الترميمي	60
	Master of Science in Endodontics ماجستير العلوم في علاج الجذور ولب الأسنان	70
	Master of Science in Pediatric Dentistry ماجستير العلوم في طب أسنان الأطفال	67
Pharmacy & Health Sciences الصيدلة والعلوم الصحية	M.Sc. in Pharmacy ماجستير العلوم في الصيدلة <ul style="list-style-type: none"> • Clinical Pharmacy الصيدلة السريرية • Pharmaceutical Technology تقنيات الصيدلة 	36
Mass Communication الإعلام	Master of Public Relations and Corporate Communication ماجستير في العلاقات العامة و اتصال المؤسسى	33
Humanities and Sciences الإنسانيات والعلوم	Master of Arts in Arabic language and Literature ماجستير الآداب في اللغة العربية و آدابها <ul style="list-style-type: none"> • Literature and Criticism الأدب و النقد • Language and Syntax Grammar اللغة والقواعد النح 	36
	Professional Diploma in Teaching الدبلوم المهني في التدريس	24

6.2. Admission of new applicants to AU graduate programs

Applications for admission should be submitted online prior to the beginning of each semester.

To be eligible for admission to a Master programs, a student must be holder of a Bachelor’s Degree issued in the UAE, or its equivalent as approved by the UAE Ministry of Education – Higher Education Affairs.

To be eligible for admission to a Doctorate program, a student must be a holder of a Bachelor’s Degree & Master’s Degree issued in the UAE, or its equivalent as approved by the UAE Ministry of Education – Higher Education Affairs.

The AU 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..

6.2.1. General Admission Conditions to Graduate 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. The applicant for Professional Diploma in Teaching program is a holder of a four year Bachelor’s degree other than in education discipline.
- ii. The applicant for Master's programs is a holder of a Bachelor’s degree in the same field as that of the program applied for.
- iii. The applicant for Doctorate programs is a holder of a Master’s degree in the same field as that of the program applied for.
- iv. The applicant’s Bachelor’s / Master’s degree was completed with a minimum cumulative GPA of 3 on a scale of 4.0, or its equivalent.
- v. The applicant’s Bachelor’s / Master’s degree was issued from an accredited university by the Ministry of Education - Higher Education Affairs, UAE.
- vi. For Master programs taught in English, the applicant has attained at least score of (6) IELTS academic or its equivalent. Applicants for master programs taught in English may be exempted from the English proficiency requirement only to those students who undertook all their schooling (K-12) plus a Bachelor’s degree in English in a reference English speaking country (e.g. UK, USA, Australia, New Zealand).
- vii. For DBA, the applicant has attained at least score of (6) IELTS academic or its equivalent with the exception of applicants who have studied Master's degree programs taught in English that required for admission a score of (6) IELTS academic or its equivalent.
- viii. The applicant has attained at least a score of (4.5) IELTS academic or its equivalent for the Master of Law.
- ix. The applicant has attained at least a score of (5) IELTS academic or its equivalent for the Doctorate of Philosophy in Law.
- x. The applicant has attained at least score of 1100 in EmSAT “Arabic” (if the program is taught in Arabic).

- xi. The applicant passed the interview for the program of DBA, Master of Science in Pediatric Dentistry, Master of Science in Endodontics, M.Sc. in Restorative Dentistry, M.Sc. in Pharmacy.

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 has at least score of (5.5) IELTS academic or its equivalent (if the program is taught in English).

b.1. If the applicant attained with at least score of (6) IELTS academic or its equivalent (for the programs taught in English) with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.5-2.99 on a 4.0 scale, may conditionally admit to the Master program, Such a student 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 a dismissal:

- Must take a maximum of nine credit hours of courses studied for the graduate program during the period of conditional admission.
- Must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent.

b.2. If the applicant attained with at least score of (6) IELTS academic or its equivalent (for the programs taught in English) with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.0 - 2.49 on a 4 scale, may conditionally admit to the Master program. Such a student under this category, will be allowed to progress to the Master's program only if they meet the following requirements during the period of conditional admission or be subject to a dismissal: .

- Take a maximum of nine graduate-level credit hours as remedial preparation for the graduate program (These remedial courses are not for credit within the degree program).
- Must achieve a minimum CGPA of 3.0 on a 4.0 scale in these nine credits of remedial courses in order to progress to the graduate program.

b.3. If the applicant attained with at least score of (5.5) IELTS academic or its equivalent (for the programs taught in English) with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 3.0 on a 4 scale, may conditionally admit to the Master program, Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:

- i. Must register in the Advanced level (intensive English courses)
- ii. Must achieve a score of (6) IELTS academic or its equivalent, by the end of the student's first semester of study;
- iii. May take a maximum of six credit hours in the first semester of study, not including intensive English courses;

- iv. Must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in the first six credit hours of credit-bearing courses studied for the graduate program;

Important:

1. The selection of the candidates will be based on:
 - CGPA obtained in the Bachelor/Master's degree
 - English language level
 - EmSAT Arabic score (for programs taught in Arabic)
 - The interview

c. Admission to Master Bridge (Foundation) 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. The courses in a bridge program typically do not carry degree credit.

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 foundation courses (up to 15 credit hours/5 courses), specified by the program coordinator.
- obtain at least a score of (6) IELTS academic or its equivalent.

Important:

Applicants to the Foundation program must be holder at least score of (5.5) IELTS academic or its equivalent before registering their foundation courses.

6.2.2. Documents Required for Admission to Graduate programs

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

- Copy of Bachelor Degree Duly certified (Applicants for Professional Diploma in Teaching program and Master's programs)
- Copy of Bachelor & Master Degree Duly certified (Applicants for Doctorate programs)
- Copy of transcript duly certified
- UAE Ministry of Higher Education's equivalent certificate of Bachelor's degree issued by foreign higher education institutions (for Master's students)
- UAE Ministry of Higher Education's equivalent certificate of Master's degree issued by foreign higher education institutions (for Ph.D. students)

- Two recommendation letters
- Certificate of proficiency in English as required
- Certificate of at least 1100 score in EMSAT “Arabic” (for the programs taught in Arabic)
- Recent CV
- Evidence of relevant work experience.
- Valid passport Photocopy
- A copy of UAE ID card for UAE residents
- Three recent passport-size photographs
- Medical checkup

Notes:

1. AU 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. A fee AED 500 will be charged for the evaluation of courses to be transferred. The fee will be refunded if the student is admitted.

6.2.3. 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’s degree Certificate and Grade Transcript obtained in the UAE must be certificated by the UAE Ministry of Education - Higher Education Affairs , UAE.
- ii. Bachelor’s 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,

6.2.4. Transfer students from accredited institutions

a. Eligibility for Transfer to AU

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

- i. He/she satisfies the conditions of AU general full admission or he/she had satisfied requirements of conditional admission which are similar to AU conditions .
- 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 subject of an academic or disciplinary dismissal.

- iv. He/she was enrolled in a graduate program which is recognized /accredited by the Ministry of Education – Higher Education Affairs, UAE.

b. Conditions for Transfer of credit hours earned outside AU

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

- i. their cumulative grade point average was Good academic standing of 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 AU equivalent graduate course,
- iv. the grade obtained on the previous course must have been at least B (3.0 on 4.0 scale), irrespective of the course status (Good, Very Good, etc...), or the grade that corresponds to “Merit/ very Good” for institutions using a different grading scale,
- v. for Doctorate of Philosophy in Law, course transfer can only be within two years after passing the course,
- vi. the course content at the institution previously attended should be similar to that of the corresponding course offered at AU.

Important:

- i. Only grades obtained from courses taken at AU 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. AU does not grant transfer students a graduate degree unless they successfully complete at least 75 percent of the credit hours of the graduate program at AU.
- iii. Transfer credit hours will be reported on AU Transcript only when the Office of Admissions & Registration receives the authenticity certificate of the transcript from the former institution of the student.

6.2.5. 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.

6.3. 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 AU will be withheld and no transcript will be issued to the student.

6.4. Re-Admission of Graduate Former Students

Students who have missed more than two consecutive semesters of enrollment (excluding the summer semester) at the university may apply online for re-admission and a new university ID will be issued.

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

1. The applicant was not subject to behavioral dismissal from AU
2. The applicant was not academically warned
3. The applicant must satisfy admission requirements in effect at the time of re-admission
4. If the applicant transferred from AU 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 is charged.

6.5. 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 except thesis & Dissertation. 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 8 credit hours per semester, where it is 9 credit hours for students who are enrolled in the Professional Diploma in teaching program.

d. Study load for Doctorate students

The normal study load for Doctorate students is 3 courses (9 credit hours) per semester except thesis & Dissertation.

6.6. Maximum Time allowed to complete a Graduate program

- The maximum time allowed for a student in which he/she may complete a Master degree program is a maximum of double the regular number of required semesters. (E.g. a two-year

master degree must be completed in a maximum of 8 regular semesters of enrolment in the program).

- The maximum time allowed for a student in which he/she may complete a Doctorate of Philosophy in Law degree program is five years (must be completed in a maximum of 10 regular semesters of enrolment in the program).
- The maximum time allowed for a student in which he/she may complete a Doctorate of Business Administration program is a maximum of double the regular number of required semesters. must be completed in a maximum of 16 regular semesters of enrolment in the program

The maximum number of semesters of enrolment for transfer students is determined after the deduction of the number of earned/transferred semesters from the above limits. Suspended semesters are not counted in the time allowed for students to complete their degree.

6.7. Academic Evaluation and Assessment

6.7.1. 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: 70 percent
2. Final examination: 30 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 seventy percent.

6.7.2. Grading System

The university adopts the following grading system for graduate programs:

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

-	XF (Academic Integrity Violation)	0	Fail	Fail
---	---	---	------	------

6.7.3. Semester Grade Point Average

The semester GPA indicates the student's 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.

6.7.4. 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 7.5 b 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.

6.7.5. Incomplete Grade

If a student does not attend the final examination for urgent reasons and he/she scored at least a total of 30 out of 70 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
4. other excuses accepted by the College Council.

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 Office of Admissions 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.

6.7.6. 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.

6.7.7. Student Grade Appeal

The student appeal is a request for review of a decision made with respect to a student grade. IT applies to all student members enrolled at Ajman University, and provides a means to request reconsideration of the grade decision.

Grade Complaints concerning final examination results need to be submitted within 15 days following the announcement of examination results. Students may appeal a final grade after it has been posted through formal procedures. Students wishing to appeal a final examination grade result must adhere to the following steps:

Grade Appeal Procedure

1. Student files the complaint by filling the Online Complaint Form, which routed to the Office of Admission and Registration.
2. The Office of Admission & Registration will screen the form to verify that the intended course does not have a prohibited status (has not reached 25% absenteeism from class attendance).
3. Upon clearance and approval from Office of Admissions and Registration the request is routed to the Office of Finance for charges allocation.
4. The application is then routed to the concerned college where deliberations are conducted and the decision is taken.
5. In the event the appeal is rejected and included in the system, an automated email is sent to the student notifying him of the decision. The student can also access the online system the check online the complaint status.
6. In the event the appeal is approved by the college, the decision will be routed to the Office of Admissions and Registration to reflect the approved grade change on the student academic record.

7. The student will receive an email notification on his university email that the request is completed and the changed has taken place. The student is able to verify the completed status of the request by accessing the online system.

6.8. Academic Probation for Master and PhD Students

- The concerned student must obtain a CGPA of at least 3.0 points, during his academic career at AU, to be eligible to graduate. In case the CGPA declines from 3.0 points, at the end of the first semester of his/her enrollment at the university, he/she will be placed under a test, and will be allowed to register courses in the subsequent semester, to grant the student a chance to improve his/her academic performance (raise the CPGA to 3.0 points or above).
- If the concerned student was not able to raise his/her CGPA to 3.0 points or above, he/she will be issued an academic recommendation, by academically dismissing him/her from the program , and this measure will be reflected on his/her transcript (Academic Dismissal).
- The student may submit a petition to resume his/her studies, to the program coordinator, if the conditions required to recover from the academic warning is met. The college may accept the petition after the students signs an undertaking of the courses to be completed, with a commitment to raise the CGPA to 3.0 or above, at the end of the semester in which the student resumes his studies.
- If the student fails to fulfill his commitment at the end of the semester, a final academic dismissal will be issued, without the chance to resubmit a petition.
- If the Doctorate of Philosophy in Law students is accepted in a conditional admission program and did not receive 80% of the grade of success in any of the first three courses he recorded when joining the program and for the first time, an academic dismissal will be issued
- If the Doctorate of Philosophy in Law students is accepted for final acceptance and has not received 80% of the grade of success in any compulsory course twice, an academic dismissal will be issued.

6.9. 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

6.10. 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 F grade.

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 Office of Admissions 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 bases (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 approval 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 has 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.

7. Student Records

All documents submitted to the University in support of an applicant for admission become the property of Ajman University and, as such, become under the control of the Office of Admissions and Registration.

The University is not required to provide (or allow the making of) copies of these documents.

7.1. Digital student record file

a. Administrative documents

- Personal information including information about high school certificate.
- High School certificate, and grade certificate, equivalency certificate (when applicable)
- Passport's copy, Health certificate, Conduct certificate, and Photos
- Application form, any eventual undertaking.
- Address of the student
- Changing Personal Data

b. Academic documents

- Status of the student (regular, suspended, dismissed).
- Grade transcript for each semester and timetable of registered courses.
- Transfer credit information including names and dates of attendance at other post-secondary institutions, courses taken and credit hours and final grades earned, degrees, diplomas, and other awards, and related information.
- Degrees and awards earned including date awarded, degree, College, major(s) and minor(s) and CGPA.
- Academic disciplinary information, if applicable.
- Soft copy of requested transaction such as: form of transfer to another major, add and drop form, change section form, request of transfer form.
- All academic transactions:
 - Grades and registered courses in each semester
 - Grade Transcript
 - All financial transactions.
 - Registration Suspension
 - Re-enrollment
 - Grade Complaint, Incomplete request, Re-sit-Exam,
 - Course Equivalency

7.2. Confidentiality of the Records

- a. AU considers that student records are strictly confidential and disclosure of information from student's records shall only be possible with a prior written consent from the student.

- b. Transcripts and official documents will not be issued to any person other than the student unless they have a letter of authorization signed by the student and accompanied by a copy of the student's ID.
- c. The Office of Admissions and Registration will assist institutions when they request information on the authenticity of a copy of the transcript or a graduation certificate with the prior consent of the student.

7.3. 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 before graduation.

7.4. Student Record Retention and Disposal

- AU is committed to preserving and protecting the information and confidentiality of all documents received from enrolled students for a period of 5 years after graduation. Documents of none enrolled student shall be retained for a period of one year. Once the records reach the end of the scheduled retention period, they shall be disposed of.
- Beginning 202010 the Office of Admissions and Registration will stop accepting hard copies and will not keep any original certificate. All original certificates will be returned after verification.
- Starting 201820, graduating students or students submitting clearance to leave the University shall have their original certificates returned to them by the Office of Admissions and Registration.
- For all received documents from students, AU is committed to protecting the security and confidentiality of protected information created or received in the course of business. The University's Record Retention Schedule prescribes the length of time that records created or received by the University must be retained. Once the record reaches the end of the scheduled retention period, they should be disposed of. Records disposition is the final phase of a record's life cycle. This policy outlines the appropriate methods for disposing of University records slated for destruction.

8. Academic Advising and Mentoring

8.1. Introduction

As part of its dedication to academic success AU is committed to offering high quality advising and mentoring for its graduate students to ensure their success in the development and pursuit of academic objectives consistent with their life goals. For the purpose of this policy, a mentor is someone who is attentive to the professional future of the student, while an advisor is someone who directs the student on what steps are needed to graduate. One person can serve both roles. Programs' models for mentoring and advising may vary widely. In academics, *mentor* is often used synonymously with *faculty*

adviser. A fundamental difference between mentoring and advising is that mentoring more than advising; is a personal as well as professional relationship. An adviser might or might not be a mentor, depending on the quality of the relationship.

8.2. Definitions

Advising

Advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. The advisor is a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary.

Mentoring

A “mentoring” relationship is designed to facilitate both the personal and academic development of the student. Mentoring, viewed as mature advisement, is seen as an ongoing process that provides students with a significant and trusted guide or consultant to assist them in achieving maximum benefit from the higher-education experience. Mentoring encompasses the roles of consultant, referral agent, teacher, counselor, administrator, researcher, evaluator, and liaison with other people and services of the institution. More significantly, the mentor is a significant and concerned person who effectively facilitates self-responsibility, self-directedness, and developmental task achievement in students.

Mentoring as a function of educational institutions can be defined as a one-to-one learning relationship between an older person and a younger person that is based on modeling behavior and extended dialogue between them. Mentoring is a way of individualizing a student’s education by allowing or encouraging the student to connect with a college staff member who is experienced in a particular field or set of skills. The mentor may be a teacher or an advisor who has been assigned to work with the student and has prescribed responsibilities for overseeing academic work. The relationship has formal and informal aspects. What seems to confirm a mentoring relationship is its informal dimensions, which give greater significance to the contact between the two persons involved. The student must have respect for the mentor as a professional and as a human being who is living a life worth of that respect. The mentor must care enough about the student to take time to teach, to show, to challenge, and to support.

8.3. AU Advising and Mentoring Policy

a. AU advising policy

It is the responsibility of each graduate program to advise and monitor the academic progress of each student in their program.

1. All regular students shall be assigned an advisor at the time of first enrollment.
2. Advisors review student progress every semester via a review of grades and available information.

3. Advisors must have a minimum of one meeting in person per semester with each student to assess his/her progress.
4. Advisors must meet at least twice in person per semester with students who are not making satisfactory progress.
5. Assessment of advising shall be done every semester as a part of the whole program assessment;
6. Academic department advising shall be assessed and reviewed every year;
7. Funding and resources shall be made available to all units to ensure effective and efficient advising at all levels;
8. Training shall be provided for all advisors;
9. Accurate information shall be posted and maintained on the university's website;

b. AU mentoring policy

It is the responsibility of each graduate program to ensure that each academic student receives mentoring.

1. All students must be aware of mentoring standards. Develop a graduate student handbook, made available to graduate students upon arrival to campus. This should be updated annually.
2. Hold an orientation session for all new graduate students, where program requirements, including normal time to degree, are clearly outlined and provided in writing. These requirements will be included in the graduate student handbook.
3. All regular students shall be assigned a mentor at the time of first enrollment.
4. A mentor must have a minimum of one meeting in person per semester with each student.
5. Assessment of mentoring shall be done every semester as part of the whole program assessment;
6. Academic departments mentoring shall be assessed and reviewed every year;
7. Funding and resources shall be made available to all units to ensure effective and efficient mentoring;
8. Training shall be provided for all mentors;

9. Student Services

The subsequent student's services are discussed in more details in *the Student Handbook*.

9.1. 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 AU 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 (refer to Student handbook for policy details).

9.2. Orientation program for new students

AU gives special attention and assistance to new students to ease the transition between life at high-school and the university. For this purpose, a special program has been designed and run a number of time throughout the academic year at the department level to familiarize students with the curricula, facilities, department activities, future opportunities, etc... Departments are required to engage the Deanship of Student Services (DSS) in at least one of these activities in order to provide students with more focused details about student life, clubs, student counseling, career and other services. Senior students trained by the DSS may as well be engaged as advisers on non-academic issues.

9.3. Student Activity

The Office of Student Life (OSL), at Ajman University is designed to complement the academic experience and enhance the student experience through a wide range of co-curricular activities, programs, and services. This Office 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. Refer to the Student Handbook for further details on social, cultural, art and athletics activities provided and organized by OSL.

9.4. Students Role in Institutional Decision Making

Ajman University considers its students to be an important element of its operations and events and values their opinions and suggestions. Students can submit their written concerns/suggestions to the Dean of Student Services, the Vice-Chancellor or to the Chancellor via the appropriate channels.

9.5. Student Council

Student Councils represents the voice of the students and provide leadership in assisting and organizing activities for all students. There are opportunities for any student to serve as a member of the Council. Those interested in being considered for membership on the Student Council, should apply to the Deanship of Students Affairs.

AU recognizes two single-gender student councils for male and female students. Each student council consists of 15 members, where (10) members are nominated by schools and colleges while the rest (5) members are chosen through campus-wide elections. The Student Council mission is to represent the students and give them the opportunity to communicate their views and concerns. It provides resources for the various student organizations and clubs, offering guidance and support in an attempt to build a generation that is established on the notions of teamwork, dedication and responsibility.

9.6. Student Societies

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

- a. Encourage student participation in a variety of activities
- b. Promote the spirit of cooperation among students, and encourage them to take on responsibility
- c. Provide support to new students by advising them and helping them in their new academic life
- d. Obtain student input regarding needs and wishes, and pass the information obtained to the DSS
- e. Act as a liaison between students and DSS supervisors
- f. Meet with DSS members on a regular basis
- g. Arrange for “acquaintance” meetings among students in order to break down the barrier between new students and the new academic society
- h. Promote study ethics among students and encourage them to abide by the rules and regulations of the university
- i. Urge students to abide by the morals, principles and doctrines required by Islam

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

9.7. Student Media

The university has varied media channels which reflect its noble mission and ensure effective communication with its population. Also these channels are used for training its students in a professional and credible manner. This is actually done under the supervision of highly qualified faculty who are members of the college of Mass Communication.

9.8. Health Services

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

9.9. Student ID Card

Students will receive a university ID card containing their photograph, name, date of birth and AU 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 Office of Admissions and Registration. Fraudulent use of an ID card shall result in disciplinary action.

10. The Career Counseling Center

Mission

The Career Counseling Center endeavors to serve AU 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 AU Alumni Association, a nonprofit 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 select 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 AU 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

Informing:

- Posting job advertisements electronically and on campus notice boards
- Employer portal
- Job seeker portal
- Classified jobs

Registration Process:

Students must register with the CCC in order to receive job notifications and event invitations.

11. Student Success Center

The Student Success Center (SSC) offers a variety of student-centered services to ensure academic excellence. From free tutoring, individualized academic coaching to tailored workshops, the Center will provide the tools and resources necessary to achieve its mission. The SSC has a mandate that goes beyond employment training and deep into producing competent, confident, and capable professionals who will contribute in developing their society.

The SSC will help students reach their full academic potential and thrive during their University years through early identification of students at need for academic support and through providing comprehensive support tailored to the needs of the student to help develop capable and well-rounded graduates who will enter the work force and help foster a forward thinking and progressive society.

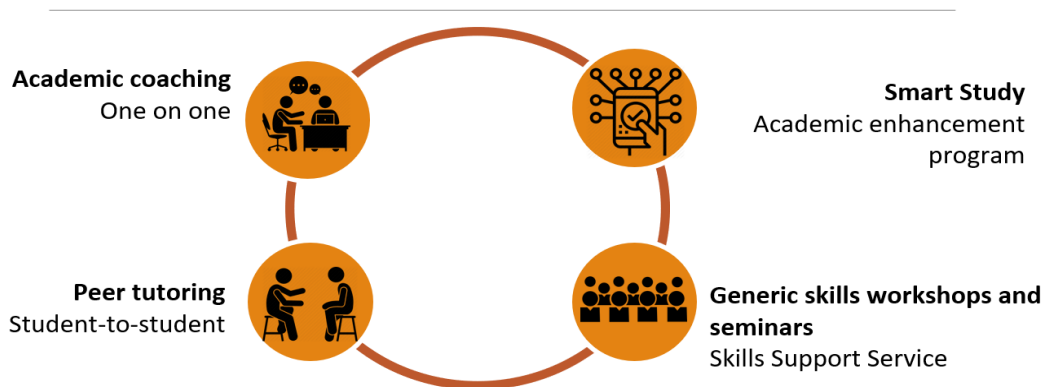
11.1. Objectives

With close liaison with college Deans, faculty, managers and students at AU, the SSC will:

1. Conduct needs assessment surveys to explore the students' academic challenges and weaknesses that are in most need for addressing through the SSC.
2. Identify students in need for academic support and provide the needed mentoring through different strategies to ensure that the students excel in their academic performance.
3. Deliver a series of workshops, seminars, tutorials and other activities that assist in enhancing a range of skills needed for a successful academic performance.
4. Conduct regular reviews to assess its effectiveness and ways to improve its functions.

11.2. Support provided by the SSC

The SSC will provide a range of personalized student-tailored services as shown in Figure below.



12. Student Rights and Responsibilities

12.1. 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. All 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. AU 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 Office of Admissions and Registration. The written consent of the student is officially required to disclose his/her academic record. Exceptions are made for parents, sponsors, authorized AU officials and in compliance with a judicial order.
7. AU 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 their own affairs, increasing self-awareness, 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 Offices.
13. Every student has the right to quality education.
14. Every student has the right to a fair and impartial assessment of his/her performance as a student.
15. AU 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 defense.

12.2. Student Responsibilities

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 AU 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. In AU's community 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 achieve its objectives and function properly, AU has the authority mandate to maintain law and order and to discipline those who are disruptive of the educational process.

13. Student Disciplinary and Academic Integrity Policy

The provisions of this policy shall apply to all students' violations, be they academic or non-academic, which expose students to the disciplinary penalties provided for in this policy whether the violation has been committed on campus, at the students' hostels, during training, at the host institution for students under exchange program, or events organized or sponsored by the university.

Except for cases of plagiarism, all cases of disciplinary violations, shall be considered by the University-level Student Disciplinary Committee (SDC). Only the plagiarism cases shall be considered by the College-level Student Plagiarism Committee (SPC).

Any breach of rules or regulations of the University or customs and traditions of the UAE shall be deemed a violation that warrants disciplinary action, including but not limited to the following:

13.1. Violation of the Code of Public Conduct

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

1. Any act that violates the rules and regulations of the university or the units affiliated to it, or disrupts the requirements of the educational process on campus or off-campus.
2. Failure to abide by the dress code and public appearance code which are consistent with public morality.
3. Failure to comply with the instructions of the university security personnel or any of the university officials while performing their duties, such as student's refusal to prove his/her identity when so required.
4. Any acts or statements or hints, expressed in person or via a social media outlet on-campus or off-campus, which constitute an insult to honor or dignity, or viewed as contrary to good conduct or might bring the university or its employees to disrepute.

5. Disrupting or causing disturbance to lectures, events, conventions organized inside or outside of the university, including online class sessions, events, activities, or proceedings by whatever mean(s) or incitement to do so.
6. There will be disciplinary action if students violate the safety rules and guidelines specified by the University regarding Covid-19. These include, but not limited to, wearing of masks on campus and the not disturbing the spacing of chairs in classrooms, etc...
7. Using the university buildings or its physical or academic assets for purposes other than those intended without obtaining a permission from the university, or attempting to damage those assets.
8. Presence in places where students are not allowed or failure to observe the time schedules for entry of students.
9. Distributing leaflets or issuing magazines without a prior written permission from the university management.
10. Placing posters in places other than the designated ones without a prior written permission from the university management, or writing on walls or furniture.
11. Misuse of any of the means of student transportation such as buses or other means of transportation.
12. Possession of devices, films, pictures, tapes, newspapers or magazines which contain materials incompatible with morality and decency within the university and its facilities, including the university residence halls.
13. Filming and Taking of Photographs: Using cameras on-campus (be it via mobile phones, portable computers or any other electronic devices) in a way that has a negative effect on others and the standing and image of the university.
14. Smoking or using electronic cigarettes, etc. in enclosed areas on campus or at the university housing facilities.
15. Carrying firearm or white weapons or possessing inflammable or explosive materials; possessing, using or selling drugs; circulating counterfeit money, etc.
16. Raising funds or collecting signatures without permission from the concerned authorities at the university or abusing the permission granted in this regard.
17. Using words, signs, images, graphics or any other means that offend national or religious sentiments.
18. Any behavior involving discrimination against any student or member of the university community on the basis of gender, religion, age, disability, race, nationality, color or origin.
19. Committing or attempting to commit a crime of any kind, including theft, forgery of documents or using forged documents.
20. Stealing educational materials or tests, or illegally obtaining the same.
21. Unauthorized access to the website or electronic system of the university.
22. Altering of grades or any electronically stored data.
23. Knowingly providing false information to any of the university staff, faculty or administrative units.

24. Misuse of university records, documents, accounts, proofs of personal identity and computer software.
25. Causing material or moral damage to the University in whatever form it takes.
26. Possession, consumption, distribution of alcoholic drinks or material, or being under the influence of alcohol.

13.2. Violation for: Filming, taking pictures, and forms of unacceptable behavior in the classroom including online classes

1. Using cameras on-campus (be it via mobile phones, portable computers or any other electronic devices) in a way that has a negative effect on others and the standing and image of the university.
2. Making videos to record scenes of students attending online classes or taking their pictures as shown on the screen and sharing them through social media, email, websites, or any other public or private media platform.
3. Displaying or sending offensive messages, videos, or pictures.
4. Harassing, bullying, or annoying a participant in a classroom including online classes.
5. Using inappropriate language in an educational setting including online classes.

13.3. Penalties for violations of Code of Public Conduct, Filming and Taking Photographs and other Unauthorized Behaviors

One of the following penalties shall be imposed on the student who violates the Code of Public Conduct, films and/or takes photographs, or commits other unauthorized behaviors including online class sessions, events, or activities:

1. Verbal warning.
2. Written warning.
3. Depriving the student of all or some of the privileges, services or extracurricular activities provided by the University for a period not exceeding two semesters with or without refund of fees.
4. Depriving the student of completing the course in which the violation is committed; awarding a failing grade on the course and obligating the student to pay the course fees.
5. Depriving the student of completing the whole semester in which the violation is committed; awarding a failing grade on all of the semester courses s/he is enrolled on and obligating him/her to pay the fees.
6. Suspension from study for one or more upcoming semester.
7. Expulsion of the student from University and awarding him/her a failing grade on all of the courses of the semester in which the violation is committed, with taking benefit from the academic records, and obligating him/her to pay the fees.

8. Expulsion of the student from University and awarding him/her a failing grade on all of the courses of the semester in which the violation is committed, without taking benefit from his/her academic records, and obligating him/her to pay the fees.

13.4. Violation of Academic Integrity – Plagiarism

1. An act of plagiarism is committed when one uses the ideas or work of other people and the representation as one's own original work. Ajman University deploys plagiarism detection software as well as other verification tools to detect any act of plagiarism.
2. Plagiarism encompasses a wide range of forms, such as:
 - Written research, books, articles, and theses.
 - Graphic illustrations, images, and motion pictures.
 - Graphs, maps and models
 - Audiovisual material
 - Online material
3. The following are deemed an act of plagiarism:
 - The submission of any work or academic activity, which is an identical copy of a section of someone else's work, without acknowledging the source and without quotation marks.
 - Submitting the same piece of work for assignments in different classes without previous permission from instructors involved. This also applies when a student submits own previous work, or combining parts of previous works with current work, without approval from all instructors involved.
 - Borrowing phrases from a source without using quotation marks, or finds synonyms for the author's language while keeping to the same general structure and meaning of the original.
 - Neglecting to cite sources, or misquotes of sources, or paraphrases a source by using similar words, groups of words, and/or sentence structure without acknowledging the source.
 - Asking or hiring others to conduct research or an academic activity on behalf of the student without prior written permission from the course instructor or supervisor of the research or academic activity in question.
 - The deliberate provision of invalid research data or false data related to an academic activity, a questionnaire, or statistical work, which the student has been assigned to do.
 - The false attribution of an innovation to one's self.
 - Copying the content of online blogs without crediting the source.
 - The use of audio-visual material without crediting the source.
 - The use of graphic illustrations, images, motion pictures, and representing them as one's own without crediting the source.
 - The translation of others' work to a different language and representing it as one's own without crediting the source.

Student Awareness or Author Responsibility

Students in the University shall be made aware of the consequences that could lead to the allegation for suspected plagiarism. Students are required to:

- Acquire necessary academic writing skills.
- Know what are the possible violations that can result into plagiarism.
- Know the accepted citation style.

The University acknowledges the need to create appropriate student awareness regarding the subject and provide necessary support to deal with the situations that can result into student being alleged.

The university aims to:

1. Educate the student community on the possible penalties involved in plagiarizing.
2. Educate students on using Turnitin or other available (free) resources to check their work, like, PapersOwl, Grammarly, Quetext etc.
3. Supporting faculties, colleges and departments to enlighten their students on the issue of plagiarism.
4. The coursework or assignment sheet should contain the University's stance on detected plagiarism and the related penalties.
5. Senior Librarian to provide guidance on citations and how can this lead to Plagiarism.

13.5. Disciplinary Penalties for violations of Academic Integrity

1. Faculty members are responsible for checking acts of plagiarism in their courses. If a faculty determines that an act of plagiarism has been committed, a report of the incident with supporting evidence shall be submitted to the Head of Department who in turn will forward the report to the College Dean for further action. The Dean shall refer the case file to the SPC. The SPC will take one of the following actions as appropriate:
 - 1.1. If the student has no previous record of plagiarism in any course, a zero grade is given to the submitted work.
 - 1.2. A student committing a second plagiarism offense in any course (not necessary the same course) will be awarded a failing grade on that course and shall pay the full course fees. The plagiarism offence shall be noted in the student's record of grades and marked with "XF".
 - 1.3. A student committing a third plagiarism offense in any course (not necessary the same courses) will be awarded a failing grade on all courses of the semester in which the student commits the violation and shall pay the fees for all courses. The plagiarism offence shall be noted in the student's grades record and be marked with the "XF" for all the courses taken in that semester.
 - 1.4. A student committing a fourth plagiarism offense in any course (not necessary the same courses) will be suspended from the University for two semesters, and will be awarded a failing grade on all courses of the semester in which the student commits the violation and shall pay the fees for all courses. The plagiarism offence shall be noted in the student's grades record and be marked with the "XF" for all the courses taken in that semester.
 - 1.5. A student committing a fifth plagiarism offense in any course will be expelled from the

University, and will be awarded a failing grade on all courses of the semester in which the student commits the violation and shall pay the fees for all courses. The plagiarism offence shall be noted in the student's grades record and be marked with the "XF" for all the courses taken in that semester.

2. The student will have to pay the fees for all courses. However s/he can benefit from his/her academic record.
3. Upon a written request submitted by the student to the Office of Admissions & Registration, not before his/her last Semester at the University, the "XF" mark may be removed from his/her transcript if there is no more than one course marked with "XF" in the transcript.
4. The University may supplement its penalty with a decision to fully or partially ban the student from the privileges provided by the University for a maximum period of two semesters.

13.6. Violation of Examination Rules

1. Violation of examination regulations, non-compliance with instructions of the examination hall supervisor or any of the invigilators, disrupting the peace and quiet of the examination, and/or causing examination delays.
2. Committing or attempting to commit any kind of cheating in an examination or assisting another student to cheat in any shape or form.
3. Providing false personal information on answer sheets or attendance list.
4. Possession or use of any communication, storage or any other electronic devices. These include but not limited to: mobile phones, smart watches, and earphones even if switched off.
5. Possession of unauthorized academic materials related to the examination subject matter in any shape or form.
6. Writing notes related to the examination subject matter on the body, dress, wall, table or any other medium.
7. Refusal to hand over the answer sheet to the examination Committee's official or any of the invigilators before the student leaves the exam hall.
8. An act of impersonation by any person from inside or outside the University by sitting an examination or presenting an assessed academic activity on behalf of another student with or without his/her knowledge or consent.
9. Involvement in any illegal activity with regard to examinations such as the leakage, stealing, distribution, selling, and/or buying of an examination related content or material.
10. Physical or verbal assault of an invigilator, student, or any other person in the examination hall.
11. Cheating in online examinations, tests, quizzes, assignments, projects, or any other form of assessed academic activity. This may include but not limited to: collaborating with one or more students or individuals in conducting assessment activities, unlawful solicitation of assistance from other individuals, unlawful use of any electronic devices or software, unlawful communications with other students or individuals, impersonation, unlawful access into online examinations' sites or question banks, and any other act that violates the sanctity of fair online assessment. Proven cases are subject to the same penalties as for in-class and proctored assessment activities stipulated in section titled "**Disciplinary Penalties for Violation of Examination Rules**".

13.7. Disciplinary Penalties for violations of Examination Rules

1. A written warning is issued for every student committing a violation as described in Section 13.6 Item 1. Subsequent repeats of the offense in future examinations result in a failing grade (grade X) for the course and the case shall be noted in the student's file and his/her transcript marked with "X" for that course.
2. A student committing one or more examination violation described in Section 13.6 Items 2, 3, 4, 5, 6, 7, and 11 for the first time will be awarded a failing grade (grade X) for the course in which the student committed the violation. The student shall pay the full course fee. The cheating case shall be noted in the student's file and his/her transcript marked with "X" for that course.
3. A student committing one or more examination violation described in Section 13.6 Items 2, 3, 4, 5, 6, 7, and 11 for the second time will be awarded a failing grade (grade X) for all courses registered in the semester in which the student commits the violation. The student shall pay the full course fee for all courses registered in the semester. The cheating case shall be noted in the student's file and his/her transcript marked with "X" for all the courses registered in the semester.
4. A student committing one or more examination violation described in Section 13.6 Items 2, 3, 4, 5, 6, 7 and 11 for the third time will be awarded a failing grade for all courses registered in the semester in which the student commits the violation and will be suspended for the following two semesters. The student shall pay the full course fee for all courses registered in the semester. The cheating case shall be noted in the student's file and his/her transcript marked with "X" for all the courses registered in the semester. If the student decides to transfer from the University, the student can benefit from his/her academic record.
5. A student committing one or more examination violation described in Section 13.6 Items 2, 3, 4, 5, 6, 7 and 11 for the fourth time will be awarded a failing grade for all courses registered in the semester in which the student commits the violation and will be expelled from the University. The student shall pay the full course fee for all courses registered in the semester. The cheating case shall be noted in the student's file and his/her transcript marked with "X" for all the courses registered in the semester. If the student decides to transfer from the University, the student can benefit from his/her academic record.
6. A student involved in an act of impersonation described in Section 13.6 Item 8 and 11 (as an impersonator or as the student being impersonated) will be awarded a failing grade for all courses registered in the semester in which the violation was committed and will be suspended from the University for one semester. This penalty will apply if the impersonation offense is committed for the first time. Both students shall pay the full course fee for all courses registered in the semester. The impersonation case shall be noted in each student's file and his/her transcript marked with "X" for all the courses registered in the semester. Any student involved who decides to transfer from the University can benefit from his/her academic record. The University may pursue other forms of legal action if the impersonator is not an Ajman University student (i.e. a person from outside the University or an employee of the University). A repeat of this offense will result in expulsion from the University and a failing grade awarded to all courses registered in the semester and marked with "X". The full course fee for all courses registered in the semester shall be paid. In addition, the student involved cannot benefit from his/her academic record when the offense is committed a second time.

7. Any student involved in the leakage, stealing, illegal distribution, selling, and/or buying of an examination related content or material will be awarded a failing grade for all courses registered in the semester in which the violation was committed and will be expelled from the University. The cheating case shall be noted in the student's file and his/her transcript marked with "X" for all the courses registered in the semester. The student shall pay the full course fee for all courses registered in the semester. The student cannot benefit from his/her academic records. The University may take further legal action against any person involved.
8. In the case of physical or verbal assault by a student in an examination hall, one of the penalties mentioned in section 13.3 shall be imposed on the student.
9. Upon a written request submitted by the student to the Office of Admissions & Registration, not before his/her last Semester at the University, the "X" mark may be removed from his/her transcript if there is no more than one course marked with "X" in the transcript.

13.8. Appealing Against Disciplinary Decision or against SPC Decision

1. The student may appeal the disciplinary decision issued against him/her in a letter addressed to the Chancellor or his authorized representative. The student shall submit the letter within a maximum of seven working days of his/her being notified of the decision, in writing, as per the academic calendar, otherwise the decision shall be final and enforceable.
2. The appeal shall only be accepted on procedural grounds if it is lodged within the legal deadline and it involves one or more of the following:
 - Failure to observe the investigation procedures provided for in the University policies.
 - Emergence of previously unknown evidence which might have influenced the decision.
 - The disciplinary penalty is not commensurate with the violation.
3. If the Chancellor or his authorized representative accepts the appeal on procedural grounds, he shall refer the case to a different ad hoc committee for re-consideration.
4. Appealing a disciplinary decision shall not lead to the aggravation of penalty against the appellant.
5. A student has the right to file an appeal against the decision of the SPC to the Dean of the College. The decision of the Dean will be final, except in the case of suspension, expulsion, or awarding a failing grade on one or more courses. In these cases, the student may appeal to the Chancellor who shall refer the case to a different ad hoc committee for re-consideration. The decision of the Chancellor will be final.

14. Class-Size Policy

AU is committed for implementing efficient class-size policy. Selection of class size depends on the nature of the course and insures effective course delivery. This policy sets the guidelines for selection of appropriate class size for each course in different colleges. All AU colleges have guidelines regarding maximum class size, the rationale for such guidelines, demonstrates that the AU adheres to its own policies and the guidelines issued by the CAA.

Table 2. Class size of courses in some graduate programs offered by AU.

Colleges	Programs							
	MBA ¹	MOL ²	MSc Pharm ³	MSc /Dent ⁴	MSc. / UD ⁵		PDT ⁶	
Business Administration	25							
Law		15						
Pharmacy			20					
Dentistry				12				
College of Architecture, Art and Design					Theory	studio		
					25	15		
College of Humanities and Sciences							Theory	Studio
							25	10
Class Size	25	15	20	12	40		35	

¹ = Master of Business Administration

² = Master of Law

³ = Master of Science in Pharmacy

⁴ = Master of Science in Restorative Dentistry

⁵ = Master in Urban Design

⁶ = Professional Diploma in Teaching

- The maximum class size does not mean the optimal class size. The maximum class size reflects the level of the course, course-learning objectives, degree of faculty-student interaction and instructional methods used.
- Deterioration of the learning experience is generally experienced if the class size goes above the maximum level.
- In accordance with the CAA and AU standards, the class size depends on the size of lecture hall, effective teaching and availability of modern educational resources.
- Rules and regulations governing supervised studies are outlined and published in the student handbook.

15. Tuition Fees & Financial Regulations

Application and Registration Fees

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

The application and registration fee for graduate programs is AED 2,000. The fee should be paid in cash in one installment upon registration, and 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.

Students admitted to the Doctorate of Business Administration are required to pay a seat reservation deposit of AED 25,000. This deposit is non-refundable and non-transferable and must be paid before the deadline stated on the letter of admission. This deposit is deductible from the student's tuition once the applicant joins the university. If the student asks to defer admission to the following semester and the request is approved, the deposit will be applied to the following semester.

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

College/Institute	Major	Fee per one credit hour
College of Architecture, Art and Design	M.Sc. Urban Design	AED 2,500
College of Business Administration	MBA: Human Resources Management	AED 2,000
	MBA: Financial Management	
	MBA: Marketing	
	DBA (Doctorate of Business Administration)	AED 4,500
College of Law	Master of Law (Public Law)	AED 2,200
	Master of Law (Private Law)	
	Doctorate of Philosophy in Law	AED 3,500
College of Humanities and Sciences	Master of Arts in Arabic language and Literature / Literature and Criticism *	AED 2,000
	Master of Arts in Arabic language and Literature / Grammar and Syntax *	AED 2,000
	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)
	Master of Science in Pediatric Dentistry ***	
	Master of Science in Endodontics ***	

- * 20 % discount on tuition fees per semester.
- ** 30% discount on tuition fees per semester
- *** The average annual tuition is AED 140,000 per academic year.

