



جامعة عجمان  
AJMAN UNIVERSITY

# GRADUATE STUDENT CATALOG

2019-2020



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

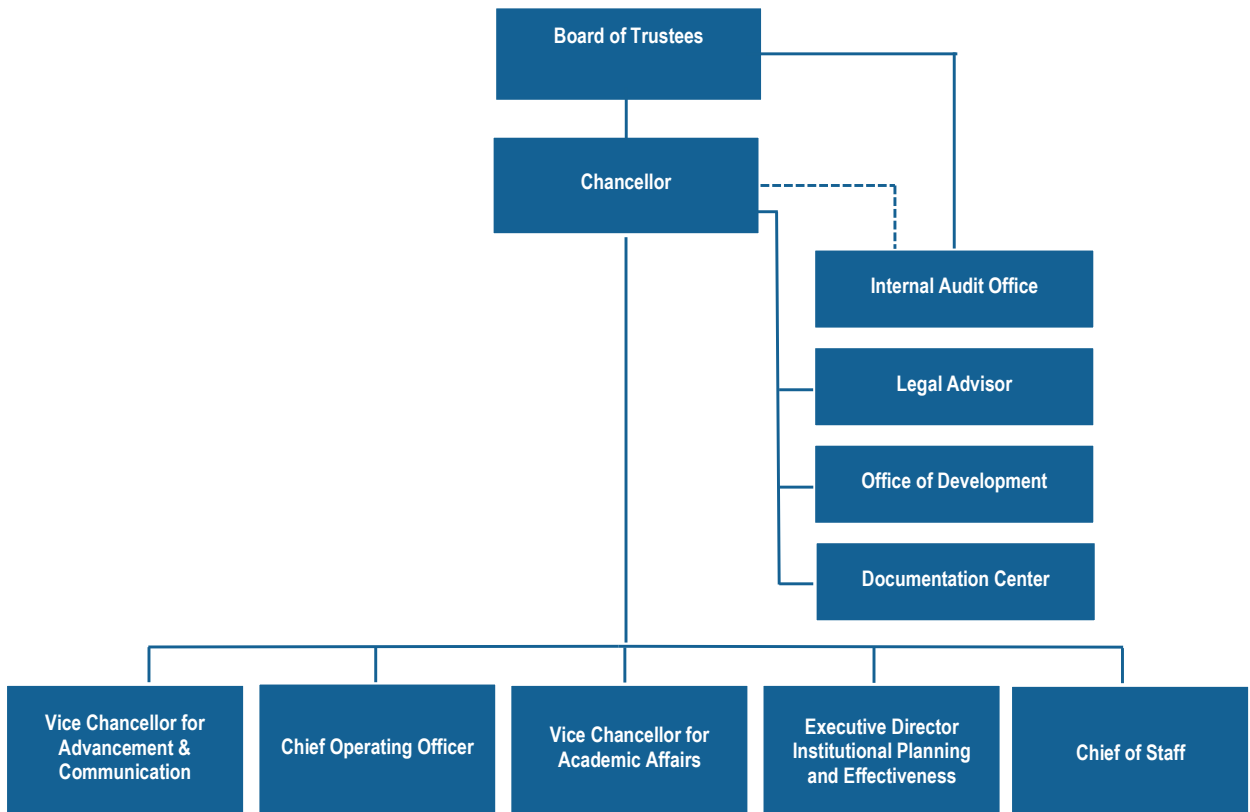


**His Highness Sheikh Humaid Bin Rashid Al Nuaimi**  
Member of the Supreme Council Ruler of Ajman  
Patron of Ajman University

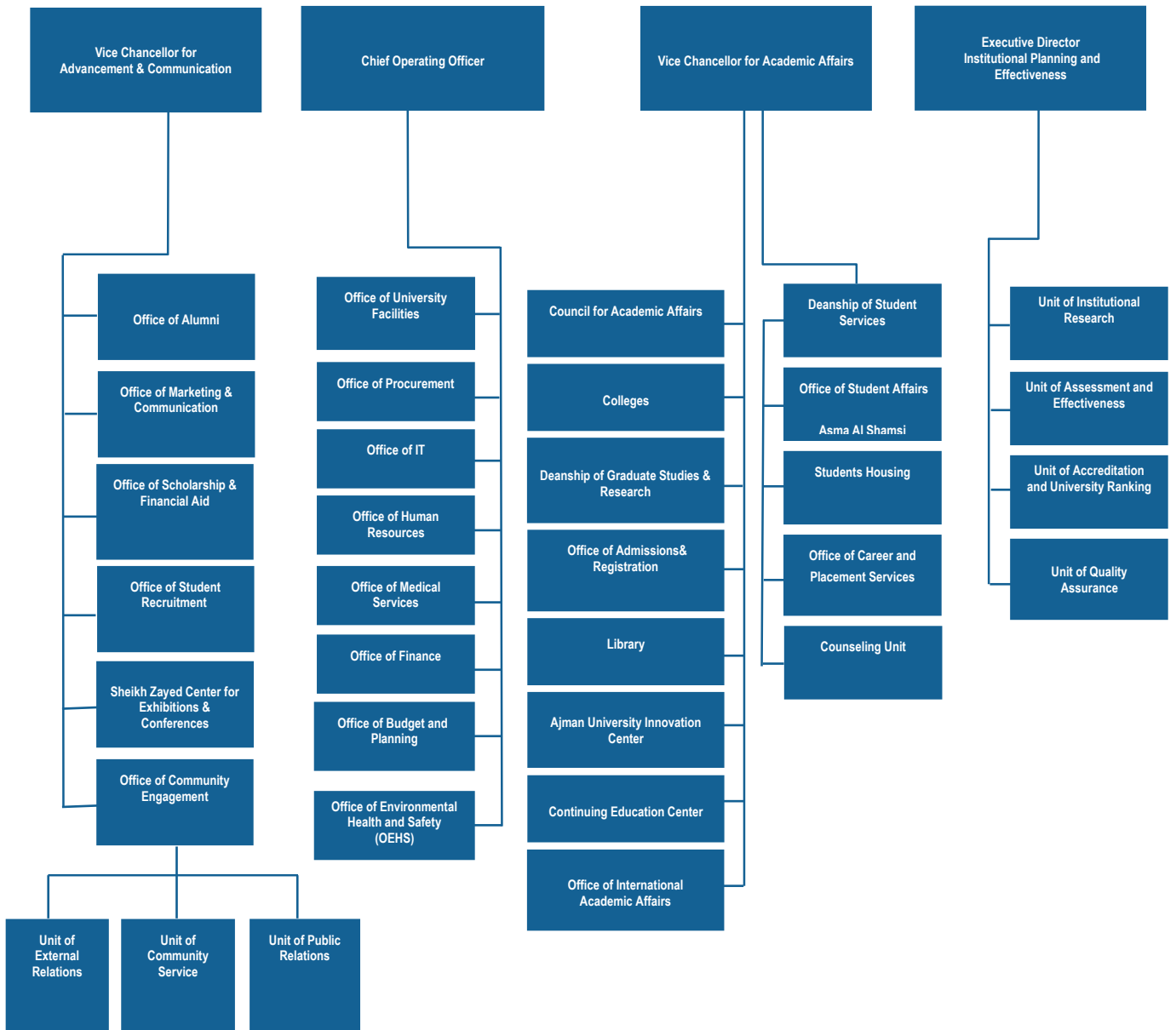
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# 1. Organization Chart



## Organization Chart (cont)



## 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 26<sup>th</sup> of Oct. 2016. AU offers 24 accredited undergraduate programs and 12 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 academic institution that offers a broad range of high quality and relevant 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. Where is AU?

### The United Arab Emirates

The United Arab Emirates is the federation of seven Arab Emirates: Abu Dhabi, Dubai, Sharjah, Ajman, Ras Al-Khaimah, Fujairah and Umm Al Quwain. The Federal State, which was formed in December 1971, is located on the eastern coast of the Arabian Peninsula. It covers an area of about 77,700 square kilometers situated between latitudes 22° and 26.50° North and longitudes 51° and 56.50° East. Some 86.6 percent of the land is accounted for by Abu Dhabi.

