



جامعة عجمان  
AJMAN UNIVERSITY

# GRADUATE STUDENT CATALOG

## 2023-2024





**Ajman University**

Tel: 971-6-7466666

Fax: 971-6-7468888

P.O. Box: 346

University Street, Al jerf 1, Ajman  
United Arab Emirates

**Toll Free:**

6688 800 [ajman.ac.ae](http://ajman.ac.ae)

E-mail: [inquiry@ajman.ac.ae](mailto:inquiry@ajman.ac.ae)



**His Highness Sheikh Mohamed Bin Zayed Al Nahyan**  
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

## Board of Trustees



**H.H Sheikh Ammar bin Humaid Al Nuaimi**

Chairman



**Sheikh Rashid bin Humaid Al Nuaimi**

Vice Chairman



**H.E Abdulla Humaid Al Mazroei**

Member



**H.E Abdullah Mohammed Al Muwajji**

Member



**H.E Dr. Saeed Saif Al Matrooshi**

Member



**H.E Dr. Amna Al Dahak Al Shamsi**

Member



**H.E Dr. Raja Al Gurg H.E**

Member



**Dr. Amina Abdul Wahid Al Rostamani**

Member



**H.E Dr. Dalya Al Muthanna**

Member



**H.E Rashid Abdulrahman  
Bin Jubran Al Suwaidi**

Member



**H.E Essam Al Tamimi**

Member

## AU Cabinet Members

**Karim Seghir, PhD**

Chancellor

**Abdulhaq Al-Nuaimi, PhD**

Vice Chancellor for Communication and Community Affairs

**Khaled Assaleh, PhD**

Vice Chancellor for Academic Affairs

**Mustahsan Mir, PhD**

Executive Director of Institutional Planning and Effectiveness

**Rabi Al Khofash**

Chief Operating Officer



## Administrators

### Academic

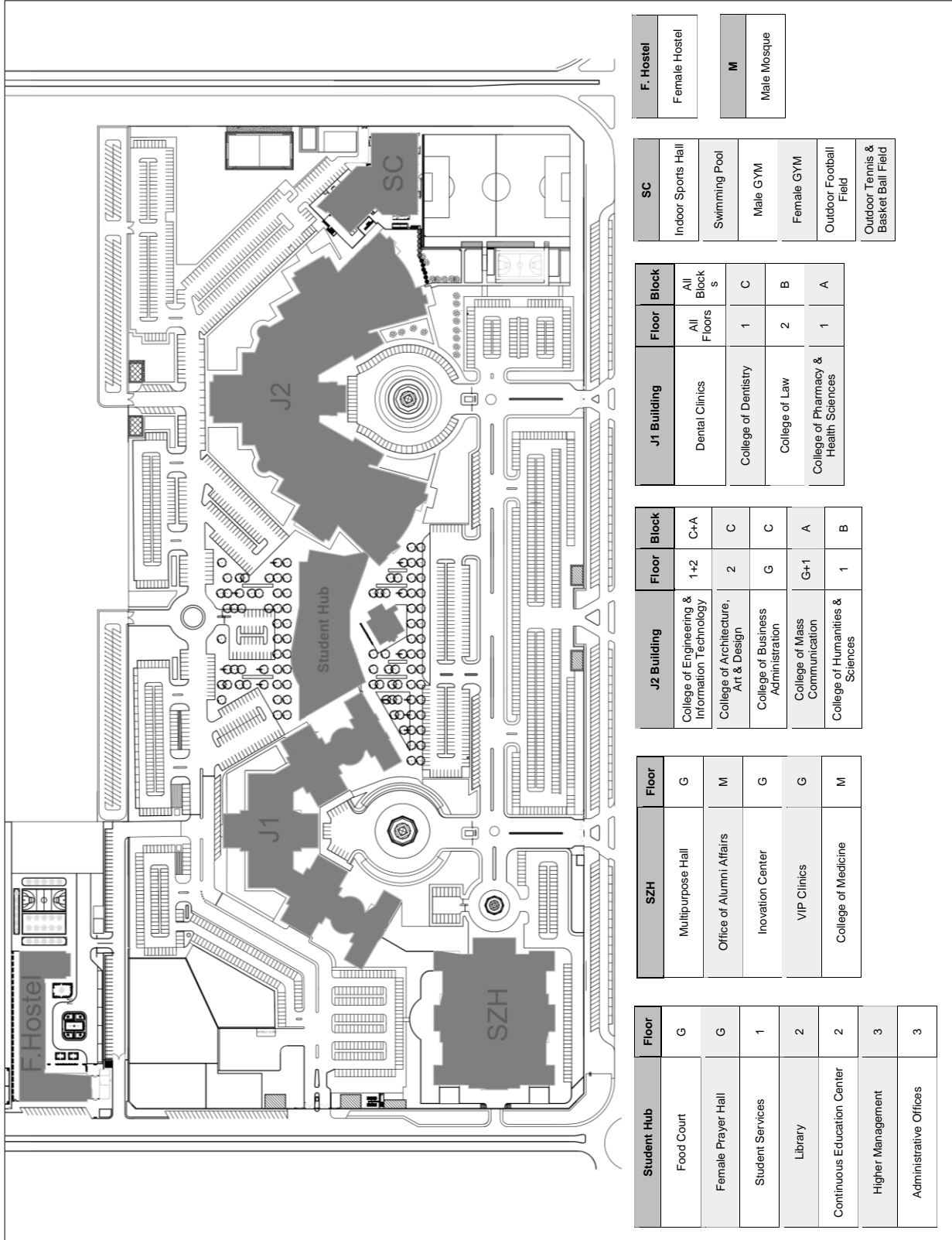
Dr. Salem Abu Fanas, Dean, College of Dentistry  
 Dr. Nageeb Hassan, Dean, College of Pharmacy and Health Sciences  
 Dr. Mohamed Nasor, Dean, College of Engineering and Information Technology  
 Dr. Riad Saraiji, Dean, College of Architecture, Art and Design  
 Dr. Akinola Fadahunsi, Dean, College of Business Administration  
 Dr. Pierre Mallet, Acting Dean, College of Law  
 Dr. Hosam Slama, Dean, College of Mass Communication  
 Dr. Moh ALTaher Almagzobi, Acting Dean, College of Humanities and Sciences  
 Dr. Solomon Senok, Dean, College of Medicine  
 Dr. Kamran Arshad, Dean, Research and Graduate Studies  
 Dr. Nahla Alqassimi, Dean, Student Services  
 Dr. Mohamed Helal, Director, Office of Student Life  
 Dr. Dalia Bedewy, Manager, Counselling Unit  
 Dr. Ahmed Kheir, Manager of the Student Success Center, Student Success Center  
 Dr. Yasser Alhenawi, Manager, Teaching and Learning Center  
 Mr. Mohamed Kamal, Director, Office of Strategic Communications, Marketing and Student Recruitment  
 Mr. Essam Abdou, University Registrar, Office of Registration  
 Mr. Abdalla Ahmed El Tahir, Manager, Library  
 Mr. Mohamed Baloola, Acting Director, Ajman University Innovation Center  
 Ms. Hanine Bou Antoun, Director, Office of International Academic Affairs  
 Dr. Dalia Bedewy, Manager of Student Counselling Unit, Counseling Unit  
 Dr. Muhammad Adnan Aziz, Director, Centre of Excellence in Islamic Finance

### Non-academic

Dr. Raghid Fattal, Legal Advisor to the Chancellor, Office of Legal Affairs  
 Mr. Mohsin Aboobaker, Center for Career and Professional Development (CCPD)  
 Ms. Amal Al Alam, Director, Office of Finance  
 Mr. Abdul Raheem Jaber, Senior Audit Manager, Office of Internal Audit  
 Mr. Jamel Sulaiman, Manager, Office of Budget and Planning  
 Mr. Sinan Saqqa, Manager, Office of Procurement  
 Dr. Muhammed Sherzad, Director, Office of University Facilities  
 Ms. Inas Abousharkh, Director, Office of Information Technology  
 Ms. Sara Al Zaabi, Director, Office of Human Resources  
 Dr. Fetta Djessas, Manager, Office of Medical Services  
 Ms. Maya Haddad, Office of Sustainability  
 Ms. Heba Al Khatib, Manager, Office of Scholarship & Financial Aid  
 Mr. Hisham Al Metnawy, Halls & Events Manager, Sheikh Zayed Center  
 Mr. Chadi Abou Khaled, Director, Office of Community Engagement  
 Mr. Ahmed Halabi, Acting Director, Office of Development and Alumni Affairs  
 Mrs. Leena Nasser Taifour, Hostel Manager, Office of Students Housing



## AU CAMPUS MAP



## AU DIRECTORY

[www.ajman.ac.ae](http://www.ajman.ac.ae)