Additional Fees

- Student service fee per semester: AED 400
- ID card, per academic year: AED 35
- Application fee for an incomplete course: AED 500
- Grade grievance application: AED 200
- Extra copy of the academic transcript: AED 100
- Reference letter: AED 30
- Wall Certificate: AED 100
- Certification / Smart label: AED 250
- Graduation Regalia: AED 1000
- Financial Letter: AED 30
- Cheque Withdrawn Letter: AED 200
- Graduation Certificate Attestation: AED 100
- Locker Rent: AED 100
- ID Card Lost: AED 50
- Password Reset Fee: AED 20

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

5% VAT will be added to all the above fees as per Federal Law no (8) of 2017 on Value Added Tax.

Payment Terms

In order to register in fall, spring and summer semesters, a student should pay an advance amount as follows:

Fall/ Spring	Summer
AED 6,000	AED 3,000

Upon registration, students should pay the tuition fees in full in order to avoid the late payment fees or suspension of any or all AU services. The Office of Finance has the right to take any necessary action against any student who has not settled their due balance, including suspension of registration, dropping the registered courses, suspension of services, and ineligibility to attend exam sessions. Tuition fees for summer semester should be paid in one installment upon registration.

15.1. Fee Payment Deadlines and Late Payment Penalties

The following deadlines apply to the settlement of semester fees:

Semester Payment	Payment Deadline - A	Payment Deadline - B
Fall Semester	5 October	5 December
Spring Semester	5 March	5 May
Summer Semester *	5 July	

Late Payment Fee: If payment is not completed by deadline A, a late payment fee of AED 500 will be charged.

Reinstatement fee: If payment is not completed by deadline B, AU services will be suspended and only reinstated when the overall due balance is paid, **in addition to AED 1,500 reinstatement fee and the AED 500 late payment fee.**

* One final deadline applies to Summer Semester, in which case a late payment fee of AED 500 applies in case the above-mentioned payment deadline is exceeded.

Note: The above-mentioned penalties will apply to any overdue balance, regardless of the amount, and will not be waived for any reason.

15.2. Payment by Installments

If full fees cannot be paid immediately, installments can be arranged through post-dated cheques, which is subject to pre-approval of the Office of Finance, and as per the following due dates:

	Fall semester	Spring Semester	
Due Dates	5 September	5 February	25% of net remaining balance
	5 October	5 March	25% of net remaining balance
	5 November	5 April	25% of net remaining balance
	5 December	5 May	25% of net remaining balance

In case a student chooses to pay by installment plan, all cheques (dated as above and equivalent to the applicable percentages) must be submitted to the Office of Finance no later than 3 working days prior to the payment deadline A.

Bounced Cheques are subject to a penalty of AED 500 fee per cheque.

If student has two or more bounced cheques, then cheques are no longer a valid method of payments.

Failure to attend a course does not result in a refund of applicable fees. Students not planning to attend any course must drop their registration during the add/ drop period.

For any related enquiries, please contact the Office of Finance as mentioned below:

Section	location	Time	Phone	Email
Student Accounts	Student Hub – First Floor	8:00 am. To 4:00 pm.	+971-6-7056151	finance@ajman.ac.ae

15.3. Accepted Payment Methods

Online / Credit Cards	<p>Online through Banner system.</p> <p>All major debit and credit cards are accepted for payment at the Cashier's Office.</p>
Cheques	<p>Current and Post-dated cheques drawn on UAE Banks. Please include the student's name, University ID number and semester on the back of the cheque.</p> <p>Acceptance of Post-dated cheques is subject to approval of the Office of Finance.</p> <p>Cheques that do not clear for any reason are charged a penalty of AED 500 per cheque.</p> <p>If two or more cheques do not clear, cheques are no longer accepted as a form of payment.</p> <p>Cheque Withdrawal Fee of AED 200 will be charged per each withdrawn cheque.</p>
Cash Deposits through Al Ansari Exchange	<p>Deposits can be made at any branch of Al Ansari Exchange around UAE.</p> <p>Deposits are accepted in the form of cash only.</p> <p>Student's name and University ID number must be mentioned on the deposit instructions.</p> <p>The deposit confirmation shall be scanned and emailed to finance@ajman.ac.ae.</p>
Bank Transfers/ Deposits	<p>Ajman Bank</p> <ul style="list-style-type: none"> - Branch: Khalifa Branch - Ajman - Account Name: Ajman University of Science & Technology - IBAN: AE720570000017482222011 - SWIFT: AJMANAEAJ <p>Mashreq Bank</p> <ul style="list-style-type: none"> - Branch: Riqa Branch - Dubai - Account Name: Ajman University of Science & Technology - IBAN: AE170330000010493141592 - SWIFT: BOMLAEAD

	<p>Student's name and University ID number must be mentioned on all deposits and transfers.</p> <p>The deposit slip or transfer confirmation shall be emailed to finance@ajman.ac.ae, or sent by fax to: +971 6 74 34 647.</p>
--	---

15.4. Refund Policy

Application and Registration fee

The application and registration fee for the graduate programs is not part of the tuition fees. It is non-refundable, except when the application is rejected. In this case, an amount of AED 1,700 will be refunded to the applicant.

Add/Drop Period

During the add/drop period, students may add or drop courses without incurring charges. 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 the student account for the following semester.

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

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 Office of Admission and Registration. In this case, the full amount of any fees paid shall be credited in full to the student's account for the following semester, or refunded two weeks after the submission of the refund application to the Student Account Officer (at the Office of Finance).

If the student submits an application for suspension of registration for one or two semesters during the two weeks following the end of the 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.

If a student wishes to reclaim any amount from a credit balance – in case of suspension only, he/she must fill in an Application for Refund Form and submit it to the Student Account Officer (at the Office of Finance) after the end of the add/drop period. A cheque payment will be prepared within two weeks from receiving the application. If the student fails to do this, the amount will be credited to the student balance for the following semester.

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 Office of Admission and Registration. In this case, the student is entitled to a full refund of tuition fees paid for the semester in which he/she submits the application for withdrawal. The refund will be made within

1 week after the submission of the application for refund to the Student Account Officer (at the Office of Finance).

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 for 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.

Disciplinary Dismissal

A student who is dismissed from the University for Disciplinary Reasons is not entitled to any refund of tuition fees of the semester of dismissal.

15.5. Books

The university will supply course textbooks to students at reasonable prices. It should be noted, however, that a student in receipt of a fee exemption as listed above will pay the full prices for the books.

Doctorate of Business Administration (DBA)

Overview

The DBA represents an exciting new opportunity for those with the talent and determination to succeed, wish to advance their management or consulting careers, or transition to teaching in an academic setting. The DBA program will prepare students to advance in a variety of careers, including those in private and non-profit sectors, education, and government. Students will be prepared to think critically, solve problems, and compete in complex business environments.

Program Mission

The DBA program trains students to become thought-leaders of management practice and creators of knowledge by engaging in applied research. With the aid of AU faculty, the DBA students will learn how to integrate management theory with practice and advance the field of evidence-based management.

Program Goals

PG 1: To support students to develop and conduct a high-quality theoretical and applied research.

PG 2: To equip practitioners with the potential to lead management practice.

PG 3: To develop students' body of business knowledge by communicating research findings as a scholar or a practitioner.

PG 4: To support students to solve practical business problems through research.

PG 5: To develop effective decision makers and qualified business educators.

Program Learning Outcomes (PLOs)

PLO 1: Apply different research methods to analyze organizations and create new ideas through research questions that build on existing theory and are relevant to practice.

PLO 2: Summarize and synthesize relevant theory and research on a given business issue.

PLO 3: Develop effective and innovative global management decisions that are ethical and relevant to the local context.

PLO 4: Communicate and defend original research findings orally through a formal research presentation.

Management Option:

PLO 5M: Critically analyze and assess research findings and their implications on solving management and leadership problems.

PLO 6M: Apply creative thinking in different aspects of business strategies, leadership, finance, and organizational development.

Education Option:

PLO 5E: Demonstrate a mastery of skills and knowledge required for university teaching and assessment of student learning.

PLO 6E: Apply advanced research methods that result in quality publication and knowledge development.

Graduation Requirements

To qualify for the DBA degree, a candidate must

- Complete a minimum of 60 credit hours toward the degree, including the credits of the Dissertation.
- Successfully complete the course of study as specified in the degree plan, including the dissertation.
- Successfully defend the dissertation as directed and approved by the Dissertation Committee.

Admission Requirements

Entry-requirements:

1. Candidates should have a master's degree in business or related-field from a recognized university with a minimum cumulative grade point average (CGPA) of 3.00 on a 4.0 scale or its established equivalent.
2. Candidates should have work experience of at least two years in the middle or senior management levels.
3. English Language Eligibility: Candidates should achieve a minimum score of 79 Internet-Based test (IBT) for the TOEFL, TOEFL (ITP) 550 or 6 of IELTS (Academic) test, with the following exceptions:
 - A native speaker of English who has completed his/her master degree in an English-medium institution and in a country where English is the official language.
 - An applicant with a master degree from an English-medium taught program who can provide evidence of acquiring a minimum TOEFL score of 500 on the Paper-Based test, or its equivalent on another standardized test approved by the Commission, at the time of admission to his/her undergraduate program.

Invitation for Interview:

Shortlisted candidates will be invited for an interview (in person or via Skype) to determine final acceptance into the program. Details about the interview requirements will be provided to the shortlisted candidates.

Study Plan

Semester 1

Course Code	Course Title	Credit Hours
DBA 711	Organizational Research Perspectives	3
DBA 712	Quantitative Research Methods	3
DBA 713	Global Management Models	3

Semester 2

Course Code	Course Title	Credit Hours
DBA 721	Contemporary Business Issues in GCC	3
DBA 722	Qualitative Research Methods	3
DBA 723	Seminar in Organizational Ethics	3

Semester 3

Course Code	Course Title	Credit Hours
----	Elective Course 1 *	3
----	Elective Course 2 *	3
----	Elective Course 3 *	3

Semester 4

Course Code	Course Title	Credit Hours
DBA 740	Research Design and Analysis in Business	3
DBA 741	Organizational Theory	3
DBA 742	Seminar in Innovation Management	3

Semester 5 - 8

Course Code	Course Title	Credit Hours
DBA 800	Dissertation	24

* Elective courses to be selected either from Option 1 or from Option



Option 1 (9 Credit Hours)

Course Code	Course Title	Credit Hours
DBA 731	Organizational Development	3
DBA 732	Seminar in Business Strategies	3
DBA 733	Leadership and Culture	3
DBA 734	Seminar in Finance and Investment	3
DBA 735	Social Entrepreneurship	3

Option 2 (9 Credit Hours)

Course Code	Course Title	Credit Hours
DBA 740	Advanced Quantitative Methods	3
DBA 741	Teaching Seminar/Practicum	3
DBA 742	Research Seminar/Practicum	3

Courses Descriptions

DBA 711 Organizational Research Perspectives

The course focuses on the philosophical, ethical, methodological, and analytic issues encountered in various approaches to research in organization. Particular emphasis will be paid to the critical reading of research and exploration of research design possibilities in order to help students articulate a research topic and a defensible research plan. The course will involve extensive reading of research across methodologies as well as intensive writing and peer review.

DBA 712 Quantitative Research Methods

This Doctoral-level course covers all aspects of quantitative techniques and their applications in business. This is a methodological course, developed to equip students with skills necessary for the development and implementation of their own research dissertation based on quantitative methods. The course examines theoretical and practical aspects of quantitative methods in business research and enable students to better appreciate the strengths and weaknesses of quantitative research strategies. Students will have the opportunity to use statistical software and apply established quantitative methods, thus gaining some experience in data analysis techniques. Moreover, the course will discuss theory and hypothesis testing, measurement of constructs, publication strategies, and various special topics in empirical research.

DBA 713 Global Management Models

The course will focus on how globalization affects firms' management practices, through a combination of theoretical models and practical business cases. The course aims at giving the students a deep understanding of the theories behind firms' internationalization strategies and the challenges faced by firms engaged in international business. The subject explores key issues facing managers operating in today's globalized world. The course further investigates how managers can respond positively to the challenges of motivating and leading a multi-cultural workforce, including expatriates and global teams. Informed strategic decision-making and the issue of ethics and corporate social responsibility in a global context are also examined.

DBA 721 Contemporary Business Issues in GCC

In today's rapidly changing global business environment, managers need to be aware of emerging trends and issues and develop an understanding of how these changes may influence current practice. This course gives you the opportunity to examine a number of contemporary and emerging business issues, the vehicle for advancing the development of professional values, in order to familiarize you with the business environment you are likely to be operating in as a business manager. The course will enable you to consider the complexity of these issues, explore the available literature and apply concepts to real world scenarios.

The course also will give students a better understanding of the business environment in the GCC countries and the challenges and opportunities for companies operating within its borders. Whether a small enterprise or a global business, every commercial endeavor is influenced by GCC political and economic developments. The GCC will play a major role in the efforts toward a global economic

recovery; and for this reason, its strategies for sustainable development and increased competitiveness will be carefully analyzed.

Pre-requisite: DBA 711

DBA 722 Qualitative Research Methods

This course examines theoretical and methodological aspects of qualitative strategy in business research and provides students with deep understanding and appreciation to the strengths and weaknesses of qualitative research strategies. This course covers all aspects of qualitative strategy, techniques and relevant applications in research in business. This methodological course developed to equip students with necessary skills for development and implementation of their own research dissertation based on qualitative approach. Students will have the opportunity to apply qualitative strategy and use the recently introduced sophisticated software to analyze the results of the research. Therefore, they will be acquainted with some experience in data analysis techniques. In addition, the course explains theory and new developed concepts added to the body of knowledge, and other topics relevant to empirical work of carrying out qualitative research.

DBA 723 Seminar in Organizational Ethics

The course is designed to study ethics and social responsibility practiced in organizations around the world. The seminar will focus on different ethical and social responsibility models and their effects on the organization and organizational stakeholders. By combining the works of both classic and contemporary philosophers with contemporary applied global issues, students will be able to critically reflect on fundamental normative questions from an interdisciplinary perspective and reflect on the rights, responsibilities and challenges of 'good global citizenship'.

DBA 731 Organizational Development

Organizational Development is a theory and application course at the doctoral level. With a thorough preparation and grounding in organization and management theories, the student is being trained to diagnose and prepare a planned change effort. The planned process of developing organizations' capabilities to attain and sustain optimum performance levels, measured by efficiency, effectiveness, and health is the overarching objective of the learner. OD processes bring about successful change efforts in individuals, groups/teams, inter-groups, and organizations.

DBA 732 Seminar in Business Strategies

The course focuses on key concepts, theories and interconnected research streams in Business Strategy. It examines basic factors affecting the development and execution of business strategy, policy, and organizations as well as, examining the integration of the strategy in the areas of marketing, finance, economics, distribution, and organization theory. The course will apply the analytical techniques of management and business using case studies. How management intends to grow the business, how they will build a loyal clientele and outperform their rivals is the essence of creating a strategy. The strategic plan must be implemented and executed in a manner that is superior to competitors and allows the firm to sustain a strategic competitive advantage.

Pre-requisite: DBA 723

DBA 733 Leadership and Culture

This course is designed to examine the role of culture and cultural dynamics in the selection/emergence and functioning of leadership. The course will demonstrate the importance of understanding culture, leadership, and the interaction between them in different context. The underlying theme of this course is that the skills and behaviors that are perceived as effective leadership characteristics in one culture are not necessarily those that will be effective in a different culture. By exploring the ways in which specific characteristics are valued differently by different cultures, the students acquire frameworks for assessing how to approach a work assignment in a culture that is not their own. The goal of the course is to help prepare students for business assignments outside of their home countries.

DBA 734 Seminar in Finance and Investment

This is a finance for the DBA program. The course is ambitious in that in addition to studying some of the seminal work in finance, the course will also survey many current issues in finance academic research. The intent is to give the students grounding in some of the classic issues in finance, but also introduce them early into the concept of what research is, and more explicitly, where it is. The course reviews basic finance tools and develops the basic finance theory. It defines and demonstrates “asset pricing intelligence” and studies core asset pricing, investment, information, incentives, and corporate finance topics. Topics will include portfolio theory, arbitrage pricing, equilibrium pricing, and security prices’ informational efficiency, the term structure of interest rates, derivatives, performance measurement and capital structure. In addition to the application of the financial theory to the corporate policy.

DBA 735 Social Entrepreneurship

This course examines the strategies for the implementation of social innovations to help students to gain knowledge of how they can operationalize and implement social change initiatives; and how they can develop a dynamic strategy going forward that exploits these efforts, and different social forces for the advancement of their causes. The student will gain enough knowledge of the theory, leadership, and management of social entrepreneurship, from evaluating the opportunity through implementation. It includes assessment of start-up strategies, raising funds, assessing risks, legal aspects, marketing ideas, managing resources and growth, and creation of socially responsible models. This course provides an open, immersive, and welcoming environment for critical dialogue and focuses on highly interactive applied learning and discussion. Each student will enter the course with their own social enterprise or innovation idea to develop; or have had prior work experience with a non-profit, NGO, government entity or other social enterprise that can serve as their own case study for analysis.

DBA 736 Advanced Quantitative Methods

This course is to expose students to an intense guided tour of several managerial research questions and of the corresponding tools made available by the management sciences to address them. The course concentrates on theoretical and practical business models and enable students to better appreciate the strengths and weaknesses of quantitative research models. Researchers make an increasing use of simulations, data mining, and forecasting methods to formulate and solve managerial problems of increasing complexity. In this context, acquiring model building as well as model

interrogation skills becomes crucial for academic researchers. This course will cover in particular, data mining with neural networks, decision analysis, simulation and optimization methods. Students will also be exposed to the fundamentals of sensitivity analysis for guiding the crucial phase of extracting managerial insights from a simulation code. Special attention will be given to critical thinking about the assumptions and limitations of the different scientific models.

Pre-requisite: DBA 711, DBA 712

DBA 737 Teaching Seminar/Practicum

Teaching practicum course is designed for Graduate students interested in teaching at the University level. Specifically, the course surveys cognitive research on teaching (e.g., memory, attention, and motivation) and practical teaching issues (e.g., construction of syllabi, practice delivering effective lectures, teaching formats, test construction, and grading practices). The course will be organized and run as a practicum/seminar, not as a lecture. Consequently, both the instructor and students will be responsible for presenting information and discussing the readings. At the end of this course, students are expected to be prepared to teach their first undergraduate course with confidence.

DBA 738 Research Seminar/Practicum

The student and faculty supervisor arrange the practicum well in advance so that the student can prepare by undertaking background reading. The student and faculty preceptor identify the learning outcomes, primary activities toward achieving these, and meeting schedule within which training and supervision by the faculty preceptor will take place. The student and faculty supervisor are expected to provide a detailed written practicum. The primary objective of the practicum is to strengthen a student's ability to synthesize various aspects of business research prior to undertaking dissertation research. The key to this is the ability to articulate linkages between the research questions, the data gathered to address these questions, the techniques selected for manipulating and analyzing the data, and the interpretation of findings and implications in terms relevant to the original research questions. While the research practicum may not expose students to the specific population or problem of greatest interest to them, the skills and competencies mastered should help prepare students methodologically to carry out their dissertation research.

Pre-requisite: DBA 712, DBA 722

DBA 740 Research Design and Analysis in Business

This Doctoral-level course covers all aspects of research design and business analysis. It is developed to equip students with the knowledge of the core concepts of research design and analysis of both qualitative and quantitative research. In addition, the course explains various ways of analysis of different research strategies according to ontological position of a research and the epistemology each philosophical stands may generate. Also, students will have the opportunity to master a wide range of skills to choose the appropriate research design and skills to analyze data of both qualitative and quantitative approach and use the appropriate software such as (SPSS) and (CAQDAS). Therefore, they will be acquainted with some experience to carry out research and to be familiar with the techniques of analysis for empirical work as a practical-based approach to research as craftwork.

DBA 741 Organizational Theory

This Doctoral-level course covers all aspects of Organization Theory as a multidisciplinary field woven from multiple perspectives. It is developed to equip students with core concepts and theories for example, organization and environment, organizational structure, technology, organization culture and organization power, control and conflict. In addition, the course explains and compares different perspectives; challenges, paradigm debate and other topics relevant to current trends in Organization theory. In addition, students will have the opportunity to master a wide range of skills to analyze and manage organization complexity. Therefore, they will be acquainted with some experience in case-analysis techniques as a practical-based approach to organization theory, projects and presentation.

DBA 742 Seminar in Innovation Management

The course covers contemporary topics and cases related to management of change, innovation and entrepreneurship to explore the intertwined and triggering relationship between the three areas of study. Any change in the organizational, technological, policy, regulatory, environmental, competitive, and socio-cultural domains create a potential gap, which could be perceived differently by different stakeholders and competitive players – some may view it as a threat and others may see it as an opportunity to further explore and exploit. This ongoing continuous change and the resulting gap could potentially be turned into an opportunity for those entrepreneurial individuals, firms and organizations who are ready to embrace the ongoing change through offering creative solutions to existing or emerging problems by devising new innovative methods, processes, products, services and business models.

DBA 800 Dissertation

As a final requirement, all DBA students develop a dissertation proposal to investigate an important business problem that is of strategic importance to their own organization, industry or market. Students should apply the relevant domain-specific and interdisciplinary knowledge to inform their research and select appropriate research methods for their study, including data collection and analysis. The student's dissertation is expected to make a significant contribution to the understanding of a business phenomenon.

Each student will prepare a written proposal for the dissertation. The student's supervisor, with assistance from other faculty, will evaluate the proposal in terms of significance of the problem being investigated, the suitability of theories being applied, the research design and the expected data collection and analysis. Successfully defended proposals will satisfy the Dissertation Research requirement in the fall semester of the third year. Based on the research produced and feedback obtained by the student's dissertation committee, they will prepare the final dissertation and submit it for review by their supervisor.

Pre-requisite: 36 credit hours

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

To provide a contemporary business education in a diverse and culturally sensitive environment that fosters community engagement and enhances employability.

MBA Program Mission Statement: “The mission of Ajman University’s MBA program is to improve the skills, competencies and employability of a diverse mix of individuals for positions in leadership and management”.

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 on 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 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 AU 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.

MBA Program Learning Outcomes

Upon the completion of the MBA program courses, the MBA graduating student will be able to

MBA Program Learning Outcomes

1. Demonstrate knowledge of accounting, marketing, finance, information systems, and operations management.
2. Demonstrate high quality written and oral communication skills in a variety of business settings.
3. Analyze and demonstrate teamwork and leadership skills appropriate for successful businesses in an evolving world.
4. Apply standards of ethical and socially responsible behavior to organizational decision-making contexts.
5. Analyze global environmental trends affecting business.
6. Utilize analytical and problem solving skills to provide solutions to real-life case problems.

Human Resource Track

7a. Apply leadership and human resource management theories to aid the achievement organizational goals.

Financial Management Track

7b. Apply financial theories and techniques to aid the achievement of organizational goals.

Marketing Track

7c. Apply marketing concepts and principles to aid the achievement of organizational goals.

Knowledge

Upon successful completion of the MBA, graduates will be able to:

1. Demonstrate knowledge of accounting, marketing, finance, information systems, and operations management.
2. Demonstrate high quality written and oral communication skills in a variety of business settings
3. Analyze and demonstrate teamwork and leadership skills appropriate for successful businesses in an evolving world.
4. Apply standards of ethical and socially responsible behavior to organizational decision-making contexts.
5. Analyze global environmental trends affecting business.
6. Utilize analytical and problem solving skills to provide solutions to real-life case problems.

Skills

1. Demonstrate oral and written communication and team building skills.
2. Acquire leadership and problem-solving skills.
3. An analytical and logical approach to problem solving in all areas of business.
4. Demonstrate proficiency in finding scientific solutions for business- related problems and be able to evaluate the business environment in a systematic manner and utilize the decision-making technique/s relevant to a given situation.
5. Practice ethical and professional standards.

Competence (Autonomy and Responsibility)

1. Conduct case studies and research projects independently.
2. Taking responsibility for writing their research findings according to the guidelines that are stipulated by the College of Business Administration.
3. Independent oral presentation of their case studies/projects.

Self-development

1. Engage in a life-long learning cycle and respond in a positive and responsible manner to criticism.
2. Attend seminars and workshops that are conducted by the College of Business Administration or outside businesses.

Role in Context

1. Demonstrate Professionalism and respect their fellow students and faculty members.
2. Demonstrate leadership.
3. Moral and ethical obligations for their conducts.

At the completion of the MBA program, students will be able to

Knowledge	
K1	Demonstrate knowledge of accounting, marketing, finance, information systems, and operations management.
K 2	Demonstrate high quality written and oral communication skills in a variety of business settings.
K 3	Analyze and demonstrate teamwork and leadership skills appropriate for successful businesses in an evolving world.
K4	Apply standards of ethical and socially responsible behavior to organizational decision-making contexts.
K5	Analyze global environmental trends affecting business.
K6	Utilize analytical and problem solving skills to provide solutions to real-life case problems
Skills	
S1	Leadership and problem-solving skills.
S2	Demonstrate communication and team building skills.
S3	Demonstrate proficiency in finding scientific solutions for business- related problems.
S4	Practice ethical and professional standards.
S5	Analytical and logical approach to problem solving in all areas of business.
Competencies	
Autonomy and Responsibility	
CA1	Working on case studies and research projects independently.
CA2	Independent oral presentation of their case studies/projects.
CA3	Taking responsibility for writing their research reports.
Role in Context	
CR1	Demonstrate Professionalism and respect their fellow students and faculty members.
CR2	Moral and ethical obligations for their conducts
Self-development	
CS1	Engage in a life-long learning cycle and respond in a positive and responsible manner to criticism.
CS2	Attend seminars and workshops that are conducted by the College of Business Administration or outside businesses.

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 3.0 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).

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 track or specialization courses
- Achievement of a CGPA of not less than 3.0

Curriculum

1- Core Courses (21 Credits)

The following compulsory courses allow students to pursue in depth various business functions and their interrelationships.

Course#	Course Name	Credits	Pre-requisite
MBA 610	Operations Management	3	
MBA 611	Business Research Methods	3	
MBA 612	International Business	3	
MBA 613	Human Resource Management	3	
MBA 614	Financial Accounting	3	
MBA 615	Corporate Finance	3	MBA 614
MBA 616	Marketing Management	3	

2- Specialization (Track) Courses (12 Credits)

a) Marketing

The goal of the courses in this track is to offer knowledge of marketing and help develop a wide array of practical skills in the area of marketing management.

The student must complete the following 4 courses (12 credit hours) in this category. This track has the following courses.

Course#	Course Name	Credits	Pre-requisite
MBA 640	Services Marketing	3	MBA 616

MBA 642	Marketing Strategy	3	Six Credits from the Track Courses
MBA 643	Retail Marketing	3	MBA 616
MBA 644	Promotional Management	3	MBA 616

b) Financial Management

The goal of the courses in this track is to provide students with knowledge of concepts, techniques and theories of financial management. Collectively, the courses will teach students how to apply the theoretical knowledge of finance in business effectively and ethically.

The student must complete the following 4 courses (12 credit hours) in this category. This track has the following courses.

Course#	Course Name	Credits	Pre-requisite
MBA 620	Corporate Finance and Policy	3	MBA 615
MBA 621	Islamic Finance	3	MBA 615
MBA 622	Working Capital Management	3	MBA 615
MBA624	Project Finance	3	MBA 620

c) Human Resource Management

The goal of the courses in this track is to 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 the following courses (12 credit hours) in this category. This track has the following courses.

Course#	Course Name	Credits	Pre-requisite
MBA 630	Management of Change	3	MBA 613
MBA 632	Training and Development of Human Resources	3	MBA 613
MBA 633	Organization Development	3	MBA 613
MBA 634	Cross-Cultural Human Resource Management	3	MBA 613

3- Capstone Course

(AU does not accept the equivalent of MBA capstone course as transfer credit).

Course#	Course Name	Credits	Pre-requisite
MBA 617	Strategic Management	3	All MBA Core Courses

Courses Descriptions

Master of Business Administration Program:

1- Core Courses

MBA 610 Operation Management

The objective of the course is to expose students to the theoretical and practical techniques used to tackle production and operations management issues in any organization. All organizations - private, public or NGOs - are involved in producing a product or service that has to be 'sold' or consumed by some customer. Operations Management is concerned with efficient and effective transformation of inputs – raw materials, personnel, machines, technology, capital, information, and other resources – into marketable and competitive outputs. The course will introduce students to the main principles, standards and methodologies of Operations Management. It will explore past and present topics in operations management that have had a significant impact in the management of manufacturing and service operations.

MBA 611 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 offered in the MBA program. 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 using SPSS software involving both exploratory and hypotheses testing techniques. Students will be provided with statistical software SPSS (latest edition) to enable them to carry out statistical analyses.

MBA 612 International Business

The course focuses on the problems and opportunities of business in a global context. It examines economic, institutional, cultural, and legal issues faced by companies involved in international business. It further analyzes their effect on business decisions including: product design, production and marketing, human resources strategy, investment analysis, financial strategy and risk management. The aim of the course is to give students an advanced and practical understanding of why, when and how companies develop their international activities. This course is conceived as a continuation of the reflections from different fields of study, including strategy, international economics (i.e., trade theory, trade policy, etc.), international finance, human resource management, operations management, and other related areas. The course content is positioned at the intersection of these studies. The course will use a number of analytical tools and concepts, and provide many real-world examples through various case studies.

MBA 613 Human Resource Management

The objective of the module is to expose students to theoretical (conceptual) and practical (problem-solving) techniques used to tackle human resources management issues in an organization, with an emphasis on the strategic aspects. The course will deal with different approaches to Human Resource

Management in the UAE/GCC context. Many organizations are now beginning to realize and appreciate the importance of having any effective system of acquiring, mobilizing and managing the organization's human assets. A number of recent developments – including rapid technological change, increased competition associated with globalization, demographic changes in the labor force, tighter labor markets, and introduction of new organizational systems – have raised the strategic role human resources play in international competitiveness. Good HRM policies and practices may be one of the remaining factors of production that provide sustainable competitive advantage, as they are difficult to imitate or replicate. The course will introduce students to the main principles, standards and methodologies of Human Resources Management. It will explore past and contemporary topics related to the management of human resources that have had a significant impact on organizational performance. The overall objective is to encourage students to start thinking systematically about achieving sustained competitive advantage through the effective management of human resources.

MBA 614 Financial Accounting

Financial accounting is an essential tool that provides all users with the useful information for their relevant decisions. Financial reporting and analysis is one of the main requirements that protects the owners' rights and enhances managers' ability to make the correct decisions. It describes the conceptual framework of accounting, and financial statements, analysis and uses of financial reports.

MBA 615 Corporate Finance

Corporate Finance course covers an overview of corporate financial management, the use of financial statements for financial analysis & planning, an introduction to long-term financial planning, the valuation of future cash flows under the concept of time value of money, and the valuation of bonds and stocks. The coverage also includes capital budgeting and the risk-return relationship. This course focuses on fundamental concepts of corporate finance with both a theoretical and practical exposure, within the UAE context wherever appropriate. This exposure prepares students for the later treatment of more specialized theories and applications in the field of corporate finance and financial markets, all with a focus on the fundamental objective of conventional financial management which is the maximization of shareholder's wealth.

MBA 616 Marketing Management

The main objective of the course is to expose the students to the concepts and techniques of marketing management. Students will also be exposed to the scope of contemporary marketing including manufacturing, institutional, reseller and government markets. The course will provide opportunities for the students to explore how business firms strategically respond to the opportunities in the marketing arena. It also aims to improve decision-making skills and stimulate strategic thinking using case studies. The course would also involve fieldwork in the UAE and the analysis of marketing strategies in use by the organizations operating in the country.

MBA 617 Strategic Management

Strategic management course covers strategy analysis, formulation, implementation, management and evaluation. Strategic Management 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. This advanced course focuses on all aspects of strategic management process, including the analysis of the external competitive environment, examining the industry structure, value chain dynamics, and assessing how a firm can select the best position within its environment. This course will also give students a thorough understanding of the complexities of strategic formulation and evaluation processes, with special attention to capabilities and competencies of firms.

2- Specialization (Track) Courses (12 Credit Hours)

a) Financial Management

MBA 620 Corporate Finance and Policy

This is an advanced corporate finance course aims to develop critical thinking skills about development and application of financial models. The course reviews the theory and empirical evidence related to the investment and financing policies of the firm and attempts to develop decision-making ability under uncertain conditions. The approach is rigorous and analytical. The focus of this course is on the valuation of companies. It also aims to develop critical thinking skills for a firm's investment and financing decisions and enhance ability to use capital budgeting techniques under uncertainty, corporate valuation, risk and returns, CAPM, the operation and efficiency of capital markets, dividend policy, and the optimal capital structure of the firm. It also covers long term and short term assets, and liability management with emphasis on multinational corporations.

MBA 621 Islamic Finance

Islamic Finance course covers an overview of the emerging fields of Islamic Banking, Finance and Insurance. It briefly presents the divine and human sources of Islamic financial jurisprudence (*fiqh al-muamalat*) which comprises the Islamic Shariah. It then introduces the fundamental structure of the Islamic financial system based on the requirement of positive ethical norms and prohibition of certain products and services which have been declared haram (prohibited). It pinpoints the prohibited products (e.g. alcohol) for Islamic investments and the prohibited financial services for the entire system. The course deals at length with these prohibited services which comprise *riba* (interest/usury), *gharar* (excessive uncertainty) and *maysir* (gambling). It then presents the permitted financial instruments for the conduct of Islamic Banking, Finance and Insurance.

MBA 622 Working Capital Management

Finance managers spend a significant amount of time on problems related to short-term finance, or working capital management which is only taught as a section in most Financial Management or Corporate Finance courses. This course is entirely focused on working capital management. In this course, students will study the different components of working capital (cash, receivables, payables, inventory, etc.), and how to manage them so as to provide adequate liquidity. The principles and concepts of financial theory will be applied to problems and decisions associated with working capital. It also focuses on the optimal (or value-maximizing) use of working capital. This course includes

theoretical and applied components. Numerical examples will be very important in illustrating the concepts and applications to be covered in this course. The format will be predominantly lecture-oriented, supplemented by a set of cases.

MBA 624 Project Finance

Project Finance involves the raising of funds to finance an economically separable capital investment project in which the providers of the funds look primarily to the cash flow from the project as the source of funds to service their loans, and provide the return of and a return on their equity invested in the project. This is a practical course that provides the students with an opportunity to assess the risk-return character of limited resource projects from multiple perspectives.

b) - Human Resource Management

MBA 630 Management of 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 and practical aspects of implementing organizational change, including the various facets and challenges associated with the transition period, with emphasis placed on the UAE and GCC region. Classic and emerging readings will be used to examine micro-level managerial actions as well as their strategic aspects.

MBA 632 Training and Development of Human Resources

The purpose of this course is to provide the student with information and insights into the training and development function in organizations. The training and development function will be viewed from a systems approach. Further the entire cycle of Training and Development of human resources will be examined in the context of the UAE/GCC. The training needs assessment plans will be reviewed to enable learners to appreciate organization's training functions. The course will further evaluate the contribution of training of human resources to the success of organizations in the UAE/GCC. Specific training methods and techniques will be explored.

MBA 633 Organizational Development

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.

MBA 634 Cross-Cultural Human Resource Management

In this course, students are to examine, from applied and theoretical perspectives, the impact of globalization and the effects of cross-national diversity on the processes and practices associated with managing human resources. Special emphasis will be placed on comparisons between cross-cultural management of organizations in the UAE and those in other countries.

c) - Marketing

MBA 640 Services Marketing

The objective of this course is to familiarize students with the managerial issues, theories and techniques involved in the marketing of services. While extending many of the basic marketing concepts and techniques to the services arena, the course will also introduce new concepts and strategies unique to services marketing. It will focus on the heterogeneity that exists between and within the service areas, including financial services, professional services, leisure services, travel and tourism, education, healthcare services, fund raising, public sector services and politics.

The participants in the course will be encouraged to focus on strategic issues in services marketing in their assignments.

MBA 642 Marketing Strategy

The course covers theories and applications in marketing strategy. This endeavors to explain marketing strategy formulation. The formulation includes company, competition, customer, environment, strengths and weaknesses, objectives and goals, strategy development, and strategy implementation. The course emphasis is on the importance of emerging technologies in formulating marketing strategy.

MBA 643 Retail Management

The course covers the important areas in retailing, retailing management and retail marketing. It focuses on information gathering methods, four step approach to location planning, managing the retail business, merchandise management and communication strategies needed for retailers. There is a special emphasis on the retail image, atmosphere and promotion.

MBA 644 Promotional Management

The course covers the integrated tools of promotion strategy including advertising, personal selling, sales promotion, direct marketing, e-marketing, and public relations, to build a powerful communications strategy. Including all aspects of the promotional mix and marketing communications, it integrates a practical approach with contemporary theories. This will cover the latest technological approaches of promotion such as social media and interactive marketing. More emphasis will be placed on building brand image.

Master of Science in Artificial Intelligence

Offered by
College of Engineering and Information Technology

Introduction

Artificial Intelligence (AI) is the newest trend in computer science nowadays. Although (AI) is not new as science, it is recently attracting the attention of business leaders, industry, military, and governments from all over the world. The ever active drivers of Information technology such as; continuous increase in computational capabilities of computers, continuous increase in storages capabilities, continuous increase in Internet bandwidth and speed, all, accompanied with declining costs of those drivers, helped in laying a solid ground for AI applications and products. AI can play an important role in introducing new dimension for the different software and hardware applications. The component of mimicking the human ability that AI has, such as; inference, deduction, knowledge aggregation, learning, and even having emotions, in addition to the usual characteristics of computers such as speed, accuracy, and high storage make AI based applications of great added value. It is extremely important nowadays for our community and organizations to be at the leading edge of technology. This will empower all organizations of the nation either public or private.

The great vision of the rulers of this country, when they gave directions to incorporate AI as part of the strategic plans for all organizations and enterprises is a proof of deep, well-rounded and wise vision. It is not going to be long before AI takes over in many aspects of life such as; businesses (products and services), education, defense, entertainment, medicine, law, government, and even politics and social life.

Program Mission

The mission of the Master of Science in Artificial Intelligence (MSc-AI) is to prepare graduates with well-rounded education in the different areas of Artificial intelligence (AI). The graduates will be able to develop AI technologies and fulfill the local and regional market's needs. The program will motivate scientific research in this field in collaboration with internal and external entities.

Program Education Objectives (Goals)

Graduates from the MS-AI program are expected to attain or achieve the following Program Educational Objectives within a few years of graduation and they are in line with the program mission:

- Provide innovative solutions to complex problems.
- Become an effective team member.
- Acquire a position of leadership/responsibility in an organization.
- Demonstrate ethical and social behavior.
- Pursue further studies and become life-long learner.

Program Learning Outcomes

On successful completion of this program the graduate will be able to:

PLO#1: Demonstrate an in depth understanding of the theories and techniques of AI.

PLO#2: Review and contrast new research findings and developments in the AI field.

PLO#3: Integrate diverse AI technologies to formulate an innovative solutions to a complex problems.

PLO#4: Analyze and evaluate critically AI-based solutions to a highly complex problems.

PLO#5: Manage and take responsibility for conducting AI-based research/project development.

PLO#6: Function independently and collectively as a member of a team and assume leadership roles.

PLO#7: Resolve highly complex ethical and societal issues arising from implementing AI-based solutions.

Linkage of Program Learning Outcomes to QF-Emirates Level 9 Descriptors

Learning Outcome	Relevance to QFEmirates Strands & Justification
<p>PLO#1: Demonstrate an in-depth understanding of the theories and techniques of AI and their applications in diverse fields.</p>	<p>Knowledge</p> <ul style="list-style-type: none"> ▪ Comprehensive, highly specialized knowledge in a field of work, discipline and/or professional practice, and at the interface between different fields, including frontier concepts and recent developments. ▪ Detailed body of knowledge of recent developments in a field of work, and/or discipline
<p>PLO#2: Review and contrast new research findings and developments in the AI field.</p>	<p>Knowledge</p> <ul style="list-style-type: none"> ▪ Advanced knowledge of applicable research principles and methods. ▪ Critical awareness of knowledge issues, as the basis for original thinking.
<p>PLO#3: Integrate diverse AI technologies to formulate innovative solutions to complex problems.</p>	<p>Skill</p> <ul style="list-style-type: none"> ▪ Skills to develop new knowledge and procedures and to integrate knowledge from different fields using highly developed cognitive and creative skills and intellectual independence to the field of work or discipline.
<p>PLO#4: Analyze and evaluate critically AI-based solutions to complex problems.</p>	<p>Skill</p> <ul style="list-style-type: none"> ▪ Advanced problem-solving skills to analyze highly complex issues with incomplete data and develop innovative solutions and proposals relevant to an academic/ professional field, field of work or discipline.

<p>PLO#5: Manage and take responsibility for conducting AI-based research/project development.</p>	<p>Autonomy and Responsibility</p> <ul style="list-style-type: none"> ▪ Can function autonomously and/ or take responsibility for managing professional practices, work, processes or systems, or learning contexts that are highly complex, unpredictable and unfamiliar, and require new strategic approaches and/or intervention or conceptual abstract solutions.
<p>PLO#6: Function independently and collectively as a member of a team and assume leadership roles.</p>	<p>Role in Context</p> <ul style="list-style-type: none"> ▪ Can initiate and manage professional activities that may include a highly complex environment. ▪ Can take responsibility for leading the strategic performance and development of professional teams and self
<p>PLO#7: Resolve highly complex ethical and societal issues arising from implementing AI-based solutions.</p>	<p>Self-Development</p> <ul style="list-style-type: none"> ▪ Can consistently and sensitively manage highly complex ethical issues leading to informed, fair and valid decisions.

Admission and Graduation Requirements

Admission Requirements

- The applicant should have a Bachelor degree (or equivalent qualification) in Computer Science or a directly related discipline from an accredited university recognized by the UAE Ministry of Education.
- The department will consider applications from holders of a Bachelor degree with a minimum GPA of 3.0 on a 4.0 scale or equivalent score.
- English Proficiency Tests – must be taken no more than two years prior to admission to Ajman University. A minimum English proficiency scores are set for the MSAI program as follows: A minimum TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79-80 on the Internet-Based test, or its equivalent in a standardized English language test, such as 6.0 IELTS or another standardized, internationally recognized test approved by the CAA.

Exceptions

- An applicant who is a native speaker of English and has completed his/her undergraduate education in an English medium institution in a country where English is the official language.
- An applicant with an undergraduate qualification from an English-medium institution who can provide evidence of acquiring a minimum TOEFL score of 500 on the Paper-Based test, or its equivalent on another standardized test approved by the Commission, at the time of admission to his/her undergraduate program.

Meeting the above conditions does not guarantee automatic admission into the program. Authority for admitting an applicant for the MSAI program is vested in the Dean of College of Engineering and Information Technology and the Dean of the Graduate Studies and Research. By written communication, both Deans will transmit the decision to the applicant, and the registrar.

Transfer Admission

Transferred students will be accepted under the following conditions:

- Student transferring from a federal or licensed institution in the UAE, or a foreign institution of higher learning based outside the UAE and accredited in its home country, are eligible for transfer admission.
- Student is required to meet the English language proficiency requirements for the MSAI program, prior to commencing their study.
- Only students in good academic standing (a minimum cumulative grade point average of a 3.0 on a 4.0 scale, or equivalent) will be accepted to the MSAI program;
- A maximum of 12 credit hours of a degree program may be gained through transfer, and thesis transfer is not allowed.
- Degree requirements may be satisfied by transfer of graduate credit for courses of a grade of B or above from an accredited college or university and completed outside the master's degree. Courses normally taken in an undergraduate program will not be counted as credit toward the MSc-AI degree. No credit hours can be used to satisfy more than one degree.
- Generally, graduate transfer credit that is more than five years old may not be accepted to complete a degree.