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

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

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

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

#### **Ajman:**

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

## 7. Admissions and Registration

### 7.1. System of Education and Graduate Programs Offered

The university utilizes the credit hour system. This system requires that students earn a total number of credit hours, as determined by the university, to complete their program of study. The required number of credit hours is distributed over a certain number of semesters, depending on the program (see Table 1 for details). All 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"> <li>Human Resource Management إدارة الموارد البشرية</li> <li>Financial Management الإدارة المالية</li> <li>Marketing التسويق</li> </ul>	36
	Doctorate of Business Administration (DBA) دكتوراه في إدارة الأعمال	60
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	57
	Master of Science in Endodontics ماجستير العلوم في المداواة اللبية السنية	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"> <li>• Clinical Pharmacy الصيدلة السريرية</li> <li>• Pharmaceutical Technology تقنيات الصيدلة</li> </ul>	36
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"> <li>• Literature and Criticism الأدب و النقد</li> <li>• Language and Syntax Grammar اللغة والقواعد النح</li> </ul>	36
	Professional Diploma in Teaching الدبلوم المهني في التدريس	24

## 7.2. 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 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 holder of a Bachelor Degree & Master 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..

### 7.2.1. 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 Applicants for Master's programs have holder of a Bachelor degree in the same field as that of the program applied for
- ii. The Applicants for Doctorate programs have holder of a Master degree in the same field as that of the program applied for
- iii. His/her Bachelor / Master degree was completed with a minimum cumulative GPA of 3 on a scale of 4.0, or its equivalent
- iv. His/her Bachelor / Master degree was issued from an accredited university by the Ministry of Education - Higher Education Affairs, UAE
- v. He/she has attained at least 550 score in TOEFL or its equivalent ( if the program is taught in English).
- vi. He/she has attained at least 450 score in TOEFL or its equivalent for the Master of Law.
- vii. He/she has attained at least 500 score in TOEFL or its equivalent for the Doctorate of Philosophy in Law.
- viii. Pass the interview for DBA applicants, Master of Science in Pediatric Dentistry, Master of Science in Endodontics

#### b. Conditional admission requirements for Master programs

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

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

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

- i. He/she is holder of a Bachelor degree in the same field as that of the program applied for
- ii. His/her Bachelor degree was completed with a minimum cumulative GPA between 2.5 and 2.99 on a scale of 4.0, or its equivalent

- iii. He/she is a mature student with at least five years experience and his/her CGPA is between 2.0 and 2.49 (or equivalent). Only 10% of total seats can be allocated for such students.
- iv. His/her Bachelor degree was issued from an accredited university by the Ministry of Education - Higher Education Affairs, UAE
- v. He/she has attained at least 550 score in TOEFL or its equivalent ( if the program is taught in English)

**Important:**

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

- a.* may take a maximum of nine credit hours in the first semester of study;
- b.* must achieve an overall grade point average of 3.00 on a 4.0 scale, in the first nine credit hours of credit-bearing courses studied for the Master's program.

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

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

- i. He/she is holder of a Bachelor degree in the same field as that of the program applied for
- ii. His/her Bachelor degree was completed with a minimum cumulative GPA of 3 on a scale of 4.0, or its equivalent
- iii. His/her Bachelor degree was issued from an accredited university by the Ministry of Education - Higher Education Affairs, UAE
- iv. He/she has attained a score between 530 and 550 in TOEFL or its equivalent ( if the program is taught in English)

**Important:**

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

- a.* must achieve a TOEFL score of 550, or equivalent, by the end of the student's first semester of study;
- c.* must achieve an overall grade point average of 3.00 on a 4.0 scale, in the first six credit hours of credit-bearing courses studied for the Master's program.

**Important:**

1. The number of seats for this category is limited to 25% of the number of students who are admitted to the program
2. The selection of the candidates will be based on the GPA obtained in the Bachelor degree

### **c. Exemption from English Language Proficiency for Graduate Programs**

Applicants for an AU graduate program may be exempted from the English Proficiency requirement if :

#### **Case 1.**

1. The medium of instruction is English for the Bachelor degree of the applicant ,
2. The applicant was admitted to the Bachelor program after having obtained at least 500 score in TOEFL or its equivalent,

#### **Case 2.**

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

### **d. 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 undergraduate courses ( up to 15 credit hours), specified by the program coordinator
- obtain at least 550 score in TOEFL or its equivalent

#### **Important:**

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

## **7.2.2. General Admission Conditions to the Professional Graduate Diploma in Teaching program**

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

- i. He/she is holder of a four year Bachelor degree other than in education discipline.
- ii. His/her Bachelor degree was issued from an accredited university recognized by the Ministry of Education - Higher Education Affairs, UAE.
- iii. equivalency certificate issued by the ministry of education UAE for the holders of non UAE Bachelor degree
- iv. His/her Bachelor degree was completed with a minimum cumulative GPA of 2.5 on a scale of 4.0, or its equivalent

- v. Evidence of relevant work experience if cumulative GPA is less than 2.5 on a scale of 4.0, or its equivalent.

### 7.2.3. 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 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 PhD students)
- Two recommendation letters
- Certificate of proficiency in English :
  - TOEFL score of 450 or equivalent for the Master's of Law
  - TOEFL score of 500 or equivalent for the PhD in Law
  - TOEFL score of 550 or equivalent for the Master's programs taught in English & Doctorate of Business Administration
- Recent CV
- Evidence of relevant work experience.
- Photocopy of valid passport
- A copy of UAE ID card for UAE residents
- Six 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.

## 7.2.4. Certification of Documents

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

- i. Bachelor degree Certificate and Grade Transcript obtained in the UAE must be certificated by the UAE Ministry of Education - Higher Education Affairs , UAE.
- ii. Bachelor degrees and Grade Transcript obtained abroad must be certificated by:
  - the Ministry of Higher Education, and the Ministry of Foreign Affairs of the country of origin, and the UAE embassy in that country,

## 7.2.5. 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.

### 7.2.6. 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.

### 7.3. 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.

### 7.4. 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.

## 7.5. 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.

## 7.6. 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.

## 7.7. Academic Evaluation and Assessment

### 7.7.1. 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.

### 7.7.2. 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

### 7.7.3. 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.

### 7.7.4. 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.

### **7.7.5. 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

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.

### **7.7.6. 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.

### **7.7.7. Complaints about Grades**

Complaints regarding final examination results must be lodged within a period of fifteen (15) days following the announcement of the examination results. The student should submit online a Complaint request. The request will be transferred to the college concerned where an appropriate decision will be made. The Office of Admissions and Registration notifies the student of the decision.

## 7.8. Academic Standing 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 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

## 7.9. 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

## 7.10. 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.

## 8. Student Records

Student records are maintained electronically and contain the following documents:

- all the documents that were submitted for admission
- the undertakings which were signed by the student during his/her studies

- a copy of the updated transcript at the end of each semester
- request for suspension of studies (if any)
- clearance sheet for graduates or students that have withdrawn from the university
- The transcript delivered by any other institution from which courses were transferred along with the course description, and the approval of the College for the transfer of the course. Also, authentication certificate of the transcript, which was issued from the former university, is kept in the file.
- The decision of completion of graduation requirements signed by the Dean of the College when the student completes his studies

## 9. Confidentiality of the records

- 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.
- 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.
- 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.
- 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
- c) Check AU Rules and Policies

### 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.

## 10. Academic Advising and Mentoring

### 10.1. 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.

### 10.2. Definitions

#### i. 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.

#### ii. 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.

### 10.3. 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;

# 11. Information Technology and Learning Resources

## 11.1. Information Technology

### Introduction

Ajman University (AU) provides computing, networking, information and telecommunication resources to the university community to support teaching, research, and efficient administrative processes. Access to Information Technology resources is granted to members of the university community who are enrolled students, employees, or academic staff members. The authorized Office for running these resources is the Office of IT.

### Mission

Providing efficient and current IT services to all university users (faculty, students, and staff) in order to fully support their teaching, research, and administrative activities.

### Objectives

The objectives of the Office of IT are to:

- Provide robust IT physical and logical infrastructure, maintain WAN and LAN nodes, and perform administrative operations to keep IT services 24\*7 available to users.
- Provide prompt and accurate technical assistance from knowledgeable staff, and to listen carefully to users' requests and feedback.
- Develop database systems, maintain university-wide database applications, and give full support to the application users.
- Create, maintain and enhance university and related websites, and develop integrated application to enhance user's web browsing experience.
- Perform RND to recommend new technologies.
- Protect the I.T. assets of AU.
- Ensure that the use of I.T. resources is primarily for university purposes and university-related activities.
- Maintain the integrity and security of the university's computing facilities

### Services

- Help Desk
- Network Account
- Email
- Internet
- WiFi
- Online Registration
- E-Learning Management System

- Maintenance and Replacement of Computing and Network Resources for Educational facilities and to AU's Staff.

### **AU IT Facilities**

IT facilities at AU are maintained by the Office of Information Technology, located at the ground floor, Block A, Jurf 2. It is the responsibility of all users of the computer system to notify the Office of IT about violations of laws and university policies in connection with the use of the computers, as well as about potential loopholes in the security of the computer system. Any concerns, complaints, or reports of misconduct with regard to the computer system should be reported to the director of I.T. at 7056500 or email [helpdesk@ajman.ac.ae](mailto:helpdesk@ajman.ac.ae).