346- Al Jurf - Ajman

Office of the Chancellor	<a href="mailto:h.chafai@ajman.ac.ae">h.chafai@ajman.ac.ae</a>	06-705-6448
Office of the Vice Chancellor for Academic Affairs	<a href="mailto:dany@ajman.ac.ae">dany@ajman.ac.ae</a>	06-705-5152
Office of the Vice Chancellor for Communication and Community Affairs	<a href="mailto:a.oudah@ajman.ac.ae">a.oudah@ajman.ac.ae</a>	06-705-6634
Office of Chief Operating Officer	<a href="mailto:maya.haddad@ajman.ac.ae">maya.haddad@ajman.ac.ae</a>	06-705-6070
Office of Institutional Planning and Effectiveness	<a href="mailto:h.abuelhusain@ajman.ac.ae">h.abuelhusain@ajman.ac.ae</a>	06-705-6056
College of Architecture, Art and Design	<a href="mailto:h.alseqetri@ajman.ac.ae">h.alseqetri@ajman.ac.ae</a>	06-705-5377
College of Business Administration	<a href="mailto:m.sahaim@ajman.ac.ae">m.sahaim@ajman.ac.ae</a>	06-705-6536
College of Dentistry	<a href="mailto:h.araj@ajman.ac.ae">h.araj@ajman.ac.ae</a>	06-705-6295
College of Engineering and Information Technology	<a href="mailto:w.haddar@ajman.ac.ae">w.haddar@ajman.ac.ae</a>	06-705-6742
College of Humanities and Sciences	<a href="mailto:a.hassouna@ajman.ac.ae">a.hassouna@ajman.ac.ae</a>	06-705-6504
College of Law	<a href="mailto:s.saleh@ajman.ac.ae">s.saleh@ajman.ac.ae</a>	06-705-6202
College of Mass Communication	<a href="mailto:m.omar@ajman.ac.ae">m.omar@ajman.ac.ae</a>	06-705-6535
College of Medicine	<a href="mailto:m.menon@ajman.ac.ae">m.menon@ajman.ac.ae</a>	06-705-6815
College of Pharmacy and Health Sciences	<a href="mailto:z.ali@ajman.ac.ae">z.ali@ajman.ac.ae</a>	06-705-6206
Deanship of Graduate Studies and Research	<a href="mailto:s.ali@ajman.ac.ae">s.ali@ajman.ac.ae</a>	06-705-6174
Deanship of Student Services	<a href="mailto:m.alaraj@ajman.ac.ae">m.alaraj@ajman.ac.ae</a>	06-705-6186
Office of Admissions and Registration	<a href="mailto:f.almaazmi@ajman.ac.ae">f.almaazmi@ajman.ac.ae</a>	06-705-6543
Office of Career Services	<a href="mailto:asma.o@ajman.ac.ae">asma.o@ajman.ac.ae</a>	06-705-6179
Office of Community Engagement	<a href="mailto:shadi@ajman.ac.ae">shadi@ajman.ac.ae</a>	06-705-6656
Office of Development and Alumni Affairs	<a href="mailto:r.fawzy@ajman.ac.ae">r.fawzy@ajman.ac.ae</a>	06-705-6653
Office of Finance	<a href="mailto:a.saleh@ajman.ac.ae">a.saleh@ajman.ac.ae</a>	06-705-6151
Office of Human Resources	<a href="mailto:r.wilyo@ajman.ac.ae">r.wilyo@ajman.ac.ae</a>	06-705-5559
Office of Information Technology	<a href="mailto:f.taha@ajman.ac.ae">f.taha@ajman.ac.ae</a>	06-705-6554
Office of Internal Audit	<a href="mailto:m.farag@ajman.ac.ae">m.farag@ajman.ac.ae</a>	06-705-6746
Office of Legal Affairs	<a href="mailto:e.essam@ajman.ac.ae">e.essam@ajman.ac.ae</a>	06-705-6220
Office of Strategic Communications, Marketing and Student Recruitment	<a href="mailto:j.falah@ajman.ac.ae">j.falah@ajman.ac.ae</a>	06-705-6180
Office of Procurement	<a href="mailto:i.masood@ajman.ac.ae">i.masood@ajman.ac.ae</a>	06-705-6664
Office of Scholarship and Financial Aid	<a href="mailto:a.aldalu@ajman.ac.ae">a.aldalu@ajman.ac.ae</a>	06-705-5973
Office of Student Recruitment and Admissions	<a href="mailto:m.nizarudeen@ajman.ac.ae">m.nizarudeen@ajman.ac.ae</a>	06-705-6287
Office of Student Life	<a href="mailto:n.alasmar@ajman.ac.ae">n.alasmar@ajman.ac.ae</a>	06-705-5315
Ajman University Innovation Centre	<a href="mailto:h.suleiman@ajman.ac.ae">h.suleiman@ajman.ac.ae</a>	06-705-6481
Library (Male and Female Section)	<a href="mailto:a.eltahir@ajman.ac.ae">a.eltahir@ajman.ac.ae</a>	06-705-6188
Documentation Centre	<a href="mailto:m.aboobacker@ajman.ac.ae">m.aboobacker@ajman.ac.ae</a>	06-705-6622
Hostel	<a href="mailto:l.taifour@ajman.ac.ae">l.taifour@ajman.ac.ae</a>	06-705-6877
Sheikh Zayed Centre for Exhibitions and Conferences	<a href="mailto:h.almetnawy@ajman.ac.ae">h.almetnawy@ajman.ac.ae</a>	06-705-6258
Continuing Education Centre and Enterprises	<a href="mailto:j.matibag@ajman.ac.ae">j.matibag@ajman.ac.ae</a>	06-705-6004
Office of Environmental Health and Safety	<a href="mailto:ehs@ajman.ac.ae">ehs@ajman.ac.ae</a>	06-705-6070
<b>Emergency Contacts</b>		
Security/General Services Unit	<a href="mailto:m.alsmadi@ajman.ac.ae">m.alsmadi@ajman.ac.ae</a>	06-705-6738
Transportation Unit	<a href="mailto:g.hussein@ajman.ac.ae">g.hussein@ajman.ac.ae</a>	06-705-6571
Office of Medical Services	<a href="mailto:f.djessas@ajman.ac.ae">f.djessas@ajman.ac.ae</a> <a href="mailto:medicalservices@ajman.ac.ae">medicalservices@ajman.ac.ae</a>	06-705-6732

## ACADEMIC CALENDAR

### Academic Calendar for Fall Semester Academic Year 2023-2024

Day	Date	Description
Monday	August 21 - 2023	New Students' Orientation Week
		Faculty members report to work
Monday-Friday	August 21 - 25, 2023	Course Registration
		Examinations for incomplete removal
		Period for accepting credit transfer requests
		Period for accepting changing major requests
Friday	August 25, 2023	Last Day of Admission for the Fall semester 2023-2024
Monday	August 28, 2023	Beginning of classes
Monday-Friday	August 28 - September 1, 2023	Add & drop period
Friday	September 1, 2023	Last date for dropping courses or registration suspension with 100% refund
Monday - Friday	September 4 - 15, 2023	Period suspension of registration with 50% refund
Friday	September 22, 2023	Last date for dropping courses
Monday	October 30, 2023	Beginning of admission period for Spring semester 2023-2024
Friday	November 17, 2023	Last date for withdrawal
Monday-Friday	Nov. 20 - Dec. 1, 2023	Period for course evaluation
		Early registration for spring semester 2023-2024
Friday	December 1, 2023	Commemoration Day
Saturday - Sunday	December 2 - 3, 2023	UAE National Day holiday
Friday	December 8, 2023	Last Day of Classes for undergraduates
Sunday	December 10, 2023	Last Day of Classes for postgraduates
Saturday – Monday	December 9 -18, 2023	Final examinations period for undergraduates
Monday – Monday	December 11 - 18, 2023	Final examinations period for postgraduates
Wednesday	December 20, 2023	Make-up Exam
Friday	December 22, 2023	Submission of all results to the University Registrar
Monday-Friday	Dec. 25, 2023-Jan. 5, 2024	Fall-Semester vacation
Monday-Tuesday	January 22-23, 2024	Graduation Ceremony for the summer semester 2022-2023 and the Fall semester 2023-2024**

*\*Islamic holidays are tentative and are subject to moon sighting, and actual dates may not coincide with the dates in this calendar.*

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

**Academic Calendar for Spring Semester  
Academic Year 2023 – 2024**

Day	Date	Description
Monday - Friday	January 8 - 12, 2024	New Students' Orientation Week
		Course registration for continuing & new students
		Period for accepting credit transfer requests
		Period for accepting changing major requests
		Examinations for incomplete removal
Friday	January 12, 2024	Last Day of admission for Spring semester 2023-2024
Monday	January 15, 2024	Beginning of classes
Monday-Friday	January 15 - 19, 2024	Add & drop period
Friday	January 19, 2024	Last date for dropping courses or registration suspension with 100% refund
Monday- Friday	January 22 - February 2, 2024	Period for suspension of registration with 50% refund
Friday	February 9, 2024	Last date for dropping courses
Monday-Friday	April 1- 5, 2024	Spring semester vacation
Monday - Thursday	April 8 - 11, 2024	Eid Al Fitr Al Mubarak*
Monday	April 15, 2024	Beginning of admission period for Fall semester 2024-2025
Monday-Friday	April 15 - 26, 2024	Period for course evaluation
		Early registration for Summer Semester 2023-2024
Friday	April 12, 2024	Last date for withdrawal
Monday – Friday	April 29 -10 May,2 024	Early registration for Fall semester 2024-2025
Friday	May 3, 2024	Last Day of Classes for undergraduates
Sunday	May 5, 2024	Last Day of Classes for postgraduates
Saturday - Monday	May 4 - 13, 2024	Final examinations period for undergraduates
Monday - Monday	May 6 – 13, 2024	Final examinations period for postgraduates
Wenseaday	May 15, 2024	Make-up Exam
Friday	May 17, 2024	Submission of all results to the University Registrar
Monday	June 3, 2024	Beginning of Summer vacation
Monday – Tuesday	June 10 - 11, 2024	Graduation Ceremony for the spring semester 2023-2024**

*\*Islamic holidays are tentative and are subject to moon sighting, and actual dates may not coincide with the dates in this calendar.*