The Program Coordinator recommends transfer of credits to the Dean who will forward it to the Registrar who makes appropriate changes to the student transcript. A student enrolled at Ajman University who wishes to take courses at another institution with the intention of transferring them to AU must have the prior written permission of the Program Coordinator and the Dean before registering for such courses. Details about the required documents for admission are available in *Graduate Student Catalog*.

The Completion Requirements for the MSAI Program

The completion requirements of the Master's degree in Artificial Intelligence shall be:

- a. An overall cumulative grade point average (CGPA) of 3.0 or above (out of 4.0) after the completion of the 30 credit hours as per the degree requirement and the study plan.
- b. A minimum grade of C is required to pass any course except Master thesis and Master Project courses where a minimum passing grade of B is required.

Students Support and Financial Aid

All students' inquiries including academic advancement must be directed to the MSAI program coordinator. Financial aid is available if the forms of Student Graduate Scholarships that may include partial tuition waiver and monthly stipend. Please refer to : [By-Laws for Deanship of Graduate Studies and Research](#) and [DGSR Policy and Procedures](#) on the university website.

Career Opportunities

Graduates of the MS -AI program will have **careers** in various areas and fields local, regional, and international as follows:

- a. Pursuing Ph.D. degree in AI related areas.
- b. R&D at specialized firms developing AI algorithms and applications.
- c. Data analytics and scientists at firms and organizations; private and public.
- d. Robotics engineers and developers.

- e. Decision makers and all levels managers who need to use and develop AI based systems.
- f. Games developers and programmers.
- g. Security specialists and analyzers.
- h. Smart governments and smart e-commerce specialists.
- i. Medical imaging and pattern recognition engineers.
- j. Smart education and e-learning specialists.
- k. Speech recognition and natural language processing specialists.

Ethical Conduct

Value-based education is one of the core values for the MSAI program. We are committed to creating atmosphere of safety, trust and respect. Plagiarism is not part of our faith nor culture, however, for the sake of directing students to be independent learners, the following guidelines for the definition of plagiarism are presented:

- 1- Word-for word copying of sentences or paragraphs from one or more sources without clearly identifying the origin by appropriate referencing.
- 2- Closely paraphrasing sentences from one or more sources without any appropriate acknowledgement of the form of references to the original work or works.
- 3- Using another person's ideas, work, or research data without appropriate acknowledgement of the form of references to the original work or works.
- 4- Copying computer files in whole or in part without indicating the origin.
- 5- Submitting work which has been produced by someone else on the students behalf.
- 6- Producing work in conjunction with other people and claiming it is the student independent work.

Student Responsibility

For the purpose of protecting the student rights and providing him/her with proper guidance and orientation. The student is required to carefully read policies and regulations published in the Student Handbook, the Graduate Student Catalog, and By-Laws for Deanship of Graduates Studies and Research. The documents are all accessible through AU webpages, and in case of ambiguity or any unclear issues, student should refer to the MSAI program coordinator.

Curriculum Structure and Credit Hours

Program Structure

The program consists of **30 credit hours** with two options:

- A thesis option consists of **12 credit hours of core courses** and **9 credit hours** of elective courses in addition to **9 credit hours of thesis**.
- A project option consists of **12 credit hours of core courses**, a **Master Project course of 3 credit hours**, and **15 credit hours** of elective courses.

1- The thesis option (30 credit hours):

a) Core courses (12 credit hours) :

Course number	Course Title	Credit Hours	Pre-requisite
MAI601	Data Mining	3	----

MAI602	Artificial Intelligence	3	----
MAI603	Machine Learning	3	----
MAI605	Robotics	3	----

b) Elective courses (9 credit hours):

Course number	Course Title	Credit Hours	Pre-requisite
MAI607	Evolutionary Computations	3	MAI602
MAI608	Human Computer Interaction	3	MAI602
MAI609	Computer Vision and Pattern Recognition	3	MAI602
MAI610	Business Intelligence	3	MAI601
MAI611	Biomedical Informatics	3	MAI601
MAI612	Natural Language Processing with Deep Learning	3	MAI603
MAI613	Special Topics in AI	3	MAI602

c) Master Thesis (9 credit hours):

Course number	Course Title	Credit Hours	Pre-requisite
MAI699	Master Thesis	9	MSAI council approval+ completion of Core Courses with success

2- The project option (30 credit hours):

a) Core courses (12 credit hours) :

Course number	Course Title	Credit Hours	Pre-requisite
MAI601	Data Mining	3	----
MAI602	Artificial Intelligence	3	----
MAI603	Machine Learning	3	----
MAI605	Robotics	3	----

a) Elective courses (15 credit hours):

Course number	Course Title	Credit Hours	Pre-requisite
MAI607	Evolutionary Computations	3	MAI602
MAI608	Human Computer Interaction	3	MAI602
MAI609	Computer Vision and Pattern Recognition	3	MAI602
MAI610	Business Intelligence	3	MAI601
MAI611	Biomedical Informatics	3	MAI601

MAI612	Natural Language Processing with Deep Learning	3	MAI603
MAI613	Special Topics in AI	3	MAI602

b) Master Project (3 credit hours)

Course number	Course Title	Credit Hours
MAI698	Master Project	Completion of Core Courses with success

Course Descriptions

Course Description: Artificial Intelligence – MAI602

Credit hours: 3 Theory: 3 Lab: 0 Prerequisite: None

The aim of this course is to provide graduate students with in-depth knowledge of AI principles, algorithms and techniques. Topics covered include Knowledge Representation schemes and Automated Reasoning, uncertain knowledge and probabilistic reasoning, search strategies, intelligent agents, machine learning, planning, and ethical and societal issues relating to artificial intelligence. Students also work on a course project individually or in pairs.

Course Description: Biomedical informatics – MAI611

Credit hours: 3 Theory: 3 Lab: 0 Prerequisite: MAI601

This course covers wide relevant topics in bioinformatics. The use of biomedical data, information, and knowledge from very basic levels to the individuals' level is covered. Bioinformatics used in scientific inquiry, problem solving, computing and decision-making are presented. Biomedical informatics resources in the form of information systems are presented. Biological paradigms that are utilized in computing are introduced. Artificial intelligence techniques used in bioinformatics are introduced. Ethical issues with regard to bioinformatics are covered. The course includes submitting a research review paper in one of the areas: ethical issues in bioinformatics, translational bioinformatics, DNAs and RNAs as computers, Bioinformatics information systems, Bioinformatics data mining and classification, or any topic proposed by students and approved by instructor.

Course Description: Business Intelligence – MAI610

Credit Hours: 3 Theory: 3 Lab: 0 Prerequisite: MAI601

This course intends to provide students with broad and in-depth knowledge of the concepts of Business Intelligence (BI). The course exposes students to varieties of BI techniques that include the use of data warehouse in dimensional modeling, business performance management, descriptive analytic, predictive analytic, prescriptive analytic, and the application of big data. Students participate in the development of group project and will be given individual case studies that cover range of BI applications.

Course Description: Computer Vision and Pattern Recognition – MAI609

Credit hour: 3 Theory: 3 Lab: 0 Prerequisite: MAI602

This course provides a broad coverage of the fundamental techniques of image processing and computer vision. Course topics include: essential mathematical background, image geometry, image processing operations and filters, edge detection, segmentation, image features extraction, object recognition techniques, and synthesis and analysis. Students also work on group projects (2 to 3 students) to create an object recognition software component or system.

Course Description: Data Mining – MAI601

Credit hour: 3 Theory: 3 Lab: 0 Prerequisite: None

Data mining is the process of discovering patterns and knowledge from huge amount of dataset. This course aims to equip students with the necessary skills and knowledge that allow them to develop models using data mining techniques that include association, clustering, outlier, web mining, text mining, and pattern mining approaches. Students will also learn to collate, filter, clean, transform, and

sort data using established contemporary tools. Validation and performance assessment is applied to compare test data with training data and assess accuracy of processes and models.

Course Description: Evolutionary Computations – MAI607

Credit hour: 3 Theory: 3 Lab: 0 Prerequisite: MAI602

This course will cover topics in evolutionary computations and their application to solve optimization problems. Course topics include: basics of genetic algorithms; constrained optimization; Multimodal Optimization; Multi objective Optimization; Swarm Intelligence; Genetic Programming; and Combinatorial Optimization. Students also are required to review research on evolutionary computation and work in group projects (2 to 3 students) to solve a problem using evolutionary-based algorithms.

Course Description: Human Computer Interactions – MAI608

Credit hour: 3 Theory: 3 Lab: 0 Prerequisite: MAI602

This course provides students with the necessary knowledge and skills needed to design and implement interactive computer systems using the latest human computer interaction (HCI) principles and theories. Topics covered by this course include, general overview of HCI, universal usability, guidelines, principles, and theories of HCI, managing design processes, evaluating design, Interaction styles, devices, communication and collaboration, critical design issues, search and visualization.

Course Description: Machine Learning – MAI603

Credit hour: 3 Theory: 3 Lab: 0 Prerequisite: None

This course aims to provide students with an in-depth introduction to the main areas of machine learning. Topics covered include, supervised and unsupervised learning models and algorithms in classification, regression, and clustering, reinforcement learning algorithms and models, genetic algorithms in machine learning, and model selection and evaluation. Students also work in group projects (2 to 3 students) that embodies the solution to a machine learning problem.

Course Description: Master Project – MAI698

Credit hour: 3 Prerequisite: completion of core courses with success

Student is required to plan, design, build, and test a high functionality project in coordination with a project supervisor. The student should use the experience and knowledge gained from preceding courses taken earlier to improvise and build an AI based application that has great potential of being transformed into a commercial asset. Research component is highly recommended in the master project especially if it constituted a heuristic or technological addition. The project requires a written proposal, a proposal presentation, and a final presentation.

Course Description: Master Thesis – MAI699

Credit hour: 9 Prerequisite: Passing core courses + MSAI council approval

Students are required to investigate some contemporary AI related topic, prepare a high quality proposal, and write a high quality manuscript with content and organization that meet international standards. Students should follow the rules and regulations set by the MSAI council for that purpose. All work should be done in coordination with a thesis supervisor. The thesis must constitute original contributions, in the form of theories or heuristics, to the fields of AI and its applications. There will be an oral presentation for the submitted proposal and oral defense for the thesis. Manuscript of the thesis will be archived and copyrighted.

Course Description: Natural Language Processing with Deep Learning – MAI612

Credit hour: 3 Theory: 3 Lab: 0 Prerequisite: MAI603

Fundamental concepts of Natural Language Processing (NLP) and deep learning methods are introduced. Word level syntactic and semantic processing from linguistic and algorithmic perspectives are discussed. Statistical acquisition and modern quantitative techniques are presented. Deep learning neural networks paradigms are introduced. Deep Learning techniques in NLP utilizing different learning methods and architectures such as Multi-layer perceptron, convolutional, encoder-decoder, Greedy-Wiser DBN will be used in solving underlying problems. Comparisons with classical methods (HMM/statistical) are presented. Corpus preparation is presented. A research or application oriented project in text and/or speech recognition will be conducted.

Course Description: Robotics – MAI605

Credit hour: 3 Theory: 3 Lab: 0 Prerequisite: None

Methods of analysis for operations of robotics are presented. The manipulators dynamics and kinematics including trajectory planning along with motion control, vision, and sensing are covered. Programming to control robots using hardware interfaces (microcontrollers) for motion and motion planning along with task assembling. Optimum trajectory and optimum grippers are presented. Uncertainty and stability issues in grasping and planning. Applications of robots in several areas of real life. Hybrid AI and robotics techniques. Lab work will provide hands on experience.

Course Description: Special Topics in Artificial Intelligence – MAI613

Credit hour: 3 Theory: 3 Lab: 0 Pre-requisite: MAI602

The course should demonstrate an in depth understanding of the theories of AI techniques and applications in a relevant field. Students also need to be able assess and critique some research findings in that AI field. They will integrate AI technologies to improvise innovative solutions for some complex problem. During the course, they must function independently and collectively and take full responsibility to complete a research/project development. They should resolve complex ethical issues when implementing AI- based solutions.

Master of Science in Urban Design

Offered by
The College of Architecture, Art and Design

Vision

Ajman University, College of Architecture, Art and Design vision is to be a leading provider of architecture, art and interior design education focused on improving the quality of life in the built and natural environments on the local and global regions supported by research, focused on professional practice, and committed to sustainability.

Mission

Our mission within the College of Architecture, Art and Design is to cultivate a design-and technology-based 21st-century professional education. We seek this through a pedagogy that is critical, ethical and responsive to the natural, technological, cultural, social and futuristic environments.

Goals

- To advance internationally the professions of Architecture, Art and Design in pursuit of excellence by combining ethical judgment and technical proficiency.
- To contribute to the advancement of UAE community service and regional societies in the fields of creative visual and practical arts.
- To provide very high standards and international recognized academic programs in Architecture, Art and Design.
- To promote creative research that devotes to the development and advancement of Architecture, Art and Design.
- To deliver graduates who can open a dialogue in lifelong learning through postgraduate studies in the fields of Architecture, Art and Design.

Objectives of the College

The academic programs of the College Architecture, Art and Design are designed to produce graduates who are:

- Competent professionals with sound knowledge and attitude
- Capable of applying theoretical knowledge to solve practical problems
- Equipped with skills required for productive 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 Architectural
- Department of Interior Design

Programs offered by the College

The College of Architecture, Art and Design offers the following programs:

Undergraduate Programs:

1. Bachelor of Science in Architectural Engineering
2. Bachelor of Science in Building Engineering and Construction Management
3. Bachelor in Interior Design

Graduate Program:

Master of Science in Urban Design

Master of Science in Urban Design

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.

Program Learning Outcomes

The following are the outcomes and the relevant abbreviations, which are used in the course descriptions that follow.

Knowledge

The program outcomes are to produce professionals who:

- K1. Are familiar with the main subject areas regarding relationships between built form, space, culture and the developmental processes.
- K2. Are familiar with sustainability in design proposal for buildings and urban environments.

K3. Are knowledgeable in advanced topics related studies and analysis of the urban environment

Skills

The program outcomes are to produce professionals who:

- S1. Can implement advanced methods and technique to critically evaluate, measure the success, and improve the efficiency and effectiveness of design proposal for buildings and urban environments.
- S2. Can apply advanced skills and knowledge to manage and supervise the development of design and intervention proposals related to the urban environment.
- S3. Can apply advanced skills to implement design proposal related to the urban environment.
- S4. Can apply advanced skills and knowledge in sustainability to the urban environment.
- S5. Can instigate and carry out independent study and research.
- S6. Can use modern techniques and methods such as computers and software
- S7. Can communicate in clear and effective manner to enhance the job performance.

Competencies

Autonomy and responsibility

At completion of the masters in Urban Design program, the graduate will be able to;

- A1. Identify, formulates, and solve urban environment issues
- A2. Do detailed analysis and studies in urban environment matters
- A3. Team with multidisciplinary professions engaged in the urban design process.
- A4. Analysis an urban area in terms of its sustainability

Self-Development

At completion of the masters in Urban Design program, the graduate will be able to;

- D1. Recognize the need for life-long learning in field of urban design
- D2. Professionally compete in the market and play an active role in the community

Role in Context

- R1. Demonstrate professionalism and regard for his fellow professionals.
- R2. Show good working ethics.

Admission Requirements

- A Bachelor's degree in Architecture with a 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 a minimum AGPA of 3.0.
- Pass the thesis examination with a minimum of 80 percent (B grade).

Degree requirement

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

Types of courses	Credit hours
Core courses	24
Electives	6
Thesis	6

The study plan for full-time students extends over a two year period (Two semesters for the coursework, and one semester for the thesis). The study plan for part-time students extends over a three year period.

Major courses (30 Credit hours)

Course #	Course Title	CH	Pre-requisite
MUD601	Studio I	3	-
MUD602	Studio II	3	MUD601
MUD610	History And Theory of Urbanism	3	-
MUD611	Sustainability and Energy Saving	3	-
MUD622	Real Estate Development	3	-
MUD612	Architecture and Urban Environment in the Gulf	3	-
MUD620	Social & Economic Factors and Built Form	3	-
MUD621	Research Methods	3	-
MUD640	Thesis	6	All major courses

Electives (Any two for 6 Credit hours)

Credit #	Course Title	CH	Pre-requisite
MUD635	Housing Design , Planning and Evaluation	3	MUD601, MUD610
MUD634	Urban Design Regulatory System	3	MUD610, MUD611
MUD631	Advanced Landscape Design	3	
MUD632	Project Management	3	

Courses Descriptions**MUD610 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.

MUD611 Sustainability and Energy Saving (2,2,0: 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.

MUD622 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.

MUD612 Architecture and Urban Environment in the Gulf Region (3,0,0:3)**Pre-requisite: 2706100**

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.

MUD620 Social and Economic Factors and Built Form (3,0,0:3)**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.

MUD621 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.

MUD601 Studio I (1,4,0:3)**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.

MUD602 Studio II (1,4,0:3)**Pre-requisite: 270601, 27061110, 2706100**

This course covers essential aspects of urban design in an open site. It provides an appreciation of the social, economic and environmental challenges urban designers and planners face in a new development, 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 a particular contexts.

MUD640 Thesis (6,0,0: 6)**Pre-requisite: Finished all major 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.

MUD635 Housing Design, Planning and Evaluation (3,0,0:3)**Pre-requisite: (2706100) History and Theory of Urbanism. (2706110) Sustainability and Energy Saving**

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.

MUD634 Urban Design Regulatory Systems (3,0,0:3)**Pre-requisite: : (2706100) History and Theory of Urbanism. (2706110) Sustainability and Energy Saving**

This course provides students with the concept of architectural and urban design codes and their role in shaping the built environment. The course emphasizes the purpose and field of implementation of the different types of design rules 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.

MUD631 Advanced Landscape Design (2,2,0:3)**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 and design, relevant theories, methods and techniques for application in the landscape planning process.

MUD632 Project Management (3,0,0:3)**Pre-requisite: None**

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

College of Dentistry

The College of Dentistry (COD) 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 of Dentistry

The College of Dentistry (COD) reflects the mission of Ajman University 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 oral-facial healthcare services.

Goals of the College of Dentistry

The Goals of the College of Dentistry are:

1. To facilitate the development of graduates with contemporary knowledge and clinical skills to work as oral health care practitioners.
2. To develop an academic atmosphere conducive to the development of a high degree of scientific knowledge and clinical skill.
3. To inculcate the philosophy of "Service to Others", through achieving personal satisfaction from serving the community on the oral healthcare team.

Objectives of the College of Dentistry

1. To educate and train a new generation of oral health professionals, according to world-class standards, through academic programs leading to the Doctor of Dental Surgery or Master of Science postgraduate degrees.
2. To implement a comprehensive health care program with emphasis on the prevention of oral and dental diseases.
3. To provide community dentistry services that meet world-class standards.
4. To initiate scientific research in oral healthcare in collaboration with worldwide prestigious dental and medical institutions and companies.

Degree Programs offered by the College of Dentistry

The College of Dentistry currently offers one undergraduate program and three postgraduate program. These are:

1. Doctor of Dental Surgery (DDS) degree (5 year program)
2. Master of Science in Restorative Dentistry (MSRD) (3 year program)
3. Master of Science in Endodontics (MSc-Endo)
4. Master of Science in Pediatric Dentistry

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)

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 prepares the candidate to work as a specialist in Restorative Dentistry in private practice, the hospital or community services, or to pursue an academic career.

Mission

Our mission is to provide a Master educational program in the UAE, in order to graduate 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 the College of Dentistry at Ajman University.

Goals of the MSRD Program

The goals of this program are;

1. Prepare highly qualified specialist in Restorative Dentistry to deliver compassionate and ethical oral health care services to patients in specialist practice, community hospitals, and/or academic settings.
2. Prepare graduate with critical thinking attitude and foster self-directed lifelong learning convictions.
3. Provide graduates with sound knowledge in the scientific and ethical principles of research to be capable of addressing community oral health needs and contributing to advances in the field of Restorative Dentistry.

MSRD Program Learning Outcomes

The learning outcomes of the MSRD program are intended to advance the knowledge, skills and competency of the graduate student to achieve the following:

KNOWLEDGE

On successful completion of the program, the graduate will;

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

On successful completion of the program, the graduate will;

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

On successful completion of the program, the graduate will;

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 must fulfill the following minimum requirements:

- 1) Hold a Bachelor's degree in Dental surgery from a UAE-recognized university with a minimum Cumulative General Grade Point Average (CGPA) of 3 on a 4.0 scale or equivalent.
- 2) Applicants who have not completed an undergraduate degree from an accredited institution where English is the language of instruction, are required to submit documented proof of competency in oral and written English prior to admission.

- 3) Applicants 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 of 3.0 on a 4.0 scale or equivalent may be admitted conditionally.

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

Graduation Requirements

The student will be awarded the Master of Science in Restorative Dentistry degree after fulfilling the following requirements;

1. Successfully completing the required 60 credit hours with a cumulative grade point average (C.G.P.A) of not less than 3.
2. Completing the treatment of assigned patients as per the programs' clinical requirements.
3. Submitting a written research thesis and successfully defending it before an examination committee.

Study Plan

The study plan of the MSRD program for spans over three full-time years is as follows:

FIRST YEAR / FIRST SEMESTER

Course Code	Course Name	Course Delivery / Duration / Credit Hours				Pre-Requisite
		Clinic	Lab	Theory	Cr H	
MRD601	Dental Basic Science I			32 (2 HPW)*	2	-
MRD602	Biomaterials			16 (1HPW)*	1	-
MRD603	Esthetic Dentistry			16 (1HPW)*	1	-
MRD604	Implantology			16 (1HPW)*	1	-
MRD605	Biostatistics			16 (1HPW)*	1	-
MRD606	Research Methods			16 (1HPW)*	1	-
MRD612	Clinical Skills in Restorative dentistry		96**		0	-
Total			96	112 Hours	7	-
		Total Contact Hours = 208				

* HPW = Hours per Week. ** Every Laboratory session is 3 hours (Two sessions per week). "Cr H" indicate Credit Hours.

FIRST YEAR / SECOND SEMESTER

Course Code	Course Name	Course Delivery / Duration / Credit Hours				Pre-Requisite
		Clinic	Lab	Theory	Cr H	
MRD608	Dental Basic Science II			32 (2 HPW)*	2	-
MRD609	Seminars in Operative Dentistry			32 (2HPW)*	2	-
MRD613	Seminars in Fixed Partial Denture I			32 (2HPW)*	2	-
MRD614	Clinical Practice I	128 (2 Clinics PW)**			4	MRD612
Total		128 Hours		96 Hours	10	
		Total Contact Hours = 224				
* HPW = Hours per Week. ** Every clinic is 4 hours. "Cr H" indicate Credit Hours.						

SECOND YEAR / FIRST SEMESTER

Course Code	Course Name	Course Delivery / Duration / Credit Hours				Pre-Requisite
		Clinic	Lab	Theory	Cr H	
MRD702	Seminars in Endodontics			32 (2HPW)*	2	-
MRD708	Seminars in Fixed Partial Denture II			32 (2 HPW)*	2	
MRD709	Research Proposal				1	MRD605 MRD606
MRD710	Clinical Practice II	192 (3 Clinics PW)**			6	MRD614
Total		192 HOURS		64 HOURS	11	
		Total Contact Hours = 256				
* HPW = Hours per Week. ** Every clinic is 4 hours. "Cr H" indicate Credit Hours.						

SECOND YEAR / SECOND SEMESTER

Course Code	Course Name	Course Delivery/Duration/ Credit Hours				Pre-Requisite
		Clinic	Lab	Theory	Cr H	
MRD711	Thesis Preparation I				2	MRD709
MRD712	Clinical Practice III	256 (4 Clinics PW)**			8	MRD710
Total		256 Hours			10	
		Total Contact Hours = 256				

* HPW = Hours per Week. ** Every clinic is 4 hours. "Cr H" indicate Credit Hours.

THIRD YEAR / FIRST SEMESTER

Course Code	Course Name	Course Delivery / Duration / Credit Hours				Pre-Requisite
		Clinic	Lab	Theory	Cr H	
MRD804	Thesis Preparation II				3	MRD711
MRD805	Clinical Practice IV	256 (4 Clinics PW)**			8	MRD712
Total		256 Hours			11	
		Total Contact Hours = 256				

* HPW = Hours per Week. ** Every clinic is 4 hours. "Cr H" indicate Credit Hours.

THIRD YEAR / SECOND SEMESTER

Course Code	Course Name	Course Delivery/Duration/ Credit Hours				Pre-Requisite
		Clinic	Lab	Theory	Cr H	
MRD806	Thesis Preparation III				3	MRD804
MRD807	Clinical Practice V	256 (4 Clinics PW)**			8	MRD805
No Code	Clinical Teaching *	4			0	MRD805
Total = 256		260			11	
Grand Total	Total Contact Hours = 1460	1092	96	272	60	

* Students participate for 4 hours per week in undergraduate teaching responsibility at the Department of Restorative Dentistry

Curriculum

The program consists of three major components namely;

1. Didactic Component;
2. Clinical Practice Component;
3. Research Thesis Component.

Didactic Component Courses

The didactic component of the MSRD program consists of 11 courses. The following is a description of the didactic courses.

MRD601 Dental Basic Science I(2-0-2)

The course is comprised of lectures and discussions designed to aid the student to expand his/her knowledge in occlusion and its relationship to function and dysfunction of the masticatory system. The course includes lectures describing the functional anatomy and physiology of the masticatory system, fundamental concepts of applied occlusion as well as diagnosis and management of functional and related disturbances of the masticatory system. Furthermore, principles of advanced radiological techniques are discussed. Knowledge gained will provide the student with the opportunity to participate in the evaluation and management of patients with complex restorative needs as well as enhances his/her communication skills with other specialists in a multidisciplinary setting.

Prerequisite: None

MRD602 Biomaterials(1-0-1)

This course is designed to introduce students to the concept that dental materials assume an important role in almost every aspect of restorative dentistry. Furthermore, 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, properties, and manipulation of dental materials used in restorative dentistry will be attained through lectures and discussions. This will help students in selecting appropriate material for a particular clinical situation for a successful clinical outcome.

Prerequisite: None

MRD603 Esthetic Dentistry(1-0-1)

This course is comprised of lectures and discussions designed to aid the student to expand his/her knowledge in diagnosis and management of patients with esthetic expectations. Knowledge gained will enable student to integrate fundamental concepts of diagnosis and techniques used in esthetic dentistry into the overall patient management to enhance patients' acceptance and improve the overall success of treatment.

Prerequisite: None



MRD604 Implantology(1-0-1)

This course describes the diagnostic, surgical, and restorative aspects of dental implants in partially edentulous patients. Emphasis is placed on diagnosis, assessment of risk factors, treatment planning, and restorative procedures involved in management of partially edentulous patients. The course helps students become conversant in the surgical aspects of straightforward implant situations, and enhance their ability to assess the need for advanced and complex surgical procedures and refer such cases to the appropriate specialists. Knowledge gained by students will contribute to achieving competency in rendering treatment to partially edentulous patients.

Prerequisite: None

MRD605 Biostatistics(1-0-1)

This course is comprised of lectures designed to aid the student to expand their knowledge of the basic principles of statistics as it applies to the understanding and interpretation of the dental literature. The emphasis of this course is on the application of statistical tests commonly employed in health research and the interpretation of their results. This enables the student to critically evaluate dental and medical research and analyze results of his/her own research project.

Prerequisite: None

MRD606 Research Methods(1-0-1)

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 and measurement tools necessary for conducting a research project will be covered. The course also discusses the considerations involved in writing a research report and critical appraisal of the literature.

Prerequisite: None

MRD608 Dental Basic Science II(2-0-2)

This course focuses on topics of particular interest to restorative dentists in the fields of oral histology, oral pathology, and periodontology. It is designed to expand student's knowledge in the etiology and sequelae of diseases of the hard tooth structures namely; caries and tooth wear. In addition, an in depth discussions of the etiology and management of the diseases of supporting tooth structures; namely the periodontium and their inter-relationship with restorative dentistry is provided. This will in turn contributes to student's ability to diagnose and manage patients with complex restorative needs.

Prerequisite: None

MRD609 Seminars in Operative Dentistry(2-0-2)

This course is held once a week 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 Operative Dentistry, with emphasis on techniques applied to single tooth direct and indirect intra-coronal restorations. Topics cover selection of materials and techniques used for the management of dental caries, tooth wear and anomalies affecting the structure of teeth along with complications and survival/ success of such restorations. Knowledge gained from this seminar will contribute to proficiency of students during clinical management of patients.

Prerequisite: None

MRD613 Seminars in Fixed Partial Denture I (2-0-2)

This course follows a seminar format in which students discuss the fundamental concepts and procedures used in fixed prosthodontics. While students are expected to be familiar with such basic procedures, emphasis is placed on gaining an in depth knowledge in established and emerging concepts and techniques through appraisal of classical and contemporary literature. This is done to assure that students will become well conversant in such procedures, which will ultimately contribute to improving their proficiency in the clinical management of patients.

Prerequisite: None

MRD702 Seminars in Endodontics(2-0-2)

This course will be held once a week during the first semester of the graduate program's second year. It consists of weekly seminars dedicated to review classical and contemporary literature in the field of endodontic. Selected articles covering topics in diagnosis, procedure, and treatment used in endodontics will be appraised and synthesized. Students learn to critically evaluate the scientific evidence that supports endodontic principles and practice. By the end of this course, students will have gained an in depth knowledge essential for diagnostics, techniques and procedures, management, and failures/complications in the clinical practice of non-surgical and surgical endodontic therapy.

Prerequisite: None

MRD708 Seminars in Fixed Partial Denture II(2-0-2)

This course follows a seminar format in which students appraise and synthesis classical and contemporary literature in conventional fixed tooth-supported and implant-supported prostheses. Furthermore, students evaluate alternative treatment modalities used in the management of partially edentulous patients. Emphasis is placed on assessing factors affecting the prognosis of teeth and prostheses. In addition, design considerations of different prosthetic treatment modalities used for partially edentulous patients are discussed. This course contributes to students' proficiency in clinical practice, and enhances their abilities to assist patients make informed decisions regarding their clinical situations.

Prerequisite: None

Clinical Component Courses

The clinical component of the program consists of 7 clinical courses. The following is a description of the clinical component courses.

MRD612 Clinical Skills in Restorative Dentistry(0-6-0)

This course is comprised of practical exercises on manikins and simulated patients designed to aid the student to expand his/her skills and knowledge in advanced restorative dentistry procedures. The course enhances both manual dexterity and cognitive skills essential for the practice of advanced restorative dentistry procedures. Moreover, it emphasizes reflective self-directed learning in order to implement independence and enhance self-development. The course will provide the student with advanced skills required to enable him/her to engage in the management of patients with complex restorative needs that are challenged during the clinical practice courses of the program.

Prerequisite: None

MRD614 Clinical Practice I(4-8-0)

This is the first clinical practice course in the MSRD program. The course consists of clinical patient management and treatment plan sessions under the guidance of clinical instructors. Each student is assigned a number of patients with a variety of comprehensive complex restorative needs. He/she is required to perform diagnosis, comprehensive treatment planning, and management to address patient-mediated and dentist-mediate concerns. As a result of the comprehensive nature of patient management, treatment of patients will continue over more than one semester of the program. By the end of this course, student should be conversant in performing diagnosis and formulating treatment plan of cases requiring comprehensive complex restorative dentistry. In addition, he/she should have started treatment of some of the assigned patients. Students should maintain the records of all treated clinical cases for the portfolio that to be submitted at the end of the clinical practice component of the program.

Prerequisite: Clinical Skills in Restorative Dentistry (MRD612).

MRD710 Clinical Practice II(6-12-0)

This is the second clinical practice course in the MSRD program. Students continue to treat patients and debate treatment plans under the guidance of clinical instructors. Students should have made progress toward completing treatment of some patients with a variety of restorative needs. Students should begin to demonstrate increased level of independence and self-directed learning. Each student should review the different clinical cases under his/her care with the course coordinator. This is to ensure that he/she has sufficient number and variety of patients to satisfy the graduation requirements. Each student should document and maintain records of all treated clinical cases for the portfolio that is to be submitted at the end of the clinical practice component of the program.

Prerequisite: Clinical Practice I (MRD614).

MRD712 Clinical Practice III(8-16-0)

This is the third clinical practice course in the MSRD program. Student continues to treat patients and debate treatment plans under the guidance of clinical instructors. He/she should demonstrate advanced skills in diagnosis, treatment plan, and management of patients with comprehensive complex restorative needs. Furthermore, he/she should have made progress towards completing treatment of more advanced clinical cases. Each student should review the different clinical cases under his/her care with the course coordinator. This is to ensure that he/she has sufficient number and variety of patients to satisfy the graduation requirements. Student should maintain the records of all treated clinical cases for the portfolio that is to be submitted at the end of the clinical practice component of the program.

Prerequisite: Clinical Practice II (MRD710).

MRD805 Clinical Practice IV(8-16-0)

This is the fourth clinical practice course in the program. Student continues to treat patients and debate treatment plans under the guidance of clinical instructors. He/she should demonstrate advanced level of independence and reflective self-directed learning. Each student should have made progress towards completing more clinical cases with complex restorative needs. Each student should review the different clinical cases under his/her care with the course coordinator. This is to ensure that he/she has sufficient number and variety of patients to satisfy the graduation requirements. Student should maintain the records of all treated clinical cases for the portfolio that is to be submitted at the end of the clinical practice component of the program.

Prerequisite: Clinical Practice III (MRD712).

MRD807 Clinical Practice V(8-16-0)

This is the fifth clinical practice course in the program. Student continues to treat patients and debate treatment plans under the guidance of clinical instructors. He/she should demonstrate proficiency in clinical management of patients as well as advanced level of independence and reflective self-directed learning. Each student should complete all clinical cases required for graduation and submit a portfolio detailing all clinical cases treated during the five clinical practice courses.

Prerequisite: Clinical Practice IV (MRD805)

Clinical Teaching(0-4-0)

The process of information transfer in a clinical teaching setting reflects many aspects of knowledge, skills, and competencies. The role of clinical instructor assumed by student during this course contributes to enforcing his/her ability to organize the transfer of sound scientific knowledge while demonstrating clinical skills. Furthermore, it enriches governance, leadership qualities and taking responsibility for critical decisions. During this, non-credit course, students are assigned teaching sessions for one semester at the undergraduate clinics of the Restorative Dentistry Department, where they will be supervising undergraduate students under the guidance of full time clinical instructors.

Prerequisite: Clinical Practice IV (MRD805).

Research Thesis Component Courses

Research thesis component consists of 4 courses. The following is a description of the research thesis component courses.

MRD709 Research Proposal(1-0-0)

Research proposal is the initial step in the development of the thesis project. Each student will select to investigate a research topic under the guidance of a supervisor(s) who is a full time staff at the College of Dentistry. The topic of investigation can be chosen by the student and/or the supervisor, however, the topic need to be agreed with the supervising staff before the commencement of the project. Student should formulate a research proposal while observing sound research and ethical principles. The research proposal should demonstrate a contribution to existing knowledge in the field.

Prerequisite: Biostatistics (MRD605) and Research Methods (MRD606).

MRD711 Thesis Preparation I(2-0-0)

This course constitutes the second part of the thesis component of the MSRD program. Student should have obtained ethical approval if required, and conduct the pilot study to confirm the appropriateness of the methods and materials. Challenges faced during the pilot study should be addressed. Amendments to the proposal in light of challenges faced in the pilot study and emerging literature should be justified.

Prerequisite: Research Proposal (MRD709).

MRD804 Thesis Preparation II(3-0-0)

This course constitutes the third part of the thesis component of the MSRD program. Student will conduct the main study, collect, analyze and interpret the data analysis. He/she can begin to draw preliminary conclusions and inferences and develop comparisons of his/her results with findings in the literature. In addition, he/she will begin to evaluate the contributions of his results to the existing literature and suggest future research directions in the topic under investigation.

Prerequisite: Thesis Preparation I (MRD711).

MRD806 Thesis Preparation III(3-0-0)

This is the final course of the thesis component. Student will write the final research thesis observing the scientific and ethical methods of report writing. In the written research thesis he/she describes the investigation in different chapters including literature review, statement of the problem, methods and materials, results, conclusions and references. He/she will then submit the completed written thesis for oral defense. This course will contributes to aspects of knowledge, skills and competencies expected at the graduate level.

Prerequisite: Thesis Preparation II (MRD804).

Master of Science in Endodontics (MSc-Endo)

Introduction

The Master of Science in Endodontics answers the regional demand for an advanced professional qualification. The University offers this full time postgraduate degree-training program that permits the General Dental Practitioner to pursue a training pathway over a minimum of 3 years. Study is undertaken at the College of Dentistry-Ajman University (AU). The goal of the program is to facilitate the development of graduates with contemporary knowledge and clinical skills to work as Dental specialists in dental practice.

The postgraduate degree program reinforces and builds upon basic skills developed during undergraduate dental training, and facilitates continued professional development. Importantly it teaches the student to recognize suitable cases for endodontics treatment which are within their level of competency. 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 endodontics therapy.

Mission Statement

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 Endodontics Program supports the Mission of Ajman University (AU).

MSc Endodontics Program Learning Outcomes

The program learning outcomes of the MSc Endodontics are a summary of knowledge, skills and competencies that a student is reasonably expected to achieve after successful completion of the program. These are;

Knowledge

On successful completion of the program, the graduate will:

- Identify and integrate knowledge in the basic and clinical sciences to diagnose and manage patients with high difficulty endodontic treatment need.
- Evaluate and debate advanced concepts in Endodontics for problem solving and formulating innovative ideas.
- Demonstrate advanced knowledge of research concepts, theories and principles in different domains of Endodontics

Skills

On successful completion of the program, the graduate will:

- Use comprehensive approach for management of oral health needs taking into consideration systemic, psychological, and socio-economic factors into consideration.
- Perform Endodontic procedures independently and consistently under various difficult situations.
- Show the ability to appraise and synthesize classical and contemporary Endodontics literature as a method of knowledge build up and development.
- Demonstrate high level of verbal and written communication skills with patients and other health care professionals.
- 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:

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

Role in Context:

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

Self-development:

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

Admission Criteria for Master of Science in Endodontics (MSc Endo)

All accredited university dental graduates will be considered for admission to the Master of Science in Endodontics (MSc Endo) if they meet the admission requirements. The program's admission criterion is delineated below.

A) General Admissions:

1. Applicants for MSc Endo must hold a bachelor degree in dentistry from a university accredited by the Ministry of Education, UAE.
2. The minimum Cumulative Grade Point Average (GPA) is 3.0 on a 4.0 scale or its established equivalent, in the applicant's bachelor degree in Dentistry.
3. Applicants who have not completed an undergraduate degree from an institution where English is the language of instruction, are required to submit documented proof of competency in oral and written English prior to admission. A minimum score of 550 (paper-based), 213 (computer-based) or 79 (internet-based) in the Test of English as a Foreign Language (TOEFL), or a minimum overall band score of 6.5 on the International English Language Testing System (IELTS) is required for admission to the program.
4. Undergo an interview by two senior staff members to ascertain his/her suitability for the program.
5. Two recommendation letters from professors who have known the applicant and are familiar with his/her work.

B) Conditional Admissions:

1. A student will be considered for conditional admission to the M.Sc. Endo program in one of the following situations;

Conditional Admission due to Non-fulfillment of Cumulative GPA Requirement: An applicant may be offered a conditional admission due to non-fulfillment of cumulative GPA condition, if he/she satisfies the following:

- a) He / She is a holder of a bachelor degree in Dentistry issued from a university accredited by the Ministry of Education, UAE
 - b) His / Her bachelor degree was completed with a minimum cumulative GPA between 2.0 and 2.99 on a scale of 4.0, or its equivalent;
 - c) He / She has attained English proficiency requirements as indicated in general admissions (see section A above). Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
 - May take a maximum of nine credit hours in the first semester of study;
 - Must achieve an overall grade point average of 3.00 on a 4.0 scale in the first nine credit hours of the proposed new program.
2. Conditional Admissions 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:



- a) He / She is a holder bachelor degree in Dentistry issued from an accredited university by the Ministry of Education, UAE
- b) His / Her bachelor degree was completed with a minimum cumulative GPA of 3 on a scale of 4.0, or its equivalent
- c) He/she has attained a score between 530 and 550 in TOEFL or its equivalent. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
 - Must achieve a TOEFL or IELTS score as specified in the general requirements (see A above) by the end of the student's first semester of study;
 - May take a maximum of six credit hours in the first semester of the proposed new program;
 - Must achieve an overall grade point average of 3.00 on a 4.0 scale in the first nine credit hours of the proposed new program.

Graduation requirements

The dental students will be awarded the Master of Science in Endodontics (MSc) degree after fulfilling the following requirements:

1. Completing successfully the **required credit hours (70 credit hours)** with a cumulative grade point average (C.G.P.A.) not less than 3, otherwise students should take, during the following semester(s), clinical subjects as suggested by the academic advisor to fulfill this graduation requirement.
2. Completing the treatment of assigned patients as per the programs' clinical requirements.
3. Submitting a written research thesis and successfully defending it before an examination committee.

Study Plan of MSc Endodontics Program (MSc-Endo)

FIRST YEAR /FIRST SEMESTER

Course Code	Course Title	Pre-requisite	Course Delivery/Duration/credit hours			
			Clinic	Lab	Lecture	Credit hours
MED601	Applied Basic Science I				32(2HPW)*	2
MED602	Biostatistics				16(1HPW)*	1
MED603	Research Methods				16(1HPW)*	1
MED604	Clinical Skills in Endodontics			128 (2 lab PW)**		4
Total				128	64	8

* *HPW = Hour per week*

** *Every Lab is four hours.*

FIRST YEAR /SECOND SEMESTER

Course Code	Course Title	Pre-requisite	Course Delivery/Duration/credit hours			
			Clinic	Lab	Lecture	Credit hours
MED605	Applied Basic Science II	MED601			32(2HPW)*	2
MED606	Seminars In Endodontics I				32(2HPW)*	2
MED607	Clinical Endodontics I	MED604	320 (5 Clinics PW)***			10
Total			320		64	14

* *HPW = Hour per week*

*** *Every clinic is four hours*

SECOND YEAR /FIRST SEMESTER

Course Code	Course Title	Pre-requisite	Course Delivery/Duration/credit hours			
			Clinic	Lab	Lecture	Credit hours
MED701	Seminars in Endodontic II	MED606			32(2HPW)*	2
MED703	Research Proposal	MED602, MED603				2
MED702	Clinical Endodontic II	MED607	320 (5 Clinics PW)***			10
Total			320		32	14

* *HPW = Hour per week*

*** *Every clinic is four hours*

SECOND YEAR /SECOND SEMESTER

Course Code	Course Title	Pre-requisite	Course Delivery/Duration/credit hours			
			Clinic	Lab	Lecture	Credit hours
MED704	Seminars in Endodontic III	MED701			32(2 HPW) *	2
MED706	Thesis preparation I	MED703				2
MED705	Clinical Endodontic III	MED702	320 (5 Clinics PW) ***			10
Total			320		32	14

* *HPW = Hour per week*

*** *Every clinic is four hours*

THIRD YEAR /FIRST SEMESTER

Course Code	Course Title	Pre-requisite	Course Delivery/Duration/credit hours			
			Clinic	Lab	Lecture	Credit hours
MED802	Thesis preparation II	MED706				2
MED801	Clinical Endodontics IV	MED705	320 (5 Clinics PW) ***			10
Total			320			12

* *HPW = Hour per week*

*** *Every clinic is four hours*

THIRD YEAR /SECOND SEMESTER

Course Code	Course Title	Pre-requisite	Course Delivery/Duration/credit hours			
			Clinic	Lab	Lecture	Credit hours
MED805	Thesis	MED802				2
MED803	Clinical Endodontics V	MED801	192 (3 clinics PW)***			6
MED804	Clinical Teaching*	MED604, MED607, MED702, MED705, MED801	(1 Clinic PW)			
Total			192			8
Grand Total			1472	128	192	70

* Students will participate for 4 hours per week in undergraduate teaching responsibility at the Department of Restorative Dentistry - Clinical Endodontics clinics.