### **Network Accounts**

Accounts are intended to be personal. The individual to whom the account has been created is responsible for ensuring that his/her username and password remain confidential. No one is allowed to use another person's username and password.

#### **User Account :**

1. All freshmen students should receive an identification letter by email with their password/user account details and how to use it after two (2) working days before the Registration starting date or one (1) working day from the admission approval in case the student has been admitted during the registration period.
2. All registered students should have passwords/user account.
3. The password/user account will remain active during the whole study period only. The email account will remain active for life.
4. Students who, for a reason or another, lose their passwords must pay a fifteen-dirham fine in return of having it back.
5. The student may use the user account to access all the below AU web services:
  - a. Computer labs.
  - b. WiFi
  - c. Email
  - d. E-Learning Management System (Moodle)
  - e. Online Registration System (ORS)

### **Electronic Communications:**

#### **Email**

AU has established e-mail as a primary vehicle for official communication with students. All university communications via email will be sent to this address. Faculty members will use the official university e-mail address to communicate with a student registered in their classes and administrative units will correspond with students via this address. The university expects that students will receive and read e-mails in a timely manner. Students are expected to maintain their accounts and check their e-mail. A student is obliged to check university e-mails and act upon content.

### **E-Learning Management System:**

AU adopts an E-Learning Management System (Moodle) to enhance the teaching and learning process. It is a web-based application that allow instructors to deliver content and resources to students and manage their delivery. It provides easy ways for instructors to create and deliver their course content, communicate with students, and assess their performance.

The student will be enrolled in all the registered courses automatically as the moodle system is integrated with the registration system.

### **Improper use of the computer system is prohibited:**

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

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

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

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

### **Computer Labs**

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

### **Terms and Conditions of using IT services**

- The Office of IT considers all temporary and permanent connections via the university network to be subject to the provisions of this policy.
- Computing resources not owned or approved by AU may not be connected to the university's network.
- The Office of IT has the right to monitor the traffic of all transmissions on networks maintained by the Office at all times.

- Operating systems currently supported (for the desktop) include Windows OS (Windows 8 and above) and Apple OS (7 and above). There are special requirements for Unix workstations in the College of Engineering & IT. Upgrading will take place in a controlled manner.
- Software and hardware to be installed should be requested by the Dean or director, otherwise it may not be installed or connected to the university systems without the approval of the IT Committee. This includes the data and telephone networks.
- All university affiliates (faculty, staff & students) are permitted to use the university network and selected computing resources at all times while the network is available.
- IDF/MDF rooms are under the authority and responsibility of the Office of IT. Everyone within the AU community who uses university computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner.
- Violations of information technology policies & procedures typically result in university disciplinary action, which may have serious consequences, and in some cases, may result in a legal action.

#### **Data Backup**

It is the responsibility of students to have a backup of their data and coursework on a personal data storage medium (such as External Hard Disks, USB flash drives or CD/DVD disks). Though, the student may do backup on the cloud using the provided storage with the email service (50 GB on OneDrive).

#### **Internet Services.**

Students may access the Internet through computers in university computer labs, through personal laptops connected to the university's Wi-Fi provided in designated locations.

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

## **11.2. Library & Learning Resources Center**

The literature relating to library and information science states that the effectiveness of the organization and its various activities cannot be determined without a statement of goals and objectives because, by definition, effectiveness is the degree to which a library accomplishes its stated objectives. The Association of College and Research Libraries (ACRL) Standards, published in June 2004, anticipates that the mission, goals and objectives of a college library should support the mission of the parent institution and should be spelled out clearly so as to serve as a framework for its activities. Outcome assessment measures take into consideration the library dependence on technology, its increasing use of online services, its provision of information literacy skills and the budgetary split between print and electronic resources. The ACRL Standards require goals to be compatible and consistent with those developed by the institution. Assessment of the quality and

effectiveness of the library should be linked closely with the specific mission and goals of the institution. The Information Resources Center should be involved in the overall planning process. These planning methods require input from a broad spectrum of the institution's community. Strategic planning that includes evaluation, updating, and refinement, provides an overall direction that helps to guide day-to-day activities and decisions.

## **Mission**

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

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

## **Goals and Objectives**

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

- Provide current library materials and databases that support the academic curricula
- Provide access to information resources, regardless of location
- Collect library materials in all formats, broaden and update all collections to meet the needs of AU's programs and support the various aspects of the institution: teaching, training, research and services
- Educate and assist faculty, students and staff in the identification and effective use of information resources
- Continue to strengthen and update all collections to meet the needs of AU's programs
- Preserve AU's collections and materials, and maintain and upgrade physical and technological infrastructure to enhance the quality of services
- Recognize that a minimum expectable standard is one resource per topic per student
- Meet accreditation standards
- Provide access to library resources and servers via web pages and online recourses
- Ensure that resources available are current, appropriate and accessible 24/7
- Work closely with users; know their needs and interests
- Put into practice the motto that building library resources is a continuous process
- Enhance information literacy, especially in the student community, by developing effective plans aiming at improving student ability to:
  - Access information effectively and efficiently
  - Evaluate information and its sources critically
  - Understand economic, legal and social issues when using information

- Access and use information critically and legally

### 11.3. Health Clinics

#### Mission

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 dependants. In doing so the Health Clinics strive to make the campus a healthy and safe place to study, work and live.

#### Objectives

The objectives of the University Health Clinics are to:

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

#### Services

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

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

## 11.4. Safety

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

All students are asked to:

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

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

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

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

### **Safety Procedures for Labs**

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

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

1. Jerf1 067056204
2. Jerf2 067056530



## 12. Student Affairs

The Deanship of Student Services (DSS) is responsible for those aspects of student life which extend beyond the classroom. The DSS is committed to encouraging the personal development and growth of students through the organization of a variety of co-and extra-curricular activities, which include cultural, social, sport and entertainment programs. In addition, the DSS is responsible for the provision of a variety of services.

### 12.1. Student Counseling Unit

Student Counseling is dedicated to helping students address personal or emotional problems that hinder them from 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.

### 12.2. Student Counseling Policy

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

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

#### **Personal Counseling:**

- Refers to one-to-one counseling with each student on a weekly basis. Students are seen for a multitude of reasons that range from typical developmental challenges to more serious adjustment and mental health issues.
- Listening to student complaints, work to find solutions, and inform parents about the academic status of their children.

#### **Group Counseling**

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

## 12.2.1. Procedures

### Eligibility

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

### Confidentiality

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

### Access

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

### Referrals

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

## 12.3. Student Activities Unit

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

### 12.3.1. Social Activities

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

- Receiving new students and their parents and finding solutions for the difficulties students may face at the beginning of their academic life

- Arranging and supervising meetings at which students are able to get to know each other, thus breaking down the psychological barriers between senior and new students and familiarizing them with the university atmosphere
- Promoting social awareness among students is done through a number of activities which include raising money for a variety of charitable causes and visiting institutions, such as orphanages
- Organizing activities during the holy month of Ramadan, which include Iftar, conferences, religious lectures, competitions, financial donations and other charitable deeds. Competitions in the recitation and memorization of the Holy Quran are also arranged
- Arranging social and educational activities, for example visits to cultural landmarks, scientific exhibitions and entertainment centers, and exchanging visits with scientific, teaching and social institutions
- Cooperating with UAE institutions and authorities in health- awareness campaigns on subjects such as illegal drugs and smoking
- Organizing blood donation campaigns in cooperation with the Ministry of Health, and taking part in campaigns and celebrations organized by formal authorities, such as the Civil Defense and Traffic Week Festivals
- Running training courses, for example on first-aid and personality development
- Supporting social activities that aim to develop students' personalities and consolidate their relationship with local values and morals

### 12.3.2. Cultural Activities

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

- Organizing intellectual and cultural lectures and conferences conducted by experts from within and outside the university
- Running cultural, intellectual, literary and scientific competitions, and awarding prizes and certificates for distinguished projects such as short stories, literary articles, scientific research and poetry competitions, with the aim of promoting student creativity
- Organizing poetry readings, seminars, discussion forums and exhibitions of student works
- Encouraging students to write articles for publication in the University Magazine
- Participating in cultural, intellectual and scientific competitions organized by educational, literary and scientific institutions in the UAE

### 12.3.3. Art Activities

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

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

### 12.3.4. Sport Activities

Sport activities play an important role in promoting the physical and intellectual development of students.