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

### Academic Calendar for Summer Semester

Academic Year 2023 – 2024

Day	Date	Description
Monday	May 27, 2024	Course registration for registering late students
		Beginning of classes
Friday	May 31, 2024	Last day for Add & drop period
Saturday - Tuesday	June 15-18, 2024	Eid Al-Adha*
Friday	June 28, 2024	Last date for withdrawal
Friday	July 5, 2024	Last day of classes
		End of training (6 weeks)
Sunday	July 7, 2024	Alhijiri New Year
Monday – Wednesday	July 8 - 10, 2024	Final examinations period
Friday	July 19, 2024	End of training (8 weeks)

*N.B: 2 hours per class session.*

### Academic Calendar for Second Summer Semester (Field training only for graduates)

Academic Year 2023 – 2024

Day	Date	Description
Monday	July 22, 2024	Beginning of training
Friday	September 13, 2024	End of training

*\*Islamic holidays are tentative and are subject to moon sighting, and actual dates may not coincide with the dates in this calendar.*

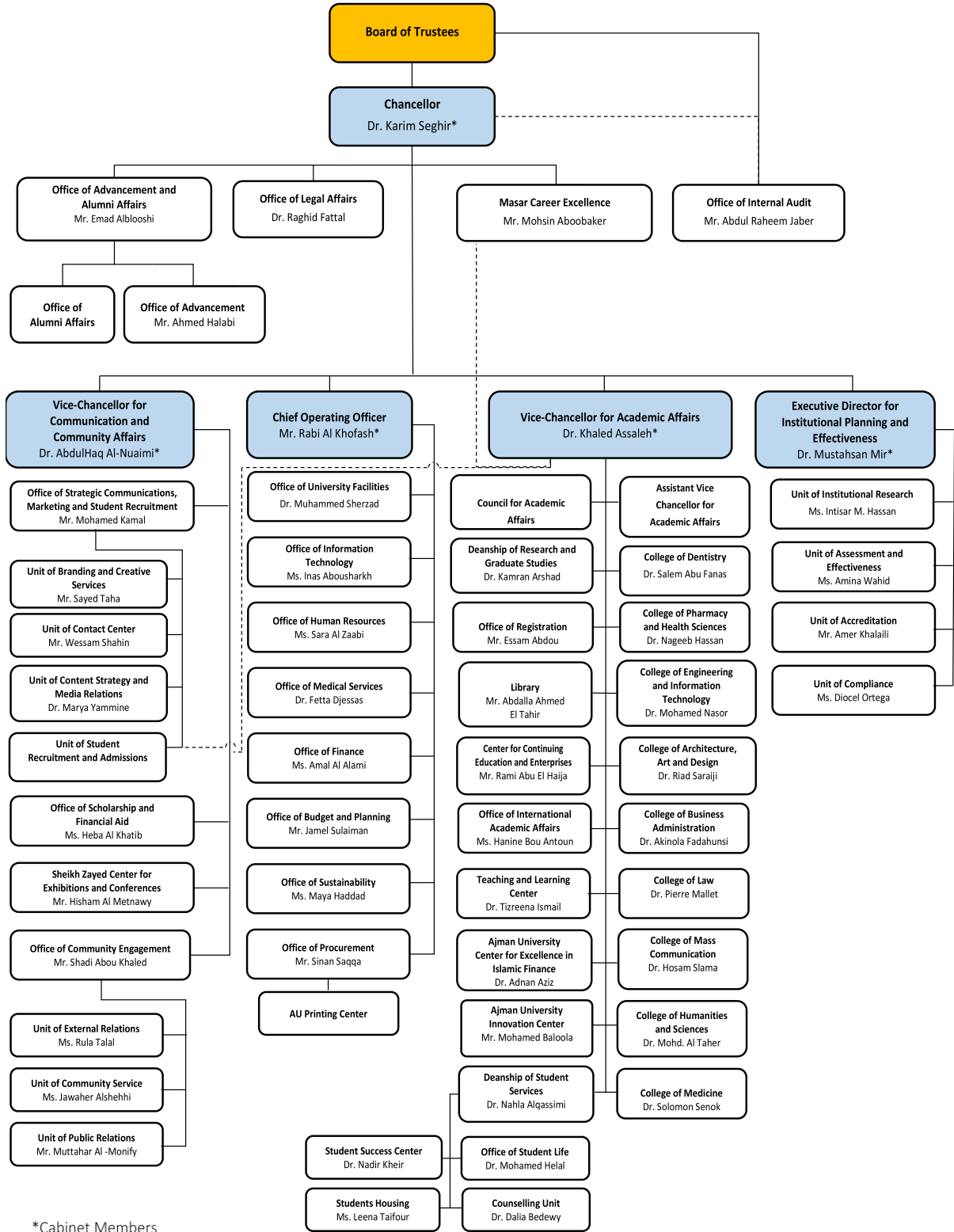
*\*\* Commencement dates are tentative and are subject to change.*

## Table of Contents

Board of Trustees.....	5
AU Cabinet Members.....	8
Administrators.....	9
AU CAMPUS MAP.....	10
AU DIRECTORY .....	11
ACADEMIC CALENDAR .....	12
Ajman University Organization Chart.....	16
AU Colleges Organization Chart.....	17
1. Academic Partner Institutions .....	18
2. Corporate Partners.....	21
3. Message to AU Students .....	24
4. AU's History.....	24
5. AU Vision.....	26
6. AU Mission.....	26
7. AU Goals and Objectives .....	26
8. Admissions and Registration.....	60
9. Student Research Support .....	76
10. Double Major, Concentration, and Second Degree .....	76
11. Non-Degree.....	77
12. Student Records .....	77
13. Academic Advising and Mentoring .....	79
14. Overall Student Satisfaction Rate .....	82
15. Student Services .....	83
16. The Career Counseling Center.....	85
17. Student Success Center.....	87
18. Student Rights and Responsibilities.....	88
19. Student Disciplinary and Academic Integrity Policy .....	90
20. Class-Size Policy .....	105
21. Tuition Fees & Financial Regulations.....	106
Doctorate of Business Administration (DBA) .....	112
Master of Business Administration (MBA) .....	121
Master of Science in Artificial Intelligence .....	132
Master of Science in Urban Design .....	142
College of Dentistry .....	148
Master of Science in Restorative Dentistry (MSRD).....	150
Master of Science in Endodontics (MSc-Endo).....	161
Master of Science in Pediatric Dentistry .....	172
Master of Science in Clinical Pharmacy .....	183
برنامج دكتوراه الفلسفة في القانون.....	195
وبرنامج الماجستير في القانون الخاص برنامج الماجستير في القانون العام .....	210
MA in Arabic Language & Literature .....	226
Master of Public Relations and Corporate Communication .....	236
Professional Postgraduate Diploma in Teaching (Graduate Program).....	248
Glossary of Academic Terms .....	259
Faculty Members .....	263
Faculty Members Involved in Research Supervision/Committees.....	281

# Ajman University Organization Chart

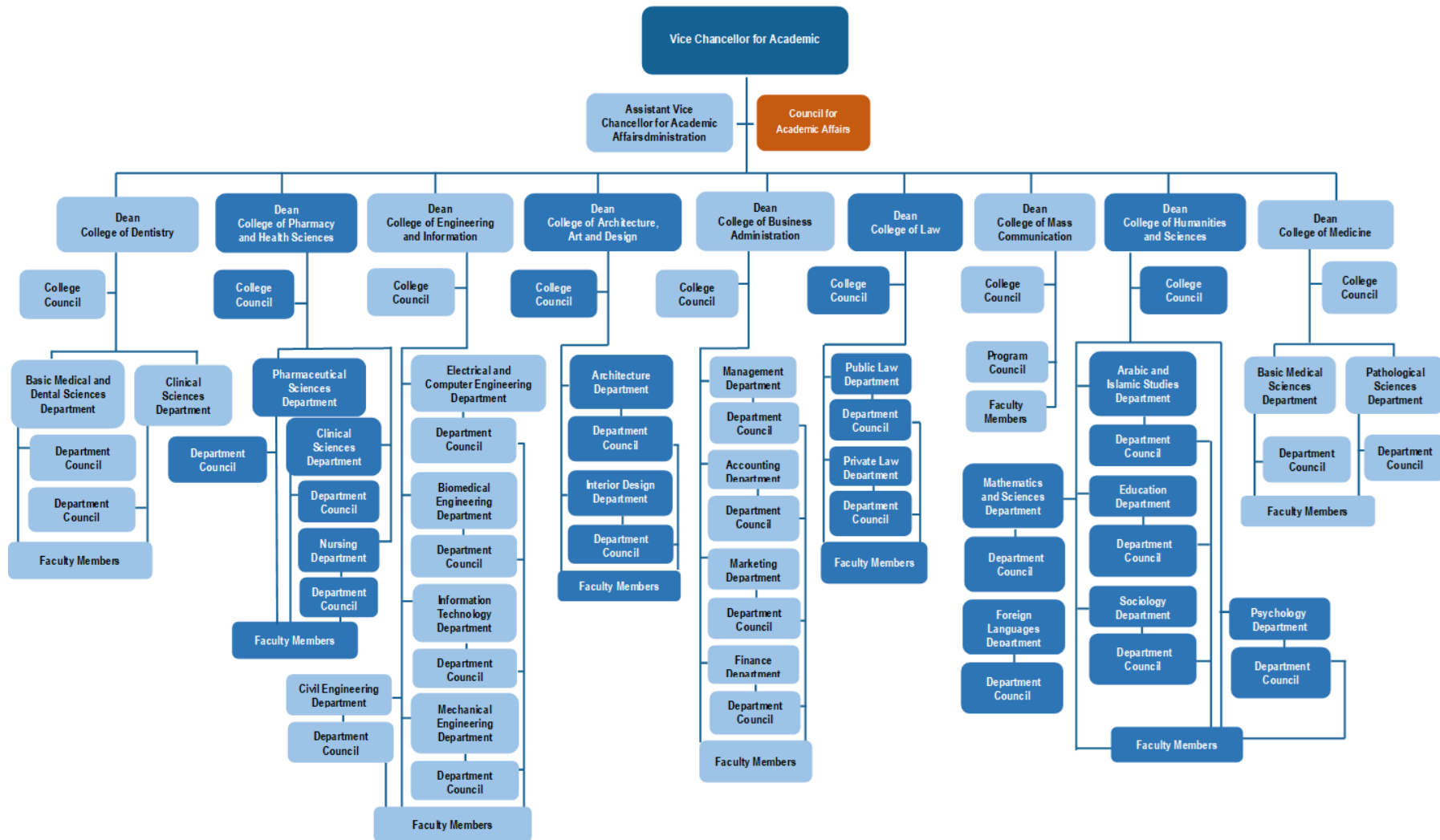
Approved by the Board of Trustees on 21 June 2023