*** *Every clinic is four hours*

Brief Course Descriptions

MED601 Applied Basic Science I

This foundational course provides students with sound evidence based background knowledge to effectively participate in the evaluation and management of endodontic patients. This course is comprised of lectures discuss selected topics in the oral physiology, anatomy, oral microbiology, immunology, biochemistry, pharmacology and biomaterial with areas of clinical importance. Knowledge gained by the student will contribute to achieving competency in rendering endodontic treatment.

MED602 Biostatistics

This course is comprised of lectures designed to aid the student to expand their knowledge of the basic principles of statistics as it applies to the understanding and interpretation of the dental literature. The emphasis of this course is on the application of statistical tests commonly employed in health research and the interpretation of their results. This enables the student to critically evaluate dental and medical research and analyze results of his/her own research project.

MED603 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 and critical appraisal of the literature.

MED605 Applied Basic Sciences II

This foundational course provides students with sound evidence based background knowledge to effectively participate in the evaluation and management of endodontic patients. This course is comprised of lectures discuss selected topics in oral histology, oral pathology, oral medicine, radiology, and periodontology.

Prerequisite: MED601

MED606 Seminars in Endodontics I

This course is the first of three in the Endodontics seminar series. This course will be held once a week during the second semester of the graduate program's first year. It consists of weekly seminars dedicated to review classical and contemporary literature in the field of endodontic. A series of seminars in endodontics based on comprehensive readings and reviewing in the literature/textbooks are designed to provide an in-depth level of knowledge in contemporary endodontic treatment modalities that are developing at a pace, which is not presented in the current endodontic literature. The interrelationship between basic sciences and clinical aspects of endodontics is emphasized.

The students learn to critically evaluate the scientific evidence that supports endodontic principles and practice. By the end of this course, students will have gained an in depth knowledge essential for

techniques and procedures in the clinical practice of non-surgical therapy involving steps from root canal access to root canal obturation.

Prerequisite: None

MED701 Seminars in Endodontics II

This course is the second of three in the Endodontic Seminar series. This course is held once a week during the first semester of the graduate program's second year. The course will generally follow a seminar format in which students will discuss specific topics in Endodontics. A series of seminars in endodontics based on comprehensive readings and reviewing in the literature/textbooks are designed to provide an in-depth level of knowledge in contemporary endodontic treatment modalities that are developing at a pace, which is not presented in the current endodontic literature. The interrelationship between basic sciences and clinical aspects of endodontics is emphasized.

The students learn to critically evaluate the scientific evidence that supports endodontic principles and practice. By the end of this course, students will have gained an in depth knowledge essential for diagnostics, and treatment planning of various pulpal and periapical diseases, management of medically compromising situations seen in practice, in addition to topics related to endodontic emergencies, surgical endodontics and management of endodontic failure.

Prerequisite: MED606

MED704 Seminars in Endodontics III

This course completes the Endodontic Seminar series. This course is held once a week during the second semester of the graduate program's second year. A series of seminars in endodontics based on comprehensive readings and reviewing in the literature/textbooks are designed to provide an in-depth level of knowledge in contemporary endodontic treatment modalities that are developing at a pace that is not presented in the current endodontic literature. The interrelationship between basic sciences and clinical aspects of endodontics is emphasized.

The students learn to critically evaluate the scientific evidence that supports endodontic principles and practice. By the end of this course, students will have gained an in depth knowledge essential for treatment strategies for traumatic injuries, implant versus endodontic outcome, endodontic therapy for primary teeth in addition to restoration for endodontically treated teeth.

Prerequisite: MED701

Clinical Component Courses

The clinical component of the program consists of 7 clinical courses. The following is a description of the clinical component courses.

MED604 Clinical Skills in Endodontics

This introductory course provides the essential pre-clinical training procedures. It is held during the first semester of the graduate program's first year prior to patient care endodontic procedures. Advanced endodontic procedures are performed on extracted teeth in order to acquire appropriate skills necessary for competent patient care. The course includes instruction on root canal anatomy and variations, materials and equipment used in endodontic procedures, and the fundamentals of non-surgical endodontic procedures.

This course will provide the students with both skill and confidence to begin treating patients, and will be completed prior to clinically treating human patients.

Prerequisite: None

MED607 Clinical Endodontics I

This is the first course of the clinical component of the program. It is held during the second semester of the graduate program's first year after the completion of the clinical skill in Endodontics course. The course consists of clinical patient management and treatment plan sessions under the guidance of clinical instructors.

In the first year of the program, students are closely supervised during all endodontic clinical procedures while developing skills in diagnosis, radiographic technique, treatment planning, root canal therapy and emergency endodontics using classical and contemporary methods of treatment. By the end of this course, student should be conversant in performing diagnosis; formulating treatment plan and management of cases with minimum and moderate difficulty level. Students should maintain the records of all treated clinical cases for the portfolio that to be submitted at the end of the clinical practice component of the program.

Prerequisite: MED604

MED702 Clinical Endodontics II

This is the second course of the clinical component of the program, during the first half of the second year of the program, Students continue to treat patients and debate treatment plans under the guidance of clinical instructors. Students should have made progress toward completing treatment of some patients with a moderate difficulty level. Students should begin to demonstrate increased level of independence and self-directed learning.

Each student should review the different clinical cases under his/her care with the course coordinator. This is to ensure that he/she has sufficient number of patients to satisfy the graduation requirements. Each student should document and maintain records of all treated clinical cases for the portfolio that to be submitted at the end of the clinical practice component of the program.

Prerequisite: MED607

MED705 Clinical Endodontics III

This is the third course of the clinical practice component of the program. Student continues to treat patients and debate treatment plans under the guidance of clinical instructors. He/she should demonstrate advanced skills in diagnosis, treatment plan, and management of patients with moderate and high difficulty endodontic level. Each student should review the different clinical cases under his/her care with the course coordinator. This is to ensure that he/she has sufficient number and variety of patients to satisfy the graduation requirements. Student should maintain the records of all treated clinical cases for the portfolio that to be submitted at the end of the clinical practice component of the program.

Prerequisite: MED702

MED801 Clinical Endodontics IV

This is the fifth course of the clinical component of the MSc Endodontics program. This course serves as first of the 2 capstone courses of the program. The course is designed for the student to demonstrate his/her knowledge and skills relevant to the core competencies and outcomes of the program.

The course consist of supervised clinical patient management and treatment plan sessions. Each student is assigned a number of patients that need endodontic treatment with a different level of difficulty. He/ She is required to perform diagnosis, treatment plan and management to address patient- mediated and dentist- mediated concerns. By the end of this course, student should be conversant in performing diagnosis and treatment planning at all difficulty levels of endodontics cases. This course is identified as a capstone course and qualitative assessment of the students will be performed through self-assessments and case based discussions (CBD).

Prerequisite: MED705

MED803 Clinical Endodontics V

This is the final clinical component of the MSc Endodontics program. This capstone course serves as the culminating experience for students in the MSc in Endodontics. The course is designed for the student to demonstrate his/her knowledge and skills applicable to the core program competencies and outcomes.

By the end of this course, student should be conversant in performing diagnosis and performing treatment plan of all difficulty levels of endodontics cases. This final capstone course will be assessed through various assessment tools such as student self-assessment, case based discussions (CBD) as well as instructor-evaluated clinical portfolio.

Prerequisite: MED801

MED804 Clinical Teaching

The process of information transfer in a clinical teaching setting reflects many aspects of knowledge, skills, and competencies. The role of clinical instructor assumed by student during this course contributes to enforcing his/her ability to organize the transfer of sound scientific knowledge and demonstrating clinical skills. Furthermore, it enriches governance, leadership qualities and taking responsibility for critical decisions. During this, non-credit course, students are assigned teaching

sessions for one semester at the undergraduate clinics of the Restorative Dentistry Department, were they will be supervising undergraduate students under the guidance of full time clinical instructors.

Prerequisite: MED604, MED607, MED702, MED705, MED801

Research Thesis Component Courses

Research thesis component consists of 4 courses. The following is a description of the research thesis component courses.

MED703 Research Proposal

Research proposal is the initial step in the development of the thesis project. Each student will select to investigate a research topic under the guidance of a supervisor(s) who is a full time staff at the College of Dentistry. The topic of investigation can be chosen by the student and/or the supervisor, however, the topic need to be agreed with the supervising staff before the commencement of the project. Student should formulate a research proposal while observing sound research and ethical principles. The research proposal should demonstrate a contribution to existing knowledge in the field.

Prerequisite: MED602 and MED603

MED706 Thesis Preparation I

This course constitutes the second part of the thesis component of the program. Student should have obtained ethical approval if required, and conduct the pilot study to confirm the appropriateness of the methods and materials. Challenges faced during the pilot study should be addressed. Amendments to the proposal in light of challenges faced in the pilot study and emerging literature should be justified.

Prerequisite: MED703

MED802 Thesis Preparation II

This course constitutes the third part of the thesis component of the program. Student will conduct the main study, collect, analyze and interpret the data analysis. He/she can begin to draw preliminary conclusions and inferences and develop comparisons of his/her results with findings in the literature. In addition, he/she will begin to evaluate the contributions of his results to the existing literature and suggest future research directions in the topic under investigation.

Prerequisite: MED706

MED805 Thesis

This is the final course of the thesis component. Student will write the final research thesis observing the scientific and ethical methods of report writing. In the written research thesis he/she describes the investigation in different chapters including literature review, statement of the problem, methods and materials, results, conclusions and references. He/she will then submit the completed written thesis for oral defense. This course will contributes to aspects of knowledge, skills and competencies expected at the graduate level.

Prerequisite: MED802

Master of Science in Pediatric Dentistry

The MSc in Pediatric Dentistry curriculum is based on guidelines from the Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry of the Commission on Dental Accreditation of the American Dental Association, The European Academy of Pediatric Dentistry and Specialty Advisory Committee for Pediatric Dentistry of The Faculty of Dental Surgery of The Royal College of Surgeons of England. The program deploys curriculum integration with the aim of graduating candidates with knowledge, skills and competencies necessary at the specialist in pediatric dentistry level. The curriculum spreads over a span of 3 years with a total number of 67 credit hours. It includes 24 courses in addition to a clinical teaching experience during the final semester. The main components of the curriculum are didactic, clinical and research thesis components. There are 11 didactic courses with 11 credit hours spread over the first 4 semesters of the program. The clinical practice component of the program has 1408 clinical contact hours over 6 semesters, including hospital-based training. In most of the semesters, there is 16 or more contact hours of clinical training. The thesis component of the program spans over 4 semesters throughout the three-year program.

Mission

Our mission is to provide a post-graduate 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 Science in Pediatric Dentistry Program supports the Mission of Ajman University.

MSc Pediatric Dentistry Program Learning Outcomes

The program learning outcomes of the MSc. Ped. Dent. program are a summary of knowledge, skills and competencies that a student is reasonably expected to achieve after successful completion of the program. These are:

KNOWLEDGE

On successful completion of the Master of Science in Pediatric Dentistry, postgraduates will be able to:

1. Identify and integrate the importance of knowledge from different dental specialties in prevention, diagnosis and management in pediatric patients.
2. Describe oral and dental conditions in children that may require multidisciplinary approach and refer to appropriate specialist as needed.
3. Critique the established protocols and recent developments in the field of pediatric dental literature.
4. Demonstrate advanced knowledge of research concepts, theories and principles in different domains of pediatric dentistry.

SKILLS

1. Shows advanced skills in interpreting pediatric dentistry literature and apply the acquired knowledge in the daily practice.
2. Practice and promote oral health in different pediatric age groups.
3. Perform complex pediatric dental procedures independently and consistently under various difficult situations at a high level of clinical care.
4. Demonstrate high level of written and verbal communication skills with the child patients and their parents.
5. Design and implement a comprehensive preventive dental care program for pediatric dental patients.
6. Prepare a research proposal and conduct a research project using sound scientific and ethical principles of human or laboratory research and be able to publish the results.

COMPETENCE

Autonomy and Responsibility

- Demonstrate practice management aptitudes and take responsibility for critical decisions and governance.
- Recognize and employ time management strategies in order to successfully complete scheduled tasks and duties.

Role in Context

- Demonstrate ethical and moral responsibility without prejudice when working within a team or as a leader.
- Use professional approach and respect for peers and staff and recognize each other's contribution to the dental and wider healthcare team.

Self-development

- Practice ways of professional self-development apt for specialization of pediatric dentistry.
- Develop critical thinking and self-directed learning to formulate solutions for complex clinical and/or research issues as part of professional development.

Admission Criteria for Master of Science in Pediatric Dentistry (MSc – Ped. Dent)

All accredited university dental graduates will be considered for admission to the Master of Science in Pediatric Dentistry (MSc – Ped. Dent) if they meet the admission requirements. The program's admission criterion is delineated below.

A) General Admissions:

1. Applicants for MSc - Ped. Dent must hold a bachelor degree in dentistry from a university accredited by the Ministry of Education, UAE.
2. The minimum Cumulative Grade Point Average (GPA) is 3.0 on a 4.0 scale or its established equivalent, in the applicant's bachelor degree in Dentistry.
3. Applicants who have not completed an undergraduate degree from an institution where English is the language of instruction, are required to submit documented proof of competency in oral and written English prior to admission. A minimum score of 550 (paper-based), 213 (computer-based) or 79 (internet-based) in the Test of English as a Foreign Language (TOEFL), or a minimum overall band score of 6.5 on the International English Language Testing System (IELTS) is required for admission to the program.
4. Undergo an interview by two senior staff members to ascertain his/her suitability for the program.
5. Two recommendation letters from professors who have known the applicant and are familiar with his/her work.

B) Conditional Admissions:

A student will be considered for conditional admission to the MSc - Ped. Dent. program in one of the following situations;

1. Conditional Admission due to Non-fulfillment of Cumulative GPA Requirement: An applicant may be offered a conditional admission due to non-fulfillment of cumulative GPA condition, if he/she satisfies the following:
 - a) He / She is a holder of a bachelor degree in Dentistry issued from a university accredited by the Ministry of Education, UAE
 - b) His / Her bachelor degree was completed with a minimum cumulative GPA between 2.0 and 2.99 on a scale of 4.0, or its equivalent;
 - c) He / She has attained English proficiency requirements as indicated in general admissions (see section A above). Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
 - May take a maximum of nine credit hours in the first semester of study;
 - Must achieve an overall grade point average of 3.00 on a 4.0 scale in the first nine credit hours of the proposed new program.
2. Conditional Admissions 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:
 - a) He / She is a holder bachelor degree in Dentistry issued from an accredited university by the Ministry of Education, UAE
 - b) His / Her bachelor degree was completed with a minimum cumulative GPA of 3 on a scale of 4.0, or its equivalent

- c) He/she has attained a score between 530 and 550 in TOEFL or its equivalent. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
- Must achieve a TOEFL or IELTS score as specified in the general requirements (see A above) by the end of the student's first semester of study;
 - May take a maximum of six credit hours in the first semester of the proposed new program;
 - Must achieve an overall grade point average of 3.00 on a 4.0 scale in the first nine credit hours of the proposed new program.

Graduation requirements

The dental students will be awarded the Master of Science in Pediatric Dentistry (MSc) degree after fulfilling the following requirements:

1. Completing successfully the required credit hours (67 credit hours) with Cumulative Grade Point Average (C.G.P.A.) not less than B, otherwise students should take, during the following semester(s), clinical subjects as suggested by the academic advisor to fulfill this graduation requirement.
2. Completing successfully the required clinical cases during the clinical training.
3. Submitting & defending a thesis before an academic committee of the College.

Study Plan of MSc – Pediatric Dentistry Program

First Year/ First Semester

Course Code	Course Title	Pre - Requisite	Course Duration (Hrs.)			
			Clinic	Lab	Lec	Credit Hrs.
MPD601	Dental Basic Sciences				16 1HPW*	1
MPD602	Behavior Sciences - Anxiety & Pain control				16 1HPW*	1
MPD603	Fundamentals of Pediatric Dentistry			6 Hrs. / Week for 4 weeks (First 1 month)		1
MPD604	Clinical Pediatric Dentistry - I		3 Clinics / Week (12 Hrs.)**			6
MPD606	Research Methods				16 1HPW*	1
MPD605	Biostatistics				16 1HPW*	1
MPD607	Dental Traumatology				16 1HPW*	1
Total			192	24	80	12

• HPW = Hour per week

** Every clinic is four hours

First Year/ Second Semester

Course Code	Course Title	Pre - Requisite	Course Duration (Hrs.)			
			Clinic	Lab	Lec	Credit Hrs.
MPD608	Oral pathology and Oral medicine in Children	MPD601 MPD607			16 1HPW*	1
MPD609	Bioethics and Law				16 1HPW*	1
MPD610	Orthodontics for Pediatric Dentists				16 1HPW*	1
MPD611	Pediatric Dentistry Literature Review				16 1HPW*	1
MPD612	Clinical Pediatric Dentistry - II	MPD604	4 Clinics / Week (16 Hrs.)**			8
Total			256		64	12

• HPW = Hour per week

** Every clinic is four hours

Second Year/ First Semester

Course Code	Course Title	Pre - Requisite	Course Duration (Hrs.)			
			Clinic	Lab	Lec	Credit Hrs.
MPD701	Clinical Anesthesia and Hospital Pediatric Dentistry	MPD602	1 GA Case / Alternate Week			2
MPD702	Advanced Seminar in Pediatric Dentistry - I				16 1HPW*	1
MPD703	Clinical Pediatric Dentistry - III	MPD604 MPD612	3 Clinics / Week (12 Hrs.)**			6
MPD704	Research Proposal	MPD605 MPD606				1
Total			224		16	10

• HPW = Hour per week

** Every clinic is four hours

Second Year/ Second Semester

Course Code	Course Title	Pre - Requisite	Course Duration (Hrs.)			
			Clinic	Lab	Lec	Credit Hrs.
MPD705	Clinical Pediatric Medicine	MPD608 MPD701	1 Hospital Visit every week			1
MPD706	Advanced Seminar in Pediatric Dentistry - II	MPD702			16 1HPW*	1
MPD707	Clinical Pediatric Dentistry - IV	MPD604 MPD612 MPD703	4 Clinics / Week (16 Hrs.)**			8
MPD708	Thesis Preparation - I	MPD704				1
Total			320		16	11

• HPW = Hour per week

** Every clinic is four hours

Third Year/ First Semester

Course Code	Course Title	Pre - Requisite	Course Duration (Hrs.)			
			Clinic	Lab	Lec	Credit Hrs.
MPD801	Clinical Pediatric Dentistry - V	MPD604 MPD612 MPD703 MPD707	5 Clinics / Week (20 Hrs.)**			10
MPD802	Thesis Preparation - II	MPD704 MPD708				2
Total			320			12

• HPW = Hour per week

** Every clinic is four hours

Third Year/ Second Semester

Course Code	Course Title	Pre - Requisite	Course Duration (Hrs.)			
			Clinic	Lab	Lec	Credit Hrs.
MPD803	Clinical Pediatric Dentistry - VI	MPD604 MPD612 MPD703 MPD707 MPD801	4 Clinics / Week (16 Hrs.)**			8
MPD804	Thesis Preparation -III & Submission	MPD704 MPD708 MPD802				2
MPD805	Clinical Teaching*					--
Total			256			10
Grand Total			1568	24	176	67

* Students will participate four hours/week in undergraduate teaching responsibility in Clinical Pediatric Dentistry Clinics

** Every clinic is four hours

Brief Course Descriptions

Dental Basic Sciences Growth (MPD601)

This foundation course provides students the required knowledge in normal development and potential abnormalities in growth of the craniofacial and dentoalveolar complex in specific and somatic growth in general. The role of cell biology and genetics in health and disease will also be presented in this course enhancing student's ability to diagnose craniofacial aberrations and treatment plan for malocclusion of the dental arches and the face. The course will discuss the complexity of the caries process and its epidemiology, etiology with emphasis on the role of prevention in the management of dental caries and periodontal disease in childhood and adolescence including children with special health care needs.

Behavior Sciences - Anxiety & Pain control (MPD602)

The course will provide in-depth knowledge about the psychology of pain, principles of biological psychology – theories of child development, age and stages, social influences on behavior. It will enable students to identify the normal and abnormal behaviour patterns in children/adolescents. It will also present the proper guidelines for conduction of inhalation sedation including facility, personnel and equipment. The techniques of safe and effective delivery of inhalation sedation along with management of complications and emergencies will be discussed in depth. Other sedation techniques will be discussed. The course will also describe the facilities for the delivery of general anesthesia and the delivery of comprehensive restorative care and exodontias for children and adolescents under general anesthesia.

Fundamentals of Pediatric Dentistry) MPD603(

This course includes a preclinical component covering the fundament aspects of pediatric dentistry practice. It will reinforce the basic knowledge developed during undergraduate course, and facilitate continued development as the student performs routine pediatric dentistry procedures. During the first month, students must successfully complete and get certified in the pediatric advanced life support course run by American Heart Association.

Biostatistics (MPD605)

This course is comprised of lectures designed to aid the student to expand their knowledge of the basic principles of statistics as it applies to the understanding and interpretation of the dental literature. The emphasis of this course is on the application of statistical tests commonly employed in health research and the interpretation of their results. This enables the student to critically evaluate dental and medical research and analyze results of his/her own research project.

Research Methodology (MPD606)

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 and measurement tools necessary for conducting a research

project will be covered. The course also discusses the considerations involved in writing a research report and critical appraisal of the literature.

Dental Traumatology) MPD607(

This course provides knowledge in the etiology, types, investigation and management of dentoalveolar, intraoral and perioral soft tissue injuries in primary and permanent teeth. It will also enable students to recognize and treat anomalies of the developing permanent teeth that may arise from injury to the primary dentition. The course will also discuss maxillofacial injuries in the same age group. Emphasis will be placed on the multidisciplinary approach to the management of these conditions.

Oral Pathology and Oral Medicine in Children (MPD608)

In this course, the diagnosis and management of mucosal, soft and hard tissue pathologies in oral maxillofacial area will be discussed. It includes fibro-osseous lesions, developmental disturbances affecting the jaws and teeth, odontogenic tumors, cysts of the oral and paraoral region, bacterial, viral and mycotic infections, benign tumors and tumor-like lesions, white lesions, pigmented lesions, vesiculo-bullous diseases, hematologic, endocrine, and metabolic disorders. The course will also discuss examination, diagnosis and management of oral manifestations of systemic disease related to cardiac disease, malignant disorders, bleeding disorders etc. The course will also emphasize on the signs, symptoms and presentations suggestive of child abuse and neglect and process of child protection.

Bioethics and Law) MPD609(

This course will provide the student with the required knowledge and understanding of models of applied ethics, legislation – laws and rules that apply to practice pediatric dentistry internationally and in UAE. Ethical conduct in practice management including proper delivery of information to patients and obtaining proper consent for treatment will also be discussed. Personal and professional development as part of the delivery of proper dental services will be emphasized. Knowledge about doctor-patient relationship, the dentist and the community, and ethical conduct in science would also be imparted.

Orthodontics for Pediatric Dentists) MPD610(

Orthodontics for Pediatric Dentists is an intensive didactic course on the presentation and features of malocclusion and abnormalities of tooth position and eruption. The course will provide knowledge about the use of appliances in interceptive orthodontics and space maintenance. Emphasis is placed on applications of growth and development principles to clinical treatment, cephalometrics, diagnosis and treatment planning and the evaluation of the normal and abnormal conditions in the primary, early mixed and late mixed dentitions.

Pediatric Dentistry Literature review (MPD611)

This course is comprised of review done by the student under the supervision of teaching staff to expand their knowledge in different aspects of pediatric dental journal experimental literature that will be useful in the clinical applications. This course is designed to give the student the chance to carry out the basic principles for literature searching and guides students regarding the methodology of

information collection. The students will also learn the proper scientific way of writing a review paper and they will develop an understanding of how evidence-based research literature is structured and analyzed. Students are assigned journals/articles/chapters to abstract and present to the group. These presentations are followed by an in-depth group discussion on that particular topic in pediatric dentistry. During this course, students read and discuss advanced literature publishing techniques such as meta – analysis and systematic reviews in classic and current literature that is recommended for appropriate preparation for the Membership Examination of the Royal College of Surgeons UK. Residents will develop an understanding of how evidence-based research literature is structured and analyzed with insight into research protocol writing.

Clinical Anesthesia and Hospital Pediatric Dentistry (MPD701)

This course expands the knowledge of students in understanding of all aspects of the delivery of general anesthesia in the operating room. The basic principles of general anesthesia are introduced and the pre- and post-operative evaluation of the surgical patient is stressed. General anesthesia is provided by residents during dental and medical surgical cases in a clinical treatment setting appropriate for sufficient patient monitoring. The course will also describe the facilities for the delivery of general anesthesia and the delivery of care for children and adolescents under general anesthesia in a hospital set up.

Advanced Seminars in Pediatric Dentistry – I (MPD702)

This course comprises of series of seminars based on intensive and comprehensive readings in the journal literature covering all facets pertaining to the science and practice of related to Pediatric Dentistry. This course will also covers different topics in pediatric dentistry such as growth & development, orthodontics and behavior management techniques in management of pediatric dental patients. Current literature related to prevention, orofacial anomalies and traumatic injuries will also be covered. College may choose from a variety of formats for specific seminars, including lectures, discussions, and practical exercises.

Research Proposal (MPD704)

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.

Clinical Pediatric Medicine (MPD705)

The primary goal is to acquire knowledge and skills to function as health care providers within the hospital setting. Second year residents rotate for one month in clinical pediatrics in order to gain

exposure to the practice of pediatric medicine and gain knowledge and experience in the management of healthy and sick children, adolescents, and those with special health care needs.

Advanced Seminar in Pediatric Dentistry – II (MPD706)

In-depth reviews of the current literature related to Pediatric Dentistry are the focus of this course. All residents read and abstract each article; on a rotating basis, each second year resident presents a review of an article assigned with critical evaluation of the current and seminal literature. Topics include pulp therapy, restorative dentistry in children, pharmacology, conscious sedation, soft tissues and hard tissues pathological conditions as well as dental management of children with special health care needs.

Clinical Pediatric Dentistry Training – I, II, III, IV, V and VI (MPD604, MPD612, MPD703, MPD707, MPD801, MPD803)

This course is the clinical course that encompasses the scope of clinical pediatric dentistry. During the first year of the program, students are closely supervised while developing skills in diagnosis, radiographic technique, treatment planning, preventive and restorative dentistry, space management, trauma management and non-pharmacologic behavior management. During the second and third year as individual clinical skills develop, students' progress to manage children with more complex special health care needs, including in-patients, operating room patients and patients undergoing conscious sedation procedures. Students gain extensive experience in the team management approach to patient care while interacting and coordinating with other medical departments within the hospitals and with outside clinics and practitioners. This course will also develop competency in interceptive orthodontic clinical training which will consist of diagnosis, record taking, treatment planning in the primary and mixed dentitions using removable or simple fixed appliances. It will include treatment of malocclusions, and to render appropriate orthodontic treatment or refer.

During this clinical training period over 3 years, students will present minimum of 6 completed cases with the sequence of records illustrated by photographs, radiographs and models as appropriate. They should indicate management and treatment success over a minimum period of follow up of 12 months.

As Clinical Pediatric Dentistry V and VI are culminating and final year clinical training courses, qualitative assessments of the students will be performed as capstone. This will enable students to put into practice the knowledge and skills that they acquired from these courses to develop real life clinical solutions. Capstone in Clinical Pediatric Dentistry V will be assessed through sedation and general anesthesia rotations evaluation and case based discussion (CBD) for grand rounds while capstone for Clinical Pediatric Dentistry VI will be evaluated through student own self-assessment and instructor-evaluated clinical portfolio.

Thesis Preparation I, II, III and Submission (MPD708 ,MPD802, MPD804)

This is a general guide to the format which may be modified in consultation with the Head of Department and project supervisor. This course does not have formal didactic structure.

Master of Science in Pharmacy

Offered by
College of Pharmacy and Health Sciences

Overview

The MSc Pharm 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.

Goals

- The MSc Pharm program is designed to equip pharmacists with the advanced knowledge and skills that will give them the expertise to promote the pharmacy profession in the fields of clinical pharmacy and pharmaceutical technology.

Program Objectives

The MSc Pharm Program is designed for graduates holding a degree in pharmacy

The program aims to:

- In-depth knowledge of applied pharmaceutical sciences.
- Advance skills in drug design, development and control.
- Knowledge to actively participate in the development of pharmacy practice and healthcare policies.
- Life-long learning skills, critical thinking and problem solving abilities.
- 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:

- Apply their in-depth knowledge of the field to promote pharmacy practice.
- Demonstrate that they have gained advanced practical skills in instrumental analysis, clinical testing and quality control of drugs.

- Evaluate therapeutic management of diseases based on knowledge of drug design, pharmacokinetics and pharmacotherapy.
- Demonstrate their ability to solve problems and suggest solutions in complex health issues related to local community.
- Demonstrate their ability to conduct healthcare related research.
- Demonstrate that they have gained skills in communication with other health providers and beneficiaries.

Degree Completion Requirements

The MSc Pharm 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 14 credit hours core curriculum courses (12 credit hours of college requirements and 2 credit hours of university requirements), 22 credit hours of concentration courses, which includes 6 credit hours for the research thesis.

Admission Requirement

Admission to the MSc Pharm program is open for graduates of accredited Bachelor of Pharmacy programs (BPharm).

Required Documents:

- An officially attested BPharm degree from an accredited institution.
- Original or officially attested copies of English Proficiency score test such as: TOEFL (550), IELTS (6).
- At least two letters of academic references submitted in a sealed envelope.
- Six recent passport size photographs.
- Copy of your passport.
- Medical fitness, certificate from the University doctor.
- Proof of payment of a non-refundable application fee as determined by the finance office.
- Other documents which the program may require.

Admission General Requirements:

ii-a: Full Admission:

For full admission to the MSc Pharm program, an applicant must:

1. Hold a BPharm degree from an accredited institution. A Higher Diploma is not equivalent to a baccalaureate degree and does not qualify an applicant for admission to Master's programs.
2. Have attained a minimum cumulative grade point average of 3.0 on a 4.0 scale or its equivalent.
3. Have attained a minimum TOEFL score of 550 (213 CBT, 79 – 80 IBT) or its equivalent in a standardized English Language test such as a 6 IELTS.
4. For programs taught in English, a minimum TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet-Based test, or its equivalent in a standardized English language test, such as 6.0 IELTS or another standardized, internationally recognized test approved by the Commission.
5. Agree to be a full-time student for two years. However, part-time students can be accepted after consideration of the student's background, present position and availability for study and research.

ii-b: Conditional admission requirements for Master's level programs

(1) Conditional admission due to non-fulfillment of English proficiency requirement:

A student with a recognized baccalaureate degree and a TOEFL score of 530 (197 CBT, 71 iBT) or its equivalent on another standardized test approved by the Commission may be admitted conditionally to a Master's program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:

1. a. must achieve a TOEFL score of 550, or equivalent, by the end of the student's first semester of study;
2. b. may take a maximum of six credit hours in the first semester of study, not including intensive English courses;
3. c. 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.

(2) Conditional admission due to non-fulfillment of GPA requirement:

A student with a recognized baccalaureate degree with a cumulative grade point average below 3.00 on a 4.0 scale, or its established equivalent, and who meets the English language competency requirements for general admission stated in Part I above, may be admitted conditionally to a Master's program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:

1. may take a maximum of nine credit hours in the first semester of study;
2. 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.

ii-c: English Proficiency Requirements:

A TOEFL score of 550, IELTS of 6, or the equivalent of another standardized test approved by MHESR, is required for all students admitted to the MSc Pharm program with the following exceptions:

- A native speaker of English who has completed his/her undergraduate education in an English medium institution in a country where English is the official language.
- A student admitted to and graduated from an English medium institution that can provide evidence of acquiring a TOEFL score of 500, or its standardized equivalent approved by the MHESR, upon admission to the undergraduate program.

iii. Transfer Admissions Policy

1. Only students transferring from a federal or licensed institutions in the UAE or recognized foreign institutions of higher learning are eligible for admission.
2. An officially attested BPharm degree, earned in a discipline appropriate for the prospective graduate degree.
3. Transfer students must meet the English language proficiency requirement of the program to which they transfer.
4. Official transcripts of credit earned from all institutions of higher education previously attended.
5. Students who are in a good academic standing (a minimum cumulative grade point average of 3.0 on a 4.0 scale, or equivalent) can transfer to a graduate program of study similar to that which the student is transferring.
6. Transfer graduate students program credits only for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of B (3.0 on a 4.0 scale) or better.
7. The applicant will be informed for transfer admissions or re-admission of the transfer credits earned for previous courses.
8. Transfer of credit hours is limited to less than 50% of the total credit hours required for the program.
9. AU does not grant credit twice for substantially the same course taken at two different institutions.

CORE CURRICULUM COURSES (14 C.H.)

Course ID	Course Title	Total CH	Lectures	Clinical Training	Pre-requisites	Type *
PHM127	Research Methodology and Biostatistics	2	2	0	Statistics	UR
PHM101	Clinical Pharmacokinetics	2	2	0	Biopharmaceutics & Pharmacokinetics. II	CR
PHM106	Pathophysiology & Pharmacotherapy I	2	2	0	Clinical Pharmacy I & II	CR

PHM107	Pathophysiology & Pharmacotherapy II	2	2	0	Clinical Pharmacy I & II	CR
PHM109	Clinical Biochemistry	2	2	0	Biochemistry I & II	CR
PHM117	Pharmacoeconomics	2	2	0	Clinical Pharmacy I & II Pharm. Legislation	CR
PHM119	Pharmacovigilance	2	2	0		CR
	Total	14	14	0		

* UR=University Requirement

CR=College Requirement.

CE= College Elective

Study Plan

i) Study Plan for Concentration in Clinical Pharmacy (Full Time):

Semester 1: (13 CH)

Course ID	Course Title	Total CH	Lectures	Clinical Training	Pre-requisites	Type*
PHM127	Research Methodology and Biostatistics	2	2	0	Statistics	UR
PHM101	Clinical Pharmacokinetics	2	2	0	Biopharmaceutics & Pharmacok. II	CR
PHM106	Pathophysiology & Pharmacotherapy I	2	2	0	Clinical Pharmacy I & II	CR
PHM109	Clinical Biochemistry	2	2	0	Biochemistry I & II	CR
PHM110	Clinical Microbiology	2	2	0	Clinical pharmacy and first aid.	
PHM119	Pharmacovigilance	2	2	0		CR
PHM124	Research Thesis (stage I)	1	0	0		CR
	Total	13	12	0		

Semester 2: (12 CH)

Course ID	Course Title	Total CH	Lectures	Clinical Training	Pre-requisites	Type*
PHM107	Pharmaceutical Care	2	2	0	Clinical Pharmacy I & II	CR

PHM108	Pathophysiology & Pharmacotherapy II	2	2	0	Clinical Pharmacy I & II	CR
PHM117	Pharmacoeconomics	2	2	0	Clinical Pharmacy I & II Pharm. Legislation	CR
PHM128	Pathophysiology & Pharmacotherapy III	2	2	0	Clinical Pharmacy I & II	CR
	College Elective	2	2	0		CE
PHM129	Clinical Clerkship I	2	0	120 contact Hours		
PHM125	Research Thesis (stage II)	1	0		Research Thesis (stage I)	CR
	Total	13	10			

Semester 3: (10 CH)

Course ID	Course Title	Total CH	Lectures	Tutorial/ Lab	Pre-requisites	Type *
PHM215	Medicine Management and Community Care	2	2	0	Clinical Pharmacy I & II	CR
	College Elective	2	2	0		CE
PHM230	Clinical Clerkship II	2	0	120 contact Hours	Clinical Pharmacokinetics	
PHM226	Research Thesis (stage III)	4	0	0	Research Thesis (stage II)	CR
	Total	10				

College Elective Courses for MSc Students in Clinical Pharmacy Concentration:

Course ID	Course Title	Total CH	Lectures	Tutorial / Lab	Pre-requisites
PHM120	Drug Abuse	2	2	0	Pathophysiology & Pharmacotherapy I
PHM105	Complementary and Alternative Medicine	2	2	0	Phytochemistry
PHM116	Application of Radiopharmaceuticals	2	1	1	Medicinal Chemistry I&II

PHM131	Total parenteral Nutrition	2	2	0	Biochemistry I & II
--------	----------------------------	---	---	---	---------------------

ii) Study Plan for Concentration in Pharmaceutical Technology:

Semester 1: (13 CH)

Course ID	Course Title	Total CH	Lectures	Tutorial/ Lab	Pre-requisites	Type*
PHM537	Research Methodology and Biostatistics	2	2	0	Statistics	UR
PHM524	Clinical Pharmacokinetics	2	2	0	Biopharmaceutics & Pharmacok. II	CR
PHM506	Pathophysiology and Pharmacotherapy I	2	2	0	Clinical Pharmacy I & II	CR
PHM534	Clinical Biochemistry	2	2	0	Biochemistry I & II	CR
PHM519	Pharmacovigilance	2	2	0		CR
	College Elective	2	2	0		CE
PHM540	Research Thesis (stage I)	1	0	0		CR
	Total	13	12	0		

Semester 2: (13 CH)

Course ID	Course Title	Total CH	Lectures	Tutorial / Lab	Pre-requisites	Type*
PHM528	Pathophysiology and Pharmacotherapy II	2	2	0	Clinical Pharmacy I & II	CR
PHM513	Products of Biotechnology	2	2	0	PHM109	CR
PHM510	Applied Instrumental Analysis	2	1.5	0.5	Instrumental Analysis I&II	CR
PHM515	Chemistry of Natural Products	2	1.5	0.5	Phytochemistry	CR
PHM517	Pharmacoeconomics	2	2	0	Clinical Pharmacy I & II Pharm. Legislation	CR
	College Elective	2	2	0		CE
PHM640	Research Thesis (stage II)	1	0	0	Research Thesis(stage I)	CR

	Total	13	11	1		
--	-------	----	----	---	--	--

Semester 3: (10 CH)

Course ID	Course Title	Total CH	Lectures	Tutorial / Lab	Pre-requisites	Type *
PHM631	Novel Drug Delivery Systems	3	2	1	PHM101 Organic Chemistry	CR
PHM634	Advances in Pharmaceutical Technology	3	2	1	PHM101	CR
PHM650	Research Thesis (stage III)	4	0	0	Research Thesis (stage II)	CR
	Total	10	4	2		

College Elective Courses for MSc Students in Pharmaceutical Technology Concentration:

Course ID	Course Title	Total CH	Lectures	Tutorial / Lab	Pre-requisites
PHM512	Clinical Microbiology	2	2	0	Clinical Pharmacy II & first Aid
PHM505	Complementary and Alternative Medicine	2	1.5	0.5	Phytochemistry
PHM518	Application of Radiopharmaceuticals	2	1	1	Medicinal Chemistry I&II
PHM514	Chemistry of Heterocycles	2	1.5	0.5	Medicinal Chemistry I&II

* UR=University Requirement
CR=College Requirement.
CE= College Elective

Course Description for Clinical Pharmacy Concentration

PHM127 Research Methodology and Biostatistics (2-0-2)

This course is comprised of lectures designed to advance student knowledge on different study designs to be able to distinguish, categorize and critique them and use them appropriately to provide evidence-based practice. The course will expand students' knowledge in specific biostatistics relevant to clinical and pharmaceutical researches including the types of data, summarizing and presenting data, types of data distributions, inferential statistics and correlation and regression. This enables the student to critically evaluate pharmaceutical and medical researches.

Pre-requisite: Statistics (STA112)

PHM101 Clinical Pharmacokinetics (2-0-2)

This course is designed to provide students with advanced pharmacokinetics of what the body does to the drug 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 & II (PHA311 & PHA312)

PHM106 Pathophysiology & Pharmacotherapy I (2-0-2)

The course deals with a comprehensive overview in the field of Pharmacology and therapeutics as commonly practiced today. The course covering:

1. The study in depth the pathophysiology of cardiovascular diseases and diabetes mellitus.
2. Advanced knowledge in pharmacological aspects and therapeutic applications of drugs acting on cardiovascular diseases and hypoglycemic.
3. Advanced knowledge of the non-pharmacotherapeutic approach of the management of cardiovascular diseases and diabetes mellitus.

Pre-requisites: Clinical Pharmacy I (PHA462) & Clinical Pharmacy II & First Aid (PHA463)

PHM534 Clinical Biochemistry (2-0-2)

This course is designated to provide a comprehensive survey of the clinical aspects of diseases and their effect on body chemistry. Topics include Lipid metabolism and lipoproteins disorders, renal function tests, liver function tests, pancreatic function tests, metabolic aspects of bone diseases, and main hematological disorders.

Pre-requisites: Biochemistry I & II (PHA251 & PHA252)

PHM512 Clinical Microbiology (2-0-2)

Clinical microbiology course is designed to provide knowledge to understand the signs, symptoms, cause, diagnosis, treatments and prevention of various infectious diseases.

Antimicrobial selection and development of pharmacotherapeutic plans for patients with specific infectious diseases.

Pre-requisite: Clinical Pharmacy I (PHA462) & Clinical Pharmacy II & First Aid (PHA463)

PHM119 Pharmacovigilance (2-0-2)

The course aimed to describe concepts and principles of pharmacoepidemiology in the broad context of therapeutic evaluation and drug decision-making.

It prepares students to develop a methodology to study medication use in large number of population, reports adverse drug reaction and use post-marketing surveillances, drug utilization reviews in order to study the safety and efficacy of medications.

Pre-requisites: N/A

PHM107 Pharmaceutical Care (2-0-2)

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: Clinical Pharmacy I (PHA462) & Clinical Pharmacy II & First Aid (PHA463)

PHM107 Pathophysiology and pharmacotherapy – II (2-0-2)

Pathophysiology and pharmacotherapy courses are designed to provide advanced knowledge to understand the rationale for various therapeutic strategies. Therapeutic drug regimens will be presented as well to define appropriate doses, reasonable therapeutics goals, necessary monitoring parameters, clinically significant drug-drug interactions and adverse effects of the various medications. Establish an individualized pharmacotherapeutic plan using evidence based medicine. Pathophysiology and pharmacotherapy II will focus on respiratory, renal, muscular and gastrointestinal diseases.

Pre-requisites: Clinical Pharmacy I & Clinical Pharmacy II & First Aid (PHA462 & PHA463)

PHM117 Pharmacoeconomics (2-0-2)

Clinical concepts of pharmacoeconomic 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, Clinical Pharmacy II & First Aid (PHA462 & PHA463) & Pharm. Legislation (PHA465)

PHM128 Pathophysiology & Pharmacotherapy III (2-0-2)

Pathophysiology and pharmacotherapy courses are designed to provide advanced knowledge to understand the rationale for various therapeutic strategies. Therapeutic drug regimens will be presented as well to define appropriate doses, reasonable therapeutics goals, necessary monitoring parameters, clinically significant drug-drug interactions and adverse effects of the various medications. Establish individualized pharmacotherapeutic plan using evidence based medicine. Pathophysiology and pharmacotherapy III will focus on CNS, blood, cancer, selected infectious diseases and obesity.

Pre-requisite: Clinical Pharmacy I (PHA462) & Clinical Pharmacy II & First Aid (PHA463)

PH215 Medicine Management and Community Care (2-0-2)

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, 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, pediatrics), patient's clinical situation (pregnancy, liver or renal disease) and morbidity or adverse drug reactions.
6. Public health and health promotion.