Sport enables participants to build their physical wellbeing through exercise and is an important element in the development of personal and psychological balance. As an important part of the strategy and vision of AU, the university has a wide range of sport facilities. These include playing fields for football, handball, basketball and volleyball. In addition, the gymnasium is well equipped with facilities.

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

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

## 12.4. Students Role in Institutional Decision Making

Ajman University considers its students to be an important element of its operations and events and treasure their opinions and suggestions pertinent to the university. Both parties collaborate in order for the students to enhance their sense of belonging to their university and work together to create a conducive environment and to further develop and boost its image. Also, students have the right to submit their written concerns and suggestions related to any matters concerning the university's

operations to the Dean of Student Services, the Vice Chancellor for Student and Community Affairs or the Chancellor via the right channels.

## 12.5. Student Council

In coordination with the Office of Students Affairs, Student Councils have been organized to serve as liaison between faculty, staff, and students. Student Councils represent the voice of the students and provide leadership in assisting and organizing activities for all students. There are opportunities for students to serve as member of the Council. If students are interested in being considered for membership on the Student Council, they should apply to the Office 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 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.

### Council Election

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

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

- To be a regular student of AU;
- To be 18 years of age or over;
- To be of good conduct and sound reputation;
- Must not have been convicted of any felony or misdemeanor involving moral turpitude or dishonesty, unless he/she has been rehabilitated.

**Article 3:** The DSS Student Council Elections committee shall be formed and charged with the following responsibilities:

- Set a timeframe for submitting candidatures;
- Receive candidatures from interested students;
- Review candidatures to ensure that all conditions are satisfied;
- Consider and adjudicate appeals filed by or against any candidates;
- Publicize the list of candidates and post it on the announcement boards of each college;
- Receive and adjudicate objections lodged against any candidates;
- Establish rules and procedures for constituting the electorate;

- Fix the election date and announce the method of voting;
- Oversee the election process.

**Article 4:** - The Student Council Campaigns and Elections are being held electronically. The Voter needs to visit e-vote link on the day of the election to select the nominee of her/his choice. The results are then generated also electronically and announced by the DSS Officials on the second day. After that, two councils are formed; one for male while the other for female students which consist of 15 members each, meet to decide on their positions in the presence of the DSS representatives.

**Article 5:** Candidates shall have the right to conduct pre-election campaigns in accordance with the regulations promulgated by the Committee.

**Article 6:** The rules and procedures of Student Council election shall be as follows:

- Voting shall start at 8:00 a.m. on the day of election;
- Voter shall insert his/ her user name and password in the e-vote link one time only to select his/ her candidate.

**Article 7:** Supplementary elections shall be held on the second day in case of parity of votes between two or more candidates, which raises the number of winners above five.

**Article 8:** In all cases, if the supplementary elections results in another parity of votes, the Committee shall resort to a drawing of lots among the tied candidates to fill in the required seats.

**Article 9:** - In case any of the nominated candidate is unable to join the SC, the priority will be given to the nominated candidate over five according to the rank.

**Article 10:** The Committee shall receive election appeals within 48 hours of the announcement of results. The Committee shall consider and adjudicate such appeals within a period that shall not exceed 48 hours from the date of receipt of each appeal, and the Committee's decision on this matter shall be final.

**Article 11:** In its first session, the Student Council shall elect by an absolute majority of its members the Council Chairperson and Vice-Chairperson from among the members of the Council who are nationals of the United Arab Emirates. The session shall be chaired by the oldest member of the Council.

## 12.6. 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:

- Encourage student participation in a variety of activities
- Promote the spirit of cooperation among students, and encourage them to take on responsibility

- Provide support to new students by advising them and helping them in their new academic life
- Obtain student input regarding needs and wishes, and pass the information obtained to the DSS
- Act as a liaison between students and DSS supervisors
- Meet with DSS members on a regular basis
- Arrange for “acquaintance” meetings among students in order to break down the barrier between new students and the new academic society
- Promote study ethics among students and encourage them to abide by the rules and regulations of the university
- Urge students to abide by the morals, principles and doctrines required by Islam
- In line with the vision and philosophy of 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.

### **Student societies supported by the DSS**

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

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

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

**4. Athletic Society:** This society seeks to improve students’ athletic skills. It participates in organizing competitions, encourages students to take part in athletic activities and conducts training courses to improve stamina. The society also supports the DSS in athletic activities.

## **12.7. 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. Among these important channels are the following.

**1. Television:** The university possesses a cutting-edge and well-equipped television studio for training the media students in the different stages of television journalism. At the same time, it is used for internal transmission within the university.

**2. Radio:** This channel is also available to AU students through which they transmit its programs via the Internet under the supervision of the college of Mass Communication.

**3. Publications:** AU students issue a number of publications such as the university magazine, the newspaper, Afaq in addition to news bulletins related to the university colleges. Some of these are periodic and others to celebrate certain events.

**4. Social Media :** The university webpage is very informative on matters related to the university and students. Moreover, the university has a device related to homepage and dynamic pages on social media: Facebook, Twitter, You Tube. Colleges have their own homepages.

## 13. Student Services

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

### 13.1. Accommodation

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

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

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

#### **Student conduct in Residential Halls is subject to certain regulations**

- Security - all residential halls are protected by security staff patrols



- Curfew - staff monitor attendance records regularly for absences. Repeated violation of attendance regulations may result in dismissal from the residential hall for one or more semesters.
- Smoking - male students are allowed to smoke out of doors and in their rooms. However, smoking in common areas is strictly prohibited
- Littering - all students are expected to maintain cleanliness inside the halls. Rooms are inspected periodically for cleanliness.
- Alcohol/Illegal Drugs – the use of alcohol or illegal drugs is strictly prohibited on campus and residential halls. Students found in violation of this regulation will face severe disciplinary consequences
- Housekeeping – student rooms are cleaned at least once a week, and all common areas are cleaned daily
- Dorm Leave - all resident students are expected to sleep in their residential hall every night, except during official dorm closing periods or upon verification with residential hall staff by parents/guardians

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

### 13.2. Transportation

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

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

The transportation Unit has defined the regulations governing the use of its buses and the fees student pay in order to ensure the systematic and good quality services. These regulations are distributed to students who opt for making use of this facility.

The DSS's role in student transportation is to:

- Coordinate the transportation of students to participate in various activities
- Elicit student views concerning the transportation services offered
- Solve student problems with the cooperation of advisors, who keep the DSS informed of recent developments
- Improve the organizational performance in order to achieve high standards of services

### **13.3. SMART Superstore**

Retail outlets on campus meet student needs for stationery, books in Arabic and other languages, software facilities, photocopying, printing and binding. The DSS monitors the services and coordinates with the supervisors of SMART Superstore to solve any problems that may arise. The Unit makes every effort to ensure that books are delivered promptly.

### **13.4. Other Services**

The Office of University Facilities is responsible for examining the standard of other student services, for example restaurants, mosques, maintenance, cleanliness and security on campus. With regards to restaurants, the DSS ensures that they are operating in accordance with required health standards. Mosques are kept clean and safe. The Office of University Facilities also checks the cleanliness and maintenance of lecture halls and deals with any problems that may arise. It also coordinates with the university's security staff to ensure appropriate handling of any problems. Finally, the Office of University Facilities designs questionnaires to assess the standard of services provided and recommends improvements.

## **14. Cafeterias & Restaurants**

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

## **15. Bookshops**

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

## **16. Mosques**

The university has conveniently-located mosques and prayer rooms with facilities for male and female students.

## 17. Shops

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

## 18. 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 decisionmaking 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.

## **19. Training Center**

### **Mission**

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

### **Objectives**

The Training Center short-term objectives:

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

### **The Training Center long-term objectives**

- **Continuing learning, training and rehabilitation:** to lead training development programs for college members and staff in areas such as teaching and learning methodology, computer skills, research methods, languages, management and technical skills

- Community training: to play an active role in developing community programs through symposia and seminars on rehabilitation, development and the upgrade of worker skills and capacities
- Promoting training and learning through the use of modern technology

### **Continuing Education Center**

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

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

- Courses offered TOEFL Courses TOEIC Courses ICDL Courses CCNA Courses
- Business English Courses, English Level I Courses, English Level II Courses, Management Courses, etc.
- IT Courses
- Web Design and Graphics Courses
- Soft Skills Courses (Customer Service, Leadership, Business Etiquette, Communication Skills)

## **20. 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.

## 21. Student Rights and Responsibilities

### Student Rights:

1. Every student enjoys all rights and freedoms recognized within the university by the Laws of the United Arab Emirates as long as this does not violate the code of student conduct.
2. Every student has the right to fair equal treatment by the University. A student has a right to be free from discrimination based on ethnicity, color, religion, gender, marital status, nationality, language, or personal handicap. However, a distinction, exclusion, or preference based on relevant academic or physical aptitudes required and made in good faith is considered to be non-discriminatory.
3. Every student has 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 the student's 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 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 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 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 appropriate defence.