\*Cabinet Members



## AU Colleges Organization Chart



## 1. Academic Partner Institutions

S. No.	University Name	Region	Country
1.	American University in Cairo	Africa	Egypt
2.	Zewail City of Science and Technology	Africa	Egypt
3.	ESCA Ecole de Management	Africa	Morocco
4.	University of Monastir	Africa	Tunisia
5.	University of Tunis El Manar	Africa	Tunisia
6.	Huatec (Educational Company)	Asia	China
7.	O. P. Jindal Global University	Asia	India
8.	Saveetha Institute of Science and Technology	Asia	India
9.	IIT Guwahati	Asia	India
10.	SGT University	Asia	India
11.	Manipal University Jaipur	Asia	India
12.	Sri Ramachandra Institute of Higher Education and Research (SRIHER)	Asia	India
13.	Mody University	Asia	India
14.	NSB Academy	Asia	India
15.	Alliance University	Asia	India
16.	Noida Institute of Engineering and Technology	Asia	India
17.	Woxsen University	Asia	India
18.	Mar Baselios College of Engineering and Technology (MBCET)	Asia	India
19.	Anand International College of Engineering	Asia	India
20.	Jordan University of Science and Technology	Asia	Jordan
21.	Al-Ahliyya Amman University	Asia	Jordan
22.	EDRAAK	Asia	Jordan
23.	Yarmouk University	Asia	Jordan
24.	Holy Spirit University in Kaslik	Asia	Lebanon
25.	University of Technology MARA (UiTM)	Asia	Malaysia
26.	University of Malaya	Asia	Malaysia
27.	Universiti Putra Malaysia (UPM)	Asia	Malaysia
28.	National University of Sciences & Technology (NUST)	Asia	Pakistan
29.	COMSATS	Asia	Pakistan
30.	University of Seoul	Asia	South Korea
31.	Incheon National University	Asia	South Korea
32.	National Changhua University of Education	Asia	Taiwan
33.	Bahçeşehir University	Asia	Turkey

S. No.	University Name	Region	Country
34.	EPHEC	Europe	Belgium
35.	University of Sarajevo	Europe	Bosnia
36.	Near East University	Europe	Cyprus
37.	University of Cyprus	Europe	Cyprus
38.	EPITA - School of Engineering and Computer Science	Europe	France
39.	Ecole de Management de Normandie	Europe	France
40.	KEDGE Business School	Europe	France
41.	Compétences et Développement (FIGS)	Europe	France
42.	Toulouse Business School (TBS Education)	Europe	France
43.	Neoma Business School	Europe	France
44.	EAH Jena- University of Applied Sciences	Europe	Germany
45.	Nuremberg Institute of Technology (NIT)	Europe	Germany
46.	Hochschule Darmstadt	Europe	Germany
47.	University of Bamberg	Europe	Germany
48.	Heilbronn University of Applied Sciences	Europe	Germany
49.	Panteion University	Europe	Greece
50.	Ulster University	Europe	Ireland
51.	Trinity College Dublin	Europe	Ireland
52.	Parthenope University of Naples	Europe	Italy
53.	Sapienza University of Rome	Europe	Italy
54.	Polytechnico De Milano	Europe	Italy
55.	University of Gdańsk	Europe	Poland
56.	Nova School of Business and Economics	Europe	Portugal
57.	Saint Petersburg Electrotechnical University "LETI"	Europe	Russia
58.	HSE University	Europe	Russia
59.	University of Nottingham	Europe	UK
60.	Cardiff University	Europe	UK
61.	University of Sussex	Europe	UK
62.	University of Central Lancashire	Europe	UK
63.	University of Glasgow	Europe	UK
64.	Queen Mary University of London	Europe	UK
65.	University of West Alabama	Europe	USA
66.	Gulf University in Bahrain	Middle East	Bahrain
67.	King Hamad University Hospital	Middle East	Bahrain
68.	King Abdul-Aziz University	Middle East	KSA
69.	Majmaah University	Middle East	KSA



S. No.	University Name	Region	Country
70.	Global College of Engineering and Technology	Middle East	Oman
71.	Oman Think Urban	Middle East	Oman
72.	Scientific College of Design	Middle East	Oman
73.	City University College of Ajman	Middle East	UAE
74.	Mount Allison University	North America	Canada
75.	University of Alberta	North America	Canada
76.	University of Windsor	North America	Canada
77.	University of South Carolina	North America	USA
78.	University of Bridgeport	North America	USA
79.	Colorado School of Mines	North America	USA
80.	University of Florida	North America	USA

S. No.	University Name (Library Usage)	Country
1.	American University in Dubai (AUD)	UAE - Dubai
2.	City University - Ajman (CU)	UAE - Ajman
3.	Hamdan Bin Mohammed Smart University (HBMSU)	UAE - Dubai
4.	American University in Cairo (AUC)	Egypt - Cairo

## 2. Corporate Partners

Sr. No.	Name of Corporation	Country
1.	Human Appeal International	UAE - Ajman
2.	Bait Al Khair Society	Dubai - UAE
3.	Department of Economic Development	UAE - Ajman
4.	Ajman Bank	UAE
5.	Ajman Free Zone	UAE - Ajman
6.	Public Transportation Corporation - Ajman	UAE - Ajman
7.	Hamdan Bin Mohammed Heritage Center	UAE - Dubai
8.	Department of Land & Real Estate Regulation	UAE - Ajman
9.	Ajman Police	UAE - Ajman
10.	General Directorate of Residency and Foreigners Affairs - Ajman	UAE - Ajman
11.	The Ministry of Infrastructure Development	UAE - Dubai
12.	Ajman Courts	UAE - Ajman
13.	Municipality & Planning Department	UAE - Ajman
14.	Ajman Sport Club	UAE - Ajman
15.	UAE Chess Federation	UAE - Dubai
16.	ALSTOM	France
17.	Emirates Integrated Telecommunications Company PJSC (“du”)	UAE - Dubai
18.	Talal Abu Gazalah Group	UAE - Dubai
19.	Emirates Weightlifting Federation	UAE - Dubai
20.	Society of Engineers -UAE	UAE-- Dubai
21.	Ajman Chamber	UAE - Ajman
22.	Khalifa Bin Zayed Foundation	UAE - Dubai
23.	Humaid Bin Rashid Alnuaimi foundation	UAE - Ajman
24.	American University in Dubai (AUD) - Library	UAE - Dubai
25.	City University of Ajman (CUCA) - Library	UAE - Ajman
26.	Dubai Smart Government Establishment	UAE - Dubai
27.	Central Legal Affairs - Ajman	UAE - Ajman
28.	Emirates Lawyers Association	UAE - Sharjah
29.	Social Security Fund - Faza'a	UAE - Abu Dhabi
30.	Esa'd card	UAE - Dubai
31.	Ajman Society of Social and Cultural Development	UAE - Ajman



Sr. No.	Name of Corporation	Country
32.	Ajman Tourism Development	UAE - Ajman
33.	Statistics and Competitiveness Center	UAE - Ajman
34.	Architectural Heritage Society in Dubai	UAE - Dubai
35.	Smart Advisory Rapid Innovation (SARI)	UAE - Abu Dhabi
36.	Dubai Courts	UAE - Dubai
37.	Citizens Affairs Office - Ajman	UAE - Dubai
38.	International Council of Museums	UAE - Dubai
39.	Ministry of Education	UAE - Ajman
40.	Department of Human Resources - Ajman	UAE - Ajman
41.	General Directorate of Civil Defence - Ajman	UAE - Ajman
42.	Ajman Business Women Council	UAE - Ajman
43.	Saudi German Hospital - Ajman	UAE - Ajman
44.	Courts Department of Ras Al Khaimah	UAE - Ras Al Khaimah
45.	UAE Inventors Association	UAE - Dubai
46.	Department of Economy and Tourism – Dubai	UAE - Dubai
47.	Emirates Environmental Group	UAE - Dubai
48.	Department of Economy and Tourism	UAE - Dubai
49.	Dubai SME	UAE - Dubai
50.	IFT Professional Training	UAE - Dubai
51.	Esa Al Gurg Foundation	UAE - Dubai
52.	Dubai Women's Association	UAE - Dubai
53.	Al Ansari Exchange	UAE – Dubai
54.	Beeah Group	UAE – Sharjah
55.	Direct Trading Technologies	UAE – Dubai
56.	Dubai Cares	UAE – Dubai
57.	Dubai Gold & Commodities Exchange	UAE – Dubai
58.	Emirates European Hospital	UAE – Sharjah
59.	Huawei	UAE – Dubai
60.	Mohammad Bin Rashid global center for endowment Consultancy	UAE – Dubai
61.	Nafis	UAE – Dubai
62.	Oracle Academy	UAE – Dubai
63.	AWS Academy	UAE – Dubai