Pre-requisites: Clinical Pharmacy I (PHA462) & Clinical Pharmacy II & First Aid (PHA463)

PHM120 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: N/A

PHM105 Complementary and Alternative Medicine (2-0-2)

In this course, the student will be acquainted with up to date medical practices, and the main differences between these practices with special emphasis on Complementary and Alternative Medicine (CAM). The course shall cover all systems of CAM that are based on different philosophies, including; alternative medical system, mind-body system, biological-based system, manipulative body-based system, energy system and blood cupping. In addition, for each of the above systems, the course shall cover different philosophies, diagnostic techniques, therapies, indications, and contraindications.

Pre-requisite: Phytochemistry (PHA347)

PHM518 Application of Radiopharmaceuticals (2-0-2)

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 agent. 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 radiopharmaceuticals, safety of coworkers and environments and providing pharmaceutical care to patient with optimal outcome.

Pre-requisites: Medicinal & Pharmaceutical Chemistry I & II (PHA354 & PHA356)

PHM131 Total Parenteral Nutrition (2-0-2)

This instructional course has been designed to provide current conceptual and operational knowledge and understanding of TPN and in providing nutritional support, this course contains current practices for best patient outcomes.

Pre-requisites: Biochemistry I & II (PHA251, PHA252)

PHM540 Research Thesis (stage I) PHM640 Research Thesis (stage II) PHM650 Research Thesis (stage III)

This course aims to produce advanced level of research skills in clinical pharmacy. Research new ideas, encourage and facilitate the development of advanced pharmacy services through primary research. Produce pharmacists capable of conceiving, implementing, and evaluating patient care services that promote the rational, safe, effective, and economical use of drug therapy. It must be conducted according to the accepted AJMAN UNIVERSITY methods of scientific investigation, and be presented bound in the standard university format, by the end of the course.

Pre-requisite for stage II: PHM540 Research Thesis (stage I)

Pre-requisite for stage III: PHM125 Research Thesis (stage II)

PHM129 Clinical pharmacy clerkship I (0-8-2)

Students are expected to become involved in the provision of primary care, medication maintenance activities and improvement of rational drug therapy in the practice environment. Strong emphasis is placed on patient counselling and interviewing skills. Develop students' skills to provide pharmaceutical care to a variety of patients. While interacting with health care professionals to optimize drug therapy outcomes, students will develop an advanced inter-professional relationship with all medical teams.

Pre-requisite: N/A

PHM230 Clinical pharmacy clerkship II (0-8-2)

Students are expected to become involved in the provision of primary care, medication maintenance activities and improvement of rational drug therapy in the practice environment. Strong emphasis is placed on patient counselling and interviewing skills. Develop students' skills to provide pharmaceutical

care to a variety of patients. While interacting with health care professionals to optimize drug therapy outcomes, students will develop an advanced inter-professional relationship with all medical teams.

Pre-requisite: Clinical Pharmacokinetics (PHM101)

Course Description for Pharmaceutical Technology Concentration

PHM127 Research Methodology and Biostatistics (2-0-2)

This course is comprised of lectures designed to advance student knowledge on different study designs to be able to distinguish, categorize and critique them and use them appropriately to provide evidence-based practice. The course will expand students' knowledge in specific biostatistics relevant to clinical and pharmaceutical researches including the types of data, summarizing and presenting data, types of data distributions, inferential statistics and correlation and regression. This enables the student to critically evaluate pharmaceutical and medical researches.

Pre-requisite: Statistics (STA112)

PHM101 Clinical Pharmacokinetics (2-0-2)

This course is designed to provide students with advanced pharmacokinetics of what the body does to the drug 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 (PHA311 & PHA312)

PHM106 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 pathophysiology of cardiovascular diseases and diabetes mellitus.
2. Advanced knowledge in pharmacological aspects and therapeutic applications of drugs acting on cardiovascular diseases and hypoglycemic.
3. Advanced knowledge of the non-pharmacotherapeutic approach of the management of cardiovascular diseases and diabetes mellitus.

Pre-requisites: Clinical Pharmacy I (PHA462) & Clinical Pharmacy II & first Aid (PHA463)

PHM534 Clinical Biochemistry (2-0-2)

This course is designated to provide a comprehensive survey of the clinical aspects of diseases and their effect on body chemistry. Topics include Lipid metabolism and lipoproteins disorders, renal function

tests, liver function tests, pancreatic function tests, metabolic aspects of bone diseases, and main hematological disorders.

Pre-requisites: Biochemistry I & II (PHA251 & PHA252)

PHM119 Pharmacovigilance (2-0-2)

The course aimed to describe concepts and principles of pharmacoepidemiology in the broad context of therapeutic evaluation and drug decision-making.

It prepares students to develop a methodology to study medication use in large number of population, reports adverse drug reaction and use post-marketing surveillances, drug utilization reviews in order to study the safety and efficacy of medications.

Pre-requisites: N/A

PHM107 Pathophysiology and pharmacotherapy – II (2-0-2)

Pathophysiology and pharmacotherapy courses are designed to provide advanced knowledge to understand the rationale for various therapeutic strategies. Therapeutic drug regimens will be presented as well to define appropriate doses, reasonable therapeutics goals, necessary monitoring parameters, clinically significant drug-drug interactions and adverse effects of the various medications. Establish an individualized pharmacotherapeutic plan using evidence based medicine. Pathophysiology and pharmacotherapy II will focus on respiratory, renal, muscular and gastrointestinal diseases.

Pre-requisites: Clinical Pharmacy I (PHA462) & Clinical Pharmacy II & First Aid (PHA463)

PHM513 Products of Biotechnology (2-0-2)

This course is designed to acquaint students with the field of biotechnology. Topics will include introduction, definitions, history of biotechnology, & major areas of contribution of biotechnology. Chromosomes, biotechnological techniques of recombinant DNA technology, including cloning of DNA, PCR, Gene libraries (Genomics libraries, & c-DNA libraries), DNA sequencing, Sanger sequencing & Human Genome Project shall be discussed. Monoclonal antibodies, antisense oligo-nucleotides and gene therapies will be thoroughly covered. The course also entails methods adopted for preparation of biotechnology drug products and their evaluation, stability and storage. The current marketed biotechnology drug products including therapeutic proteins, as well as the future prospects of biotechnology drug products shall be covered.

Pre-requisite: Clinical Biochemistry (PHM534)

PHM510 Applied Instrumental Analysis (1.5-1-2)

The course provides students with a comprehensive up to date overview of the field of instrumental analysis. Upon completion, students will have acquired an in-depth knowledge in major instrumental analysis methods available covering the concepts and principles, advantages and disadvantages, limitations and applicability of each method.

The course will provide the students with advanced and up to date instrumental analysis methods and experimental techniques including electrochemical methods, absorption and emission spectroscopy UV-Visible spectrophotometry, 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 (PHA245 & PHA346)

PHM515 Chemistry of Natural Products (1.5-1-2)

Chemistry of natural products 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 (PHA347)

PHM117 Pharmacoeconomics (2-0-2)

Clinical concepts of pharmacoeconomic 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 (PHA462) & Clinical Pharmacy & First Aid (PHA463), Pharm. Legislation (PHA465)

PHM631 Novel Drug Delivery Systems (2-2-3)

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 principles & concepts of modified 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 extended release drug products. The course will also describe advanced concepts applied in the design, formulation & development of extended release products; including principle of design, excipients used, biopharmaceutical factors influencing design strategy, dosage form selection & drug release mechanisms.

The course shall also discuss various biopharmaceutical, pharmacokinetic & clinical aspects of extended release products as well as official in-vivo & in-vitro tests used to evaluate extended release drug delivery systems. The course will also cover nanoparticles as potential tools for drug delivery & recent advances in novel drug delivery systems including liposomes.

Pre-requisite: Clinical Pharmacokinetics (PHA101) & Organic Chemistry

PHM634 Advances in Pharmaceutical Technology (2-2-3)

This course is designed to provide students with various important aspects of quality assurance, cGMP, quality audit, and process validation; including regulatory and quality compliance as applied to pharmaceutical industries. The students will also be provided with 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 advanced information on drug discovery & development process, including IND, NDA & ANDA, drug master file & therapeutic equivalent codes. Other essential topics such as production & operational management, production planning & control shall be covered. In addition, various in-process quality control tests needed to assess some sterile and non-sterile products shall also be discussed. The course will also include pilot plant and scale up techniques, design, construction and operation of clean rooms as well as recent advances in packaging techniques for various pharmaceutical dosage forms, including stability & regulatory aspects of packaging.

Pre-requisite: Clinical Pharmacokinetics (PHM101)

PHM512 Clinical Microbiology (2-0-2)

Clinical microbiology course is designed to provide knowledge to understand the signs, symptoms, cause, diagnosis, treatments and prevention of various infectious diseases.

Antimicrobial selection and development of pharmacotherapeutic plans for patients with specific infectious diseases.

Pre-requisite: Clinical pharmacy II & first aid (PHA463).

PHM105 Complementary and Alternative Medicine (2-0-2)

In this course, the student will be acquainted with up to date medical practices, and the main differences between these practices with special emphasis on Complementary and Alternative Medicine (CAM). The course shall cover all systems of CAM that are based on different philosophies, including; alternative medical system, mind-body system, biological-based system, manipulative body-based system, energy system and blood cupping. In addition, for each of the above systems, the course shall cover different philosophies, diagnostic techniques, therapies, indications, and contraindications.

Pre-requisite: Phytochemistry (PHA347)

PHM518 Application of Radiopharmaceuticals (2-0-2)

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 agent. 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 radiopharmaceuticals, safety of coworkers and environments and providing pharmaceutical care to patient with optimal outcome.

Pre-requisites: Medicinal & Pharmaceutical Chemistry I & II (PHA354 & PHA356)

PHM514 Chemistry of Heterocycles (1.5-1-2)

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

Pre-requisites: Medicinal & Pharmaceutical Chemistry I & II (PHA354 & PHA356)

PHM540 Research Thesis (stage I)

PHM640 Research Thesis (stage II)

PHM650 Research Thesis (stage III)

This course aims to produce advanced level of research skills in clinical pharmacy. Research new ideas, encourage and facilitate the development of advanced pharmacy services through primary research. Produce pharmacists capable of conceiving, implementing, and evaluating patient care services that promote the rational, safe, effective, and economical use of drug therapy. It must be conducted according to the accepted AJMAN UNIVERSITY methods of scientific investigation, and be presented bound in the standard university format, by the end of the course.

Pre-requisite for stage II: PHM540 Research Thesis (stage I)

Pre-requisite for stage III: PHM125 Research Thesis (stage II)

كلية القانون

برنامج دكتوراه الفلسفة في القانون

رسالة البرنامج

تسعى كلية القانون من طرح برنامج دكتوراه الفلسفة في القانون إلى تحقيق منظومة ثلاثية المحاور: محور المعرفة، ومحور المهارة، ومحور الابتكار، بما يضمن تلبية خريجي هذا البرنامج لحاجات المجتمع المحلي والإقليمي والدولي، ومواكبتهم للمستجدات العلمية والتكنولوجية، بما يجعلهم قادرين - دائما - على ابتكار الحلول لكافة المنازعات في مجال التخصص.

أهداف برنامج الدكتوراه في ضوء منظومة المؤهلات الإماراتية

1. تعميق معرفة الطالب بالتخصصات القانونية، وبمدى ارتباطها بقضايا المجتمع.
2. إمداد المجتمع بخريجين مؤهلين قادرين على تحمل مسؤولياتهم في التدريس والتخطيط، وتطوير مؤسساتهم.
3. تمكين الطالب من إجراء البحوث والدراسات القانونية المتخصصة المقارنة على نحو يثري المعرفة القانونية.
4. غرس روح الإبداع والتطور المعرفي المستمر لدى الطالب في مجال القانون.
5. تمكين الطلاب من بلوغ أهداف مهنية عالية، وشغل أدوار قيادية في المجتمع الإماراتي.
6. تأهيل الطلاب للتصدي للمشكلات والقضايا القانونية.
7. تمكين الطلاب من تطوير مهارات التفكير الناقد.
8. المساهمة في تنمية المجتمع الإماراتي وغيره من مجتمعات دول مجلس التعاون الخليجي.
9. تهيئة كوادر مواطنة مؤهلة تعليميا لأعلى درجة في كافة التخصصات القانونية التي يحتاجها سوق العمل الأمر الذي يساهم في مواصلة مسيرة التنمية المجتمعية.
10. تشجيع الكفاءات العلمية على الإبداع والابتكار وتطوير البحث العلمي وتوجيهه لمعالجة قضايا المجتمع الإماراتي وغيره من مجتمعات دول مجلس التعاون الخليجي.

مخرجات برنامج الدكتوراه في ضوء منظومة المؤهلات الإماراتية

1. يُحلل النصوص القانونية ويطوعها لمعالجة قضايا المجتمع المستحدثة.
2. يربط بين التخصصات القانونية وقضايا المهنة.
3. يبتكر في البحوث والدراسات القانونية المتخصصة المقارنة.
4. يوجه مهارة البحث العلمي لمعالجة قضايا المجتمع الإماراتي.
5. يستخدم المراجع القانونية العربية والأجنبية بكفاءة في إجراء الأبحاث والمذكرات القانونية.
6. يستخدم التقييم الذاتي للإسهام في التطوير المهني.
7. يُتقن مهارات التعلم الذاتي لاستخدامها في عمل تغيير مجتمعي مستمر.
8. يُمارس التفكير النقدي التحليلي بحيادية في حل المشكلات القانونية.

إدارة برنامج الدكتوراه

1. يتولى العميد الإشراف على برنامج الدكتوراه في كليته بالتعاون مع منسق برنامج يتم اختياره من بين أعضاء هيئة التدريس في الكلية للإشراف على هذا البرنامج، ويكون ارتباطه مباشرة بعميد الكلية.
2. ينظم المنسق جميع أنشطة البرنامج بما في ذلك جدول المساقات المطروحة، وكذلك تقديم المشورة الأكاديمية لجميع الطلبة المسجلين، ويقدم المنسق تقاريره لعميد الكلية.

شروط وإجراءات القبول

يشترط لقبول الطالب في البرنامج استيفاء الشروط التالية: -

1. الحصول على درجة الماجستير في القانون العام أو القانون الخاص أو ما يعادلها، من جامعة معترف بها من وزارة التربية والتعليم - شؤون التعليم العالي بدولة الإمارات العربية المتحدة، وبتقدير لا يقل عن جيد جدا (3 نقاط من 4) أو ما يعادلها.
2. يجوز في حالات خاصة وبقرار من مجلس الكلية منح الطالب قبولا مشروطا ببرنامج الدكتوراه إذا قل تقديره في الماجستير عن "جيد جدا" (3 نقاط من 4)، ولا يصبح قبوله نهائيا إلا بعد نجاح الطالب في المساقات الثلاثة الأولى بعد التحاقه بالبرنامج وبتقدير لا يقل عن 80% (ب).
3. الحصول على شهادة TOEFL بحد أدنى 500 درجة أو 5.0 نقاط وفق شهادة IELTS، وبشرط أن لا يكون قد مضى أكثر من عامين على تاريخ الحصول عليها في تاريخ التقدم للبرنامج،
4. تقديم عدد (2) خطاب تزكية من أستاذين ممن سبق لهما تدريسه في مرحلة الماجستير.
5. في حالة المنافسة على الالتحاق بالبرنامج المقترح، تتم المفاضلة بين الطلبة المتقدمين للبرنامج على النحو التالي:

أ. المعدل التراكمي لدرجة الماجستير،

ب. عند التساوي في المعدل المشار إليه، يفضل من يحصل على درجة أعلى في اختبار TOEFL أو ما يعادله،

ج. عند التساوي فيما سبق، يفضل من له عدد أطول من سنوات الخبرة المهنية،

د. عند التساوي في كل ما سبق، يفضل من يكون أكثر تفرغاً للدراسة.

1. تقدم طلبات الالتحاق بالبرنامج إلى إدارة القبول والتسجيل على نموذج خاص، ويتم بعد ذلك تحويلها إلى الكلية لاتخاذ التوصيات المناسبة في ضوء شروط القبول.
 2. يجب أن يشتمل ملف طلب الالتحاق بالبرنامج على ما يلي:
 - أ. نموذج طلب الالتحاق بالبرنامج بعد تعبئته.
 - ب. مستندات الهوية المطلوبة من إدارة القبول والتسجيل.
 - ج. عدد (2) نسخة مُصدّقة من الشهادات الرسمية من جميع الكليات أو الجامعات التي درس بها الطالب.
 - د. نسخة رسمية من نتيجة اختبار TOEFL أو ما يعادلها.
 - هـ. خطابا تزكية من أستاذين ممن سبق لهما تدريس الطالب في مرحلة الماجستير.
- القبول في برنامج الدكتوراه يتم في بداية كل فصل دراسي، وتحدد إدارة القبول والتسجيل مواعيد تقديم الطلبات، ويتم الإعلان عنها في الموقع الإلكتروني للجامعة.

المدة الزمنية للبرنامج

المدة المقررة للحصول على درجة الدكتوراه لا تقل عن ثلاث سنوات دراسية ولا تزيد عن خمس محسوبة من تاريخ التحاق الطالب بالبرنامج وحتى تاريخ تقديم المشرف لرئيس القسم المعني تقريرا بصلاحيته الأطروحة للمناقشة، ولا تحتسب الفصول الصيفية في حساب هذه المدة المشار إليها، كما تستبعد منها فترات وقف التسجيل المعتمدة. ويجوز لمجلس الكلية النظر في الحالات الاستثنائية.

التحويل والانتقال ومعادلة المساقات

يجوز بقرار من الكلية انتقال طالب من برنامج مناظر في أي مؤسسة تعليمية أخرى إلى ما يماثل تخصصه في جامعة عجمان إذا كان مستوفياً لشروط القبول فيها ولم يكن قد فصل من جامعته التي يريد الانتقال منها.

شروط قبول الطلبة المحولين

- يشترط لقبول الطالب المحول لجامعة عجمان من برنامج مناظر في أي مؤسسة تعليمية أخرى، توافر الشروط التالية:
1. أن يكون الطالب محولا من جامعة معترف بها من وزارة التربية والتعليم – شؤون التعليم العالي في دولة الإمارات العربية المتحدة.
 2. تقديم شهادة TOEFL بمجموع نقاط لا يقل عن 500 نقطة أو شهادة IELTS بما لا يقل عن 5 نقاط أو ما يعادلها.
 3. ألا يقل المعدل التراكمي للطلاب المحول عن تقدير جيد جدا (3 نقاط من 4 أو ما يعادلها).

شروط معادلة المساقات

- يشترط لمعادلة المساقات التي درسها الطالب في برنامج دكتوراه في أي مؤسسة تعليمية أخرى توافر الشروط التالية: -
1. أن يكون الطالب محولا من جامعة معترف بها من وزارة التربية والتعليم – شؤون التعليم العالي في دولة الإمارات العربية المتحدة.
 2. ألا يقل تقدير الطالب في المساق المطلوب معادلته عن 80% أو (ب).
 3. ألا يكون قد مضى على النجاح في المساق أكثر من عامين أكاديميين.
 4. ألا يكون المساق مدرجا ضمن متطلبات درجة علمية سابقة حصل عليها الطالب.
 5. ألا يدخل تقدير المساق المُعادَل ضمن حساب المعدل التراكمي لدرجة الدكتوراه من جامعة عجمان.
 6. ألا تزيد عدد المساقات التي يتم معادلتها عن 25% من مجموع مساقات برنامج الدكتوراه بجامعة عجمان.
 7. عدم جواز قبول ساعات معتمدة مكررة عن مساق واحد تم إنجازه في جامعتين مختلفتين.
 8. تقديم طلب معادلة مساقات لإدارة القبول والتسجيل بالجامعة ضمن طلب الالتحاق بالبرنامج.

الإنذار والفصل ووقف القيد

ينذر الطالب أكاديميا في الحالتين الآتيتين:

1. إذا تدنى معدله التراكمي خلال مرحلة المساقات النظرية عن (3 نقاط من 4).
2. إذا انقطع تواصله مع مشرفه العلمي لمدة فصل دراسي كامل أو قصر تقصيرا جسيما في إنجاز أعمال الأطروحة.

يفصل الطالب من برنامج الدكتوراه في الحالات الآتية:

1. إذا كان مقبولا بالبرنامج قبولا مشروطا ولم يحصل على 80% من درجة النجاح في أي مساق من المساقات الثلاثة الأولى التي سجلها عند التحاقه بالبرنامج ومن أول مرة.
 2. إذا كان مقبولا قبولا نهائيا ولم يحصل على 80% من درجة النجاح في أي مساق إجباري (أي تقدير B)، لمرتين.
 3. إذا حصل على الإنذار الأكاديمي الثالث بسبب انقطاع تواصله مع المشرف العلمي لمدة فصل دراسي كامل أو التقصير الجسيم في إنجاز أعمال الأطروحة، أو بسبب تدنى المعدل التراكمي عن (3 نقطة من 4).
 4. إذا رسب في امتحان الكفاءة المعرفية مرتين.
 5. إذا تجاوز الحد الأقصى لمدة إنجاز البرنامج كما ورد في المادة (8) من هذه اللائحة دون استيفاء متطلبات التخرج منه.
 6. إذا لم يقدم الأطروحة بشكلها النهائي المغلف للكلية، خلال فصلين دراسيين من مناقشتها.
 7. إذا ارتكب مخالفة توجب فصله حسب الأنظمة واللوائح المعمول بها في الجامعة.
- يجوز للطالب المقيد في المرحلة الأولى للبرنامج (مرحلة المساقات الدراسية) وبعد اجتيازه فصلا دراسيا واحد على الأقل أن يطلب من إدارة القبول والتسجيل وقف تسجيله بالبرنامج لمدة فصل دراسي أو أكثر شريطة ألا يتجاوز ثلاثة فصول

دراسية. ويقتصر وقف تسجيل الطالب في مرحلة الأطروحة على الفصل الأخير من فترة إنجاز الأطروحة. ويحتفظ الطالب الموقوف تسجيله بمركزه القانوني من حيث النجاح والرسوب وفقاً للحالة التي كان عليها قبل الوقف. يفصل الطالب من البرنامج متى لم يستوف بنجاح متطلباته من المساقات الدراسية والأطروحة خلال المدة المحددة لكل منها، ولا يحول ذلك دون حقه في التقدم للالتحاق بنفس البرنامج من جديد.

توزيع الدرجة والتقدير

أولاً - 1. تتوزع درجات كل مساق من مساقات البرنامج - عدا مساق "البحث القانوني المعمق" - على النحو التالي:

- 50% للامتحان النهائي
- 15% للامتحان الشفوي
- 15% لامتحان السعي والأنشطة
- 20% لامتحان المنتصف

2. بالنسبة لمساق "البحث القانوني المعمق" يكون توزيع درجات المساق على النحو التالي:

- 70% لمناقشة وتقييم البحث النهائي
- 30% للتكليفات وأنشطة السعي

ثانياً - يشترط لنجاح الطالب حصوله على 80% على الأقل من الدرجة الكلية لأي مساق.

تكون تقديرات المساقات بالحروف والنقاط على النحو الآتي:

النقاط	العلامة بالحروف	العلامة المئوية
4	أ	من 90 إلى 100
3.5	ب+	من 85 إلى أقل من 90
3	ب	من 80 إلى أقل من 85
0	هـ	أقل من 80

امتحان الكفاءة المعرفية

1. يجب أن يجتاز كل طالب دكتوراه امتحاناً شاملاً مُصمم لكي يساعد على تقييم مدى اتساع وعمق معرفة الطالب بتخصصه، فضلاً عن الإمكانيات العلمية للطالب.
2. يجب على الطالب المتقدم لامتحان الكفاءة المعرفية أن يكون قد اجتاز مرحلة المساقات النظرية بمعدل لا يقل عن 80%.
3. لا تحتسب أي ساعات معتمدة لامتحان الكفاءة المعرفية ولكن يتم تسجيل علامة "ناجح" أو "راسب" ويشترط لاجتياز الطالب هذا الامتحان الحصول على تقدير 80%.
4. يكون امتحان الكفاءة المعرفية على مرحلتين: امتحان تحريري يخصص له (70) درجة، وامتحان شفهي بواقع (30) درجة. ويكون الامتحان التحريري سابقاً على الامتحان الشفهي.
5. تتحدد محاور امتحان الكفاءة المعرفية للطالب الذي يختار مسار القانون العام:

- محور القانون الجنائي
- محور القانون الإداري
- محور القانون الدستوري
- محور القانون الدولي العام

بينما تتحدد محاور امتحان الكفاءة المعرفية للطلاب الذي يختار مسار القانون الخاص:

- محور القانون المدني
- محور القانون التجاري
- محور قانون الإجراءات المدنية
- محور القانون الدولي الخاص

6. في حالة عدم اجتياز الطالب امتحان الكفاءة المعرفية في المرة الأولى تعطى له فرصة واحدة أخرى لاجتيازه، وإلا فصل من البرنامج.
7. ينعقد امتحان الكفاءة المعرفية في الأسبوع الثاني من بداية الفصل الدراسي الاعتيادي التالي لإنجاز الطالب مرحلة المساقات النظرية، ويعاد انعقاده بعد مضي شهر من الموعد المشار إليه، لمن رسب في دور الامتحان الأول. وفي جميع الأحوال لا ينعقد امتحان الكفاءة المعرفية في الفصل الدراسي الصيفي.
8. يتولى الإشراف على امتحان الكفاءة المعرفية لجنة تشكل بقرار من عميد الكلية من الأساتذة القائمين على تدريس البرنامج في كل مسار من مساري الامتحان.
9. يتم تسجيل عنوان الأطروحة خلال فترة لا تتجاوز ثلاثة شهور من تاريخ إعلان نتيجة اجتياز امتحان الكفاءة المعرفية.

نظام الدراسة والعبء الدراسي

1. نظام الدراسة فصلي حسب النظام المعتمد في الجامعة، وتوزع الدراسة في كل عام جامعي على فصلين دراسيين، مدة كل منهما خمسة عشر أسبوعاً على الأقل.

تسجيل الأطروحة وتنسيب المشرف عليها

يشترط للتسجيل في الأطروحة ما يلي:

1. اجتياز السنة التمهيديّة بنجاح حسب القواعد المقررة بمعدل لا يقل عن (3 نقاط من 4).
2. اجتياز الطالب امتحان الكفاءة المعرفية بمعدل لا يقل عن (3 نقاط من 4).
3. أن يختار الطالب موضوعاً أصيلاً لأطروحته، يتسم بالجدية ويتسق مع الخطة البحثية للقسم ما لم يرى القسم أن الموضوع المقترح من جانب الطالب من خارج هذه الخطة يصلح للتسجيل.
1. يقدم الطالب الذي استوفى شروط تسجيل الأطروحة لمنسق البرنامج مُقترحاً بالخطة العلمية للأطروحة - وبعد التشاور مع واحد أو أكثر من أعضاء هيئة التدريس المتخصصين - متضمناً ترشيح عضو هيئة تدريس ليتولى الإشراف عليها.
2. يكون تقديم طلب تسجيل الأطروحة يدوياً أو عبر الموقع الإلكتروني للجامعة.
3. يلتزم الطالب بحضور حلقة نقاش (Seminar) في التاريخ الذي يتم تحديده من قبل القسم العلمي المختص، وذلك لمناقشته في موضوع أطروحته، وخطتها، وإشكالية البحث التي يهدف الباحث إيجاد الحلول لها، والهدف منها، والمنهج الذي يتبعه الطالب في معالجة دراسته.
4. في حالة موافقة مجلس القسم العلمي المختص على موضوع الأطروحة وخطتها، يقترح القسم العلمي المختص اسم المشرف (أو اسما المشرفين إن تعددا) على الأطروحة، ثم يُرفع الأمر إلى مجلس الكلية لاعتماده وذلك بعد قيام الطالب بدفع رسوم التسجيل المقررة في هذا الصدد.

5. اما إذا رفض القسم العلمي عنوان الأطروحة أو رفض مجلس الكلية اعتماده، يقدم الطالب تعديلاً له أو يقترح عنواناً آخر يجري اعتماده بنفس الآلية المذكورة انفا.
6. يجوز تعديل عنوان الأطروحة وخطتها - ولمرة واحدة - إذا اقتضت ظروف البحث ذلك، ويتم التعديل بالطريقة نفسها التي تمت بها الموافقة، على تسجيل عنوان الأطروحة.

مدة الأطروحة

1. يلتزم الطالب بأن ينتهي من أطروحته خلال مدة لا تقل عن سنتين ولا تزيد عن ثلاث سنوات من تاريخ اعتماد مجلس الكلية تسجيل الأطروحة.
2. في حالة عدم انتهاء الطالب من كتابة وتسليم أطروحته خلال المدة المشار إليها، يعتبر الطالب راسباً في الأطروحة.
3. إذا سلم الطالب أطروحته للمشرف قبل فترة وجيزة من انتهاء الحد الأقصى للمدة المقررة لإنجازها (حسبما ورد في البند (1) من هذه المادة، فطلب المشرف تعديلات جوهرية كشرط لتقرير صلاحيتها للمناقشة، مُنح الطالب مدة إضافية لفترة ثلاثة أشهر – قابلة للتمديد لمرة واحدة بقرار من مجلس الكلية بناء على اقتراح المشرف وتوصية مجلس القسم - لتسليم الأطروحة وفق التعديلات الموصى بها،

مواعيد التسجيل في الأطروحة

تكون مواعيد تسجيل الأطروحة على نظام الجامعة الإلكتروني، ويكون الطالب مقيداً بفترات التسجيل المحددة بالتقويم الجامعي، أما تسجيل عنوان الأطروحة فهو متاح على مدار العام الأكاديمي (الفصلين الاعتياديين)، وذلك من خلال منسق البرنامج ومجلس القسم العلمي المختص ومجلس الكلية.

وقف الدراسة في مرحلة الأطروحة

إذا توافرت لدى الطالب في الفصل الأخير، فحسب، من تسجيل أطروحته ظروف استثنائية (قاهرة) تحول دون استمراره وتقدمه في موضوع أطروحته، فإنه يحق له أن يتقدم لإدارة القبول والتسجيل بطلب لوقف قيد الدراسة في أطروحته، وذلك لمدة فصل دراسي أو أكثر وبحد أقصى ثلاثة فصول دراسية حسبما يتطلب ظرفه. وفي جميع الأحوال، يكون لمجلس الكلية سلطة تقدير تلك الظروف الاستثنائية، ومن ثم التوصية بقبول أو رفض طلب الوقف، وكذا تحديد مدته، ويصدر بذلك قرار من عميد الكلية. ولا تحسب مدة وقف الدراسة في هذه الحالة ضمن الحد الأقصى للمدة المقررة لمدة إنجاز الأطروحة. وإذا ما رغب الطالب في معاودة دراسته بعد زوال عذره، كان له ذلك شريطة أن يتقدم بطلب لإلغاء قرار وقف الدراسة بالأطروحة، ويصدر قرار الإلغاء من مجلس الكلية.

الإشراف العلمي على الأطروحة

يشترط في المشرف على الأطروحة توافر الشروط الآتية:

1. أن يكون موضوع الأطروحة ضمن نطاق تخصصه العلمي.
2. أن يكون برتبة أستاذ أو أستاذ مشارك.
3. أن يراعي الحد الأقصى لإشراف عضو هيئة التدريس بحيث لا يتجاوز سبع أطروحات تتضمن الإشراف على كل من أطروحات الماجستير والدكتوراه.

يقرر مجلس الكلية بتوصية من القسم وبناء على اقتراح من المشرف تسمية عضو هيئة تدريس آخر لمشاركته في الإشراف على أطروحة الطالب. ويجوز عند الحاجة أن يتولى الإشراف المساعد شخص ذو خبرة متميزة وكفاية علمية في مجال البحث من غير هيئة التدريس في الجامعة بقرار من مجلس الكلية بناء على توصية القسم.

يجوز - استثناءً ولظروف يقدرها مجلس الكلية - تغيير المشرف بالطريقة التي تم تنسيبه بها بناء على توصية مجلس القسم ومصادقة مجلس الكلية.

يجوز بقرار من المجلس بناءً على توصية من القسم أن يستمر عضو هيئة التدريس الحاصل على إجازة تفرغ علمي أو إجازة بدون راتب في الإشراف على أطروحة الطالب أو المشاركة في الإشراف عليها.

يتم احتساب العبء التدريسي لمساقات البرنامج وساعات الإشراف على الأطروحة وفق التعليمات التنفيذية التي تصدرها الجامعة.

التزامات المشرف

1. يتعين على المشرف تحديد وقت كاف ومحدد للقاء الطالب وفق مواعيد منتظمة.
 2. تقديم النصح والمساعدة للطالب في الوصول للجهات أو الأشخاص الذين لهم قدرة على مساعدته العلمية لتجاوز أية صعوبات أثناء إعداد الأطروحة.
 3. قراءة ما يقدمه له الطالب بدقة، وقبل الاجتماعات المحددة، ويجب تقديم النقد بطريقة بناءة وداعمة. وكذلك إرشاد وتوجيه الطالب حول المراجع المتعلقة بموضوع البحث، ومصادر الحصول على المعلومات.
 4. تقديم تقرير عن أداء الطالب بشكل دوري في نهاية كل فصل دراسي، ومنذ تعيينه مشرفاً، وحتى آخر فصل يناقش فيه الطالب أطروحته، ويوضح فيه المشرف مدى تقدم الطالب في الأطروحة.
 5. متابعة أداء الطالب والتشديد على التزامه بأخلاقيات البحث العلمي، والبُعد عن مخالفة قواعد الأمانة العلمية، والالتزام باحترام حقوق الملكية الفكرية، مع التأكيد على الطالب بشأن إخضاع كافة أعماله البحثية للكشف عن الاقتباس العلمي.
 6. توجيه الطالب إلى المهارات البحثية التي يجب عليه التمتع بها، وإعطائه النصائح حول الدورات أو الوسائل التي تمكنه من التدريب على هذه المهارات.
 7. توجيه الطالب لنشر جزء أو أجزاء من الأطروحة العلمية في صورة أبحاث مُستلة منها، في مجلات علمية مرموقة، أو المشاركة بأوراق علمية في المؤتمرات والأنشطة العلمية البحثية.
 8. التنسيق قدر الإمكان لمنح الطالب الفرصة لعرض أعماله البحثية أمام طلاب الدراسات العليا وأعضاء هيئة التدريس.
 9. مراجعة الأطروحة بصورة دقيقة وواضحة عند استلام مسودتها قبل إجازتها للمناقشة، وإفادة الطالب بالتعديلات المطلوبة. وفي حالة صلاحية الأطروحة للمناقشة، يتقدم المشرف باقتراح إلى القسم العلمي المختص، لتشكيل لجنة المناقشة والحكم على الأطروحة.
 10. تهيئة الطالب وإعداده للمناقشة وطرحها العلمي من خلال تقديم الطالب لعرض تجريبي عن موضوع الأطروحة، وبنائها العلمي، ونتائجها، والعمل على تطوير الطالب لأدائه.
 11. متابعة استكمال واستيفاء الطالب التعديلات المطلوبة بعد مناقشة الأطروحة، إن وجدت.
- إذا تبين من خلال التقارير التي يرفعها المشرف إلى المنسق، عدم تقدم الطالب في أطروحته بالشكل المطلوب وانقطاع تواصل الطالب مع المشرف العلمي لفصل دراسي كامل، يتم توجيه إنذار للطالب، فإذا حصل الطالب على الإنذار الثالث بسبب ضعف أدائه البحثي وانقطاع التواصل مع المشرف على الأطروحة، وجب فصل الطالب من البرنامج.
- يقدم المشرف - أو المشرفان (حال تعددهم) - بعد الانتهاء من إعداد الأطروحة، تقريراً إلى مجلس القسم المختص عما إذا كانت الأطروحة صالحة للعرض على لجنة المناقشة والحكم. فإذا قرر صلاحيتها، اقترح المشرف (أو المشرفان) على القسم العلمي المختص تشكيل لجنة المناقشة والحكم على الأطروحة، وعرض الاقتراح على مجلس الكلية للموافقة عليه.

مناقشة الأطروحة

تعين لجنة المناقشة ويحدد مواعدها بقرار من العميد بناء على اقتراح من المشرف وتنسيب من القسم ومصادقة مجلس الكلية.

تتألف لجنة مناقشة الأطروحة العلمية من المشرف الأكاديمي للطلاب (أو من المشرفين إن تعددا) وعضوي هيئة تدريس، على أن يكون أحدهما من خارج الجامعة. ويحضر العضو الخارجي لجنة المناقشة والحكم على الأطروحة، وفي حال تعذر ذلك، تجوز مشاركته في المناقشة من خلال الدوائر التليفزيونية المغلقة. تكون مناقشة الأطروحة على النحو الآتي:

1. يعرض الطالب ملخصا لأطروحته.
2. يتولى رئيس اللجنة (وهو أكبر أعضائها رتبة) إدارة المناقشة. وبعد انتهائها، تعقد اللجنة جلسة مغلقة للمداولة، ثم تقدم تقارير فردية وجماعية وفق النماذج المعدة لذلك، وتقرر اللجنة إحدى النتائج الآتية للأطروحة ويعلن الطالب بها:

أ. قبول الأطروحة ومنحها إحدى التقديرات التالية:

- قبول الأطروحة بتقدير ممتاز (من 90 إلى 100)
- قبول الأطروحة بتقدير جيد جداً مرتفع (من 85 إلى 89)
- قبول الأطروحة بتقدير جيد جداً (من 80 إلى 84)

ب. قبول الأطروحة ومنحها التقدير الذي تستحقه، بعد إجراء تعديلات طفيفة والتحقق منها من جانب المشرف على الأطروحة. وتُسلم تعديلات الأطروحة للمشرف خلال شهر من التوصية.

ج. قبول الأطروحة وتأجيل منح الدرجة لحين إجراء تعديلات جوهرية، وفي هذه الحالة يمنح الطالب لإجراء هذه التعديلات الجوهرية مدة لا تقل عن ثلاثة أشهر ولا تزيد عن ستة أشهر من تاريخ المناقشة، يقدم المناقشون بعدها تقارير فردية إلى المشرف تؤيد أخذ الطالب بالملاحظات. ويتولى المشرف نقل التقارير إلى المنسق مع تقرير لجنة المناقشة لرفعها جميعا إلى رئيس القسم المختص.

د. رفض الأطروحة وتثبيت الأسباب في تقرير اللجنة، وفي هذه الحالة يمنح الطالب شهادة دبلوم الدراسات العليا. إذا مضت المدة المحددة في الفقرة (ج) من هذه المادة ولم يقدم الطالب أطروحة مُعدّلة أو لم يأخذ بالملاحظات وفقاً لتأييد المناقشين، تعد الأطروحة مرفوضة ويطبق بحقه ما ورد في الفقرة (د) من هذه المادة.

بعد أن يجتاز الطالب مناقشة الأطروحة بنجاح، يسلم للمشرف نسخة خالية من أي أخطاء، ليفحصها بعناية ويوقع عليها، ويسلم الطالب للكلية عدد (10) نسخ مطابقة للنسخة الموقع عليها من المشرف، ويتم توزيعها كالتالي:

1- نسخة لكل عضو من أعضاء لجنة مناقشة الأطروحة

2- نسختان لمكتبة القسم العلمي

3- النسخ المتبقية لمكتبة الجامعة

مواصفات الأطروحة

يُراعى في الأطروحة العلمية المواصفات الآتية:

1. تكتب الأطروحة باللغة العربية، ويرفق بها ملخصان كل منهما في حدود خمسمائة كلمة. يكون أحدهما باللغة العربية، والثاني باللغة الإنجليزية.

2. يُحدد مجلس الكلية بقرار منه مواصفات طبع الأطروحة من حيث: بيانات غلافها، شكل المطبوعة (هيئة كتاب)، نوعية الورق المطبوعة عليه (حجماً ووزناً)، المسافة بين السطور، حجم الهوامش يميناً ويساراً، حجم الخط في المتن وفي الهامش، وغير ذلك من مواصفات. على أن يُعمم قرار مجلس الكلية على طلبة الدراسات العليا في دليل مُعد لهذا الغرض.

في حالة عدم تقديم الأطروحة بشكلها النهائي المغلف، خلال فصلين دراسيين من مناقشتها، يتم فصل الطالب من البرنامج. وفي حالة وجود أسباب قاهرة تستدعي الاستثناء فيجب التقدم بطلب مسبق من خلال منسق البرنامج يوافق عليه مجلس الكلية.

يجب تقديم التوصيات بمنح الدرجة بواسطة عميد الكلية إلى إدارة القبول والتسجيل، ويجب أن يكون المرشح للتخرج في وضع أكاديمي يؤهله للتخرج، وتقوم إدارة القبول والتسجيل بالتأكد من استيفاء الطالب لجميع متطلبات التخرج، ويتخذ ما يلزم من إجراءات لمنح الدرجة للطالب.

متطلبات منح الدرجة

لاستكمال متطلبات التخرج من البرنامج والحصول على درجة "دكتوراه الفلسفة في القانون" يشترط ما يأتي:

أولاً - إنجاز المرحلة الأولى (مرحلة المساقات): وتشمل دراسة (21) ساعة معتمدة، منها (15) ساعة معتمدة في صورة مساقات إجبارية، و (6) ساعات معتمدة في صورة مساقات اختيارية، ثم تنتهي هذه المرحلة بامتحان الكفاءة المعرفية في المسار الذي يختاره الطالب. ويشترط لاجتياز الطالب هذا الامتحان الحصول على تقدير 80% أي تقدير جيد جداً. ثانياً - إنجاز المرحلة الثانية (مرحلة الأطروحة): وتشمل:

- 1) إنجاز بحث علمي واحد في إطار موضوع الأطروحة، منشور أو مقبول للنشر، في مجلة علمية محكمة، وقبل مناقشة الأطروحة.
- 2) إعداد أطروحة (بمعدل 36 س م) في موضوع مبتكر، يتصل بتخصص الطالب، تحوي إسهاماً أصيلاً في عالم العلم والمعرفة،

ثالثاً: ألا يقل المعدل التراكمي للطالب عند استكمال متطلبات تخرجه عن (3 نقاط من 4). ويتحدد الوزن النسبي لكل مكون من مكونات البرنامج بحسب عدد الساعات المخصصة له،

يخصص للمعدل التراكمي للطالب التقديرات الآتية:

التقدير	النقاط
امتياز مع مرتبة الشرف	4.0 – 3.80
امتياز	3.79 – 3.60
جداً جيد	3.59 – 3.30
جيد	3.29 – 3.0
راسب	أقل من 3.0

الخطة الدراسية لبرنامج دكتوراه الفلسفة في القانون

المرحلة الأولى – مرحلة المساقات (المرحلة التمهيديّة):

أ- المساقات الإلزامية: 15 ساعة معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	الساعات المعتمدة
1	LAW700	فلسفة القانون	-	3
2	LAW710	أصول الصياغة القانونية والتعليق على الأحكام القضائية	-	3
3	LAW720	قراءات قانونية مختارة (باللغة الإنجليزية)	-	3
4	LAW730	الأنظمة القانونية المقارنة الكبرى	-	3
5	LAW740	إعداد بحث قانوني معمق	-	3

ب - المساقات الاختيارية 6 ساعات معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	الساعات المعتمدة
1	LAW750	القانون الجنائي المقارن (باللغة الإنجليزية)	-	3
2	LAW770	القانون الدستوري المقارن (باللغة الإنجليزية)	-	3
3	LAW760	قانون الإجراءات المدنية المقارن (باللغة العربية)	-	3
4	LAW780	القانون الدولي الخاص المقارن (باللغة الإنجليزية)	-	3
5	LAW790	قانون المعاملات المدنية المقارن (باللغة الإنجليزية)	-	3
6	LAW711	قانون المعاملات التجارية المقارن (باللغة الإنجليزية)	-	3

الأطروحة: LAW800

يخصص لهذه الأطروحة 36 س م، وأقل مدة لإنجازها (4) فصول دراسية اعتيادية، بينما أقصى مدة هي (6) فصول دراسية اعتيادية، وتكون ساعات الأطروحة موزعة على 4 مراحل، وتحتسب درجة الطالب وعدد ساعات الأطروحة في الأطروحة في مرحلتها الأخيرة، ويتضح ذلك حسب الجدول التالي:

الفصل الثالث

م	اسم المساق	رقم المساق	طبيعة المساق	عدد الساعات
1	أطروحة علمية - 1	LAW800	إجباري	0

الفصل الرابع

م	اسم المساق	رقم المساق	طبيعة المساق	عدد الساعات
1	أطروحة علمية - 2	LAW800	إجباري	0

الفصل الخامس

م	رقم المساق	رقم المساق	طبيعة المساق	عدد الساعات
1	أطروحة علمية - 3	LAW800	إجباري	0

الفصل السادس

م	رقم المساق	رقم المساق	طبيعة المساق	عدد الساعات
1	أطروحة علمية - 4	LAW800	إجباري	36

توصيفات برنامج دكتوراه الفلسفة في القانون

(The Comparative Civil Law)

Course type: optional

Course number: (law 790)

Credit hours: 3

Course instructor:

Description of general curriculum: The general curriculum is chosen from the general rules related to the specific curriculum. This will include the definition of private law, the definition of civil law, the contract's types, the definition of binding force of the contract and its elements, the liability arising from personal acts, the liability arising from the acts of others, liability arising from animals and things, etc.