### **Student Responsibilities:**

Along with rights come certain responsibilities among them is the respect of the rights of all in AU's community. Students must behave in a manner that is civil and compatible with the university's function as an educational institution. Students are required to obey the rules and regulations of 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. It is imperative 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.

### **21.1. Student Behavior Code**

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 by:

- a. Demonstrating a clear commitment to their own learning
- b. Conforming themselves to all specified time requirements for registration, class schedules, examinations and completion of assignments
- c. Ensuring that work presented is their own personal work
- d. Ensuring that all information presented to faculty members and administrative staff is accurate and true
- e. Conducting themselves in a courteous and proper manner in their dealings with faculty members, employees or other students
- f. Meeting their academic advisors regularly
- g. Respecting the property of others and of the university
- h. Reporting grievances to their academic advisor or the Dean of the College
- i. Not engaging in cheating, plagiarism, disruptive behavior or improper conduct which could damage the reputation of the university
- j. Not using AU facilities for other than learning purposes without prior authorization
- k. Not falsifying documents or using falsified documents for any purpose related to the university

- l. Not smoking or using electronic cigarettes, etc. in enclosed areas on campus or at the university housing facilities.
- m. Not distributing leaflets or collecting signatures on university premises or in hostels without prior authorization
- n. Abiding by AU rules and regulations, and the directives of the academic and administrative staff
- o. Acting in a way that will not cause offence to the culture of the UAE

### **Disciplinary Penalties for violations of Behavior Code**

One of the following penalties shall be imposed on the student who violates the codes of public conduct:

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 and 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 he is enrolled on and obligating him to pay the fees.
6. Suspension from study for one or more upcoming semester.
7. Expulsion of the student from University and awarding him a failing grade on all of the courses of the semester in which the violation is committed; obligating him to pay the fees. The student shall not benefit from his academic record.
8. Expulsion of the student from University; awarding him a failing grade on all of the courses of the semester in which the violation is committed; student shall not benefit from his academic record neither shall his fees be refunded.

## **21.2. Student Academic Integrity**

### **Definition of Plagiarism**

The 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 a powerful plagiarism detection software as well as other verification tools to detect any act of plagiarism. 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



- Students are required to submit their own work for fair evaluation of the level of achievement of a specific learning outcome.
- Each faculty should explain to their students that plagiarism is not at all acceptable and there are strict penalties for any act of plagiarism.
- It is not forbidden to reproduce an idea or sentences from a book or an article as long as the student uses quotation marks and gives its source.
- Every submitted project is expected to contain a reference section in which the student lists all the materials that he/she consulted or used in the project.

### Examples of Academic Integrity Violations

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

Plagiarism	Test and Exam Rules	Other violations
Failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks.	Attempting to read other students' exam papers.	Co-operation or collaboration on an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis.
Submitting any work written, in whole or in part, by someone else.	Speaking to another student (even if the subject matter is irrelevant to the test).	Disruption of classroom activities or periods of instruction.
Submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own.	Leaving answer papers exposed to view.	Improper access to confidential information such as exams or test questions.
Using ideas or material without appropriate acknowledgment in any academic assignment.	Writing an examination or part of it, or consulting any person or materials outside the confines of the examination room without permission to do so.	Misrepresentation of facts for any academic purpose.
Using another's data or research findings.	Using material not authorized by the examiner.	

### 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 hails 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.

### **Disciplinary Penalties for violations of Academic Integrity**

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 after confirming the act of plagiarism, shall refer the report to the Registrar where a copy of the report will be kept in the student file.

The following actions shall be taken against the student proven to have committed an act of plagiarism:

1. If the student has no previous record of plagiarism in any course, a zero grade is given to the submitted work.
2. A student committing a second plagiarism offense in any 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".
3. A student committing a third plagiarism offense in any course 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.
4. A student committing a fourth plagiarism offense in any course will be expelled from the University and shall be awarded a failing grade on all courses of the semester which will be marked with a grade of "XF". The student will have to pay the fees for all courses. However he can benefit from his/her academic record.
5. Upon a written request submitted by the student to the Office of Admissions & Registration, the XF mark may be removed if the student maintains his/her record clean up until his/her graduation.

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.

## Procedure for Dealing with Plagiarism Cases

### a. Plagiarism Detecting Software

Although the primary source of plagiarism detection is the course instructor's review of the student's work submitted for a particular assessment instrument, Turnitin software is available at AU Moodle for assistance in detecting any plagiarized work.

The Turnitin report, identifying uncited or unacknowledged copied material, will be submitted by the faculty under the formal plagiarism procedure. It should be noted that just having a matching score on Turnitin doesn't imply plagiarism; this will go through a rigorous analysis by the faculty before being finally reported.

A word of caution to be informed to all students on usage of any online tools for referencing, there are ample of sites (paid or free) for generating references, citations and bibliographies. However, most or almost of them doesn't fully abide by the international referencing conventions followed by the University. In case of usage, the student shall be fully liable for the consequences and to ensure that the referencing is in accordance with the University guidelines.

### b. Who to contact for advice

In case student want to seek advice in understanding the process and how to deal with the situation that resulted into him/her being plagiarized, they shall contact the program team or course tutor, per se, for any initial advice.

## 21.3. Exam Guidelines

**Rule 1 :** Only students who fulfill the following conditions will be allowed to sit for the university examinations:

1. Students who arrive at the examination room in good time. If they are more than 30 minutes late they will not be admitted. Going out the examination room shall be allowed only 60 minutes after the timed start.
2. If students are not suspended from classes.
3. Students should introduce the University Card and the No Liabilities Certificate.

**Rule 2 :** The examination regulations and procedures shall apply to the student during the period of exams, in examination rooms. The possession of mobile phones or other electronic means of communication is strictly prohibited and will be confiscated by invigilators, if any.

**Rule 3:**

1. In case the student is absent from an examination with a valid excuse, they will be allowed to have the complete exam within no more than two weeks from the start of the following semester. The student is deemed informed of the date of the complete exam.
2. Any excuse shall be introduced in no more than one week from the exam provided that this excuse is ratified by the authorized parties in the university.
3. The acceptable excuse shall be one of the following:

4. A medical report that is approved by the University Doctor.
5. Death certificate of one of the first and second degree relatives.
6. Suspension or appearance before the court.
7. A perfectly valid excuse.
8. The student shall pay the fees of the incomplete.

**Rule 4:** The student who is absent from an examination without a valid excuse shall be deemed to have failed the examination.

**Rule 5:**

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

**Rule 6:**

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

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

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

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

**Rule 7:**

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

5. Any grievance request shall be identical to the form provided by the Office of Admissions and Registration.

### **Procedures Regulating Irregular Behaviors during Sit-in Exams**

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

1. The invigilator shall notify the student who is caught cheating or trying to cheat to see the Chair of the College Examination Committee by means of a form designed by the Central Examination Committee and by which he/she will be informed of the place and time of his/her appearance before the Central Examination Committee.
2. The College Examination Committee shall refer the report to the Dean who in turn submits it to the University Disciplinary Committee.
3. The University Disciplinary Committee shall conduct the investigation with the cheater (or trying to cheat) and report all available witnesses within no more than 48 hours, then a report shall be submitted. In case the student does not attend in the assigned time, he/she will be subject to an investigation that will be conducted in absentia.
4. The the University Disciplinary Committee shall be entitled to take the decision to keep the report in case the infraction is not supported by any evidence; the decision is deemed definite and the student may be allowed to re-sit the examinations.
5. The Chair of the Central Examination Committee shall refer the report to the University Disciplinary Committee to take the appropriate decision with regard to the infraction the examinee is accused of.
6. Once asked by the invigilator, the examinee who is caught cheating or trying to cheat shall quit the examination room.