Sr. No.	Name of Corporation	Country
64.	Apple Authorised Training Centre for Education	UAE – Dubai
65.	Cisco Academy	UAE – Dubai
66.	EC-Council	UAE – Dubai
67.	PwC Academy	UAE – Dubai
68.	SAP	UAE – Dubai
69.	Tahaluf Al Emarat Technical Solutions	UAE – Abu Dhabi
70.	Veolia Group	UAE – Dubai

Training (College of Pharmacy & Dentistry)	
Amina Hospital - Dentistry	UAE - Ajman
May Pharmacy	UAE
Gulf Medical University	UAE - Ajman
Al Thiqah Pharmacy	UAE - Sharjah
Makka Pharmacy	UAE
Al Madina Pharmacy	UAE
Al Manara Pharmacy	UAE
Ajman Specialty Hospital	UAE - Ajman
Orchid Pharmacy	UAE
Saudi German Hospital in Sharjah	UAE - Sharjah
Danat Al Sharq Pharmacy	UAE - Sharjah
Iranian Hospital	UAE - Dubai
Sulaiman Alhabib Hospital	UAE - Dubai
AlSaher Pharmacy	UAE
United Eastern Medical Services L.L.C	UAE - Abu Dhabi

### 3. Message to AU Students

AU Graduate Student Catalog can be used as a reference guide to student life at AU as it provides answers to many of the questions students ask. It gives information about the university, the programs offered by each of the nine colleges, admission and registration procedures, and the key regulations that are relevant to students.

The Catalog is a contract between Ajman University and the students that will last throughout the approved period of the student's program of study.

AU students, through the Online Admissions System, acknowledge that it is his/her responsibility to read and understand the terms and conditions in the AU's catalog published in its website and that once he/she receives his/her university ID, it is considered an acknowledgment of his/her commitment to those terms and conditions.

### 4. 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 22 accredited undergraduate programs and 14 accredited graduate programs. The aim of these programs is to provide the community with competent graduates capable of using technology and its applications for the development of UAE society.

#### Licensure and Accreditation

##### Institutional

- Ajman University, located at University Street, Al Jerf 1, Ajman, United Arab Emirates, P.O. Box: 346 is officially Licensed from 3 May 1994 to 31 May 2023 by the **Ministry of Education** of the United Arab Emirates to award qualifications in higher education.
- Ajman University is globally accredited by the **Quality Assurance Agency (QAA)**, the UK's independent body and a global leader in quality assurance for higher education.
- Ajman University is accredited by the **WASC Senior College and University Commission (WSCUC)**, 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510.748.9001.

##### College Accreditation

The College of Business Administration is accredited by The Association to Advance Collegiate Schools of Business (AACSB). Please see this [link](#).

##### Program

Ajman University, located on University Street, Al Jerf 1, Ajman, United Arab Emirates, P.O. Box: 346, has earned Accreditation through the Commission for Academic Accreditation of the Ministry of Education for [all its programs](#).



### Ministry of Education (MoE) Program Accreditations Schedule

Names of graduate programs	Initial Accreditation Date	Renewal Accreditation Date
Doctor of Business Administration (DBA)	4 March 2019	After the graduation of the 1 <sup>st</sup> /2 <sup>nd</sup> cohort
Master of Business Administration (Human Resource Management, Financial Management, and Marketing)	1 June 2006	3 January 2024
Master of Science in Urban Design	27 December 2016	27 December 2026
Doctor of Philosophy in Law	19 September 2017	31 March 2026
Master of Law in Private Law	1 October 2008	31 March 2026
Master of Law in Public Law	1 October 2008	31 March 2026
Master of Science in Restorative Dentistry	1 November 2010	11 December 2022
Master of Science in Endodontics	16 May 2019	After the graduation of the 1 <sup>st</sup> /2 <sup>nd</sup> cohort
Master of Science in Pediatric Dentistry	16 May 2019	After the graduation of the 1 <sup>st</sup> /2 <sup>nd</sup> cohort
Master of Science in Clinical Pharmacy	1 January 2011	20 September 2027
Professional Postgraduate Diploma In Teaching	1 May 2010	21 August 2025
Master of Public Relations and Corporate Communication	19 December 2019	After the graduation of the 1 <sup>st</sup> /2 <sup>nd</sup> cohort
Master of Science in Artificial Intelligence	20 April 2020	15 June 2023

### Specialized Program Accreditation

Program	Award	Accrediting Body
Professional Postgraduate Diploma in Teaching	Program Accreditation Certification	Accreditation, Certification and Quality Assurance Institute (ACQUIN)

## 5. AU Vision

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

## 6. AU Mission

Ajman University (AU) is a multicultural academic institution that offers a broad range of high quality and relevant undergraduate and graduate academic programs.

The University strives to fulfil the needs of students, alumni, employers, and society through a learner-centric development journey, quality education, hands-on experience, research and community engagement.

AU develops well-rounded, career-ready graduates who are professionally competent, socially responsible, innovative and active contributors to the sustainable development of the UAE and beyond.

## 7. AU Goals and Objectives

AU strive to achieve the following goals:

### 1. Strengthen academic excellence in line with int'l standards & market requirements

- 1.1. Advance teaching and learning excellence
- 1.2. Align academic programs to market needs
- 1.3. Expand lifelong learning programs/ opportunities

### 2. Enhance research quality and impact

- 2.1. Promote faculty and students involvement in research
- 2.2. Increase external research partnerships and funding
- 2.3. Strengthen research infrastructure and resources

### 3. Build a career-making, student-centric development journey

- 3.1. Build a comprehensive professional advising & career development program
- 3.2. Improve students' digital experience
- 3.3. Ensure public and private employers are actively involved
- 3.4. Strengthen soft skills and experiential learning in the development journey

### 4. Strengthen meaningful relationships with external communities

- 4.1. Develop a more active alumni community
- 4.2. Further impactful academic partnerships
- 4.3. Foster social responsibility and community engagement

## 5. Recruit and retain diverse and brilliant students

- 5.1. Improve student recruitment strategies
- 5.2. Diversify the student body
- 5.3. Recruit outstanding students
- 5.4. Improve student retention

## 6. Enhance institution sustainability

- 6.1. Ensure financial sustainability
- 6.2. Nurture good governance principles
- 6.3. Promote operational excellence

### 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.

## AU Research Strategy

### Introduction

Ajman University (AU) recognizes the importance of research in driving innovation, contributing to knowledge creation, and addressing pressing challenges. As part of its 2022-27 strategic plan, Ajman University has identified research as one of its key strategic goal, with a focus on developing a vibrant research culture. To achieve this goal, the University's Deanship of Research and Graduate Studies (DRGS) will lead the implementation of a comprehensive research strategy that prioritizes building a strong research infrastructure, fostering a supportive research environment, increasing research productivity and impact, enhancing international collaborations, and supporting graduate research. The University aims to become a hub for high-quality research that addresses local and global challenges and contributes to the country's development.

### DRGS Vision

The DRGS will achieve worldwide recognition of excellence for AU graduate programs, research, and scholarly work by providing strategic leadership and comprehensive support to faculty, graduate students, and the external community.

### DRGS Mission

The DRGS is committed to promoting excellence in graduate studies and research through its well-defined policies, efficient procedures, and funding mechanisms as well as support for developing effective partnerships and collaborations with academic and non-academic institutions locally, regionally, and internationally.

### AU Research Strategy

Ajman University considers research a significant part of University's purpose and accordingly places strong emphasis on impactful research and scholarship. One of AU key strategic goals is to enhance the quality, relevance, and impact of research and intellectual contribution by its faculty and students. AU's commitment to research, scholarship, innovation, and creative activity is reflected through provision of appropriate physical, fiscal, and human resources. The main goals of AU research strategy are to foster a vibrant and stimulating research ecosystem at the University, and to increase the number of faculty members publishing in peer-reviewed high-quality Scopus indexed journals and conferences. The main objectives, as described below, supports and promotes research and scholarly activities directed towards the creation, integration, and application of knowledge:

1. Nurture and promote a culture of research and scholarly activities across all disciplines at faculty, and student levels.
2. Increase external research partnerships and funding and to establish concentrations of researchers and resources, to develop key research areas of national and international importance in the university.
3. Improve the research infrastructure and resources at AU to promote research across all disciplines.
4. Recruit outstanding graduate students through scholarships.
5. Provide incentives for faculty members to conduct high-quality and high-impact research.
6. Promote principles of sustainability and nurture a culture of the shared responsibility of mankind to preserve planet Earth for future generations.