Description of specific curriculum: The specific curriculum of this course includes an in-depth study in English of one or more of civil law subjects with comparison with other laws, such as compensation for unstable damage according to civil liability rules, compensation for damage by ricochet, compensation for moral damage, Joint ownership, insurance against liability, or compulsory vehicle insurance.

(The Comparative Civil Procedure Law)

Course type: optional

Course number: (law 760)

Credit hours: 3

Course instructor:

Description of general curriculum: The general curriculum is chosen from the general rules that govern the specific curriculum. This will include the study of judicial system in the UAE, the definition of civil procedure law and its sources and principles, the rules of jurisdiction, etc.

Description of specific curriculum: The Private curriculum of this course includes an in-depth study in English of one or more of civil procedure law subjects, with comparison with other laws, such as the cassation or the petition of reexamining the cases as means of challenge against judgements, judgments execution, judges litigation.

(The Comparative Commercial Law Course)

Type of Course: Optional

Course No.: (law 711)

Number of hours: 3 credit hours

Instructor Name:

Description of the General Course:

The general course should be determined from the general rules related to the special course, such as: the study of the general provisions in the Corporate Law; in terms of the definition of the company, its characteristics, its elements, types of commercial companies or how they are managed; or the theory of the merchant and the commercial activities, the banking operations or the contract of electronic commerce.

Description of the Special Course:

The Special Course treats in-depth one of branches of the business law. For example, a reading topic should be selected on the bankruptcy rules of commercial companies with the highlight on the draft of the corporate bankruptcy bill and the restructuring of corporate debt, the principle of disclosure and transparency for the corporate governance or the shareholding corporate governance, the protection of the fair commercial competition and the prevention of monopoly practices, the consumer protection, the electronic commerce and settlement of transactions or the compound Murabaha in Islamic banks. The study in the Special course should be achieved through holding a comparison between UAE law and a number of comparative laws.

(The Comparative Constitutional Law)

Type of Course: Optional

Course No.: (law 770)

Number of hours: 3 credit hours

Instructor Name:

Description of the General Course:

The description of the general course includes a study of the general rules related to the subject in the Special Course, such as the definition and general theory of constitutional law, clarifying its nature and distinguishing it from other branches of law. It also includes the study of the sources of the constitutional provisions and the types of constitutions and their origins and terminations. It emphasizes, as well, the methods of preserving the sovereignty of the constitution through a brief statement of the types of control on the constitutionality of law.

Description of the Special Course:

This course covers in-depth some new aspects of constitutional law, such as the constitutional suitcase, through a comparative study between the countries of the Gulf Cooperation Council countries (GCC) and other countries to take advantage of the provisions that is contained in the other systems. Alternatively, the course could study the nature of the political system, whether it is a parliamentary or presidential, with a statement on how to distinguish each system from the other one, and the advantages and disadvantages of both systems. On the other hand, the course may present the electoral systems in the countries of the Gulf cooperation Council (GCC) and compares them to the electoral systems of the other countries, in order to know what these systems may need of add-ons, then singled out a particular study of the United Arab Emirates on one or more of these topics.

(The Comparative Criminal Law)

Course type: optional

Course number: (law 750)

Credit hours: 3

Course instructor:

Description of general curriculum: The general curriculum is chosen from the general rules that govern the specific curriculum, such as the principles of the international criminal justice system, criminal legitimacy, criminal liability, classification of crimes and its elements, criminal complicity, crimes and their penalties, etc.

Description of specific curriculum: The specific curriculum of this course includes an in-depth study in English of the principles of Criminal Law with comparison with other laws, such as an advance study of principle of legality of crimes and penalties, the right of defense and other principles related to the criminal law. It may also include Cybercrime, Financial Crime and Money Laundering, the international criminal courts created in 2002 and its competence and the history of its creation and development, and the liability and immunities of Presidents of the States.

(The Comparative Private International Law)

Type of Course: Optional

Course No.: (law 780)

Number of hours: 3 credit hours

Instructor Name:

Description of the General Course:

The general course should be determined from the general rules related to the subject in the special course, such as: the study of the nature of nationality - the legal nature of nationality and the acquisition of nationality in comparative law - the right of blood and the right of the territory and the loss of nationality in comparative law - drag and drop and the restoration of nationality in comparative law.

Description of the Special Course:

The course includes the study of one of the advanced subjects according to the comparative legislations on the subject of nationality, such as: the problem of multiple nationality and its absence, the subsequent acquisition of nationality (naturalization) for women and minors and the possibility of granting citizenship on the basis of the right of the maternal blood, as well as to which extent the nationality can be restored; whether it is voluntarily lost or denied. It is also possible to examine the homeland in depth, especially its role as synonym of nationality in solving the problems caused by statelessness. It is also possible to study the legal status of foreigners with a focus on the rights and duties of foreigners towards the state, and the conditions of their entry and residence.

(Selected Legal Readings)

Course type: obligatory

Course number: (law 720)

Credit hours: 3

Course instructor:

Description of general curriculum: The general curriculum is chosen from the general rules related to the specific curriculum. This may include the branches of private law, the provisions of civil liability and its most important principles, the distinction between contractual liability and the tortious liability, etc.

It may also include the branches of public law, such as the principles of the public international law, the elements of a crime, the principle of legality of crimes and its punishments, etc.

Description of specific curriculum: The special curriculum of this course includes a study of a summary of different disciplines, to provide the student with sufficient knowledge of various legal terms and concepts related to different disciplines, such as constitutional principles, crimes and its punishments, the elements of a contract, the contractual liability, the tortious liability, the work injuries, the termination of an employment contract, the commercial activities, the commercial obligations and contracts, the commercial papers, etc..

(أصول الصياغة القانونية والتعليق على الأحكام القضائية)

طبيعة المساق: اجباري

رقم المساق: (law 710)

عدد ساعات المساق: 3 س م

أستاذ المساق:

توصيف المنهج العام: يتضمن المنهج العام التعريف بأركان ومراحل التعاقد، وعناصر الدعوى القضائية، ومضمون الحكم القضائي.

توصيف المنهج الخاص: يتناول المنهج الخاص دراسة معمقة للمحاور الآتية:

أولاً - صياغة العقود: وتشمل: خصائص الصياغة العقدية، وأساليب التعاقد وخصائص كل منها، وكيفية تدارك الأخطاء الشائعة في صياغة العقود، وصياغة عقود الاستشارات الهندسية FIDIC .

ثانياً - صياغة صحف الدعاوى القضائية بحسب طبيعة النزاع ومرحلة التقاضي بما يشمله من فن صياغة المذكرات القانونية باقتدار على اختلاف أنواعها، وأنماط الجمل المستخدمة في صياغة المذكرة،

ثالثاً - التعليق على الأحكام القضائية وتشمل القراءة الجيدة لحثيات الحكم، ومدى اتساق حثياته مع منطوقه، ومدى توافق الحكم مع الأحكام القضائية السابقة والاجتهادات الفقهية، والأحكام القضائية المُرسية لمبادئ قانونية جديدة.

رابعاً - الاستخدام الأمثل للغة العربية في التعبير عن الأفكار القانونية - وتشمل الصياغة بين الجملتين الاسمية والفعلية، والاستخدام السليم لعلامات الترقيم.

(إعداد بحث قانوني معمق)

طبيعة المساق: إجباري

رقم المساق: (law 740)

عدد ساعات المساق: 3 س م

أستاذ المساق:

توصيف المنهج العام: يتناول المقرر العام القواعد العامة في أصول البحث العلمي من حيث أسس اختيار موضوع البحث، وإعداد الخطة، وأنواع البحث العلمي، ومنهجيته، وعوامل نجاحه، والمراحل العملية لإعداد البحث القانوني، وأسس ومتطلبات مناقشة البحث.

توصيف المنهج الخاص: يكلف الطالب بإعداد بحث خلال الفصل الدراسي يراعى فيه تناول موضوع مقارن ومتعمق وتراعى

فيه قواعد البحث العلمي القانوني. وتجري مناقشة هذا البحث علنا من قبل لجنة يقرها القسم العلمي المعني وتكون مشكلة

من أستاذين أو أستاذين مشاركين على الأقل يكون أحدهما المشرف على البحث.

(الأنظمة القانونية المقارنة الكبرى)

طبيعة المساق: اجباري

رقم المساق: (law 730)

ساعات المساق: 3 س م

أستاذ المساق:

توصيف المنهج العام: يتم تحديد المقرر العام من القواعد العامة المرتبطة بالموضوع المعمق وهي التعريف بالأنظمة القانونية المقارنة، وأسباب ظهورها، وطبيعتها، ولمحة تاريخية عنها، وفوائد وأهمية الدراسة المقارنة، وطرق المقارنة، والمدرسة الإسلامية (المذاهب الفقهية الإسلامية)، والقانون الروماني (النشأة والمصادر والتقسيم والخصائص).

توصيف المنهج الخاص: ويتضمن الملامح الرئيسية لكل من العائلات القانونية الكبرى المعاصرة وهي: النظام الروماني، النظام الجرمانى، النظام اللاتيني، النظام الأنجلو أميركي والنظام الإسلامي.

" فلسفة القانون "

طبيعة المساق: اجباري

رقم المساق: (law 700)

عدد ساعات المساق: 3 س م

أستاذ المساق:

توصيف المنهج العام: يتم تحديد المنهج العام من القواعد العامة المرتبطة بالموضوع المعمق في المنهج الخاص، نذكر على سبيل المثال: الرقابة على دستورية القوانين - مسؤولية الدولة عن أعمال السلطة القضائية - استقلال القضاء - العدالة الجنائية.

توصيف المنهج الخاص: يتضمن هذا المساق تقديم دراسة لمفهوم الفلسفة بصفة عامة، والمدخل العام لفلسفة القانون، والعلاقة بين القانون والأخلاق في الفكر الفلسفي، ومفهوم العدالة من المنظور الفلسفي والمفهوم القانوني عند القدماء وعند فقهاء الشريعة الإسلامية، ودراسة فكرة القانون الطبيعي والقانون الوضعي، والواقعية القانونية في الفكر الفلسفي المقارن.

كلية القانون

برنامج الماجستير في القانون العام وبرنامج الماجستير في القانون الخاص

المقدمة

أنشئت كلية القانون في جامعة عجمان لتكون أحد صروح التعليم القانوني على المستويين المحلي والإقليمي، ولتؤدي دورها بين مؤسسات التعليم الجامعي الإماراتية في إعداد أجيال قانونية قادرة على العطاء. ولكلية القانون جذور ترجع إلى عام 2003 حيث قدم برنامج البكالوريوس في القانون إلى هيئة الاعتماد الأكاديمي بوزارة التعليم العالي، وقد تطور هذا البرنامج عبر مدخلات متعددة استجابة لمتطلبات الاعتماد التي أسهمت في اعتماده مبدئياً عام 2005. وقد تطور هذا البرنامج حتى حصل على الاعتماد النهائي عام 2011. وفي مرحلة تالية من مراحل تطور البرامج الأكاديمية التي تطرحها كلية القانون، تم اعتماد برنامجي الماجستير في القانون العام والماجستير في القانون الخاص عام 2008 مبدئياً، والذي حصل على الاعتماد النهائي في مايو 2016. كما طرحت الكلية برنامج دكتوراه الفلسفة في القانون في الفصل الدراسي الثاني من العام الجامعي 2017/2018م بعد أن نال الاعتماد المبدئي في سبتمبر 2017.

رسالة الكلية:

تسعى الكلية إلى توفير البيئة العلمية المناسبة لإطلاق الإبداع في مختلف العلوم القانونية، وذلك عن طريق اعتماد برامج أكاديمية متميزة تهدف إلى تخريج الكوادر المؤهلة والمدرية على ممارسة الأعمال القانونية والشرعية والإلمام بأحدث ما استجد في مجال العلوم القانونية، وتعليم الطالب وسائل اكتسابها وسبل التعلم الذاتي والاستفادة من التقنيات الحديثة، مع ضرورة تناغم برامج الكلية مع رسالة جامعة عجمان بأبعادها الثلاثة التعليمية والمعلوماتية والاستثمارية.

الأهداف:

1. ترسيخ قاعدة البحث العلمي في الجامعة.
2. إعداد كوادر وكفاءات قانونية قادرة على الأداء المتميز والمنافسة في سوق العمل، وصولاً لخدمة وتنمية المجتمع في مجالات البحث العلمي والتدريس الجامعي ونحو ذلك.
3. تنمية قدرات طلاب الدراسات العليا على إتباع مناهج البحث العلمي وأساليبه، ومتابعة التطورات العلمية والتكنولوجية، والاطلاع على أحدث النظم القانونية.
4. تفعيل الدراسة المقارنة للتشريعات الخليجية والعربية والعالمية بغرض الاستفادة من تجارب الأنظمة المختلفة.
5. المساهمة في جهود التوطين في مجالات العمل القانوني المختلفة ودعم جهود مجلس التعاون لدول الخليج العربية في هذا الصدد.
6. تقديم برامج دراسية متميزة تنطلق من الواقع وتستفيد من التطورات العالمية مع مراعاة ثوابت المجتمع عموماً، وشبكة عجمان خصوصاً.
7. إقامة جسور التواصل والتفاعل بين الجامعة وخريجائها من ذوي تخصص القانون ونظرائهم من خريجي الجامعات الأخرى المعترف بها.
8. توفير الوقت والجهد والنفقات التي تتكبدها الدولة والأفراد لمواصلة التعليم العالي في الخارج.

9. فتح باب التعاون العلمي والثقافي وتبادل الخبرات والمعارف مع كليات القانون المناظرة في مختلف الجامعات العربية والأجنبية.

الدرجات العلمية التي تمنحها الكلية:

- برنامج البكالوريوس في القانون.
- الماجستير في القانون العام.
- الماجستير في القانون الخاص.
- الدكتوراه في فلسفة القانون.

برنامج الماجستير في القانون (33 ساعة معتمدة):

تطرح كلية القانون برنامج الماجستير في تخصصين: الماجستير في القانون العام والماجستير في القانون الخاص.

المخرجات التعليمية:

يسعى برنامج الماجستير في القانون لإكساب الخريج المهارات والقدرات الآتية:

(1): مهارات معرفية:

1. بيان أساليب وطرق البحث العلمي ومصادر المعرفة القانونية.
2. شرح الأسس التي يقوم عليها التنظيم القضائي وإجراءاته واختصاصاته.
3. شرح وتوضيح المبادئ الأساسية التي تقوم عليها التشريعات المختلفة وتطبيقاتها القضائية.
4. بيان المبادئ والقيم الخاصة بالنظام القانوني وعناصره بالنظر إلى مصادره وتطوره التاريخي.

(2): مهارات فكرية (عقلية أو ذهنية)

1. إجادة التفكير الناقد والتحليل لمناقشات محددة، واقتراح الحل المناسب.
2. بناء الجدل والحوار والمناقشات القانونية، وكيفية التعامل بكفاءة مع الافتراضات القانونية في ظل قواعد قانونية محددة.
3. استخلاص القواعد من مصادر القانون المختلفة لوضع الحلول الصحيحة للمشاكل القانونية العملية والافتراضية.
4. تحليل وتفسير وتقييم النصوص التشريعية والأحكام القضائية والنظريات الفقهية والتعليق عليها.

(3): مهارات اتصال:

1. استخدام مهارات التقنية الحديثة بكفاءة، والبيانات الالكترونية بأحدث الوسائل وأفضلها.
2. العمل بروح الفريق، والاتصال بفعالية مع الآخرين باستقلال وتميز.
3. استخدام اللغة العربية والانجليزية للتعبير عن الأفكار القانونية بوضوح.
4. التعامل مع الموضوعات ذات العلاقة بالمجتمع المحلي والدولي.

(4): مهارات موضوعية:

1. استخدام مصادر المعرفة القانونية (التقليدية والالكترونية) والاستفادة منها بطرق متعددة.
2. إعداد البحوث والمقالات وفقاً للطرق العلمية والمنهجية الصحيحة.
3. استخدام مهارات الحاسوب وتكنولوجيا الاتصالات والمعلومات.
4. كتابة وصياغة العقود الاتفاقيات والمذكرات واللوائح طبقاً للأصول المتعارف عليها للصياغة القانونية السليمة.

شروط الحصول على درجة الماجستير في القانون:

1. أن يكون الطالب حاصلاً على درجة الليسانس أو البكالوريوس في القانون من إحدى كليات الحقوق أو الشرطة أو الشريعة والقانون المعترف بها بتقدير جيد جداً على الأقل (3 نقاط من أربع).
2. يجوز - على سبيل الاستثناء- قبول الطالب الحاصل على تقدير يقل عن (3 نقاط) قبولاً مشروطاً مفاده الحصول على تقدير جيد جداً (3 نقاط من أربع) في الساعات الدراسية التسع الأولى.
3. الحصول على شهادة التوفيل (450 درجة على الأقل)، أو شهادة الآيلتس أربعة ونص.
4. يجب مراعاة المعايير الآتية للمفاضلة بين المتقدمين المؤهلين للالتحاق بالبرنامج، بحيث تكون الأولوية في قبول الطلبة وفقاً للمعايير التالية:
 - أ- للطلاب الأعلى تقديراً بحسب المعدل التراكمي لدرجة البكالوريوس.
 - ب- عند التساوي في المعيار السابق تكون الأولوية للطلاب الأعلى تقديراً في مساقات البكالوريوس الرئيسية المرتبطة بالتخصص الذي يرغب الطالب التسجيل فيه وهي كالتالي:

عند الالتحاق ببرنامج الماجستير في القانون العام تكون المساقات الرئيسية المعول على تقديراتها هي: القانون الدستوري، القانون الإداري، القسم العام في القانون الجنائي، القانون الدولي العام.

أما عند الالتحاق ببرنامج الماجستير في القانون الخاص فتكون المساقات الرئيسية المعول على تقديراتها هي: مصادر الالتزام، أحكام الالتزام، مبادئ القانون التجاري، مبادئ قانون المرافعات.

مع مراعاة عدم اعتبار المساقات التي حصل فيها الطالب على تقدير يقل عن جيد.

ت- عند التساوي في المعيار السابق تكون الأولوية للطلاب الأكثر خبرة مهنية في مجال العمل القانوني.

المدة الزمنية:

1. الحد الأدنى للحصول على درجة الماجستير بمراحلتيها (المساقات الدراسية + الأطروحة) سنتين دراسيتين.
2. الحد الأقصى - للحصول على درجة الماجستير بمراحلتيها (المساقات الدراسية + الأطروحة) أربع سنوات دراسية.

فرص العمل:

1. التأهل لدراسة الدكتوراه في القانون والانضمام إلى هيئة التدريس في الجامعات.
2. تقلد وظائف النيابة العامة والقضاء.
3. العمل في مجال المحاماة والاستشارات القانونية ومراكز التحكيم.
4. العمل في دوائر الشؤون القانونية بمختلف الوزارات والمؤسسات.
5. تقلد وظائف السلك الدبلوماسي والقنصلي.
6. التدريس في مراكز التدريب والتنمية المهنية العاملة في المجال القانوني.

توزيع الدرجة والتقدير:

- أ- تتوزع درجات المساق في البرنامجين - عدا مساق مناهج البحث - على النحو التالي:
- 40% لامتحان النهائي.
 - 20% لامتحان الشفوي
 - 20% لامتحان السعي والأنشطة والأبحاث الدورية
 - 20% لامتحان المنتصف

ب- بالنسبة لمساق "مناهج البحث في العلوم القانونية" يكون توزيع درجات المساق على النحو التالي:

- 20% للامتحان النهائي
- 20% لمناقشة وتقييم البحث النهائي
- 40% للبحوث والأوراق البحثية التي يكلف بها الطلاب
- 20% لتدريب الطلاب على الاستعانة وكيفية البحث باللغات الأجنبية
- ت- يشترط لنجاح الطالب حصوله على 70% على الأقل من الدرجة الكلية.

تكون تقديرات الطالب على النحو التالي:

- راسب (F) : أقل من 70%
- جيد (C) : من 70% إلى أقل من 75% (نقطتان)
- جيد مرتفع (C+) : من 75% إلى أقل من 80% (2.5 نقطة)
- جيد جدا (B) : من 80% إلى أقل من 85% (3 نقاط)
- جيد جدا مرتفع (B+) : من 85% إلى أقل من 90% (3.5 نقاط)
- ممتاز (A) من 90% فأكثر (4 نقاط).

المحتوى العلمي للمسابقات ومنهج الدراسة:

- تتكون المادة العلمية لمفردات كل مساق من قسمين: قسم خاص وقسم عام.
- يتم توصيف القسم العام لكل مساق توصيفاً دقيقاً ومحددأ، أما القسم الخاص فيكون دراسة تفصيلية متعمقة ومقارنة لأحد الموضوعات الهامة للمساق يتم اختياره تحت إشراف القسم العلمي الذي يتبعه المساق المعنى، ويجب مراعاة المعايير الآتية عند اختيار الشق الخاص في المسابقات التدريسية:
- أ. الحدائة والعمق والدراسة المقارنة.
- ب. يتصل بالتشريع الإماراتي، أو على الأقل مزودا بإضافة للكتاب تغطي هذا الجانب.
- ت. التحديث المستمر لمحتوى المسابقات بما يواكب التطورات والمستجدات التشريعية المقارنة.
- ث. تكون الأولوية في اختيار الكتاب المقرر ضمن المنهج الخاص للأبحاث العلمية المتخصصة، ولا يجوز الاعتماد في هذا الشأن على الكتب التي تدرج ضمن المؤلفات العامة أو أبواب منها.
- يكون منهج الدراسة هو المنهج المقارن مع الشريعة الإسلامية والتشريعات الأجنبية.
- يتم تطبيق نظام التدريس التفاعلي في دراسة المسابقات الدراسية، بما يضمن إشراك الطالب في إعداد وشرح موضوعات المساق وحتى لا يقتصر دوره على تلقي المعلومات دون أن يكون له دور إيجابي في تحصيلها، ولأستاذ المساق أن يختار ما يلائم من بين الوسائل التالية الداعمة للتدريس التفاعلي:
- أ. تقسيم طلبة كل شعبة لفرق عمل يشترك كل منها في إعداد أحد موضوعات المساق ووضعه في إطار خطة منهجية لإلقائه على زملائهم في قاعة الدرس وبحضور أستاذ المساق الذي يقيم أداء كل فريق ويقدر له درجة ضمن درجات النشاط الصفي.
- ب. قيام الطلبة بزيارات ميدانية للمؤسسات المهنية ذات العلاقة بالمساق، مثل المجلس الوطني الاتحادي وغرفة التجارة والصناعة ومحاكم مركز دبي المالي العالمي (DIFC)، ويقدر الأستاذ درجة لهذه الزيارات ضمن درجات النشاط اللاصفي.
- ت. يطرح أستاذ المساق قضايا عملية على الطلبة ويبيد كل طالب رأيه القانوني فيها، ويقدم أستاذ المساق مدى فهم الطالب للقضية وقدرته على تطبيق القواعد النظرية على هذه الوقائع العملية، ويقدر له درجة ضمن درجات النشاط الصفي.
- ث. إلزام الطالب بتقديم بحث في أحد موضوعات المساق أو تعليق على حكم قضائي صادر في إطار محتواه، يبرز فيه الطالب المبادئ المستفادة من الحكم ورأيه القانوني فيه.

- يتم تدريس بعض المفردات العلمية لمساقي القانون الدولي العام (القانون العام) وتشريعات النقل (القانون الخاص) باللغة الانجليزية.

الأطروحة (12 ساعة معتمدة)

1. التسجيل في الأطروحة:

يشترط للتسجيل في الأطروحة ما يلي:

4. اجتياز السنة التمهيدية بنجاح حسب القواعد المقررة بمعدل لا يقل عن (3 نقاط من 4).
5. أو الحصول على دبلوم الدراسات العليا الذي تطرحه الكلية بمعدل لا يقل عن (3 نقاط من 4).
6. أو الحصول على أحد دبلومات الدراسات العليا في القانون (أو ما يعادله) بمعدل لا يقل عن (3 نقاط من 4) من إحدى الجامعات المعترف بها بشرط معادلته حسب القواعد المعمول بها بجامعة عجمان.
7. يجوز قبول تسجيل الطالب لأطروحة الماجستير إذا كان قد أتم دراسة 18 ساعة معتمدة من إجمالي 21 ساعة.
8. أن يختار الطالب موضوعاً لأطروحته ذا صلة بالتخصص الذي اختاره في المرحلة الأولى للماجستير، وأن يتسم بالجدية.
9. تتبع في تسجيل الأطروحة الآلية التالية:-
1. عقد سيمينار حول موضوع الأطروحة المقترح بعد تلقي الطالب توجيهات المشرف المبدئي، ليعرض فيه الطالب أمام اللجنة المبين تشكيها في البند التالي، أهمية الموضوع، ومشكلة البحث، ومنهجه البحثي فيه، وبيان مبدئي بالدراسات والكتب والأبحاث السابقة التي تناولت الموضوع، والخطة المبدئية للبحث.
2. تكلف لجنة مشكلة من رئيس القسم ومنسق البرنامج المعنيين وأساتذة التخصص الدقيق في القسم بحضور هذا السيمينار وإبداء الرأي في عرض الطالب لموضوع البحث وتقدير مدى فهمه وإحاطته لجوانبه المختلفة، وتحرير محضر بهذه الوقائع يوقع عليه منسق البرنامج لعرضه على مجلس القسم.
3. يتولى منسق البرنامج إخطار الطالب بتوصية مجلس القسم المتضمنة نتيجة السيمينار، وهي نتيجة تتراوح بين:
 - التوصية بتسجيل الأطروحة.
 - تعديل المقترح وإحالة الطالب لأحد أعضاء القسم لمزيد من ضبط الخطة والعنوان وإضافة مراجع رئيسية في الموضوع.
 - التوصية باختيار موضوع آخر.
4. لا يجوز عرض طلب تسجيل الأطروحة على مجلس القسم المعني إلا بعد موافقة لجنة السيمينار المشار لها بعاليه على الموضوع وعلى خطة دراسته.

2. مدة الأطروحة:

- أ. سنة على الأقل من تاريخ موافقة مجلس الكلية على الموضوع وخطة البحث.
- ب. يسقط تسجيل الأطروحة بعد مرور سنتين من بداية الفصل الدراسي التالي لاجتياز الطالب المساقات الدراسية جميعها، ويجوز تجديد التسجيل استثناءً بموافقة مجلس الشؤون العلمية والتعليمية بالجامعة بناء على توصية مجلس الكلية لمدة لا تتجاوز سنة دراسية واحدة ولمرة واحدة فقط.

3. الإشراف والمناقشة:

- أ- يجب أن يكون المشرف على الرسالة بدرجة أستاذ مشارك على الأقل، ويجوز - عند تعدد المشرفين - أن يكون أحدهم أستاذاً مساعداً.

- ب- يلزم أن يكون المشرف الرئيس من داخل الكلية، ويجوز أن يكون معه مشرف آخر من خارج الكلية.
- ت- تتكون لجنة الحكم على الرسالة من ثلاث أعضاء بمن فيهم المشرف بدرجة أستاذ مشارك على الأقل، أحدهم على الأقل من خارج الجامعة.
- ث- إذا تعدد المشرفون يجوز اشتراكهم جميعاً في لجنة المناقشة على أن يكون لهم صوت واحد.
- ج- يقدم المشرف العلمي- أو المشرفون عند تعددهم - تقريراً علمياً عن الرسالة عن مدى صلاحيتها إلى رئيس القسم العلمي المختص مع اقتراح تشكيل لجنة الحكم على الرسالة.
- ح- الحد الأقصى- لعدد الرسائل التي يشرف عليها عضو هيئة التدريس منفرداً هو خمس رسائل وثلاث رسائل أخرى مشتركة في الاشراف مع غيره.
- خ- تكون المناقشة علنية، ويقدم كل عضو من أعضاء لجنة المناقشة تقريراً علمياً فردياً عنها، وتقدم اللجنة تقريراً جماعياً متضمناً نتيجة المناقشة ورأيها في منح الدرجة العلمية للطالب.

4. التوصية والتقدير:

- أ- يتضمن قرار اللجنة إحدى التوصيات الآتية:
- قبول الرسالة ومنحها التقدير الذي تستحقه حسب القواعد المقررة.
 - قبول الرسالة وتأجيل منح الدرجة إلى حين إجراء بعض التعديلات دون مناقشة جديدة خلال المدة التي تحددها اللجنة وإلا اعتبرت الرسالة مرفوضة.
 - رفض الرسالة.

ب- يمنح الطالب أحد التقديرات الآتية:

- أ- ماجستير في القانون.
- ب- ماجستير في القانون بتقدير جيد.
- ج- ماجستير في القانون بتقدير جيد جداً.
- ث- ماجستير في القانون بتقدير ممتاز.

5. تقديرات الماجستير:

يتم احتساب المعدل التراكمي لدرجة الماجستير أخذاً في الاعتبار التقدير الممنوح للرسالة وعدد الساعات المخصصة لها، إضافة إلى المساقات الدراسية، كل حسب الوزن النسبي له، وفقاً للساعات المعتمدة لكل مساق.

متطلبات التخصص (33 ساعة معتمدة) :

1- برنامج الماجستير في القانون العام:

الخطة الدراسية لبرنامج الماجستير القانون العام

المرحلة الأولى – مرحلة المساقات (المرحلة التمهيدية):

أ- المساقات الإجبارية: 12 ساعة معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	عدد الساعات
1	Law510	القانون الإداري		3
2	Law520	القانون الجزائي		3
3	Law530	التشريعات الاقتصادية والمالية		3
4	Law500	مناهج البحث في العلوم القانونية		3

ب - المساقات الاختيارية 9 ساعات معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	الساعات المعتمدة
1	Law511	القانون الدستوري والنظم السياسية		3
2	Law540	القانون الدولي العام		3
3	Law512	تشريعات البيئة		3
4	Law531	المالية العامة		3
5	Law513	العقود الإدارية		3
6	Law550	قانون الاتصالات والمعلومات		3
7	Law521	التشريعات الجزائية الخاصة		3

المرحلة الثانية: الأطروحة

م	رقم المساق	اسم المساق	المتطلب السابق	عدد الساعات
1	Law600	الأطروحة:	اجتياز 21 ساعة معتمدة	12

2. برنامج الماجستير في القانون الخاص:

الخطة الدراسية لبرنامج الماجستير القانون الخاص

المرحلة الأولى – مرحلة المساقات (المرحلة التمهيديّة):

ب- المساقات الإجبارية: 12 ساعة معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	الساعات المعتمدة
1	Law515	قانون المعاملات المدنية	-	3
2	Law525	قانون المعاملات التجارية	-	3
3	Law535	قانون الإجراءات المدنية	-	3
4	Law500	مناهج البحث في العلوم القانونية	-	3

ب - المساقات الاختيارية 9 ساعات معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	الساعات المعتمدة
1	Law545	تنازع القوانين في العقود الدولية		3
2	Law536	التحكيم التجاري الوطني والدولي		3
3	Law526	قانون المعاملات الإلكترونية		3
4	Law527	تشريعات منع الاحتكار وحماية المستهلك		3
5	Law528	قانون الملكية الفكرية		3
6	Law529	تشريعات النقل (البحري - الجوي - البري)		3
7	Law555	أحكام المعاملات المالية في الشريعة الإسلامية (الشركات - العقود - أعمال البنوك)		3

المرحلة الثانية: الأطروحة

رقم المساق	اسم المساق	المتطلب السابق	عدد الساعات
Law600	الأطروحة:	اجتياز 21 ساعة معتمدة	12

توصيف المساقات

1- توصيف مساقات برنامج الماجستير في القانون العام:

أ. توصيف المساقات الإجبارية:

مساق القانون الإداري (Law 510) 3 س م

طبيعة المساق: اجباري

عدد ساعات المساق: 3 س م

أستاذ المساق: أ.د/ عبدالسلام سالمي

توصيف المساق:

القسم العام: يستعرض نشأة القانون الإداري ومصادره، ويتطرق إلى الإدارة العامة والقرار الإداري والضبط الإداري والمرافق العامة، والجزاء الإداري والعقد الإداري والوظيفة العامة، كما ويتطرق إلى الرقابة على أعمال الإدارة (مشروعية وسيادة القانون).

القسم الخاص: يتناول بعض الموضوعات المتخصصة يتميز بالأهمية العملية مثل: القرار الإداري من حيث ماهيته وما يترتب عليه وأساليب السحب والطعن عليه، المرافق العامة في القانون المقارن، المركز القانوني للموظف العام.

مساق القانون الجزائي – رقم المساق: (Law 520) 3 س م

طبيعة المساق: اجباري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ لطيفة حميد

توصيف المساق:

القسم العام: يتضمن دراسة النظرية العامة للجريمة من حيث أركانها وأسباب الإباحة وموانع المسؤولية والمشاركة الجنائية، إضافة لفلسفة العقوبة مع بيان موقف المشرع في الإمارات، وتأثره بالمبادئ الجزائية في الشريعة الإسلامية، فضلاً عن الإلمام بالقواعد العامة للقسم الخاص في قانون العقوبات وقانون الإجراءات الجزائية.

القسم الخاص: دراسة معمقة لأحد الموضوعات المتخصصة مثل: أسباب الإباحة في الأعمال الطبية، الجرائم الماسة بالعقيدة في القانون الإماراتي والقانون المقارن، السلطة التقديرية للقاضي الجنائي في توقيع العقوبة (دراسة لتجربة قانون العقوبات الإماراتي).

مساق التشريعات الاقتصادية والمالية (Law 530)

طبيعة المساق: إجباري

عدد ساعات المساق: 3 س م

أستاذ المساق: أ. د. محمد الحسين

توصيف المساق:

القسم العام: يتضمن دراسة الأطر العامة للتشريع في التشريعات الاقتصادية، والنظرية العامة للضريبة، وسياسة النقد المتبعة في دولة الإمارات العربية المتحدة مقارنة بالدول الخليجية.

القسم الخاص: دراسة أحد الموضوعات المتخصصة بصورة معمقة مثل: المصارف الإسلامية: ما لها وما عليها، التحويل الخارجي للعمالة الوافدة وآثاره الاقتصادية، النظام القانوني للنقود الإلكترونية، التكامل الاقتصادي لدول مجلس التعاون الخليجي، او عرض لقوانين المصرف المركزي، او السرية المصرفية او مكافحة غسل الأموال او قوانين هيئة الأوراق المالية والسلع لدولة الامارات العربية المتحدة، او الاستثمار في المناطق الحرة.

مساق مناهج البحث في العلوم القانونية (Law 500) 3 س م

طبيعة المساق: اجباري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ محمد الحسين

توصيف المساق:

يتضمن المساق عرضاً لأصول البحث العلمي وعناصره ومفترضاته، وتدريب الطالب على كيفية اختيار موضوع البحث، ودراسة مناهجه وكيفية جمع المادة العلمية والفهرسة، فضلاً عن متابعة التطبيق العملي للطلاب لكل هذه الجوانب من خلال تكليفهم فرادى وجماعات بإعداد بحوث تجريبية.

ب. توصيف المساقات الاختيارية:

مساق التشريعات الجزائية الخاصة (Law 521) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ عبد العزيز الحسن

توصيف المساق:

القسم العام: يشتمل على دراسة معمقة لقواعد التجريم والعقاب والقواعد الإجرائية لجرائم المعلوماتية من حيث التعريف بها وبيان طبيعتها والآثار المترتبة عليها وأنواعها من خلال دراسة مقارنة بين التشريعات المختلفة التي عالجتها مع التركيز على القانون الاتحادي رقم 2 لسنة 2015 في شأن مكافحة جرائم تقنية المعلومات.

القسم الخاص: ويتناول دراسة معمقة لأحد موضوعات القانون الجنائي مثل النظرية العامة للقصد الجنائي، فلسفة العقوبة في الشريعة الإسلامية، العقوبة البدنية، الضوابط القانونية لنقل وزراعة الأعضاء البشرية.

مساق القانون الدستوري والنظم السياسية (Law 511) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

أستاذ المساق: أ.د/ عبدالسلام سالم

توصيف المساق:

القسم العام: دراسة النظرية العامة للقانون الدستوري وإيضاح طبيعته وتميزه عن باقي فروع القانون الأخرى، كما يتضمن دراسة مصادر الأحكام الدستورية وأنواع الدساتير ونشأتها وانقضائها، وبرز أيضاً وسائل الحفاظ على سيادة الدستور من خلال بيان أنواع الرقابة على دستورية القانون.

القسم الخاص: يتضمن دراسة موضوع أو أكثر من موضوعات القانون الدستوري والنظم السياسية المعاصرة ذات الأهمية العلمية والعملية مثل: المجلس الوطني الاتحادي: تشكيله واختصاصاته من واقع التجربة في الدولة، المحاكم الدستورية في القانون المقارن، الاختصاصات التشريعية للسلطة التنفيذية في الظروف الاستثنائية. الرقابة على دستورية القوانين.

مساق القانون الدولي العام (موضوعات متخصصة) (Law 540) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ رياض صالح

توصيف المساق:

القسم العام: يتضمن دراسة ماهية القانون الدولي العام من حيث تعريفه وبيان خصائصه وتميزه عن غيره من القواعد المشابهة له وطبيعته، والعلاقة بينه وبين القانون الداخلي، ومصادره وأشخاصه.

القسم الخاص: يتضمن دراسة موضوع أو أكثر من موضوعات القانون الدولي المعاصرة ذات الأهمية العلمية والعملية مثل: قانون البحار، القانون الدبلوماسي والقنصلي، قانون النزاعات المسلحة ... إلخ.

مساق تشريعات البيئة (Law 512) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ رياض صالح

توصيف المساق:

القسم العام: يتضمن دراسة الأحكام العامة في قوانين البيئة، من حيث بيان ماهية البيئة (تعريفها وخصائصها وعناصرها وأنواعها)، وأهمية حماية البيئة داخليا ودوليا، وعلاقة قوانين البيئة بالعلوم القانونية الأخرى، والالتزام بحماية البيئة على المستويين الداخلي والدولي، والجهود التي تبذلها الدول (خصوصا دولة الإمارات العربية المتحدة) لحماية البيئة.

القسم الخاص: يتضمن دراسة موضوع أو أكثر من موضوعات قوانين البيئة المعاصرة ذات الأهمية العلمية والعملية مثل: الجهود التي بذلتها دولة الإمارات العربية المتحدة في مجال حماية البيئة، ودور القانون الدولي في حماية البيئة، والمسؤولية القانونية المترتبة على الإخلال بحماية البيئة ... إلخ.

مساق المالية العامة (Law 531) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

أستاذ المساق: أ. د. محمد الحسين

توصيف المساق:

القسم العام: دراسة شاملة للمالية العامة والقانون الضريبي من خلال التعمق في مجال البحث في مفهوم الموازنة وأنواعها ومبادئها وأساليب إعدادها، وصيغ الإعداد مع التوسع في جوانب إقرارها وكيفية رفضها والنتائج المترتبة على الرفض، كما تشمل الدراسة عمليات تنفيذ الموازنة، ووسائل مراقبة التنفيذ والأجهزة الخاصة بعمليات المراقبة وجهات المراقبة القضائية والبرلمانية.

القسم الخاص: دراسة أحد الموضوعات بصورة معمقة مثل: الرقابة المحاسبية على النفقات العامة، الوسائل الاقتصادية الحديثة لترشيد الإنفاق العام، المشروع الخليجي لتوحيد العملة مع الاستفادة من تجربة العملة الأوربية الموحدة، او السياسة الضريبية او الموازنة العامة والحساب الختامي، او الدين العام والقروض الخارجية والداخلية،

مساق العقود الادارية (Law 513) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

أستاذ المساق: أ.د/ عبدالسلام سالم

توصيف المساق:

القسم العام: يتطرق المساق إلى التعريف بالعقد الإداري وشرح فكرة العقود الإدارية في فرنسا وفي مصر، ودراسة معيار العقد الإداري وكيفية إبرام العقود الإدارية وكيفية تنفيذ العقود الإدارية والتعريف بأهم العقود الإدارية وكذلك أنواع العقود الإدارية مع الأشخاص الأجنبية وبيان الالتزامات التي تتولد عن العقود الإدارية.

القسم الخاص: يتضمن دراسة معمقة لأحد الموضوعات ذات الصلة بالعقود الإدارية، مثل: مشكلات التحكيم في العقود الإدارية، فسخ العقود الإدارية، الإبرام الإلكتروني للعقد الإداري.

مساق قانون الاتصالات والمعلومات (Law 550)

3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م
أستاذ المساق: د/ عبدالعزيز الحسن
توصيف المساق:

القسم العام: يتضمن دراسة الإطار القانوني لتكنولوجيا المعلومات في ضوء وسائل الاتصال الحديثة، والتعرض لتدابير حماية وسائل الاتصال والمعلومات بعد بيان مفهومها. وكذلك النظام القانوني للهيئة العامة للمعلومات في دولة الإمارات العربية المتحدة.
القسم الخاص: يتضمن دراسة أحد الموضوعات المتخصصة بصورة معمقة مثل: حالات حماية الحق في البيانات الشخصية من مخاطر التكنولوجيا الحديثة، والمسؤولية عن الأفعال التي تمس مصالح الأشخاص في مجال المعلومات، حماية حقوق الملكية الفكرية في وسائل الاتصال والمعلومات.

2- توصيف مساقات برنامج الماجستير في القانون الخاص:

أ. توصيف المساقات الإجبارية:

مساق قانون المعاملات المدنية (Law 515) 3 س م

طبيعة المساق: اجباري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ رغيد عبد الحميد فتال

توصيف المساق:

القسم العام: يتضمن دراسة النظرية العامة للالتزام من حيث المصادر الإرادية (بعقد الإرادة المنفردة) والمصادر غير الإرادية (الفعل الضار والكسب بلا سبب) وأحكام الالتزام.
القسم الخاص: يتضمن موضوعاً أو أكثر من موضوعات قانون المعاملات المدنية يتميز بخصوبة الفحوى والأهمية العملية واختلاف المذاهب التشريعية ودراسته دراسة تحليلية وتأسيسية وتتبع تطبيقاته العملية المختلفة، ومقارنته مع نظيره في بعض النظم القانونية المعاصرة مع بيان موقف القضاء مثال ذلك المسؤولية المهنية، المسؤولية العقدية عن فعل الغير، المسؤولية التقصيرية، الإنجاب الصناعي، مسؤولية مقاولي البناء، عقد العمل، وغير ذلك.