### **Disciplinary Penalties for violations of Examination Rules**

1. Awarding a failing grade on the course in which the student commits the violation; student shall pay the full course fees. Such penalty shall apply when a student is caught cheating or attempting to cheat in exams, or caught in possession of notes relating to the exam subject matter, or in possession of a mobile phone or any other electronic device even if it is switched off. This penalty shall apply if the breach is the first to be committed by the student. The cheating case shall be noted in the student's record of grades and marked with "XF" for that course.
2. Awarding a failing grade on all courses of the semester in which the student commits the violation and obligating him to pay the full course fees. Such penalty shall apply when a student is caught cheating or attempting to cheat in exams; or caught in possession of notes relating to the exam subject matter, or in possession of a mobile phone or any other electronic device even if it is switched off. This penalty shall apply if the violation is the second to be committed by the student. The cheating case shall be noted in the student's grades record and be marked with the character "XF" for all courses in the semester.
3. Expulsion of the student from University and awarding him a failing grade on all courses of the semester in which the violation is committed. The student can benefit from his

- academic record but will have to pay the fees. Such penalty shall apply when a student is caught repeating for a third time an act of cheating or an attempt to cheat in exams; or caught in possession of notes relating to the exam subject matter, or in possession of a mobile phone or any other electronic device even if it is switched off.
4. Expulsion of the student from University and awarding him a failing grade on all courses of the semester in which the violation is committed. The student cannot benefit from his academic record and his fees will not be refunded.
  5. Upon a written request submitted by the student to the Office of Admissions & Registration, the XF mark may be removed if the student maintains his record clean up until his graduation.

#### **21.4. Policy on Smoking**

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

#### **21.5. Policy on Drug and Alcohol Abuse**

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

#### **21.6. Policy on Dress Code**

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

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

#### **21.7. Policy on Use of Email as Official Communication**

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

## 21.8. Policy on Disruptive Conduct

**Purpose:** To ensure students maintain good conduct and refrain from disturbing AU community members.

**Prohibitions:**

1. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other university activities, including public service functions and other authorized activities on university premises.
2. This also includes making or causing noise, regardless of the means that disturbs authorized university activities or functions.
3. Cursing in a public setting, using unacceptable language or making an offensive speech that includes, but is not limited to name-calling, insulting, profanity, vulgarity or in a way violating the UAE code of mutual respect.
4. Persistent serious acts of disobedience.

## 21.9. Policy on Theft, Property Damage and Vandalism

**Purpose:** To protect AU community property and prevent misbehavior.

**Prohibitions:**

- a. Theft or unauthorized taking of university property or property of an AU student, faculty member, staff member or visitor on university premises. This includes knowingly possessing such stolen property.
- b. Vandalism, willful wanton or reckless damage to university premises or property.

## 21.10. Policy on Classroom Misbehavior

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

**Prohibitions:**

- a. Persistent speaking without permission; engaging in activities that are not related to the class; inappropriate use of electronic devices, cell phones or laptops; sleeping in class; habitually class late or leaving early; eating/drinking in class without permission; showing disrespect for and arguing with faculty and their studyfollows in class.
- b. Threatening; verbal abuse, including but not limited to, using obscene language denoting the instructor or being argumentative; using admonitory or mocking gestures; defaming; harassment; physical altercations; destruction of property; or any action that might jeopardize the security of a faculty or a student.

## 21.11. Policy on Use of Mobile Phones

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

## 21.12. Policy on student media

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

## 21.13. Disciplinary Policy

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

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

A copy of the decision of the Chancellor will be kept in the student’s file, and the Offices of Admissions and Registration will also inform the sponsor as appropriate.

## 21.14. Student Grievance and Appeal Policy

### **POLICY STATEMENT**

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

### **PURPOSE OF THE POLICY**

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



## DETAILED POLICY STATEMENT

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

### Preliminary Steps:

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

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

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

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

- a brief narrative of the condition giving rise to the issue;
- a designation of the parties involved; and
- a statement of remedy requested.

### Formation of the Student Appeal Committee

The Committee shall be formed by the Chancellor or his authorized representative. It shall consist of seven members, including a representative from the Deanship of Student Services.

### Committee Action

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

- Determines prior to considering the case whether discussions between the persons directly involved, Head of Department, and College Dean have been exhausted in attempting to resolve the issue.
- Notifies the parties named in the statement of receipt of a complaint naming them, and sends a copy of the statement to the named parties and to all committee members.
- Meets within two weeks after receiving the written statement to review the written statement and renders a decision as to whether sufficient ground is present to warrant a hearing.
- Notifies the grievant and the named parties of its decision in writing.
- If a hearing will be held, the SAC notifies in writing all parties involved, including witnesses, of the date, time and place of the hearing at least one week prior to the date set.

- Informs the parties that the providing of proof rests with the grievant.
- Requests in writing from all parties involved any pertained material deemed necessary for review by the committee prior to the hearing. These materials, plus any additional materials either party chooses to submit must be made available to the committee no later than four days prior to the hearing. Any person named in the grievance may submit a written statement to the committee outlining issues from their perspective.
- All communication among the committee, the grievant(s) and person(s) named in the statement of complaint will be confidential.

### **Hearing Process:**

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

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

### **Decision**

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

### **Appeal**

1. The student may appeal the disciplinary decision issued against him 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 being notified of the decision, verbally or 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 and procedures.

- Emergence of previously unknown evidence which might have influenced the decision.
  - The disciplinary action 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 file back to the Committee for re-consideration, and its decision shall be final and enforceable.
  4. Notification via the email provided to the student by the University or via a text message sent to the student's mobile phone registered with the University's Admissions and Registration unit shall be legal and acceptable.
  5. Appealing a disciplinary decision shall not lead to the aggravation of penalty against the appellant.

## 22. 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 <sup>1</sup>	MOL <sup>2</sup>	MSc Pharm <sup>3</sup>	MSc /Dent <sup>4</sup>	MSc. / UD <sup>5</sup>		PDT <sup>6</sup>
Business Administration	25						
Law		15					
Pharmacy			20				
Dentistry				12			
College of Architecture, Art and Design					Theory	studio	
					25	15	
College of Hunanities and Science							Theory
							25
<b>Class Size</b>	<b>25</b>	<b>15</b>	<b>20</b>	<b>12</b>	<b>40</b>		<b>35</b>

<sup>1</sup> = Master of Business Administration

<sup>2</sup> = Master of Law

<sup>3</sup> = Master of Science in Pharmacy

<sup>4</sup> = Master of Science in Restorative Dentistry

<sup>5</sup> = Master in Urban Design

<sup>6</sup> = 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.

## 23. 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.

### 23.1. 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.

### 23.2. 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

### 23.3. Accepted Payment Methods

<b>Online / Credit Cards</b>	<p>Online through Banner system.</p> <p>All major debit and credit cards are accepted for payment at the Cashier's Office.</p>
<b>Cheques</b>	<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>
<b>Cash Deposits through Al Ansari Exchange</b>	<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>
<b>Bank Transfers/ Deposits</b>	<p><b>Ajman Bank</b></p> <ul style="list-style-type: none"> <li>- Branch: Khalifa Branch - Ajman</li> <li>- Account Name: Ajman University of Science &amp; Technology</li> <li>- IBAN: AE720570000017482222011</li> <li>- SWIFT: AJMANAEAJ</li> </ul> <p><b>Mashreq Bank</b></p> <ul style="list-style-type: none"> <li>- Branch: Riqqa Branch - Dubai</li> <li>- Account Name: Ajman University of Science &amp; Technology</li> </ul>



	<p>- IBAN: AE170330000010493141592</p> <p>- SWIFT: BOMLAEAD</p> <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 <a href="mailto:finance@ajman.ac.ae">finance@ajman.ac.ae</a>, or sent by fax to: +971 6 74 34 647.</p>
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## 23.4. 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.

## **23.5. 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 it's 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

## Course Description

### **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 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 exacting 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 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

## Brief Course Description of 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 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	

## Course Descriptions for Master of Science in Urban Design

### 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

## Master of Science in Restorative Dentistry

Offered by  
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 one 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)

### **Facilities**

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

### **Master of Science in Restorative Dentistry (MSRD) Program**

#### **Introduction:**

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

The postgraduate degree program reinforces and builds upon basic skills developed during undergraduate dental training, and facilitates continued professional development. It 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	-
<b>Total</b>			96	112 Hours	7	-
		<b>Total Contact Hours = 208</b>				

\* 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
<b>Total</b>		<b>128 Hours</b>		<b>96 Hours</b>	<b>10</b>	
		<b>Total Contact Hours = 224</b>				

\* 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
<b>Total</b>		<b>192 HOURS</b>		<b>64 HOURS</b>	<b>11</b>	
		<b>Total Contact Hours = 256</b>				

\* 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	L a b	Theo ry	C r 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 contributes 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 (0-8-4)**

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 (0-12-6)**

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 (0-16-8)**

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 (0-16-8)**

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 (0-16-8)**

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 (0-0-1)**

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 (0-0-2)**

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 (0-0-3)**

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 (0-0-3)**

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 Pharmacy

Offered by  
College of Pharmacy and Health Sciences

### Overview

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

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

### Goals

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

These include 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 MScPharm 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 MScPharm 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 MScPharm 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**

### 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	Tutorials / 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	Tutorials / 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 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)**

#### **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 a 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 a 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 oligonucleotides 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 - دائماً - 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 حمل 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 تعليمياً 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 ويُطوعها 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 قبولاً مشروطاً ببرنامج الدكتوراه إذا قل تقديره في الماجستير عن "جيد جداً" (3 نقاط من 4). ولا يصبح قبوله نهائياً إلا بعد نجاح الطالب في المسابقات الثلاثة الأولى بعد التحاقه بالبرنامج وبتقدير لا يقل عن 80 % (ب).