Considering the importance of the research, AU's Strategic Goal 2: *Enhance research quality and impact* particularly focuses on research and its impact. The main objectives of this strategic goal and key initiatives, in line with the above-mentioned research strategy, are as follows:

Main Objectives	Key Initiatives
<p>[1] Nurture and promote a culture of research and scholarly activities across all disciplines at faculty, and student levels.</p>	<ul style="list-style-type: none"> <li>• DRGS is committed to supporting and fostering the growth of research within the University through its AU funded internal research grants program. The Internal Research Grants and Multidisciplinary Research Grants provide opportunities for faculty members to develop their research projects and initiatives. University is encouraging multidisciplinary research grants by supporting large scale and higher budget projects in the university. These grants aim to enhance the research productivity and quality of work within the University and create opportunities for collaboration with international universities and research institutions.</li> <li>• The Research Travel Grant (RTG) initiative offered by the DRGS serves as a platform for faculty members to access research resources and facilities not available at AU. This initiative aligns with AU's Strategic Goal #2 of Enhancing Research Quality and Impact by enabling faculty to conduct collaborative research, establish and nurture partnerships with top-ranked international universities and institutes, and increase the likelihood of submitting proposals for external research grants. The RTG initiative aims to promote research productivity at AU and support the development of high-quality, peer-reviewed publications. The grant enables faculty members to travel to partner institutions and use their research facilities and resources, which in turn leads to the establishment of collaborative research projects and a strengthened network with international partners.</li> <li>• The Research Release Time (RRT) initiative at AU through the DRGS is aimed at fostering a supportive research environment for its faculty. This initiative aims to increase research productivity and scholarly outputs by providing an opportunity for AU faculty to produce more research outputs that contribute to the mission and vision of the university.</li> <li>• The University is also rewarding faculty members who publish scholarly papers in top indexed journals, with international collaborators and received significant number of citations. This reward system aims to encourage and recognize faculty members who publish</li> </ul>



Main Objectives	Key Initiatives
	<p>in high quality journals and engage in high-impact research collaborations with international partners.</p> <ul style="list-style-type: none"> <li>• The Graduate Assistantship initiative aims to recruit outstanding graduate students in the graduate programs and to support the growth and development of graduate programs in the university. By offering financial support and opportunities for research and professional development, the initiative seeks to increase enrollment in graduate programs at AU and to produce graduates who are well-informed, creative, and highly skilled.</li> <li>• The Visiting Research Scholar (VRS) Initiative at AU aims to enhance the university's intellectual and research endeavors by attracting exceptional research scholars from around the world. This initiative provides a platform for the university to establish meaningful connections with top-class international researchers and to foster collaborations for joint research projects.</li> <li>• DRGS is promoting research and scholarly activities by supporting faculty publications in open access journals. The goal of this initiative is to increase the visibility, impact, and citations of the research published by AU researchers by making it freely available online.</li> </ul>
<p>[2] Increase external research partnerships and funding and to establish concentrations of researchers and resources, to develop key research areas of national and international importance in the university.</p>	<ul style="list-style-type: none"> <li>• One of the objectives of the research strategy is to increase external research partnerships and funding. The University recognizes the importance of building strong partnerships with external organizations to promote collaboration and advance research and innovation. To achieve this goal, the University has developed a policy and set of procedures for securing external grants and providing faculty with all the opportunities to target external research grants. The University also established Office of International Academic Affairs (OIAA) that support all academic colleges to establish international academic partnerships, assess their effectiveness and monitor progress and outcomes of such partnerships. The University provides support to faculty members and researchers in securing external grants and to identify potential partners, and provide necessary training and mentorship to help them prepare competitive grant proposals. The University also provides incentives to faculty members who secure external research grants.</li> <li>• The DRGS is committed to advancing cutting-edge research that addresses pressing global challenges and promotes a culture of academic excellence and identify</li> </ul>

Main Objectives	Key Initiatives
	<p>and develop areas of national and international significance in the university. To achieve this DRGS has established several key initiatives, one of which is the establishment of AU Research Centres. These centres are designed to bring together researchers from a variety of disciplines and backgrounds, fostering interdisciplinary collaboration and knowledge exchange. The objectives of these centres are clear and far-reaching. By identifying and establishing concentrations of researchers and resources, AU aims to develop key research areas of national and international importance, aligning research outputs and efforts of faculty in a focused direction. Additionally, these centres are expected to encourage the pursuit of research excellence in key areas, and boost research productivity at the university.</p>
<p>[3] Improve the research infrastructure and resources at AU to promote research across all disciplines.</p>	<ul style="list-style-type: none"> <li>• The DRGS is committed to supporting and fostering the growth of research and research infrastructure within the University through its research centres and internal funding programs. AU research centres are instrumental in developing research labs within the university. The internal research grants including multidisciplinary research grants provide opportunities for faculty members to develop their research projects and initiatives. These grants aim to enhance the research productivity and quality of work within the University and create opportunities for collaboration with international universities and research institutions.</li> <li>• Ajman University recognizes that sufficient research budget allocation is crucial to support high-quality research. The University is committed to providing adequate funding to support research, and this budget is used according to well-defined policies and procedures. The budget is allocated based on the guidelines set by the Commission for Academic Accreditation (CAA) and is determined through an inclusive and intensive internal process every academic year at the University. The DRGS ensures that sufficient budget is allocated for all research-related initiatives. The budget allocated for research and graduate studies is designed to support a wide range of initiatives, including funding for research projects, conference attendance, publication fees, teaching release, research equipment, graduate scholarships, to name few. The University also encourages faculty members to seek external funding opportunities to supplement the</li> </ul>



Main Objectives	Key Initiatives
	<p>internal funding provided by the University. The budget allocation process is conducted in a transparent and accountable manner, and is designed to ensure that funding is allocated to the most promising research projects and initiatives that align with the University's strategic goals. The budget allocation process is also designed to ensure that the University's funding resources are used efficiently and effectively to achieve the best possible outcomes.</p>
[4] Recruit outstanding graduate students through scholarships	<ul style="list-style-type: none"><li>• The Graduate Assistantship initiative aims to recruit outstanding graduate students in the graduate programs and to support the growth and development of graduate programs. By offering financial support and opportunities for research and professional development, the initiative seeks to increase enrollment in graduate programs at AU and to produce graduates who are well-informed, creative, and highly skilled. The objectives of this initiative are twofold: to increase the research outputs of AU and, to provide support to graduate faculty in their research.</li><li>• The importance of the Graduate Assistantship initiative to the Deanship of Research and Graduate Studies is significant, as it helps to promote the university's graduate programs and attract talented students who are interested in pursuing advanced degrees. Furthermore, by providing support to graduate faculty in their research, the initiative helps to enhance the quality and impact of the university's research endeavors.</li></ul>
[5] Provide incentives for faculty members to conduct high-quality and high-impact research	<ul style="list-style-type: none"><li>• DRGS introduced research reward program, that is designed to recognize, reward and provide incentives for the efforts of faculty and researchers at Ajman University who are making significant contributions to academic research. The objectives of this program are to increase the number and quality of AU SCOPUS-indexed papers in leading international journals, to motivate and encourage faculty and researchers to be actively involved in the university's research vision and mission, to promote collaborative research with international partners, and to raise the visibility of research outcomes and increase citations.</li><li>• Ajman University recognizes the importance of external funds and provide incentives to its faculty members and researchers in their pursuit of external research funding as per university approved policies and procedures.</li></ul>



Main Objectives	Key Initiatives
	<ul style="list-style-type: none"> <li>The university also provide support to faculty members by providing research travel grants, attending and presenting papers in conferences and contributing in other expenses such as registration fees for conferences, publication fee for high quality journal papers, etc.</li> </ul>
<p>[6] Promote principles of sustainability and nurture a culture of the shared responsibility of mankind to preserve planet Earth for future generations</p>	<ul style="list-style-type: none"> <li>At Ajman University, promoting principles of sustainability and nurturing a culture of shared responsibility towards preserving the planet for future generations is a key component of AU research strategy. The University recognizes the importance of sustainability and is committed to promoting sustainable practices and behaviors in all its activities. One of the ways the University is promoting sustainability is through the Healthy and Sustainable Building Research Centre (HSBRC). The HSBRC is dedicated to providing high-quality research and studies on how sustainable design, construction, and operations of buildings contribute to the health and wellbeing of occupants. The HSBRC is committed to exploring innovative solutions for creating sustainable and healthy environments that improve the quality of life for people while minimizing the impact on the environment. The HSBRC conducts research on a wide range of topics related to sustainable building practices, including energy efficiency, water conservation, waste reduction, and indoor air quality.</li> </ul>

AU regularly evaluates the success of its research strategy on yearly basis. In order to assess the success of its research strategy, AU defines Key Performance Indicators (KPIs), with specific targets, every year. It is important to note that each KPI is linked to the corresponding AU strategic goal. These KPIs will help measure the success of the research strategy and enable the University to monitor progress towards achieving its objectives. The KPIs related to research strategy, like all other KPIs, are assessed at the end of every academic year on the basis of submitted evidence. The assessment of KPIs for DRGS, submission of corrective action plan for unachieved KPIs, and any improvement action plan, are monitored for closing the loop of the assessment cycle, and for continuous improvement, through the Office of Institutional Planning and Effectiveness (OIPE).

## Graduate Studies Policies and Procedures

### Abbreviations/Terminology

AU	Ajman University
RGS	Research and Graduate Studies
DRG	Deanship of Research and Graduate Studies
VCAA	Vice Chancellor for Academic Affairs
HEI	Higher Education Institute
OIPE	Office of Institutional Planning and Effectiveness
CGS	Council of Graduate Studies at AU
CoR	Council of Research at AU
College	Academic College at Ajman University
Dean	Dean of Academic College
CFAA	Council for Academic Affairs
GPC	Graduate Program Coordinator
PDC	Proposal Defense Committee
TEC	Thesis Examination Committee
DEC	Dissertation Examination Committee
GA	Graduate Assistant - An individual who serves in a support role while completing his/her graduate studies at AU.
Graduate Student	A student who is studying for a degree that is higher than the one received after four years of study at a college or university.
Graduate Program	A graduate program is an advanced academic curriculum that leads to a higher-level degree (a master's or doctorate), with specific eligibility criteria, coursework, assessments, and qualifications upon completion.
Graduate Faculty	AU faculty teaching/supervising graduate courses/students
Thesis	A compilation of research work that demonstrates that a student is knowledgeable about the information learned throughout the master's program. Thesis is a research work that marks the end of a master's program.
Dissertation	A compilation of research work and the creation of new knowledge, theories, practices during doctoral studies. Dissertation is a research work that marks the end of a doctoral program.