مساق قانون المعاملات التجارية (Law 525) 3 س م

طبيعة المساق: اجباري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ زينة الصفار

توصيف المساق:

القسم العام: يتضمن دراسة النظرية العامة للقانون التجاري من حيث تعريف القانون التجاري ومصادره ومبررات استقلاله وأصوله التاريخية وأحكام العمل التجاري والآثار القانونية المترتبة عليه، ثم دراسة التاجر والتزاماته والمتجر وعناصره المعنوية والمادية المختلفة.

القسم الخاص: يتضمن دراسة موضوع أو أكثر من موضوعات القانون التجاري المعاصرة ذات الأهمية العلمية والعملية مثل: النظام القانوني للإيجار التمويلي، الجوانب القانونية المناطق الحرة، الأسواق المالية، الاستثمار وأبعاده القانونية والاقتصادية والاجتماعية، ضمانات الائتمان المصرفي.

مساق قانون الإجراءات المدنية (Law 535) 3 س م

طبيعة المساق: اجباري

عدد ساعات المساق: 3 س م

أستاذ المساق: أ.د/ حسني محمود عبد الدايم

توصيف المساق:

القسم العام: يتضمن دراسة القواعد العامة للتقاضي والقضاء بدءاً بالتنظيم القضائي، وقواعد الاختصاص، ونظرية الدعوى، والأحكام وكيفية إصدارها وطرق الطعن فيها، والأوامر، وقواعد التنفيذ الجبري وإجراءاته ومنازعاته.
القسم الخاص: يخصص لدراسة أحد الموضوعات المتعمقة مثل: نظرية الاختصاص القضائي، نظرية المصلحة في الدعوى، تنفيذ الأحكام الأجنبية في دولة الإمارات، بطلان التبليغات القضائية وأثره على الدعوى.

مساق مناهج البحث في العلوم القانونية (Law 500) 3 س م

طبيعة المساق: اجباري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ احمد الفضلي

توصيف المساق:

يتضمن المساق عرضاً لأصول البحث العلمي وعناصره ومفترضاته، وتدريب الطالب على كيفية اختيار موضوع البحث، ودراسة مناهجه وكيفية جمع المادة العلمية والفهرسة، فضلاً عن متابعة التطبيق العملي للطلاب لكل هذه الجوانب من خلال تكليفهم فرادى وجماعات بإعداد بحوث تجريبية.

ب. توصيف المساقات الاختيارية:

المساقات الاختيارية

مساق تنازع القوانين في العقود الدولية (Law 545) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ أحمد الفضلي

توصيف المساق:

القسم العام: يتضمن عرضاً للعقود الدولية ومفاوضات عقدها، وكيفية حل تنازع القوانين في العقود الدولية، مع التعريف بمبدأ قانون الإرادة وتطوره وأزمته، ونظرية العقد بدون قانون.
القسم الخاص: يتضمن دراسة أحد الموضوعات المتعمقة في تنازع القوانين مثل: نظرية العقد في القانون الدولي الخاص، معيار العقد الدولي، قانون الإرادة ودوره في حل تنازع القوانين في العقود الدولية، القانون الواجب التطبيق على عقد الزواج وآثاره.

مساق التحكيم التجاري الوطني والدولي (Law 536) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

أستاذ المساق: أ.د/ حسني محمود عبد الدايم

توصيف المساق:

القسم العام: يتضمن النظرية العامة للتحكيم التجاري الوطني والدولي، من حيث معنى التحكيم لغة واصطلاحاً، وطبيعته القانونية، والشروط الموضوعية والشكلية له، وآثار الاتفاق على التحكيم، والأحكام المختلفة لمجلس أو لهيئة التحكيم، وإجراءاته، والتحكيم عبر الإنترنت، والإثبات الإلكتروني وما يتعلق بصدور قرار التحكيم، وأسباب بطلانه، وآلية تنفيذه وطنياً ودولياً.

القسم الخاص: يتضمن دراسة موضوع أو أكثر من موضوعات التحكيم التي لها أهمية عملية وعلمية متميزة، مثل: التحكيم الإلكتروني، بطلان شرط التحكيم، تنفيذ قرار التحكيم، التحكيم في المعاملات الرياضية.

مساق قانون المعاملات الالكترونية (Law 526) 3 س م

طبيعة المساق: اختياري

ساعات المساق: 3 س م

أستاذ المساق: أ.د. محمد المرسي زهرة

توصيف المساق:

القسم العام: يتضمن دراسة القواعد العامة للتجارة عبر الوسائل الإلكترونية ومشكلاتها القانونية، وكيفية انعقاد المعاملات الإلكترونية، وحفظ السجلات الإلكترونية، والرسائل الإلكترونية وحجيتها في الإثبات.

القسم الخاص: يتضمن دراسة أحد الموضوعات المتخصصة بصورة معمقة مثل: بطاقات الائتمان الإلكترونية، التوقيع الإلكتروني وحجيته في الإثبات، الحلول التشريعية والفقهية للمشكلات القانونية المتعلقة بالتعاقدات الإلكترونية وحماية المستهلك في مواجهة المزود والتعاقد عبر الوسائل الالكترونية.

مساق تشريعات منع الاحتكار وحماية المستهلك (Law 527) 3 س م

طبيعة المساق: اختياري

ساعات المساق: 3 س م

أستاذ المساق: د. سهر القاضي

توصيف المساق:

القسم العام: يتضمن دراسة الأصول التاريخية لحماية المستهلك في الشرائع القديمة والشريعة الإسلامية ومبررات هذه الحماية ونطاقها في القواعد العامة، والقوانين الخاصة بحماية المستهلك، ومفهوم السلعة أو الخدمة والتزامات المنتج بموجب قوانين حماية المستهلك، والمنافسة المشروعة فضلاً عن مفهوم الاحتكار.

القسم الخاص: يتضمن دراسة موضوع مختار من موضوعات حماية المستهلك يكون لها أهمية عملية وعلمية مثل: مفهوم المستهلك في نطاق تشريعات الحماية، والحماية المدنية والتجارية للمستهلك، أثر حماية المستهلك على اقتصاديات السوق، الغش التجاري وأثره على المستهلك.

مساق قانون الملكية الفكرية (Law 528) 3 س م

طبيعة المساق: اختياري

ساعات المساق: 3 س م

أستاذ المساق: د/ مجدي حسن خليل

توصيف المساق:

القسم العام: يتضمن دراسة القواعد العامة لحماية الملكية الفكرية في جوانبها المختلفة، سواءً حقوق المؤلف أو الحقوق المجاورة، والعلامات التجارية، وبراءات الاختراع، والنماذج والرسوم الصناعية، ووسائل حمايتها في التشريعات الوطنية والمعاهدات الدولية.

القسم الخاص: يتضمن دراسة أحد الموضوعات المتخصصة بصورة معمقة مثل: حماية العلامة التجارية عبر الوسائل الالكترونية - حقوق المصنفات الفنية - حماية الملكية الفكرية وأثرها في الاستثمار الأجنبي - المنظمة العالمية للملكية الفكرية ودورها في نشر مفاهيم حماية الملكية الفكرية.

مساق المعاملات المالية في الشريعة الإسلامية (Law 555) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ قيس عبد الوهاب

توصيف المساق:

القسم العام: يتضمن دراسة مفهوم المعاملات المالية في الشريعة الإسلامية وبيان أوجه استقلالها عن العبادات والجنايات في الشريعة، والقواعد العامة لمشروعية المعاملات المالية، مع التطبيق على بعض أنشطة البنوك الإسلامية، وبيان المعاملات المنهي عنها من حيث بطلانها أو فسادها.

القسم الخاص: يتضمن دراسة أحد الموضوعات المتخصصة بصورة معمقة مثل: عقد الاستصناع، الشفعة، والحجز لحق الغير، وشركات المضاربة (القراض)، بيع الوفاء.

مساق تشريعات النقل (Law 529) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ سوزان علي

توصيف المساق:

القسم العام: يتضمن دراسة الأحكام المختلفة للنقل البري والبحري والجوي، من حيث الأحكام المتعلقة بعقد النقل، والالتزامات المترتبة عليه وإثباته، مع بيان أشخاص الملاحة البحرية والجوية والتزامات وحقوق كل منهم، ودراسة التأمين عن المسؤولية المدنية في مجال النقل.

القسم الخاص: يتضمن دراسة موضوع أو أكثر من موضوعات النقل الجوي والبحري والبري ذات الأهمية العملية والعلمية مثل مسؤولية الناقل الجوي، ومسؤولية الناقل البحري في نقل الأشياء، والتأمين عن المسؤولية المدنية الناجمة عن حوادث السيارات، وسند الشحن في النقل البحري، وعقد النقل بالمجان وأثره على مسؤولية الناقل.

MA in Arabic Language & Literature

Offered by
College of Humanities & Sciences
Department of Arabic and Islamic Studies

Department Mission:

In keeping up with the mission of the College of Humanities and Science, the Department of Arabic and Islamic Studies is engaged in the preparation of qualified personnel in the field of postgraduate studies of the Arabic Language and Literature. It also contributes to providing the knowledge in the field of Arabic Language and Islamic Studies outside the department, such as the Department of Educational Science, the College of Mass Communication and the Program of Public Studies and implementing scientific research in different fields of the major.

Department Objectives:

- Preparing qualified educated personnel according to national and international standards in postgraduate studies (Master of Arabic Language and Literature) and areas of specialization in preparing teachers of Arabic Language for the higher stages of study.
- Providing the learner with the knowledge and skills in the use of the correct language giving importance to the second language.
- Training the learner to use the latest technologies and smart systems and implementing them in the educational and learning process.
- Providing the learner with the skills of scientific research, critical thinking and creativity and the preparation of scientific research and master's dissertation in the Arabic language and literature.
- Providing community services and specialized advice to various bodies and institutions in the linguistic fields.

Department Programs:

The department of Arabic and Islamic Studies offers a Master of Arabic Language and Literature Program.

Program Objectives:

The program seeks to achieve the following objectives:

1. Providing the student with deep knowledge, both old and new, in the fields of Arabic language and literature.
2. Building students' new perspectives in the fields of literary and linguistic knowledge.

3. Providing the student with tools for text critical analysis to implement them in solving the language and literature problems.
4. Enabling students to employ the achievement of manuscripts tools.
5. Enabling the student to discuss old and new issues and questions that are raised in the literary and linguistic fields.
6. Enabling students to employ the tools and methods of scientific research in literary and linguistic issues.
7. Preparing leaders who are able to develop themselves professionally and assume leadership responsibilities in developing the field of Arabic language and literature.

Program Outcomes:

After completing the required courses and preparing the dissertation, the graduate student will be able to:

1. Extend knowledge comprehensively in the Arabic language and its branches (literature, language, grammar, syntax and rhetoric).
2. Introduce new concepts in the fields of Arabic language, relying on the various scientific methods adopted in solving linguistic and literary problems.

Skills:

3. Able to choose the appropriate tools for text analysis and criticism of texts based on scientific standards.
4. Achieve traditional texts in the language and literature according to the methods of scientific investigation.
5. Able to discuss issues in an educated manner expressing own opinion.
6. Prepare specialized scientific researches according to an approved research plan.
7. Make decisions within the collective work of the scientific research that is related to the Arabic language.
8. Participates in the development of projects individually and collectively in the field of scientific research is related to the Arabic language and literature.
9. Analyzes the student's educational performance, evaluates it and then develops it within his educational ambitions and professional practices in the field of Arabic language and literature.

Admission Requirements:

After reviewing and analysing the competitive and similar academic programs, Ajman University suggests that the applicant must complete the following conditions in the master's program in the Arabic Language and Literature:

First: The applicant must have a bachelor's degree or an academic equivalent from a recognized university in the UAE with a grade point average of not less than (3 out of 4) in the field of specialization: Arabic Language and Literature.

Majors of study that are close to the major of the Arabic language and literature:

- Bachelor's programs that include at least 30 credit hours in Arabic language courses, such as the program of Bachelor of Education degree in the preparation of teachers of Arabic language and Islamic studies.

Second: Students can be accepted for admission on conditional bases for those with a grade point average of less than (3), provided that they register for (3) courses for the first semester (9 credit hours) and obtain a grade point average of (3) or above. Anyone that does not fulfill the two requirements will be dismissed from the program.

Third: Students who have a bachelor's degree in any specializations related to the Arabic language and literature can be accepted on conditional bases to fulfill their registration into the master's program in the Arabic language and literature providing that they enter into the qualifying program after being admitted to the program and before taking any master's courses and according to the following conditions:

1. To obtain a grade point average of at least (3) out of (4) in the Arabic language courses he took.
2. Registration of remedial courses that do not exceed (30) credit hours intended to qualify them to obtain the competencies required for registration in the master's program and succeed in it. The student has to register for these courses before he is able to register for master's courses.

Graduation Requirements:

Terms of completion of the program and presentation of the program method for verification:

- Completion of 36 credit hours successfully with a grade point average of not less than very good (3) point average (courses and dissertation).
- Completion of nine courses (27) credit hours successfully with a grade point average of not less than very good (3) point average.
- A Master's dissertation in a field of language or literature with 9 credit hours in the second year and passing the examination discussion with a grade point average of at least (3) out of (4).

ماجستير في اللغة العربية وآدابها

المقدمة:

لم تعد أهمية التعليم العالي في الخطط الاستراتيجية للدولة تخفى على أحد. فتأثير انفجار المعلومات فرض على الدارس الاستمرار في التحصيل والبحث، والسعي إلى تجديد معلوماته باستمرار وتطويرها والاستمرار في البحث، ليس فقط حتى الحصول على الدكتوراه وإنما لا بد من استمرار تأهيل الباحث والمدرس بصورة دائمة في مجال تخصصه. وبناء عليه فإن كلية الانسانيات والعلوم بجامعة عجمان تخطط لتقديم برنامج ماجستير اللغة العربية وآدابها، استجابة لاحتياجات حملة بكالوريوس اللغة العربية وآدابها العاملين في قطاع التربية والتعليم وفي غيره من قطاعات الدولة الراغبين في تطوير معارفهم والترقي في وظائفهم. وهو ما أظهرته دراسة جدوى البرنامج واتصالات المهتمين المستفسرين عن هذا البرنامج الحاجة إليه. ويتوقع أن يكون طلبة هذا البرنامج طلبة بنظام الدوام الكامل أو الجزئي يدرسون مساقاتهم في ساعات ما بعد الظهر وساعات الليل. وقد تم بناء البرنامج المقترح للماجستير اعتماداً على ما تضمنته وثيقة معايير الترخيص والاعتماد الأكاديمي الصادرة عن وزارة التعليم العالي بدولة الإمارات العربية المتحدة للعام 2011، وفي حال الموافقة على هذا المقترح يمكن قبول الطلبة الدارسين في هذا البرنامج بدءاً من الفصل الدراسي الأول من العام الجامعي 2017/2018.

برنامج الماجستير في اللغة العربية وآدابها (36 ساعة)

البرنامج وفق نظام الساعات المعتمدة، وعدد الساعات المعتمدة فيه 36 ساعة، إضافة إلى دراسة عدد من الساعات الاستدراكية على مستوى البكالوريوس وفقاً لبرنامج تأهيلي للطلبة من حملة البكالوريوس في تخصص مقارب للغة العربية وآدابها.

مدة الدراسة في البرنامج سنتان كحد أدنى ما عدا دراسة المساقات الاستدراكية، ويمكن تمديد المدة سنتين آخرين.

أهداف البرنامج:

أهداف البرنامج ومخرجاته مستمدة من رسالة الجامعة وأهدافها.

يسعى البرنامج إلى تحقيق الأهداف الآتية:

- تزويد الطالب بالمعرفة المتعمقة في مجالات اللغة العربية وآدابها.
- بناء الطالب لتصورات جديدة في حقول المعرفة الأدبية واللغوية.
- تزويد الطالب بأدوات التحليل الناقد للنصوص موظفا هذه الأدوات في حل المشكلات اللغوية والأدبية.
- توظيف الطالب لأدوات تحقيق المخطوطات.
- تمكين الطالب من مناقشة القضايا والتساؤلات التي تثار في المجالات الأدبية واللغوية قديماً وحديثاً
- توظيف الطالب لأدوات ومناهج البحث العلمي في القضايا الأدبية واللغوية.
- إعداد قياديين قادرين على تطوير ذاتهم مهنيًا وتحمل المسؤوليات القيادية في تطوير مجال اللغة العربية وآدابها.

مخرجات البرنامج:

بعد الانتهاء من دراسة المقررات وإعداد الرسالة يكون الخريج قادراً على أن:

1. المعارف:

- يظهر معرفة متعمقة في مجالات اللغة العربية وفروعها (الأدب واللغة والنحو والصرف).
- يبني تصورات جديدة في حقل المعرفة للتخصص موظفاً المناهج المتعددة في حل المشكلات اللغوية والأدبية.

2. المهارات:

- بعد الانتهاء من دراسة المقررات وإعداد الرسالة يكون الخريج قادراً على أن:
- ينتقي الأدوات المناسبة لتحليل النصوص ونقدها بناءً على معايير علمية.
- يحقق نصوصاً تراثية في اللغة والأدب وفق مناهج التحقيق العلمية.
- يناقش القضايا مناقشةً علمية تفضي إلى تكوين رأي خاص.
- يطبق مهارات البحث العلمي المتخصص وفق خطة بحثية معتمدة.

3. الكفايات:

- ❖ بعد الانتهاء من دراسة المقررات وإعداد الرسالة يكون الخريج قادراً على أن:
- الاستقلالية والمسؤولية
- يتحمل مسؤولية العمل لحل مشكلات اللغة العربية وآدابها منفرداً أو من خلال قيادة فريق عمل.
- الدور في محيط العمل:
- يساهم في تطوير المشروعات فردياً وجماعياً في مجال البحث العلمي الخاص باللغة العربية وآدابها.
- التطوير الذاتي
- يحلل أداءه العلمي وقيمه ثم يطوره ضمن طموحاته العلمية وممارساته المهنية في مجال اللغة العربية وآدابها.

اللائحة التنظيمية للبرنامج:

- شروط القبول في ماجستير اللغة العربية وآدابها:
- أعدت شروط القبول بشكل يتماهى مع معايير وزارة التعليم العالي والبحث العلمي 2011.
- شروط القبول في ماجستير اللغة العربية وآدابها في جامعة عجمان .
- يستوفي المتقدم للتسجيل في برنامج الماجستير في اللغة العربية وآدابها الشروط الآتية:
- أولاً:** يجب أن يكون المتقدم حاصلاً على درجة البكالوريوس أو ما يعادلها أكاديمياً من جامعة معترف بها في دولة الإمارات بمعدل لا يقل عن (3 من 4) في تخصص: اللغة العربية وآدابها
- ثانياً:** يجوز قبول الطلبة قبولاً مشروطاً لمن تقل معدلاتهم عن 3، شريطة تسجيل ثلاثة مساقات في الفصل الأول (9 ساعات معتمدة) ويحصل فيها على معدل (3) فأكثر.
- ثالثاً:** يجوز قبول الطلبة الحاصلين على البكالوريوس في أي تخصص مقارب لتخصص اللغة العربية وآدابها قبولاً مشروطاً يستوفون من خلاله التسجيل في برنامج الماجستير في اللغة العربية وآدابها على أن يدخلوا البرنامج التأهيلي بعد قبولهم في البرنامج وقبل دراسة مساقات الماجستير وفق الشروط الآتية:

1. الحصول على معدل لا يقل عن (3) من (4) في مواد اللغة العربية التي درسها.
2. تسجيل مساقات استدرابية على مستوى البكالوريوس لا تزيد على (30) ساعة معتمدة تهدف إلى تأهيلهم للحصول على الكفايات المطلوبة للتسجيل في برنامج الماجستير والنجاح فيها ويسجل الطالب هذه المساقات قبل البدء بمواد الماجستير، ويعفى من مساق أو أكثر قد سبقت دراسته وموجود في سجله الأكاديمي لدرجة البكالوريوس طبقاً للجدول الآتي:

المساقات الاستدرابية

م	مسمى المساق	م	مسمى المساق
1	نحو4	6	العروض والقافية
2	الصرف 2	7	الأدب الجاهلي
3	علم اللغة	8	الأدب العباسي
4	المصادر الأدبية واللغوية	9	الأدب العربي الحديث
5	بلاغة 2	10	النقد الأدبي الحديث

نظام الدراسة:

نظام دراسة المساقات:

- أ. مدة الدراسة سنة دراسية واحدة مكونة من فصلين.
 - ب. الدوام إلزامي، وفق ويشترط ألا تقل نسبة الحضور في كل مقرر عن 75%. ويحرم الطالب من دخول الامتحان النهائي إذا لم يحقق النسبة المطلوبة، إلا بعذر قانوني يقره مجلس الكلية بعد عرضه عليه من قبل القسم.
- الحد الأدنى والأقصى لمدة الدراسة

- الحد الأدنى لمدة الدراسة المسموح بها في البرنامج هو 4 فصول دراسية.
- الحد الأقصى لمدة الدراسة المسموح بها في البرنامج هو (8) فصول دراسية.

متطلبات التخرج:

- على الطالب أن ينهي دراسة تسعة مساقات في اللغة العربية وآدابها بواقع /27/ ساعة معتمدة، وأن يقدم رسالة جامعية في حقل من حقول اللغة أو الأدب بواقع /9/ ساعات معتمدة في السنة الثانية على أن يكون معدله التراكمي (3) نقاط فما فوق. وأن يحصل على درجة (3) نقاط في امتحان مناقشة الرسالة.
- وفي حالة حصول الطالب على معدل تراكمي - في المساقات - أقل من (3) نقاط فإنه يسمح له بإعادة مساق أو أكثر من المساقات التي حصل فيها على أقل تقدير.
- لا يمكن للطالب أن يبدأ بإعداد الرسالة إلا عند إكمال 24 ساعة من 27 أي ثمانية مساقات بالتقدير المطلوب.

متطلبات التخصص:

- البرنامج وفق نظام الساعات المعتمدة البرنامج يتكون من (36) ساعة معتمدة : 12 ساعة إجبارية مشتركة لتخصصي الأدب والنقد واللغة والنحو و (9) ساعات إجبارية لكل تخصص و(6) ساعات معتمدة اختيارية لكل تخصص ثم رسالة علمية بواقع (9) ساعات لكل تخصص.



عدد الساعات	نوع المساقات	المسار
12	مشتركة	الأدب والنقد، واللغة والنحو
9	اجبارية للتخصص	
6	اختيارية للتخصص	
9	الرسالة	
36	المجموع	

الخطة الدراسية لمتطلبات درجة الماجستير في تخصص الدراسات الأدبية والنقدية (الرسالة) وفق الفصول الدراسية

رقم المساق	الفصل الثاني	رقم المساق	الفصل الأول	
MAL611	أدب الخليج والجزيرة العربية	MAL611	تحليل الخطاب	السنة الأولى
MAL612	مباحث من النقد القديم والحديث	MAL602	تحقيق النصوص (المخطوطات)	
MAL613	نظرية الإيقاع وعروض الشعر	MAL603	مناهج البحث في اللغة والأدب	
-	اختياري (1)	MAL604	دراسات بلاغية وأسلوبية	
	-	-	اختياري (2)	السنة الثانية
			الرسالة MAL691	

الخطة الدراسية لمتطلبات درجة الماجستير في تخصص الدراسات اللغوية (الرسالة) وفق الفصول الدراسية:

رقم المساق	الفصل الثاني	رقم المساق	الفصل الأول	
MAL621	المدارس النحوية: المنهج والقضايا	MAL611	تحليل الخطاب	السنة الأولى
MAL622	علم الدلالة وصناعة المعجم	MAL602	تحقيق النصوص (المخطوطات)	
MAL623	أصول النحو العربي	MAL603	مناهج البحث في اللغة والأدب	
_____	اختياري (1)	MAL604	دراسات بلاغية وأسلوبية	
			اختياري (2)	السنة الثانية
			الرسالة MAL691	

المساقات الاختيارية:

رقم المساق	المساقات الاختيارية – تخصص اللغة والنحو	رقم المساق	المساقات الاختيارية – تخصص الادب والنقد
MAL641	الاتجاهات الحديثة في الدرس اللغوي	MAL631	الاتجاهات النقدية الحديثة
MAL642	اللسانيات الحاسوبية	MAL632	فنون النثر العربي القديم
MAL643	دراسات لغوية في القرآن الكريم	MAL633	الأدب المقارن (نصوص بلغة أجنبية)
MAL644	علم المصطلح اللغوي	MAL634	علم المصطلح الأدبي
MAL645	مقياس الصواب والخطأ في الاستعمال اللغوي	MAL635	الإعجاز البياني في القرآن الكريم

مصفوفة الترابط بين المساقات والمخرجات:

مخرجات البرنامج									رقم المساق		م
9	8	7	6	5	4	3	2	1	المساقات		
			√	√		√		√	تحليل الخطاب	MAL611	1
√	√	√	√	√	√	√		√	تحقيق النصوص (المخطوطات)	MAL602	2
√	√	√	√	√		√	√	√	مناهج البحث في اللغة والأدب	MAL603	3
√	√		√	√		√	√	√	دراسات بلاغية وأسلوبية	MAL604	4
			√	√		√	√	√	أدب الخليج والجزيرة العربية	MAL611	5
			√	√		√	√	√	مباحث من النقد القديم والحديث	MAL612	6
			√			√	√	√	نظرية الإيقاع وعروض الشعر	MAL622	7
		√	√	√		√	√	√	الاتجاهات النقدية الحديثة	MAL631	8
			√	√		√	√	√	فنون النثر العربي القديم	MAL632	9
			√			√	√	√	الأدب المقارن (نصوص بلغة أجنبية)	MAL633	10
								√	علم المصطلح	MAL634	11
√		√	√	√		√	√	√	الإعجاز البياني في القرآن الكريم	MAL635	12
√		√	√	√		√	√	√	المدارس النحوية : المنهج والقضايا	MAL621	13
√		√	√					√	علم الدلالة وصناعة المعجم	MAL622	14
√		√	√	√		√	√	√	أصول النحو العربي	MAL623	15



		√	√	√		√	√	√	الاتجاهات الحديثة في الدرس اللغوي	MAL641	16
		√	√					√	اللسانيات الحاسوبية	MAL642	17
√		√	√	√		√	√	√	دراسات لغوية في القرآن الكريم	MAL643	18
		√	√					√	علم المصطلح اللغوي	MAL644	19
		√	√	√				√	مقياس الصواب والخطأ في الاستعمال اللغوي	MAL645	20
√	√	√	√	√	√	√	√	√	الرسالة	MAL691	21

توصيف المساقات المختصر:

اسم المساق : تحليل الخطاب

رقم المساق : MAL 611

يتناول المساق: التعريف بأنواع الخطاب مثل الخطاب السلطوي والسردى والحجاجي والوصفي والتفسيري وتحليل نماذج من الخطاب الديني والقصة والخطابة ووصف الشخصيات وتفسير النصوص العلمية والأدبية، وأسس تحليل الخطاب الأساسية واستعمال الصيغ اللغوية الملائمة واستخدام الاستشهادات والاقتراسات والأدلة المناسبة ومراعاة الإطار الزمني والمكاني، ومراعاة المتلقي وتخير المعجم اللغوي الملائم للخطاب.

اسم المساق: تحقيق النصوص (المخطوطات)

رقم المساق : MAL 602

يتناول المساق: طرائق تحقيق النصوص ومعالجة المخطوطات والتعرف إلى مصطلحات علم التحقيق، ومناهج التحقيق عند القدماء، ومناهج التحقيق المعاصر، وتقنيات إعداد المخطوط، وبيان دور المستشرقين في تحقيق التراث العربي والتعرف إلى مدارسهم ومناهجهم في التحقيق، واستقراء أساليب التحقيق وقواعده التي تتخذ منهج البحث العلمي في التحقيق أساساً لنشر التراث وحفظه، والتمرس بالوصف المادي للمخطوط، والتعرف إلى أنواع الخطوط في المخطوطات .

اسم المساق : مناهج البحث في اللغة والأدب

رقم المساق : MAL 603

يتناول المساق: المفاهيم والمصطلحات ذات العلاقة بالبحث اللغوي وتحقيق النصوص، والمناهج البحثية ودراسة مخطوطات محققة في اللغة والأدب ومدارس تحقيق النصوص، ودراسات بحثية في اللغة والأدب، وخطوات مناهج البحث في اللغة والأدب، ونصوصاً من مخطوطات تراثية، ويركز المساق على المناهج المعيارية والوصفية ومنهج كتابة البحث.

اسم المساق : دراسات بلاغية وأسلوبية

رقم المساق : MAL 604

يتناول المساق : علم البلاغة العربية من حيث المبادئ والأهداف والخصائص العامة لعلم البلاغة ، ويعنى ببيان جهود العلماء السابقين في بلورة هذا العلم والتعرف إلى أهم مؤلفاتهم ، ويعنى بالتركيز على قضايا الصورة الأدبية والتحليل الوظيفي للمحاور الكتابية وأساليب الأجناس الأدبية وعلاقة البلاغة بالإعجاز ، من خلال إجراء تطبيقات على نصوص من القرآن الكريم والأدب العربي في عصوره المختلفة.

اسم المساق : أدب الخليج والجزيرة العربية

رقم المساق : MAL 611

يتناول المساق: تطور الأدب العربي في دول الخليج والجزيرة العربية ، ورصد اتجاهاته وحركات التجديد فيه ، ودراسة الشعر وموضوعاته المختلفة ، وكذلك النثر في فنونه المتعددة ، ويتناول أبرز البيئات الأدبية ، ويرصد الاتجاهين البارزين في الأدب وهما الاتجاه التقليدي والاتجاه التجديدي ، ويعرض لفنون القصة والرواية والمقالة والمسرحية في أدب الجزيرة العربية ، وأبرز الظواهر الأدبية ، وأبرز أعلامه ، ودراسة المفاهيم والمصطلحات المتعلقة بأدب الجزيرة العربية ، واستنتاج خصائصه من نصوص أدبية معروفة.

اسم المساق : مباحث من النقد القديم والحديث

رقم المساق : MAL 612

يتناول المساق : المفاهيم والمصطلحات النقدية والأدبية ويقارن بينها، والقضايا الأدبية النقدية قديماً وحديثاً، والمناهج النقدية المختلفة في تحليل النصوص ونقدها، وخصائص المذاهب الأدبية والمناهج النقدية القديمة والحديثة.

اسم المساق : نظرية الإيقاع وعروض الشعر

رقم المساق : MAL 622

يتناول المساق: نظرية الإيقاع في الشعر العربي، والفروق بين الإيقاع في مضمونه الفني الوجداني مبدأً ومعنى، وواقعة العملي القائم على الثقل والخفة، ويتعرض لموسيقا الشعر الخارجية المتمثلة في موسيقا البحر، وموسيقا القافية والقيمة التعبيرية لكل منهما، والموسيقا الداخلية للحرف والكلمة والأسلوب وائتلاف الأبنية في النص الشعري. كما يتناول المساق دراسة علم العروض عند العرب ، وتتبع البحور العربية ، وبيان مصطلحاتها وإجراءات تطبيقات على الشعر العمودي والحديث.

اسم المساق : الاتجاهات النقدية الحديثة

رقم المساق : MAL 631

يتناول المساق: دراسة نظريات النقد الأدبي الحديث، مثل: (البنوية، التفكيكية، والسريرية، والنفسية، والواقعية، والجمالية، والأسلوبية، وغيرها). وإجراء دراسة تطبيقية على واحدة أو أكثر من تلك النظريات ، ودراسة ظاهرة أو أكثر من ظواهر النقد الأدبي الحديث، مثل: (التنصص، والتواصل مع التراث وغيرها).

اسم المساق : فنون النثر العربي القديم

رقم المساق : MAL 632

يتناول المساق: النثر العربي القديم في تطوره التاريخي والفني ابتداءً من العصر الجاهلي، وانتهاءً بالقرن السادس الهجري، ويتم ذلك عن طريق دراسة نصوص مختارة تمثل هذا التطور، وتدرس سمات النثر الفنية، من خلال أمثلة لمختلف الفنون النثرية من خطابة وأمثال ورسائل ومقامات وفن التوقيعات وغيرها من الأساليب التي ظهرت في تلك العصور، كما يدرس أعلام النثر العربي القديم وخصائص نثر كل منهم مثل سهل بن هارون، والجاحظ وابن العميد وبديع الزمان الهمداني، والقاضي الفاضل وغيرهم.

اسم المساق : الأدب المقارن (نصوص بلغة أجنبية)

رقم المساق : MAL 633

يتناول المساق : علاقات الأدب العربي القديم والحديث، بآداب اللغات الأخرى وبخاصة الأدبين: اليوناني والفارسي، وعلاقة الموشحات بشعراء الروبador، وأثر الشعر الإنجليزي والإسباني في الشعر العربي المعاصر، ويتعرض المساق إلى مدارس ومناهج الأدب المقارن في العالم: (الفرنسي، الأمريكي، الألماني)، وكيفية تصورهما لمسألة التفاعل الأدبي، ودراسة المحاولات

العربية في مجال الأدب المقارن، ودراسة نصوص أجنبية مختارة في اللغة الإنجليزية تمثل المذاهب الأدبية الأوروبية (الرومانسية والرمزية وغيرها) وأثرها في الأدب العربي المعاصر، ودراسة الخصائص المميزة لأدبين مختلفين.

اسم المساق : الإعجاز البياني في القرآن الكريم

رقم المساق : MAL 635

يتناول المساق : موضوع الإعجاز البياني في القرآن الكريم وجهود أئمة اللغة وعلماء التفسير والأدب والبلاغة في تفسير وجوه إعجازه، ونشأة علم الإعجاز وتطوره في العصر الحديث، ويركز المساق على المميزات الأسلوبية من الوجهة الجمالية والنفسية في القرآن الكريم، ويعرض للقصص القرآني مبيناً خصائصه وروعته، وتميز أسلوب القرآن عن البيان النبوي وتذوق النصوص القرآنية، وأساليب التعامل معها .

اسم المساق : المدارس النحوية: المنهج والقضايا

رقم المساق : MAL 621

يتناول المساق: البيئات النحوية التي احتضنت الدرس النحوي في بداياته، ثم المدارس النحوية (البصرية والكوفية والبغدادية والأندلسية والمصرية)، مركزاً في كلٍّ من هذه المدارس النحوية على أعلام النحو، والمصنفات الرئيسية في علم النحو، وأوجه الاختلاف ولاسيما قضية المصطلح النحوي بين البصريين والكوفيين، ودراسته بعض المسائل النحوية الخلافية.

اسم المساق : علم الدلالة وصناعة المعجم

رقم المساق : MAL 622

يتناول المساق: دراسة عدد من القضايا الدلالية، من مثل: الثوابت، والتغيير، والتوسيع، والتضييق، والتوظيف، والاستبدال، وخصائص علم الدلالة وأسسها وأنواعها، وفروعها، وصلتها بعلم السيمياء من خلال التحليل النصي. كما يتناول المساق صناعة علم المعاجم ، ومدارس علم المعجم المختلفة ، ومناهجه ، وعلماءه ، والدراسة المقارنة بين المعاجم المختلفة.

اسم المساق : أصول النحو العربي

رقم المساق : MAL 623

يتناول المساق: التعريف بنشأة علم النحو العربي وتطوره وأصوله (القياس والسماع، والتعليل، والعامل، والاحتجاج، والاستشهاد). والحكم النحوي والعلّة النحوية، وأقسامها التعليمية ومسالكها، والقياسية والجدلية، ويتناول مسائل مختارة في الخلاف بين البصريين والكوفيين مع التطبيق على نصوص مختارة من عصور العربية المعروفة.

اسم المساق : الاتجاهات الحديثة في الدرس اللغوي

رقم المساق : MAL 641

يتناول المساق: الدراسات اللسانية الحديثة وتعدد مدارسها وصدورها في أسس نظرية ومعرفية وفلسفية واضحة، ومناهجها في التحليل اللغوي، وصياغة القواعد صياغة دقيقة، ويبين المساق أثر هذه الجوانب في الدراسات اللغوية المعاصرة، ويتناول في صورة خاصة المدرسة البنيوية والمدرسة التوليديّة التحويلية وتفرعاتها، والمدرسة الوظيفية، ومناهج تحليل الخطاب، ونحو النص، والأسلوبية، ووحدات التحليل اللغوي الأساسية.

اسم المساق : اللسانيات الحاسوبية

رقم المساق : MAL 642

يتناول المساق: الدراسات اللسانية الحاسوبية التي تعالج اللغة العربية وتطورها من التحليل الإحصائي للمفردات اللغوية وإعداد فهارس أبجدية لها وتطورها لإعداد معاجم إلكترونية أحادية اللغة أو ثنائيتها أو متعددة اللغات ، كما يتناول التطبيقات اللسانية الحاسوبية في إنتاج برامج وأنظمة للترجمة الآلية ، ويبحث في مشكل المصطلح والترجمة ، واتصال اللسانيات بالنظريات الحاسوبية ، ومناهج اللسانيات الحاسوبية في تناول الموضوعات اللغوية باستخدام الحاسوب وتحليل اللغة وتركيبها ضمن مستوياته المعتمدة.

اسم المساق : دراسات لغوية في القرآن الكريم

رقم المساق : MAL 643

يتناول المساق : منهجية التعامل مع نصوص الوحي ودراسة مناهج أئمة اللغة المتقدمين في معالجة الغريب في القرآن الكريم، والبحث في مسالكهم في التعامل مع اللغات التي نزل بها القرآن الكريم، وجهودهم في شرح الآيات المتشابهات وبيان معانيها، وتوضيح مشكلاتها اللغوية والنحوية والصرفية وإزالة الغموض من متشابهها، وتأكيد أصالة مفردات القرآن الثابتة التي أتى بها الوحي الإلهي .

اسم المساق : علم المصطلح اللغوي

رقم المساق : MAL 644

يتناول المساق: تاريخ علم المصطلح ونشأته عند العرب والغرب ، وأصل دلالاته ، وخصائصه وألقابه في مختلف العلوم ، وطرائق تناوله عند أبرز العلماء العرب وعلماء الغرب وأشهر المؤلفات التي بحثت في هذا العلم ، ووضع الحدود والتعريفات والأسامي والألفاظ ومفاتيح العلوم والمصطلحات التي واكبت تطور العلوم وكثرة التخصصات ، كما يعني بدراسة المصطلحات النقدية والأدبية واللغوية واستعمالاتها الاصطلاحية والعرفية.

اسم المساق : مقياس الصواب والخطأ في الاستعمال اللغوي

رقم المساق : MAL 645

يتناول المساق: المفاهيم والمصطلحات المتعلقة بالاستعمال اللغوي، وقضايا الاستعمال اللغوي، ونصوص تراثية وحديثة حول مقياس الصواب والخطأ في الاستعمال اللغوي، وأوجه الشبه والاختلاف حول دائرة القياس في الصواب والخطأ في الاستعمال اللغوي، ومعايير الصواب والخطأ في تتبع الرسائل اللغوية في لحن العامة.

Master of Public Relations and Corporate Communication

Offered by
College of Mass Communication

Program Mission

The program aims to provide knowledge and skills of high quality that meet local and international standards and stimulate the enrichment of research.

Program Education Objectives (Goals)

- Enhance the research role in serving community issues, and meet the society's needs.
- Provide society and institutions with specialized professional consultants.
- Invest in the production of knowledge and creativity, to fulfil the rapid transformations.
- Increase cooperation & research partnerships with institutions and universities inside and outside UAE.

Program Learning Outcomes

- PLO# 1. Demonstrate in-depth knowledge and understanding of concepts, theories, and procedures for best practices in Public Relation & Corporate Communication in local and international contexts
- PLO# 2. Demonstrate a comprehensive understanding of strategic solutions to public relations issues and communication problems.
- PLO# 3. Integrate and critically evaluate information and data from various sources to assess the communication requirements of any organization.
- PLO# 4. Design, develop, conduct, and evaluate knowledge for better strategic communication planning to achieve the organizational goals.
- PLO# 5. Communicate, interact, cooperate effectively and efficiently in written, oral, visual and combined formats, and apply new technologies in the field.
- PLO# 6. Produce effective, accessible, and timely print, digital and multimedia communications, independently and collaboratively, to manage specific stakeholder relations and/or issues and achieve organizational objectives.
- PLO# 7. Engage with topics and issues about public relations and communication, and demonstrate leadership and thoughtful reflection in discussions and group work
- PLO# 8. Develop personal and professional skills through self-learning, for effective and creative decision-making.
- PLO# 9. Apply creative thinking for problems solving, in line with ethical regulations.
- PLO# 10. Merge organizational goals with social responsibility programs in UAE & GCC.

Linkage of Program Learning Outcomes to QF-Emirates Level 7 Descriptors

Strands of Learning Outcomes		Learning Outcomes By the end of the Program, students will be able to	
Knowledge		1. Demonstrate in-depth knowledge and understanding of concepts, theories, and procedures for best practices in Public Relation & Corporate Communication in local and international contexts.	
		2. Demonstrate comprehensive understanding of strategic solutions to public relations issues and communication problems.	
Skills		3. Integrate and critically evaluate information and data from a variety of sources to assess the communication requirements of a specific organization.	
		4. Design, develop, conduct, and evaluate knowledge for better strategic communication planning to achieve the organizational goals.	
		5. Communicate, interact, cooperate effectively and efficiently in written, oral, visual and combined formats, and apply new technologies in the field.	
		6. Produce effective, accessible, and timely print, digital and multimedia communications, independently and collaboratively, to manage specific stakeholder relations and/or issues and achieve organizational objectives.	
Aspects of competence	Autonomy and Responsibility	7. Engage with topics and issues about public relations and communication, and demonstrate leadership and thoughtful reflection in discussions and group work	
		8. Develop personal and professional skills through independent and self-learning, for effective and creative decision-making.	
	Role in context	9. Apply creative thinking for problems solving, in line with ethical regulations.	
	Self-development	10. Merge organizational goals with social responsibility programs, especially in UAE / GCC region.	

Program Learning Outcomes	QF Emirates																		
	Knowledge					Skill					Aspects of Competency								
	Autonomy and Responsibility			Role in Context		Self-Development													
	1	2	3	4	1	2	3	4	5	1	2	3	1	2	1	2	3		
PLO# 1	√	√																	
PLO# 2			√	√															
PLO# 3					√		√												
PLO# 4						√		√											

PLO# 5							√		√								
PLO# 6								√	√								
PLO# 7										√	√	√					
PLO# 8										√	√						
PLO# 9														√			
PLO# 10															√		√

Admission and Graduation Requirements

Admission Requirements

Bachelor Degree: in a directly related discipline with a minimum CGPA of 3.00 on a 4.00-point scale, from an accredited university recognized by the UAE's Ministry of Education- Higher Education Affairs.
 English Proficiency Tests: with a minimum score range of 1400 - 1525 on the English language portion of the EmSAT examination, or its equivalent from other national or internationally-recognized tests that are approved by the CAA, such as TOEFL scores of 213 CBT (Computer-Based Test), 79 IBT (Internet-Based Test), 550 PBT (Paper-Based Test), or 6 IELTS, with the following exceptions:

Applicants to Master of PR&CC program must submit the following documents:

A completed official AU Graduate Application for Admission form (Graduate studies application form.)