3. الحصول على شهادة T O E F L بحد أدنى 500 درجة أو 5.0 نقاط وفق شهادة I E L T S. ويشترط أن لا يكون قد مضى أكثر من عامين على تاريخ الحصول عليها في تاريخ التقدم للبرنامج.

4. تقديم عدد (2) خطاب تزكية من أستاذين من 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 T O E F L 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 T O E F L أو ما يعادلها.

هـ. خطاباً تزكية من أستاذين من 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 تقريراً بصلاحيته الأطروحة للمناقشة. ولا تحسب 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 المسابقات

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 للطالب 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 مُعترف بها من وزارة التربية والتعليم - شؤون التعليم العالي في دولة الإمارات العربية المتحدة.
2. ألا يقل تقدير الطالب في المساق المطلوب معادلته عن 80% (أ و 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 المعادل 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 إجازته في جامعتين مختلفتين.
8. تقديم طلب معادلة مساقات لإدارة القبول والتسجيل بالجامعة ضمن طلب الالتحاق بالبرنامج.

### الإذار 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 قَصُر تقصيرا جسيما في إجاز 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 الإذار الأكاديمي الثالث بسبب انقطاع تواصله مع المشرف العلمي لمدة فصل دراسي كامل أو التقصير الجسيم في إجاز 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 إجاز 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 العمق" - على النحو التالي:

- 50% لامتحان النهائي

- 15% لامتحان الشفوي

- 15% لامتحان السعي والأنشطة

- 20% لامتحان المنتصف

2. بالنسبة لمساق "البحث القانوني العمق" 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 تُحتسب 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 للطالب 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 لإجياز 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 التمهيدية 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 الاطروحة. 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 او 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 الاطروحة.

#### 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 لإجرائها (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 اطروحته 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 ويحد أقصى ثلاثة فصول دراسية حسبما يتطلبه. وفي جميع الأحوال. يكون مجلس 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 العبد 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. والبعد 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 مُستقلة 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 بتشكيل لجنة المناقشة والحكم على الأطروحة. وعرض الاقتراح على مجلس الكلية للموافقة عليه.

#### مناقشة الأطروحة

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

تتألف لجنة مناقشة الأطروحة العلمية من المشرف الأكاديمي للطالب (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، يجوز مشاركته في المناقشة من خلال الدوائر التلفزيونية 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. وتسلم 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 أطروحته معدلة 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

يراعى 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 - إجتاز 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 - إجتاز المرحلة الثانية (مرحلة الأطروحة): وتشمل:

- 1) إجتاز 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 Philosophy of Law	-	3
2	LAW710	أصول الصياغة القانونية والتعليق على الأحكام القضائية Principles of Legal Drafting and Commentary on Judicial Decisions	-	3
3	LAW720	قراءات قانونية مختارة (باللغة الإنجليزية) Selected Legal Readings in English	-	3
4	LAW730	الأنظمة القانونية المقارنة الكبرى Major Comparative Legal Systems	-	3
5	LAW740	إعداد بحث قانوني معمق Preparation of Advanced Legal Research	-	3

ب - المساقات الاختيارية 6 ساعات معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	الساعات المعتمدة
1	LAW750	القانون الجنائي المقارن (باللغة الإنجليزية) The Comparative Criminal Law in English	-	3
2	LAW770	القانون الدستوري المقارن (باللغة الإنجليزية) The Comparative Constitutional Law in English	-	3
3	LAW760	قانون الإجراءات المدنية المقارن (باللغة العربية) The Comparative Civil Procedures Law in English	-	3
4	LAW780	القانون الدولي الخاص المقارن (باللغة الإنجليزية) The Comparative Private International Law in English	-	3
5	LAW790	قانون المعاملات المدنية المقارن (باللغة الإنجليزية) The Comparative Civil Law in English	-	3
6	LAW711	قانون المعاملات التجارية المقارن (باللغة الإنجليزية) The Comparative Commercial Law in English	-	3

#### الأطروحة: LAW800

يخصص لهذه الأطروحة 36 س.م. وأقل مدة لإجهاها (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 again 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: إجباري  
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 يشمل من فن صياغة المذكرات القانونية باقتدار على اختلاف أنواعها. وأنماط الجمل المستخدمة في صياغة المذكرة.  
ثالثاً - التعليق على الأحكام القضائية وتشمل القراءة الجيدة لحيثيات الحكم. ومدى اتساق حيثياته مع منطوقه. ومدى توافق الحكم مع الأحكام القضائية السابقة والاجتهادات الفقهية. والأحكام القضائية المرسية لبادئ 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: إجباري  
رقم المساق: (law 730)  
ساعات المساق: 3 س م  
أستاذ المساق:

توصيف المنهج العام: يتم تحديد المقرر العام من القواعد العامة المرتبطة بالموضوع المعنى وهي التعريف بالأنظمة القانونية المقارنة. وأسباب ظهورها. وطبيعتها. وحنة 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 الإسلامى.



” 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 والمدرّبة على ممارسة الأعمال القانونية والشريعة والإعلام 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 وخريجياتها 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 والإنجليزية 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 الأيلتس أربعة ونص.
4. يجب مراعاة المعايير الآتية للمفاضلة بين المتقدمين المؤهلين للالتحاق بالبرنامج. بحيث تكون الأولوية في قبول الطلبة وفقاً للمعايير التالية:
  - أ- للطالب الأعلى تقديراً بحسب المعدل التراكمي لدرجة البكالوريوس.
  - ب- عند التساوي في المعيار السابق تكون الأولوية للطالب الأعلى تقديراً في مسابقات البكالوريوس الرئيسية المرتبطة بالتخصص الذي يرغب الطالب التسجيل فيه وهي كالتالي:

عند الالتحاق ببرنامج الماجستير في القانون العام تكون المسابقات 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 المسابقات الرئيسية المعول على تقديراتها هي: مصادر الالتزام، أحكام الالتزام، مبادئ القانون التجاري، مبادئ قانون المرافعات.

مع مراعاة عدم اعتبار المسابقات التي حصل فيها الطالب على تقدير يقل عن جيد.
  - ت- عند التساوي في المعيار السابق تكون الأولوية للطالب 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 ومحددًا. 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 المساقات 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 المساقات الدراسية. بما يضمن إشراك الطالب في إعداد وشرح موضوعات المساق وحتى لا يقتصر دوره على تلقي المعلومات دون أن يكون له دور إيجابي في خصيلها. 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 الصفّي.
  - ب. قيام الطلبة بزيارات ميدانية للمؤسسات المهنية ذات العلاقة بالمساق. مثل المجلس الوطني الإخادي 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 ويبيدي كل طالب رأيه القانوني فيها. ويقيم 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 لمساق القانون الدولي العام (القانون العام) وتشريعات النقل (القانون الخاص) باللغة الإنجليزية.