### 1. Introduction

The Ajman University (AU) Graduate Studies Policies aim to provide a framework and ensure consistency for all graduate programs offered at AU, including master's and doctoral programs. It is mandatory for all graduate programs at AU to comply with the policies outlined in this document. The University expects full adherence to the graduate studies policies from all AU faculty, staff, and graduate students. The Council of Graduate Studies (CGS) and the Deans are responsible for ensuring that the information is effectively communicated to all graduate faculty and students.

#### 1.1 Scope of Document

In accordance with the comprehensive scope of these policies, they apply universally to all AU graduate programs, encompassing faculty, staff, researchers, and students alike. The VCAA retains the authority to address cases not explicitly covered herein and to grant exceptions when deemed necessary.

### **1.2 Role and Responsibilities of DRG**

Deanship of Research and Graduate Studies (DRG) ensures the highest standards and quality of AU graduate programs and research conducted by its faculty members. As per DRG By-laws, the Dean of Graduate Studies and Research chairs Council of Graduate Studies, having members representing all colleges offering graduate programs at AU.

### **1.3 Role and Responsibilities of the College Dean**

The Dean of each academic college offering graduate program(s) shall appoint a Graduate Program Coordinator (GPC) for each graduate program offered in the college and a representative of graduate programs in the Council of Graduate Studies (CGS). The Dean of each academic college designates a faculty liaison, who as a member of the Council of Graduate Studies, is responsible for overseeing all graduate programs in the college and serves as the principal communication channel between the DRG and the college.

The GPC and Dean are responsible for ensuring that graduate students with assistantships fulfil their responsibilities and meet the requirements. Failure to do so may result in termination of the scholarship or assistantship, as per graduate assistantship policy.

Generally, the college is responsible for providing comprehensive support to graduate students, including, but not limited to, facilitating timely graduation, offering supervision and training, and providing partial scholarships. The Dean ensures the availability of necessary resources and support for program coordinators and enforces policies on class sizes for effective learning at the graduate level.

### **1.4 Graduate Program Coordinator (GPC)/Member of CGS**

Each graduate program must have a faculty member, as a Graduate Program Coordinator (GPC), who is responsible for the daily operations of the programs including all issues related to the graduate students in that particular program and report to college Dean. GPC serves as a resource and contact person about rules, regulations and procedures related with the graduate program.

### **1.5 Classification of Graduate Programs**

Graduate programs at AU are classified into two main categories. First, research based graduate programs that require graduate students to complete and successfully defend a thesis or dissertation with original research to advance the body of knowledge in front of a designated Thesis or Dissertation Examining Committee (TEC or DEC). Second, professional based graduate programs (i.e., MBA and DBA) that have different emphasizes and requirements as part of degree completion, where advancing the practices is a core criterion for awarding the degree. These classifications guide the structure and expectations of graduate programs at AU.

## **1. Master's Degree at Ajman University**

The master's degree programs at AU consist of a minimum of one year of advanced graduate study, requiring at least 30 credit hours beyond the bachelor's level. These programs emphasize research or professional skills, and methodology, and typically culminate in a research thesis or capstone project. The subsequent sections solely address policies pertaining to master's thesis. Arabic-based programs follow the merit of this policy with some different procedural arrangements in relation to the appointment of supervisors, examiners, and thesis defense.

### **2.1 Master's Thesis**

Graduate students enrolled in master's research degree programs at AU are required to undertake independent research guided by their thesis supervisor and produce a thesis as the culmination of their studies. The number of credits allocated to the thesis component may vary between 6 and 9

credits. Thus, each master's program should comply with the specified/assigned dissertation's number of credit hours in the CAA approved study plan for the relative program. The master's thesis should demonstrate a comprehensive understanding of previous work in the field, showcase the ability to conduct research, and effectively organize research findings.

## **2.2 Thesis Supervisor/Co-Supervisor(s)**

The graduate program coordinator, in consultation with the student, must nominate a principal supervisor for approval by the college Dean. The principal supervisor must be a full-time AU active faculty member in research. A principal supervisor may oversee up to 10 theses, with exceptions granted by the VCAA. Conflict of interest cases are resolved by the GPC and college Dean or escalated to the Dean of RGS. Co-supervisors, if appointed, meet regularly to monitor progress, address concerns, and maintain records. Adjunct AU faculty may serve as co-supervisors.

## **2.3 Thesis Proposal**

In graduate programs, students are required to submit a thesis proposal. The proposal serves to identify a research problem, outline the research approach, and specify the necessary resources and timeframe for completing the study. Students must submit their thesis proposal to the Proposal Defense Committee (PDC) through their principal supervisor (or GPC) for approval by no later the end of the semester in which they registered for the thesis.

## **2.4 Thesis Examination Committee (TEC)**

The formation of the Thesis Examination Committee (TEC) can be initiated when a student registers for their thesis. The committee composition includes the student's principal supervisor, co-supervisor(s) if applicable, a well-recognized external examiner, and an internal examiner chosen from relevant full-time faculty members or adjunct faculty. The selection of external examiner(s) follows the supervisor's recommendation, ensuring no conflicts of interest and preferring individuals with the rank of full Professor from internationally recognized universities. The Chair (GPC or a nominee [i.e., internal examiner]) of the TEC submits the report to the student upon approval from the Dean.

## **2.5 Research Publications Requirements**

In preparation for the thesis defense, the graduate student is required to publish or submit a draft to an internationally recognized journal, or, at minimum, to an internationally recognized conference. However, based on the nature of discipline, these requirements/exceptions are adjusted. For example, master's students working on theses in Arabic, may instead submit a comprehensive summary written in Arabic and English, approximately 4-5 single-spaced A4 pages, prior to the thesis defense.

## **2.6 Final Master's Thesis Defense/Examination**

A thesis defense is a mandatory requirement for master's students to assess the quality of their thesis. The defense aims to assess the student's knowledge, critical understanding, and evaluation skills in their field of study, with a specific focus on their thesis work. The defense should be scheduled during regular working hours, and an independent observer may be requested from DRG by relevant parties. All thesis re-examinations require the presence of an impartial representative, assigned by the college Dean, to uphold academic standards during the defense.

## **2.7 Examination Outcomes**

This section outlines the possible outcomes of a thesis defense. These outcomes include passing the final examination or thesis defense with affirmative votes from the committee members, passing with minor or major modifications to the thesis or project, or failing the examination. In case of failure, the student may be allowed to retake the exam once, and a re-examination must take place in the following semester.

## 2. Doctorate Degrees at Ajman University

The PhD and professional doctorate programs at AU emphasize academic rigor and research excellence, requiring a minimum of three years and at least 54 credit hours. The curriculum mandates 24 credits in advanced courses, exceeding master's-level difficulty. Independent research is essential, resulting in a publishable, original contribution dissertation. For applied-field professional doctorates, such as dentistry and business, advanced professional knowledge is paired with research insights. All candidates must pass a comprehensive exam, including coursework assessment, proposal, and dissertation defense, overseen by qualified experts. The GPC liaising with the DRG, must exhibit active, recent scholarship in their domain. While this policy outlines general expectations, specific program guidelines provide detailed instructions. AU maintains top-tier academic and research standards in its doctoral programs. Arabic-based programs align with this policy but may vary in supervisory and defense procedures.

### 3.1 Research and Dissertation

Graduate students pursuing a PhD or professional doctorate degree at AU are expected to complete a dissertation based on their original research, under the guidance of their supervisor. The approved study plan by CAA specifies the allocated credits for the doctoral thesis. Students must successfully pass three examinations: the comprehensive examination, proposal defense, and dissertation defense examination.

### 3.2 Dissertation Supervisor/Co-Supervisor(s)

In the dissertation registration process, the GPC, in consultation with the doctoral student, nominates a principal supervisor and a co-supervisor (if needed) for approval by the college Dean. Supervisor changes are promptly reported to the DRG. A principal supervisor can typically supervise up to five dissertations, with potential for additional approvals. Supervisors meet regularly with the student to provide the guidance. These policies ensure effective dissertation supervision and support research excellence at AU.

### 3.3 Dissertation Examination Committee (DEC)

The Dissertation Examination Committee (DEC) is an essential part of the doctoral program at AU. It can be partially initiated when the student registers for the dissertation with both the principal supervisor and co-supervisor, and then completed prior to the dissertation defense by adding at least one internationally recognized external examiner and internal examiner. The DEC ensures academic standards and evaluates the dissertation to assign the relevant outcome (discussed in Section 3.9). The Chair of the DEC submits the report to the student/GPC upon approval from the college Dean.

### 3.4 Comprehensive Examination

Doctoral students are required to pass a comprehensive examination designed to assess their cumulative knowledge in the subject areas and their research skills. All doctoral students must pass a comprehensive exam designed to evaluate the breadth and depth of the student's knowledge of his/her discipline, as well as the student's scholarly potential, as applicable. The comprehensive exam is non-credit rated, while a Pass or Fail result for each attempt is recorded on the student's academic transcript.

### 3.5 Research Proposal Defense

Doctoral students are required to pass the proposal defense. A primary goal of the proposal defense is to provide direction and feedback early on regarding the student's research from the Proposal Defense Committee (PDC) and to assess student's ability to complete a dissertation. Students must present a clear research proposal, detailing the problem, objectives, and intended methodology, to the examination committee via their principal supervisor. Each college is responsible for facilitating the proposal submission and approval process. For research involving human or animal subjects, prior

ethical approval, aligned with AU's research ethics guidelines, from the University or the Ministry is mandatory.