A baccalaureate degree in Mass Communication from an accredited university, with a cumulative grade point average (CGPA) of at least 3.0 on a 4.0-point scale or its equivalent.

Official transcripts of credits earned from all accredited institutions of higher education previously attended.

Regular Admission

Applicants who meet all essential admission requirements stated above are recommended to be accepted for regular admission.

Conditional Admission

A student with a recognized baccalaureate degree and a TOEFL score of 530 (197 CBT, 71 IBT) or its equivalent from another standardized tests approved by the UAE Ministry of Education- Higher Education Affairs may be admitted conditionally to the Master of PR&CC program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:

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

May take a maximum of six credit hours in the first semester of study, not including intensive English courses;

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

A student with a recognized baccalaureate degree with a cumulative grade point average below 3.00 on a 4.0 scale, or its established equivalent, and who meets the English language competency requirements for general admission stated in Part I above, may be admitted conditionally to a

Master of PR&CC program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:

- May take a maximum of six credit hours in the first semester of study;
- Must achieve an overall grade point average of 3.00 on a 4.0 scale.

Provisional Admission

To be considered for admission, applicants must submit all required documents. However, students may be admitted to the program provisionally, pending completion of the admission file, any missing documents must be submitted by the end of the first semester in the program. If the applicant's file is still incomplete by the specified deadline, the student will not be permitted to register again until the file is complete.

- Admission to a Foundation Program
- Applicants who do not possess a bachelor's degree in Mass Communication or any related discipline may be admitted to a Foundation Program. The program consists of a specified number of zero credit courses.

Graduation Requirements

- Complete the core and elective courses with a minimum AGPA of 3.0.
- Pass the thesis examination with a minimum of 80 percent (B grade).

Career Opportunities

The program enable its graduates to work as: executive directors, directors, consultants in PR and protocols and hospitality, researchers in the academic field, consultants in the field of organizing events, Planners in the field of advertising.

Curriculum Structure and Credit Hours

Unspecialized students should complete 3 foundation courses with zero credit hours.

A student should successfully complete the study of 33 credit hours including 5 core courses, 4 elective courses, beside the final thesis.

Students can complete their degree within 4 semesters as a minimum and 8 semesters including the period of the foundation courses.

Program Structure

The Master of Public Relations and Corporate Communication requires the completion of 33 credit hours distributed according to the following plan:

Ser. No.	Courses	NO. OF Courses	Number of Earned Credit Hours
1	Foundation Courses *	3	0
2	Core Courses	6	21
3	Elective Courses	4	12
Total			33

* for students who do not hold a degree in mass communication.

Program Courses

FOUNDATION COURSES (Required for students from other specializations)						
Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC501	Introduction to Public Relations and Corporate Communication	3	0	0	-
2	PCC502	Planning of Communication Campaigns	3	0	0	-
3	PCC503	Writing for Public Relations	2	2	0	-
Total = 0 credit hours						

Core Courses: Six Courses (21 Credit Hours)

CORE COURSES (Required for all students)						
Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC514	Ethics of Public Relations	3	0	3	-
2	PCC515	Advanced Theories of	3	0	3	-
3	PCC516	Strategic Communication	3	0	3	-
4	PCC517	Public Relations Research	2	2	3	PCC515
5	PCC618	Technology in Scientific	2	2	3	PCC517
6	PCC619	Thesis	0	12	6	Pass 27 C.Hs
Total = 21 credit hours						

Elective Courses: Four Courses (12 Credit Hours)

ELECTIVE COURSES (Only 4 Courses)						
Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC520	Strategic Integrated Marketing Communication	2	2	3	-
2	PCC521	Digital Public Relations	3	0	3	-
3	PCC522	Corporate Reputation Management	3	0	3	-
4	PCC523	Media Relations	3	0	3	-
5	PCC524	Crisis Communication Management	2	2	3	-
6	PCC525	Corporate Communication Skills	3	0	3	-
Total = 12 credit hours						

MPRCC Program Study Plan and Course Sequencing

Foundation

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC501	Introduction to Public Relations and Corporate Communication	3	0	0	-
2	PCC502	Planning of Communication Campaigns	3	0	0	-
3	PCC503	Writing for Public Relations	2	2	0	-

Semester 1

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC514	Ethics of Public Relations. (3)	3	0	3	-
2	PCC515	Advanced Theories of Public Relations. (3)	3	0	3	-
3	-	Elective Course. (3)	-	-	3	-

Semester 2

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC516	Strategic Communication Planning. (3)	3	0	3	-
2	PCC517	Public Relations Research. (3)	2	2	3	PCC515
3	-	Elective Course. (3)	-	-	3	-

Semester 3

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC618	Technology in Scientific Research. (3)	3	0	3	PCC517
2	-	Elective Course. (3)	-	-	3	-
3	-	Elective Course. (3)	-	-	3	-

Semester 4

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC619	Thesis. (6)	0	12	6	Pass 27 Hours

Course Descriptions

FOUNDATION COURSES:

Course Title: Introduction to Public Relations and Corporate Communication

Course Type: Foundation course (Required for students who do not hold a degree in mass communication)

Pre-Requisites: None

Course Code: PCC501

Credit Hours: (3 Theory = 0 credit)

Course Description:

This course is designed to introduce Public Relations in terms of concept, history, functions, and methods of work. It also discusses issues related to its masses, activities in all fields, its role, and the means of developing it. Besides, it deals with Corporate Communication within business organizations in terms of concepts, basic processes, objectives, and integration of internal and external Corporate Communication, electronic Corporate Communication and management systems applications. It also covers the patterns of administrative leadership, the effective communicative style, the conflict communication management and the use of conflict resolution strategies in contemporary institutions.

Course Title: Planning of Communication & Advertising Campaigns

Course Type: Foundation course (Required for students who do not hold a degree in mass communication)

Pre-Requisites: None

Course Code: PCC502

Credit Hours: (3 Theory = 0 credit)

Course Description:

This course aims to train students on the principles and skills of creative communication & advertising campaign planning and management. It examines campaign strategies and tools, media planning, integrating communication theory, audience research and creative aesthetics into the design, execution, and evaluation of communication campaign programs. It provides students with the knowledge necessary to plan and manage such campaigns.

Course Title: Writing for Public Relations & Advertising

Course Type: Foundation Course (Required for students who do not hold a degree in mass communication)

Pre-Requisites: None

Course Code: PCC503

Credit Hours: (2 hrs. Theory & 2 hrs. Practical = 0 credit)

Course Description:

The purpose of this course is to develop students writing and editing skills necessary to succeed in a public relations career. This course covers the concept of writing for public relations and its importance and forms. It also covers the skills of public relations copywriters, and how to equip students with the required skills in order to prepare them to write for public relations in various media. Students will generate public relations materials in a variety of formats, including fact sheets, news releases, brochures, blogs, position papers and others for an existing business or organization in the community.

CORE COURSES

Course Title: Ethics of Public Relations

Course Type: Core course (required).

Pre-Requisites: None

Course Code: PCC514

Credit Hours: 3 hours.

Course Description:

This course addresses theoretic and practical issues and challenges that illustrate the broad scope and complexity of responsible advocacy in 21st-century public relations, and discusses many Ethical questions and dilemmas that inherent to the public relations professionalism, in order to equip the practitioners in that field with ethical mandates , morals and values to ensure that they operate ethically. Therefore, the topics in that course give the students the knowledge about ethical accountability in organizational settings, and distinguish the differences between ethical and legal public relations practices, as well as the necessary principles , skills and tools to enable them to make the right decisions when dealing with different stakeholders, and to practice the critical thinking in their profession.

Course Title: Advanced Theories of Public Relations

Course Type: Core course (required).

Pre-Requisites: None

Course Code: PCC515

Credit Hours: 3 hours.

Course Description:

This course focuses on the theories of public relations and communication, in order to prepare students for best equipped to make sense of all aspects and approaches of the field because theories help students to know more about what happened around them, and shape their judgments about relationships, circumstances, and decisions.

Course Title: Strategic Communication Planning

Course Type: Core Course (Required)

Pre-Requisites: None

Course Code: PCC516

Credit Hours: 3 hours.

Course Description:

This course combines both theoretical knowledge of fundamental theories, concepts, and applications of strategic communication and an overview of practices in communication management: research design, planning, implementation, and evaluation. The course helps students to develop their capacity to think strategically and personally stretching intellectual challenge. In this course, students will investigate issues that challenge contemporary organizations by analyzing case studies, conducting research, and designing possible solutions

Course Title: Public Relations Research

Course Type: Core Course (Required)

Pre-Requisites: Advanced Theories of Public Relations (PCC515)

Course Code: PCC517

Credit Hours: 3 hours (2 hrs. Theory + 2 hrs. Practical).

Course Description:

This course imparts scientific and managerial approaches to the uses of a wide range of research methods in Public Relations & Corporate Communication researches. In addition, it provides students with the knowledge, and comprehension in order to understand why researches are essential in practice, and how they could apply different types of researches (qualitative and quantitative), and get benefits from its findings; to develop and improve the practice in this field. Therefore, through assignments and class discussions, students will be trained on the best way to define the research problem, specify its idea and title, review literature, design a study plan. Moreover, they will design and apply the data collection tools, analyze the research data using the E- Statistical software, write the findings and recommendations, and present it through a scientific poster and presentation in a seminar.

Course Title: Technology in Scientific Research

Course Type: Core Course (Required)

Pre-Requisites: Public Relations Research (PCC517)

Course Code: PCC618

Credit Hours: 3 hours (2 hrs. Theory & 2 hrs. Practical)

Course Description:

This course focuses on the implementation of new technologies in Public Relations & Corporate Communications scientific researches. Students will gain a detailed understanding of how they could collect and analyses primary data for the purpose of the decision making and problem-solving. Moreover, they will be motivated to write, design, analyze, and present their research data, and findings using the appropriate technology and software. In addition, they will develop their research and communicational skills through class activities, practical sessions, seminars, and E-publishing in online Journals, to submit their own researches.

Course Title: Thesis

Course Type: Core Course (Required)

Pre-Requisites: should finish 27 cr. hrs.

Course Code: PCC619

Credit Hours: 6 hours Practical

Course Description:

This course will be the final course in the PRCC master program; therefore, no one can take this capstone course unless he/ she finished 27 hrs. of the total hours of the program. The purpose of the course is to complete a capstone project in the field of Public relations and corporate communications, under the supervision of a committee of advisors, using a wide range of research methods and techniques. Students should apply their scientific researches in one of the Emiratis' organizations in UAE, in order to solve its organizational problems, and after finishing their thesis, they must participate in scientific seminars held in university, in order to strengthen their communication and presentation skills.

ELECTIVE COURSES**Course Title: Strategic Integrated Marketing Communications**

Course Type: Elective Course

Pre-Requisites: None

Course Code: PCC520

Credit Hours: 3 hours (2 hrs.Theory & 2 hrs. Practical)

Course Description:

This course will provide an overview of the components and considerations involved in marketing communication strategy decisions. Students will emerge with a practical perspective on today's definition of integrated marketing communications (IMC), enabling them to apply IMC concepts to any industry, market sector, company or organization.

It will focus on the knowledge base that will allow students to research and evaluate a company's marketing and promotional situation, and use this information in developing effective marketing communication strategies and programs.

Course Title: Digital Public Relations

Course Type: Elective Course

Pre-Requisites: None

Course Code: PCC521

Credit Hours: 3 hours (Theory)

Course Description:

The course is designed to establish both theoretical and practical background of how digital and social media tools are using in the field of public relations. This course will introduce students to the new tools and techniques of digital PR. Strong practical will encourage hands-on participation, and students will gain an increased knowledge of practical applications for a successful digital PR strategy.

Course Title: Corporate Reputation Management

Course Type: Elective Course

Pre-Requisites: None

Course Code: PCC522

Credit Hours: 3 hours (Theory)

Course Description:

Reputation management is the cornerstone to any successful public relations or communications strategy, according to that; this course will examine the process of building, enhancing and managing an organization's reputation. It will explore how organizations plan their reputation management efforts, through proactive and reactive programs and creating sustainable stakeholder relationships. In this course, students will gain awareness of the ingredients that constitute a reputation, the ways in which it can be measured, and gain practical experience with real-world case studies.

Course Title: Media Relations

Course Type: Elective Course

Pre-Requisites: None

Course Code: PCC523

Credit Hours: 3 hours.

Course Description:

This course is designed to facilitate a detailed understanding of the theory and practice of media relations; it provides students with a comprehensive understanding of the strategies, tools and techniques for developing successful media relationships, through a mix of readings, discussions and assignments.

The course will provide student with the skills they need to successfully execute media relations activities in a variety of settings. They will leave this course knowing how to research reporters and outlets, build a media relations plan and messaging platform, identify and prepare spokespeople, manage crisis communications and employ social media to drive your messages.

Course Title: Crisis Communication Management

Course Type: Elective Course

Pre-Requisites: None

Course Code: PCC524

Credit Hours: 3 hours (2 hrs. Theory & 2 hrs. Practical)

Course Description:

This course is intended to provide an understanding of the framework and tools necessary to develop the expertise and confidence to successfully handle communication responsibilities in a corporate crisis. It focuses on crisis communication management, emphasizing practical application of theories, strategies, and tactics from a public relations perspective. Student will analyze corporate/enterprise crises to understand and create communication strategies designed for best achievable outcomes. Case studies and participative exercises will be used.

By the end of the course, students should have developed a deeper understanding of the range of crises facing organizations, an enhanced appreciation of communication tactics that can be brought to bear in such situations and a greater familiarity with the historical antecedents of current crises.

Course Title: Corporate Communication Skills

Course Type: Elective Course

Pre-Requisites: None

Course Code: PCC525

Credit Hours: 3 hours.

Course Description:

This course will examine dimensions of corporate communication styles, concepts, principles and tools of corporate communication and how these apply to effective communication through providing students with the theory and practice of problem-solving and successful oral and written communication on many levels including writing short memos and reports; speaking; conducting meetings; use of conferencing technology giving presentations, interpersonal dialogues, and using electronic media in business. Emphasis is on the development and improvement of communication skills needed for today's fast-paced to preparing students for Business Environments.

Professional Diploma in Teaching (Graduate Program)

Offered by
College of Humanities & Sciences
Department of Education

Overview:

The Professional Diploma program in teaching is offered by the Department of Education. The program aims to qualify bachelor's degree graduates who wish to join the teaching profession. It also contributes in improving the qualifications of teachers who are working in the field of education and developing them educationally. The general objectives and outcomes of the program are derived from the basic educational knowledge and skills that the teacher must have in light of the most recent relevant demands and the international standards.

The Program Goals:

1. Provide the learner with the knowledge and skills related to the educational qualifications of the areas of teaching methods, psychology, curricula, classroom management, testing and evaluation.
2. Prepare the learner to be able to obtain the basic professional skills necessary to perform his or her duties successfully.
3. Develop the learner's necessary skills in the use of modern technologies and their applications in the classroom.
4. Develop the learner's social communication skills.
5. Develop the learner's ability to rely on himself /herself and take the appropriate decision at the right time.
6. Apply the scientific research skills and the use of statistical methods in conducting a research.

Learning Outcomes:

On successful completion of the program, the graduate will be able to:

1. Identify the steps to build a curriculum and its components.
2. Apply the principles of teaching and learning theories in the classroom environment or learning situations.
3. Use the technology and learning resources of the learning situation to develop the capacities, knowledge and skills among students.
4. Implement research and studies that contribute to the development and improvement of education and the learning process.
5. Design achievement tests according to the students' levels and their developmental characteristics.

6. Analyze students' classroom problems and find solutions for them.
7. The Professional employment of the results of a research in the improvement of the educational process at school.

Admission Requirements:

- A certified bachelor's degree from an accredited university or its equivalent with a minimum GPA of 2.5.
- Passing an interview that is run by the college.

Graduation requirements:

- Graduate students are required to complete a total of 24 credit hours and a minimum of 2.0 GPA out of 4.0.
- Graduate students should successfully pass 7 courses including the course of practical training and an optional course. The practical training course weighs 6 credit hours while all other 6 courses weigh 3 credit hours each.

Career Opportunities:

- Teaching in secondary and high schools.
- Working in institutions related to the areas of media, endowment (Awqaf) authority, Sharia courts, educational management, etc.

برنامج الدبلوم المهني في التدريس

المقدمة

بدأ طرح برنامج "الدبلوم المهني في التدريس" بعد حصوله على الترخيص في سنة 2010 وتم التحاق أول دفعة في العام الدراسي 2010/2011. يطرح البرنامج حالياً كتخصص في كلية الانسانيات والعلوم بجامعة عجمان ويشرف عليه قسم العلوم التربوية.

يستمد برنامج الدبلوم المهني في التدريس أهدافه من الفلسفة التعليمية التي تتبناها الجامعة. ومن اهم اهدافه تزويد المتعلم بالمعرفة النظرية والتطبيقية في مجالات: طرائق التدريس وعلم النفس التربوي والمناهج وتقنيات التعليم والتقييم الصفي وإكساب المتعلم الكفايات المهنية الأساسية اللازمة لأداء مهامه بنجاح وتطوير مهارات المتعلم في التكنولوجيا والتواصل الاجتماعي والبحث العلمي والاعتماد على نفسه واتخاذ القرارات بما يعزز العملية التعليمية.

تتضمن الخطة الدراسية للبرنامج (7) مساقات بمجموع (24) ساعة معتمدة، تتوزع المساقات على فصلين دراسيين

للتربية العملية مكانة متميزة في برنامج "الدبلوم المهني في التدريس" فهي توفر للطلبة المعلمين بيئة تعليمية فاعلة من خلالها يكتسبوا الكفايات اللازمة للنجاح في عملهم، وهي أيضاً توفر بيئة إبداعية فيها يتدربوا على تصميم المواقف التعليمية الفاعلة داخل الصف والتي تلبى حاجات المتعلمين ضمن المصادر المتوفرة في المدرسة.

الرسالة

يندرج برنامج "الدبلوم المهني في التدريس" في صميم رسالة جامعة عجمان المتمثلة في «رفد المجتمع بخريجين متميزين قادرين على تلبية حاجات المجتمع والإسهام في تطوره ورفاهيته وتوفير آليات تعليم وتعلم عالية الجودة ومعتمدة دولياً، منتقاة بعناية ومكيفة لتنسجم مع قيم المجتمع وتقاليد ومتطلباته مع التزام تحقيق التميز، والحرص على مراجعة وتحديث المقررات والبرامج الأكاديمية بصفة مستمرة من خلال تبنى آخر التطورات العلمية والتقنية والاستجابة لاحتياجات المجتمع الراهنة والمستقبلية تجسيدا لرؤية شاملة تعكس الطموح الوطني في التقدم والحداثة، لكن مع صون الثقافة والهوية الوطنية والحفاظ على التقاليد والقيم الأصيلة».

رسالة البرنامج:

انسجاماً مع رؤية الجامعة وفلسفتها ورسالة كلية الانسانيات والعلوم، يسعى القسم إلى إعداد وتأهيل كادر من المدرسين قادر على تحقيق رسالته في التدريس للحلقتين الثانية (9-6) والثالثة (12-10).

أهداف البرنامج:

يستمد برنامج الدبلوم المهني في التدريس أهدافه من رسالة البرنامج بما يعكس الفلسفة التعليمية التي تتبناها الجامعة. وتالياً أهداف البرنامج:

1. تزويد المتعلم بالمعرفة النظرية والتطبيقية في مجالات: طرائق التدريس، وعلم النفس التربوي، والمناهج، تقنيات التعليم، والتقييم الصفي.
2. إكساب المتعلم الكفايات المهنية الأساسية اللازمة لأداء مهامه بنجاح.
3. تطوير مهارات المتعلم في توظيف التكنولوجيا في التدريس.

4. تنمية مهارات التواصل الاجتماعي لدى المتعلم بما يعزز العملية التعليمية.
5. تنمية قدرة المتعلم في الاعتماد على نفسه، واتخاذ القرارات.
6. إكساب المتعلم مهارات البحث العلمي في إجراء البحوث التربوية الإجرائية.

شروط القبول

يقبل الطالب إذا توفرت فيه الشروط الآتية:

1. شهادة البكالوريوس من إحدى الجامعات العربية أو غيرها من الجامعات المعترف بها من قبل وزارة التعليم العالي بدولة الإمارات العربية المتحدة.
2. لا يقل المعدل التراكمي الحاصل عليه الطالب المتقدم في درجة البكالوريوس عن 2.5 من 4.0 نقاط.
3. أن يجتاز المقابلة الشخصية التي تجريها الكلية للتحقق من استعداده للعمل في مهنة التعليم.
4. يمكن قبول الطلبة المتقدمين لبرنامج الدبلوم المهني في التدريس الحاصلين على معدل أقل من 2.5 بشرط حصولهم على خبرة لا تقل عن سنتين في مجال التدريس وتقديم شهادة تركية من جهة العمل.

فرص العمل

- التدريس في مراحل التعليم الأساسي والمرحلة الثانوية
- العمل في مجال إدارة وتسيير المؤسسات التربوية ومعاهد التكوين.
- العمل في الوزارات والدوائر الحكومية والخاصة.
- العمل في مؤسسات البحث والدراسات الاستراتيجية.

متطلبات الدرجة العلمية

متطلبات التخرج : لإتمام البرنامج بنجاح على الطالب:

- 1 -انهاء الخطة الدراسية بنجاح بمعدل تراكمي لا يقل عن 2،5 من اربعة (جيد).
- 2- الحصول على تقدير جيد جداً في مساق التربية العملية.

متطلبات إكمال الدرجة العلمية: يتكون البرنامج الدراسي لمرحلة الدبلوم من (7) مساقات معتمدة تتوزع وفق

التقسيم الآتي:

1. (5) مساقات إجبارية بمعدل 3 ساعات معتمدة لكل مساق.
2. مساق واحد للتربية العملية بمعدل (6) ساعات معتمدة.
3. مساق واحد اختياري بمعدل (3) ساعات معتمدة.

الخطة الدراسية

تتضمن الخطة الدراسية للبرنامج (7) مساقات بمجموع (24) ساعة معتمدة، تتوزع المساقات على فصلين دراسيين

الخطة الدراسية حسب الفصول الدراسية

لتخصص الدبلوم المهني في التدريس (24 ساعة معتمدة)

الساعات الاسبوعية		الساعات المعتمدة	اسم المساق	رقم المساق
عملي	نظري			
الفصل الدراسي الاول (15 ساعة معتمدة)				
0	3	3	أساسيات المناهج وطرق التدريس	CUR550
0	3	3	علم النفس و نظريات التعلم	PSY551
2	2	3	تقنيات التعليم	ETC552
0	3	3	القياس و التقويم النفسي و التربوي	EVA553
0	3	3	مساق اختياري	
2	14	15	المجموع	
الفصل الدراسي الثاني (9 ساعات معتمدة)				
2	2	3	طرائق التدريس الخاصة	
0	6	6	التربية العملية	
2	8	9	المجموع	

المساقات الإجبارية

المساقات الإجبارية حاضرة في الخطة الدراسية بواقع (15) ساعة معتمدة ويطرح القسم في الفصل الدراسي الأول أربع مساقات اجبارية بينما يشمل الفصل الدراسي الثاني مساقا اجباريا واحدا يتصل بطرائق التدريس الخاصة. تزود المساقات الإجبارية المطروحة بالفصل الأول والثاني الطالب بالمعرفة النظرية والتطبيقية في مجالات: طرائق التدريس، وعلم النفس التربوي، والمناهج، وتقنيات التعليم، والتقييم الصفي.

مساقات طرائق التدريس

يطرح القسم في الفصل الدراسي الثاني مساقا متخصصا في طرائق التدريس بواقع ثلاث ساعات معتمدة يصاحب مساق التربية العملية ويحق للطلاب التسجيل في هذا المساق إذا أكمل المساقات الإجبارية في الفصل الدراسي الأول، ويحدد لكل طالب المساق الذي يتلاءم مع تخصصه في مرحلة البكالوريوس أو ما يقاربه وبما يمكنه من التدريس في المدارس للمواد الدراسية المتوفرة في المرحلتين الثانوية والإعدادية. يتناول المساق جانبا نظريا يتعرف من خلاله على المفاهيم والمبادئ لأساليب تدريس المعرفة والمهارات المتخصصة، وجانبا عمليا يطور الطالب من خلاله المهارات العامة في التدريس،

مساقات طرائق التدريس التخصصية – 3 ساعات معتمدة

عدد الساعات العملي	عدد الساعات النظرية	رقم المساق	اسم المساق
2	2	PDT550	طرائق تدريس اللغة العربية
2	2	PDT551	طرائق تدريس التربية الإسلامية
2	2	PDT552	طرائق تدريس الرياضيات
2	2	PDT553	طرائق تدريس العلوم
2	2	PDT554	طرائق تدريس الدراسات الاجتماعية
2	2	PDT555	طرائق تدريس اللغة الانجليزية
2	2	PDT556	طرائق تدريس التربية الفنية
2	2	PDT557	طرائق تدريس التصميم الجرافيك
2	2	PDT558	طرائق تدريس تقنيات المعلومات

مساق التربية العملية

يطرح القسم مساق التربية العملية بواقع (6) ساعات معتمدة يصاحب مساق طرائق التدريس الخاصة ويحق للطالب التسجيل في هذا المساق إذا أكمل المساقات الاجبارية في الفصل الدراسي الأول. ويحدد لكل طالب المدرسة بما يمكنه من تدريس المواد الدراسية المتوفرة في المرحلتين الثانوية والإعدادية ذات العلاقة بتخصصه في مرحلة البكالوريوس أو ما يقاربه. يعطى المساق الطالب فرصة ميدانية لممارسة المهنة وتطبيق ما تعلمه في المواقف الصفية

مساقات التربية العملية – 6 ساعات معتمدة

رقم المساق	اسم المساق
PDP550	التربية العملية / اللغة العربية
PDP551	التربية العملية / التربية الإسلامية
PDP552	التربية العملية / الرياضيات
PDP553	التربية العملية / العلوم
PDP554	التربية العملية / الدراسات الاجتماعية
PDP555	التربية العملية / اللغة الانجليزية
PDP556	التربية العملية / التربية الفنية
PDP557	التربية العملية / التصميم الجرافيك
PDP558	التربية العملية / تقنيات المعلومات

المساق الاختياري

يطرح القسم مساقا اختياريا واحدا بواقع ثلاث ساعات معتمدة ويختار الطالب المساق من ضمن خمس مساقات يوفرها القسم

المساقات الاختيارية العلوم التربوية - 3 ساعات

رقم المساق	اسم المساق
RES554	أساسيات البحث العلمي و تطبيقاته في التربية
CSM555	الإدارة المدرسية و الصفية
ERE556	قراءات تربوية باللغة الانجليزية
PSC557	الإرشاد النفسي
TPT558	مهنة التعليم و الأدوار المتجددة للمعلم

توصيف المساقات

أساسيات المناهج وطرق التدريس CUR550

يتناول المساق مفهوم المنهج وأنواعه وأسس ومعايير بنائه وعناصره، كما يتضمن تنظيمات المناهج وأنواعها، ويتناول المساق كذلك أسس تطوير المنهج ونماذجه المختلفة والمقارنة بينها، ويناقش مفهوم طرائق التدريس وأسس وقواعد هذه الطرق وعلاقتها بعناصر المنهج كما يستعرض الطرائق التدريسية الحديثة بأنواعها.

علم النفس ونظريات التعلم PSY551

يتناول المساق طبيعة علم النفس المعاصر والحركات التي شكلته ووجهات النظر المعاصرة، كما يتناول مفهوم التعلم والمفاهيم الأساسية المرتبطة به كالفروق الفردية والدافعية. ويتناول المساق كذلك التنظيم المعرفي للتعلم ونماذج التعلم الارتباطية ونماذج التعلم المعرفية ونماذج التعليم، إضافة إلى انتقال أثر التعلم وأثر الخبرة والممارسة في عملية التعلم.

تقنيات التعليم ETC552

يتناول المساق المفاهيم المتعلقة بتكنولوجيا التعليم والعوامل التي أسهمت في تطورها، كما يتناول مفهوم المنظومة والمفاهيم المتعلقة بها وخصائصها والتصميم التعليمي والتطوير التعليمي وتكامل التكنولوجيا مع المنهج والاستراتيجيات التدريسية التي تتناسب مع تكنولوجيا التعليم والتي تحول عمل المعلم إلى منشط لعملية التدريس والتدريب على مهارات الحاسوب الأساسية التي تطلبها التكنولوجيا عند استخدامها في المواقف التدريسية، كما يتناول المساق مفهوم التعلم عن بعد كنمط تعليمي يقوم على التفاعل من خلال تكنولوجيا الاتصال المختلفة، كما يتعرض المساق لمهارات تصميم مواقع تعليمية تعتمد على التعليم الإلكتروني.

القياس والتقويم النفسي والتربوي EVA553

يتناول المساق: المفاهيم الأساسية في القياس والتقويم والفروق الفردية وأهميتها في عملية القياس وأدوات القياس والتقويم واستعمالاتها وخطوات تصميم اختبار تحصيلي من عمل المعلم وفق الخطوات العلمية والتحليل الإحصائي لمفردات الاختبار والتحقق من المؤشرات السيكومترية المطلوبة لأدوات القياس والتعرف على كل منها من حيث المفهوم وطرائق تقديرها واستعمالاتها.

مساقات طرائق التدريس الخاصة

طرائق تدريس اللغة العربية PDT550

يتناول المساق التعريف بالمفاهيم الأساسية للغة العربية وأساليب تدريس التعبير والاستماع والقراءة والأدب والنصوص الأدبية والكتابة والإملاء والخط وقواعد اللغة العربية. ويركز المساق على تطوير مهارات اللغة العربية والتدريب على إعداد الخطط السنوية واليومية لفروع اللغة العربية، والتعرف إلى بعض أساليب تشخيص الضعف وكيفية وضع الخطط العلاجية لذلك.

طرائق تدريس التربية الإسلامية PDT551

يتناول المساق مفهوم التربية الإسلامية وخصائصها وأسسها ومصادرها، كما يتضمن أهداف تدريس التربية الإسلامية وخصائص معلم التربية الإسلامية، ويتناول المساق طرائق تدريس جميع فروع التربية الإسلامية (التلاوة، التفسير، الحديث الشريف، العقيدة، الفقه، السيرة النبوية والتهذيب) كما يهدف إلى وضع الخطط التدريسية وإعداد وتنفيذ بعض الدروس بطريقة التدريس المصغر.

طرائق تدريس الرياضيات PDT552 Methods of Teaching Mathematics

The course presents teaching strategies principles, concepts, rules, algorithms skills and problem solving, using samples and examples and examples from school mathematical curriculum together with the mathematical proofs.

Candidates will develop pedagogical skill such as planning instruction, using different instructional tools and assessing students' Performance. Major emphasis will be placed on insightful learning tools for instruction.

طرائق تدريس العلوم (PDT553) Methods of Teaching Science

In this course definition and structure of the science will be presented together with the objectives and levels of methods of teaching science. with its fundamentals toward preparing a qualified teacher of science. The course concentrates on different methods to teaching science, dependent on contribution of the students the way that the lesson be planned also presented.

طرائق تدريس اللغة الانجليزية PDT555 Methods of Teaching English Language

This course gives the students a first-hand experience on lesson planning with an emphasis on the nature of presentation, practice, and interactive activities. The primary objective of this course is to focus on both the theoretical and practical aspects of teaching the four basic language skills (listening, speaking, reading, and writing) in addition to other aspects of teaching English as a foreign language. The course will focus on classroom-related issues such as error correction, asking questions in the classroom, etc.

طرائق تدريس الدراسات الاجتماعية PDT554

يتناول المساق مفهوم الدراسات الاجتماعية والعلاقة بينها وبين العلوم الاجتماعية، والأهداف العامة للدراسات الاجتماعية، كما يتناول المساق طبيعة مناهج الدراسات الاجتماعية من حيث تخطيطها وتطويرها والخطوط العريضة لها، وأهم طرق التدريس والاستراتيجيات المناسبة لتدريسها ويعالج هذا المساق تطبيق أساليب التقويم المعاصرة في تدريس الدراسات الاجتماعية. ويركز المساق كذلك على تطبيق الطالب للمعارف والمهارات في مواقف عملية مستخدماً الوسائل والتقنيات المعاصرة المناسبة.

طرائق تدريس التربية الفنية PDT556

يتناول المساق المفاهيم المتعلقة في عملية التدريس: استراتيجيات التدريس، طرق التدريس، أساليب التدريس، المتعلم، التعليم، ويتناول المساق المفاهيم المتعلقة بالتربية الفنية وأهدافها وخصائصها وطبيعتها مناهجها وأسس بناءها مناهجها، ويتناول المساق كذلك الاتجاهات الفنية المعاصرة وانعكاساتها على الفن الإماراتي المعاصر، والمنظور الجمالي للفن وتربية التذوق الجمالي وقراءة العمل الفني وتحليله، وموقف المتذوق واتجاهاته نحو العمل الفني. ويتناول كذلك طرق تدريس التربية الفنية واستراتيجيات تقويمها. ويتناول تطبيقات عملياً لمهارات تدريس التربية الفنية عن طريق التعليم المصغر.

طرائق تدريس التصميم الجرافيك PDT557 Method of Teaching Graphic Design

This course will begin with an overview and discussing of characteristics of excellent Graphic Design teachers / lessons, good quality teaching and learning with Graphic Design, and 21st Century learning and teaching Tools. It aims to help students develop deep knowledge in instructional systems, and instructional design models. Also the course develops student skills in analyzing the Graphic Design curriculum and designing Teaching plans. Learners will then be introduced to a range of approaches and Graphic Design teaching methods; it will give students practical experience in teaching through teaching in a computer lab, and integration of technology in teaching. The course will explore and discuss the development and variety of Graphic Design teaching methods, through micro-teaching classes. Additionally, learners are expected to demonstrate various assessment methods, learn to evaluate effectiveness of instructional design, teaching plans, teaching strategies and E-portfolio in Graphic Design curriculum.

طرائق تدريس تقنيات المعلومات PDT558 Method of Teaching IT

This course aims to help students develop deep knowledge in instructional systems, instructional design models, instructional strategies, teaching practical lessons, assessment of conceptual and practical performance and evaluation of teaching effectiveness. Learners will then be introduced to a range of approaches and IT teaching methods. Also the course develops student skills in teaching IT curriculum and designing lesson plans. The course will explore and discuss the development and variety of IT teaching methods, through videotaped classroom observations, as well as teachers' and learners' roles, and current IT teaching practices. An assessment will follow of which method would perhaps be best for them as future IT teachers.

التربية العملية

يتناول المساق تطبيقاً لما درسه المتعلم في الفصل الأول من مساقات مهنية وما نتج عنها من كفايات أساسية تساعد الطالب على أن يستعد للميدان بعد تخرجه، حيث تبدأ التربية العملية داخل الكلية لمدة أسبوعين يتم خلالها تعريفه ببرامج التربية العملية ومراحلها وتهيئته للميدان ثم ينتقل الطالب المعلم بعد ذلك إلى إحدى مدارس التطبيق لمدة (12) أسبوعاً متصلة بواقع خمسة أيام في الأسبوع يتوزع فيها نشاطه على مراحل. ثم يعود بعدها في الأسبوع الأخير لمناقشة حصيلة تعلمه بالإضافة إلى وضع المقترحات والتوصيات التي تهدف إلى تطوير وتحسين برنامج التربية العملية.

المساقات الاختيارية:

الإرشاد النفسي PSC557

يتناول هذا المساق التعريف بالإرشاد المدرسي، وأهدافه، وأهميته، ومبررات دراسته، وطرائق واستراتيجيات البحث فيه، وخدماته وحاجة الطلاب إليه، ودور المرشد النفسي، والمعلم، ومدير المدرسة في عملية الإرشاد المدرسي، وعلاقة كل منهم بأولياء أمور الطلبة. ودور المعلم في اكتشاف السلوك المشكل، وحالات عدم التكيف المدرسي، والتعرف على أساليب دراسة السلوك المشكل، وسوء تكيف الطلبة، وأساليب مساعدتهم على تجاوز مشكلاتهم.

مهنة التعليم والأدوار المتجددة للمعلم TPT558

يتناول المساق مهنة التعليم وأهميتها في المجتمع ومعاييرها والمفاهيم الأساسية المرتبطة بها مع تناول الكفايات اللازمة التي تعين المعلم على أداء عمله بنجاح في عصر متغير ومتجدد، إضافة إلى عرض تحليلي لجوانب التكوين المهني للمعلم من حيث الإعداد قبل وأثناء ممارسة مهنته مع التركيز على أساليب التنمية المهنية للمعلم. يعرض المساق لأخلاقيات مهنة التعليم وقيم وصفات المعلم الناجح كما يعرض المساق أيضاً لأهم المشكلات والتحديات التي قد تواجه المعلم وكيفية معالجتها والتغلب عليها.

أساسيات البحث العلمي وتطبيقاته في التربية RES554

يتناول المساق الطريقة العلمية في الحصول على المعرفة وحل المشكلات التربوية التي يواجهها المعلم من خلال توضيح طرق البحث الكمية، وطرق البحث النوعية وتطبيقها على نماذج مختارة من المشكلات والظواهر التربوية المختلفة، كما يتناول إعداد خطة البحث لدراسة المشكلات التربوية، ويعرض لأهم التصميمات في البحث التربوي وكيفية اختيار المناسب منها والطرق الإحصائية الوصفية والاستدلالية واختيار المناسبة منها للتصميم الذي تم اختياره.

الإدارة المدرسية والصفية CSM555

يتناول هذا المساق مفاهيم الإدارة التربوية والمدرسية والصفية وعملياتها، وأهميتها ودورها في تحقيق أهداف المؤسسة التعليمية، ويقدم وصفاً للجهاز الإداري في المدرسة ووظيفته. كما يتناول استراتيجيات الإدارة الصفية وأهمية تنظيم بيئة التعليم والتعلم داخل الفصل وخارجه. ويناقش بعض النماذج المعاصرة في إدارة وتنظيم الصف الدراسي، ويستقصي نماذج

من المشكلات السلوكية للطلبة داخل الصف الدراسي ويقترح استراتيجية مناسبة لعلاج هذه السلوكيات وتحقيق انضباط للطلبة خلال المواقف التعليمية.

Educational Reading in English ERE556

Educational Readings in English provides diploma students with basic terminologies, concepts, approaches, and attitudes related to the field of Education. The course builds on teachers' knowledge of topics such as the history of education, individual differences, theories of curriculum design and the relationship between developmental psychology and education. It further develops students' English language skills as well as vocabulary. The course also helps students to access relevant materials available in English to strengthen their professional development.

Glossary of Academic Terms

The terms defined below are mostly based on the definitions given in CAA's *Standards 2011*. Other terms have been added for the sake of completeness.

College. An administrative unit within the University, comprising of one or more departments, to offer undergraduate and graduate programs, such as College of Dentistry or College of Engineering & IT. Each college has a Dean to oversee the operation of the college.

Graduate Diploma. A graduate diploma typically includes one year or at least 24 semester credits (or equivalent) of course work beyond the bachelor's degree.

Master's degree. A Master's degree typically requires at least one year of study, or a minimum of 30 semester credits of course work (or equivalent) beyond the bachelor's degree. The minimum credits are not inclusive of any non-credit bridge courses which may be required. A Master's degree often, though not always, requires a substantial research paper, a thesis, or a project.

Academic Doctorate. It requires one or more years of coursework beyond the master's degree as well as academic research. Doctorates are nearly always awarded in recognition of academic research that is of a publishable standard and that represents some original contribution to human knowledge. The research is usually assessed by submission and defense of a doctoral thesis or dissertation. The usual degree title is the PhD (Doctor of Philosophy).

Professional Doctorate. A professional doctorate requires a minimum of one year of coursework beyond the master's degree and independent research. The emphasis of the degree is on research skills and advanced professional knowledge in an applied field of specialization. Examples include the Doctor of Education (EdD), Doctor of Psychology (PsyD), and Doctor of Business Administration (DBA).

Course. A *course* consists of a number of instructional activities over a prescribed period of time. It deals with a single subject and is commonly described by title, number, credits, and expected learning outcomes in the University Catalog.

Program. The set of courses and other formally established learning experiences which together lead to a qualification. *Program* may also refer to a specific aspect of the curriculum, such as the general education *program*.

Curriculum. The term refers both to the range of courses offered by the University and to a set of related courses constituting an area of specialization, such as the electrical engineering *curriculum*.

Course Syllabus. A description of course goals, course learning outcomes, contents, assessment instruments and grading criteria, week-by-week study plan, examination dates, etc. that is provided to the students at the beginning of their classes.

Credit or Credit Hour. A credit, or credit hour, is a unit of measurement defining the student's overall effort towards attaining a qualification. One semester credit or credit hour equals approximately 1 hour of time in class per week over a semester of 15 weeks or longer. For laboratory, 1 semester credit normally is given for two hours of laboratory time per week over a 15-week semester.

Credit Load. The total number of credit hours a student can register during a specific semester.

Semester. A *semester* is a period of time, typically a minimum of 15 weeks, during which the University offers courses. Some courses may be offered in a time-shortened period, such as summer semester, which nonetheless offers class contact time and out-of-class assignments equivalent to a semester course. AU offers courses in fall and spring semesters and optionally in summer semester.

Academic Calendar. It represents important semester-specific dates and deadlines for students, academic and administrative departments, and instructors.

Academic Year. The period of instruction composed of the fall, spring, and summer semesters. The academic year begins at the start of the fall semester and ends after the last day of the summer semester.

Add/Drop Period. Days set aside by the University for students to change their study schedule by adding or dropping courses in a specific semester.

Graduate Student. A student who has enrolled in a Graduate Diploma, a Master's or Doctoral degree program.

Academic Advisor. A faculty member who advises students on their study plan and course selection, monitors their academic progress, assists in their career planning, and guides in other academic and non-academic matters.

Academic Warning. A graduate student is issued an academic warning if his/her CGPA falls below 3.0 at the end of a semester. Such a student is said to be not in good academic standing. If this also happens at the end of another semester, the student is issued second academic warning and placed on academic probation.

Academic Dismissal. If a graduate student on academic probation (with two academic warnings) fails to raise his/her cumulative GPA (CGPA) at the end of the next semester, the student is academically dismissed from the University.

In-Progress (IP). A grade indicating that a course is still in progress and will be completed at a later date.

Conditional Admission. A student may be give conditional admission requiring him/her to successfully complete some specified coursework and/or fulfill other requirements in order to progress into the full set of courses within an academic program.

Learning Outcomes. Refers to knowledge, skills, and aspects of competence that a student is expected to know and be able to do at each level of qualification.

Credit Transfer. A system whereby successfully completed unit of study contributing towards a degree can be transferred from one program to another within AU or from another university to AU.

Prerequisite. A course or courses that serve as foundations for continued (advanced) courses. A student must successfully pass a prerequisite course before taking a course for which it is a prerequisite.

Electives. Courses which are not compulsory for students. *Electives* may be *free*—selected by the student from any course offerings, or *restricted*—chosen from a pre-determined list of options.

Developmental or Remedial Courses. Such courses prepare a student for enrolling in a regular curriculum, and aid the student in rectifying an area or areas of deficiency. Developmental or remedial courses are non-credit courses and do not count toward the requirements of an academic qualification.

The University limits the number of credit-bearing courses that a student may take while enrolled in developmental or remedial courses.

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. The University may choose to require enrollment in bridge programs as a condition of admission.

Directed Study/Independent Study. A course in which a student is individually supervised by a faculty member, which enables a student to undertake a learning opportunity which is otherwise unavailable. Directed learning or independent study courses must have an appropriate learning plan (typically a syllabus), learning outcomes, end of term evaluations and appropriate assessment.