## 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 تشكيلها 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. وحرير 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 مشتركا في الإشراف 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 حددها 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 المحصنة 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	Administrative Law	3
2	Law520	القانون الجزائي	Criminal Law	3
3	Law530	التشريعات الاقتصادية والمالية	Economic and finance Legislations	3
4	Law500	مناهج البحث في العلوم القانونية	Research Methodology in Legal Science	3

ب - المساقات الاختيارية 9 ساعات معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	الساعات المعتمدة
1	Law511	القانون الدستوري والنظم السياسية	Constitutional Law and Political Regimes	3
2	Law540	القانون الدولي العام	Public International Law ( Selected Subjects)	3
3	Law512	تشريعات البيئة	Environmental Legislations	3
4	Law531	المالية العامة	Public Finance	3
5	Law513	العقود الإدارية	Administrative Contracts	3
6	Law550	قانون الاتصالات والمعلومات	Communications and Information Law	3
7	Law521	التشريعات الجزائية الخاصة	Private Criminal Legislations	3

المرحلة الثانية: الأطروحة

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

2. برنامج الماجستير في القانون الخاص:

الخطة الدراسية لبرنامج الماجستير القانون الخاص

المرحلة الأولى - مرحلة المساقات (المرحلة التمهيديّة):

ب- المساقات الإجبارية: 12 ساعة معتمدة

الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق	م
3	-	Civil Transactions Law	قانون المعاملات المدنية Law515	1
3	-	Commercial Transactions Law	قانون المعاملات التجارية Law525	2
3		Law of Civil Procedure	قانون الإجراءات المدنية Law535	3
3	-	Legal Research Methodology	مناهج البحث في العلوم القانونية Law500	4

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 الإلزامية:

##### مساق القانون الإداري ( Law 510 ) 3 س م

طبيعة المساق: إجباري

عدد ساعات المساق: 3 س م

أستاذ المساق: أ.د/ عبدالسلام سامي

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: إجباري

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، أو عرض لقوانين المصرف المركزي، أو السرية المصرفية أو مكافحة غسل الأموال أو قوانين هيئة الأوراق المالية والسلع لدولة الامارات العربية المتحدة، أو 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 سالمي

توصيف المساق:

القسم العام: دراسة النظرية العامة للقانون الدستوري وإيضاح طبيعته وتمييزه عن باقي فروع القانون الأخرى. كما يتضمن دراسة مصادر الأحكام الدستورية وأنواع الدساتير ونشأتها وانقضائها. ويبرز 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 وتمييزه 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 الأوروبية 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 سالمي

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 مسابقات برنامج الماجستير في القانون الخاص:

أ. توصيف المسابقات الإجبارية:

### مساق قانون المعاملات المدنية (Law 515) 3 س م

طبيعة المساق: اجباري

عدد ساعات المساق: 3 س م

أستاذ المساق: د/ رغييد 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 بخصوصية الفحوى والأهمية العملية واختلاف المذاهب التشريعية ودراسته دراسة تحليلية وتأصيلية 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، الإيجاب 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 المسابقات الاختيارية:

### المسابقات 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 وأثاره.

#### 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. وأثار الاتفاق على التحكيم. والأحكام المختلفة لمجلس أو لهيئة التحكيم. وإجراءاته. والتحكيم عبر الإنترنت. والإثبات الإلكتروني وما يتعلق بصور 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 الإلكترونية (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 الإلكترونية.

#### مساق تشريعات منع الاحتكار وحماية المستهلك (Law 527) 3 س م

طبيعة المساق: اختياري

ساعات المساق: 3 س م

أستاذ المساق: د. سهير 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 بالجمان 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 specialisation 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 specialised 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 specialised 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 recognised university in the UAE with a grade point average of not less than (3 out of 4) in the field of specialisation: 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 specialisation 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 لابد 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 الخطوط.
- 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 التخصص 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





ثانيًا: يجوز قبول الطلبة قبولاً مشروطاً لمن تقل معدلاتهم عن 3، شريطة تسجيل ثلاثة مسابقات في الفصل الأول (9 ساعات معتمدة) ويحصل فيها على معدل (3) فأكثر.

ثالثًا: يجوز قبول الطلبة الحاصلين على البكالوريوس في أي تخصص مقارب لتخصص اللغة العربية وأدائها قبولاً مشروطاً يستوفون من خلاله التسجيل في برنامج الماجستير في اللغة العربية وأدائها على أن يدخلوا البرنامج التأهيلي بعد قبولهم في البرنامج وقبل دراسة مسابقات الماجستير وفق الشروط الآتية:

1. الحصول على معدل لا يقل عن (3) من (4) في مواد اللغة العربية التي درسها.
2. تسجيل مسابقات استدرائية 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 المسابقات قبل البدء بمواد الماجستير. ويعفى من مساق أو أكثر قد سبقت دراسته وموجود في سجله الأكاديمي لدرجة البكالوريوس طبقاً للجدول الآتي:

### المسابقات الاستدرائية

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 المسابقات:

- 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، إلاّ 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 مسابقات في اللغة العربية وأدائها 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 المسابقات - أقل من (3) نقاط فإنه يسمح له بإعادة مساق أو أكثر من المسابقات التي حصل فيها على أقل تقدير.

لا يمكن للطالب أن يبدأ بإعداد الرسالة إلا عند إكمال 24 ساعة من 27 أي ثمانية مسابقات 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 المسابقات	المسار
12	مشتركة	الأدب والنقد. واللغة والنحو
9	إجبارية 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) (المخطوطات)	
MAL623	أصول النحو العربي	MAL603	مناهج البحث في اللغة والأدب	
-----	اختياري (1)	MAL604	دراسات بلاغية وأسلوبية	



اختياري (2)	الثانية السنة
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 والخريجات:

مخرجات البرنامج									المساقات	رقم المساق	م
9	8	7	6	5	4	3	2	1			
			√	√		√		√	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 والاقتراس 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 المخطوطات 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 مبدئياً 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 واثتلاف 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: (البنويوية، التفكيكية، والسريانية، 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: (التنصاع، والتواصل مع التراث وغيرهما).

#### 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 تختلف 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 وبيدع الزمان الهمذاني. والقاضي الفاضل وغيرهم.

#### اسم المساق : الأدب المقارن ( نصوص بلغة أجنبية)

رقم المساق : MAL 633

يتناول المساق : علاقات الأدب العربي القديم والحديث. بأداب اللغات الأخرى وبخاصة الأدبين: اليوناني والفارسي. وعلاقة الموشحات بشعراء الثروبادور. و أثر الشعر الإنجليزي والإسباني في الشعر العربي المعاصر. ويتعرض المساق إلى مدارس ومناهج الأدب المقارن في العالم: (الفرنسي، الأمريكي، الألماني)، وكيفية تصورها 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 مبيّنًا 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 والاسيما 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، والعمل، والاحتجاج، والاستشهاد)، والحكم النحوي والعلة النحوية، وأقسامها التعليمية ومسالكها، والقياسية والجملية، 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، وبين المساق أثر هذه الجوانب في الدراسات اللغوية المعاصرة، ويتناول في صورة خاصة المدرسة البنوية والمدرسة التوليدية التحويلية وتفروعاتها، 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، وبحث 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.



## 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. Analyse 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 كمنهج خاص 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 أهم أهدافه تزويد المتعلم بالمعرفة النظرية والتطبيقية في مجالات: طرائق التدريس وعلم النفس التربوي والمنهج 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 تلبي حاجات المتعلمين ضمن المصادر المتوفرة في المدرسة.

### الرسالة

يندرج برنامج " الدبلوم المهني في التدريس " في صميم رسالة جامعة عجمان المتمثلة في «رغد 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 وتقاليدِه ومتطلباته مع التزام تحقيق التميز، والحرص على مراجعة وتحديث المقررات والبرامج الأكاديمية بصفة مستمرة من خلال تبني آخر التطورات العلمية والتقنية والاستجابة لاحتياجات المجتمع الراهنة والمستقبلية جسدياً لرؤية شاملة تعكس الطموح الوطني في التقدم والحداثة، لكن مع صون الثقافة والهوية الوطنية والحفاظ على التقاليد والقيم الأصيلة».

### رسالة البرنامج:

انسجماً 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، والمنهج، 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 تزكية 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 الأول ( 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 وي طرح القسم في الفصل الدراسي الأول أربع مساقات إجبارية بينما يشمل الفصل الدراسي الثاني مساقا إجباريا 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 الصفّي.

### مساقات طرائق التدريس

ي طرح القسم في الفصل الدراسي الثاني مساقا متخصصا في طرائق التدريس بواقع ثلاث ساعات معتمدة يصاحب مساق التربية العملية ويحق للطالب 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 الإنجليزية
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 وبحق للطلاب 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 الإنجليزية
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 الإنجليزية
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 ونماذج 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 تناسب مع تكنولوجيا التعليم والتي تحول عمل المعلم إلى منشط لعملية التدريس و التدريب على مهارات الحاسوب الأساسية التي تطلبها التكنولوجيا عند استخدامها في المواقف التدريسية. كما يتناول المساق مفهوم التعلم عن بعد كنموذج 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 شخصي 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 تدبيرها 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، التهذيب) 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 الإنجليزية 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 الاجتماعية

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 الفنية

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 الذوق الجمالي وقراءة العمل الفني وتحليله. وموقف المتذوق واتجاهاته نحو العمل الفني. ويتناول كذلك طرق تدريس التربية الفنية واستراتيجيات تقويمها. ويتناول تطبيقاتاً 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 ببرنامج 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:

#### PSC557 الإرشاد النفسي

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 التصاميم 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، ويستقصى نماذج من المشكلات السلوكية للطلبة داخل الصف الدراسي ويقترح استراتيجيات 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 given 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.

## 24. Academic Calendar 2019 – 2020

### 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

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\*\* 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

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**Office of Admissions & Registration**  
University Registrar