### **3.6 Admission to Candidacy**

When a student has passed the comprehensive exam, has completed coursework, has had his/her research proposal defense passed, and is in good academic standing, the GPC recommends the student to advance to admission to dissertation to the college Dean. The Dean of the College must approve the recommendation and communicate the decision to the Office of Admission & Registration. At this stage, the student is allowed to register for dissertation credit hours. Following this admission of the doctoral student, he/she would continue to work on the proposed research towards a dissertation.

### **3.7 Research Publications Requirements**

Doctoral students are required to publish (or have confirmation of final acceptance of) research papers from their dissertations in peer-reviewed journals recognized by AU, before submitting a dissertation defense request. As a minimum requirement (for professional doctorate), a completed draft should be submitted to an internationally recognized journal. This is a condition for the dissertation defense to be held. Where applicable, the paper(s) should be made available to the DEC, along with the dissertation.

### **3.8 Dissertation Defense**

The DEC make recommendations regarding the dissertation defense outcome. The recommendations can include: approving the dissertation as presented, approving it with minor modifications, requiring major revisions and resubmission, or rejecting the dissertation, which leads to academic dismissal.

Doctorate students can request a delay in making their dissertation public for up to two years by seeking approval from the Dean. This policy ensures a fair evaluation process, encourages quality dissertations, and allows students the option of delaying public access to their work if necessary.

## **3. Graduate Faculty Members**

Faculty members who participate in a graduate program (teaching graduate level courses or supervising/co-supervising graduate students) are considered as "Graduate Faculty Members" of that program. Graduate faculty members must hold a terminal degree earned from an internationally recognized institution of higher education and show a strong record of active engagement in research and scholarship, including recent publications, or have significant professional experience in applied fields as practitioners.

## **4. Degree Completion Time and Change Major**

This policy outlines the duration and time limits for both master's and doctoral degree programs at AU. Additionally, the policy addresses the conditions for changing majors within graduate programs.

For master's degree programs, most full-time students typically require 2-3 years (a minimum of 1 year) for completion, with a maximum time allowance of 4-5 years. Extensions to these time limits may be granted for an additional year by the Vice Chancellor for Academic Affairs (VCAA) under specific circumstances, subject to directives and standards that are currently published by CAA. Regarding doctoral degree programs, most students require 4-5 years (a minimum of 3 years) for completion, with a maximum time allowance of 7 years, unless stated otherwise in the CAA-approved study plan. Similar to master's programs, extensions of up to one year may be considered by the VCAA, subject to CAA's directives and standards.

Students may switch majors within the same college if they meet the admission requirements of the desired program. In the doctorate programs, changes of major are only permitted before the

comprehensive examination. Change of major requests must be supported by the student's supervisor, the coordinators of both programs, and approved by the college Dean. Upon final approval, credits earned in the first program are applicable to the student's second program degree.

## 5. Joint/Dual Degrees

This section is aligned with AU's Joint/Dual Degrees Policy. AU establishes joint and dual degree programs with globally recognized institutions, adhering to CAA and WSCUC accreditation standards. AU commits to quality assurance, legal compliance, and internal approval protocols, with a maximum of 50% partner-taught curriculum for these programs. All programs require pre-implementation approval from the Chancellor and relevant accrediting bodies. The joint degree is a single degree awarded by two institutions, where students study a curriculum that is agreed between the two institutions. AU, in some cases, offers in partnership with other esteemed institutions, thereby affording students the unique opportunity to concurrently earn two degrees from both universities. The Dual degree is two degrees awarded by two institutions, to students who have met the requirements for completion of both degrees. AU, in some cases, offers a Dual Degree Program to allow students to pursue two degrees simultaneously, enabling them to acquire interdisciplinary knowledge and skills.

## 6. Exit Qualification

This section is related to the unfinalized/ongoing policy for AU Exit Qualification. The advancement of policy aspects will be subject to the content of this AU's policy following the approval from CAA. An exit degree is an approved exit point from a program for students unable to fulfil the program requirements in which they are enrolled.

## 7. Credit Transfer for Graduate Degrees

The graduate degree requirements at AU may be satisfied by transfer of graduate credit for courses studied at accredited institutions. Conditions and circumstances under which this transfer should be granted will be subject to AU related policies and procedures (i.e., Advance Standing and Prior Learning Assessment and Recognition (PLAR) Policy and [Admissions for Graduate Transfers](#)) and the approved study plan by CAA.

At graduate programs, doctoral students have the opportunity to be exempted from certain required graduate-level doctoral courses. Exemption may be granted if the student has previously completed a similar course, either at AU or another institution, as a graduate student (e.g., master's level), and achieved a minimum equivalent grade of "B". In such cases, the student will not be required to retake the course but will need to register for additional credit hours to fulfil the total credit hour requirement for degree completion. The maximum credit hours granted through PLAR must not exceed 25% of the total completion requirements for graduate programs, unless stated otherwise in the study plan approved by CAA and/or in CAA standards. The credit hours of the exempted courses will not be included in the calculation of the student's CGPA.

## 8. Graduate Assistant (GA) Policy

The approved graduate assistant policy is available in this *Policies and Procedures Manual*.

## Procedures and Guidelines (PG)

### 1. Introduction

Ajman University (AU) is dedicated to realizing its vision and mission by enhancing the quantity and quality of research and scholarly output across its various disciplines in the colleges. To achieve this objective, the establishment of graduate programs and the implementation of unified policies for managing these programs at Ajman University are crucial steps. The University ensures that it has appropriate structures and processes in place to govern graduate studies effectively. The administration of graduate studies is entrusted to the academic colleges, the Council of Graduate Studies (CGS), the Deanship of Research and Graduate Studies (DRG), and the Vice Chancellor for Academic Affairs (VCAA).

This document aims to provide procedures and guidelines (PG) on the AU Graduates Studies Policies. It outlines the practical steps should be followed considering the associated graduate study policy.

#### 1.1. Scope of Document

- 1) The AU Graduate Studies Policies and Procedures apply to everyone involved with the graduate studies at AU, including faculty academicians, staff, researchers, and students. The VCAA has the authority to decide on all cases not provided for in this document and awarding any exceptions, if needed.
- 2) The AU Graduate Studies Policies and Procedures provide information related to the following:
  - a) Role and responsibilities of the DRG in relation to AU graduate programs;
  - b) Policies related to respectively master and doctoral thesis/dissertation supervision, defence examination regulation, selection of external examiner, submission of thesis/dissertation, and so forth;
  - c) Graduate faculty members;
  - d) Degree completion;
  - d) Joint/Dual Degrees, and
  - e) Exit qualification and credit transfer.
- 3) The Policy and Procedures documents do not cover graduate admission and registration requirements, admission criteria, student rights, plagiarism policy, student right of appeal, academic and non-academic conflict resolution, IP rights, authorship of research publications, and research ethics, and all the other information that is available in the AU Graduate Student Catalogue, DRG policies and procedures and other AU documentations.
- 4) The Policy and Procedures documents don not change any existing AU policy (e.g., IP policy, Authorship policy or any other relevant policy). The governing structure of DRG (e.g., councils, committees) is explained in DRG by-laws.

#### 1.2. Role and Responsibilities of DRG

The DRG vision, mission, and administrative structure is defined in DRG By-Laws and DRG Policies and Procedures documentation. The role and responsibilities of DRG in relation to AU graduate programs are as follows:

- 1) To provide strategic initiatives related to graduate education and research at AU;
- 2) To propose new initiatives related to research and scholarly activities and promote AU graduate programs to ensure that AU graduate education and experience is on par with that of internationally recognized universities;
- 3) To provide assistance to the Office of International Academic Affairs in fostering relationships with international academic partners to support and promote graduate studies at AU;
- 4) To provide quality control for graduate education and encourage and maintain fair standards across all academic disciplines, as applicable, with the support from CGS;
- 5) To provide clear and uniform guidelines in the management of thesis/dissertation defence, administration of thesis/dissertation examination and related matters and ensure uniform standards are adopted in AU;



- 6) To advocate issues important to the success of graduate programs including research integrity, values, and ethics in graduate education and research;
- 7) To ensure that a common framework, as possible, for the operation of all graduate degree programs (Master's and Doctoral) is adopted and to ensure common standards and due processes are in place across the university. The implementation of the graduate studies policies and procedures at AU, stipulated in this document, is a shared responsibility of the deans, DRG and the VCAA;
- 8) Additional rules and regulations, as necessary for the subject area or discipline, for any of the AU graduate programs may be proposed by the colleges, as appropriate. These additional rules and regulations must not contradict any part of the existing policies and procedures. Any additional rules and regulations for any graduate program, must be submitted by the Graduate Program Coordinator to the CGS, which shall submit recommendations to the VCAA for approval before their implementation;
- 9) To provide graduate assistantship to highly talented graduate students, propose sufficient budget, monitor and assess performance of Sponsored Graduate Research Assistants (SGRAs) as per Graduate Assistantship (GA) policy. The deanship of research and graduate studies generally does not involve in the following:
  - a. Graduate student admissions, eligibility criteria, selection of graduate faculty, student issues related to instructors, missing credit hours and any other related issues;
  - b. Course assessments, final examination of courses, attendance related issues etc., the relevant AU/college policies and procedures are applicable in such cases;
- 10) Academic review of existing graduate programs, the periodic review of all programs, including graduate programs, is the responsibility of college.

Although the DRG supports high level aspects of the administration of graduate studies at AU, each college/department is responsible for its academic program (including the curriculum and examinations), the selection of faculty to participate in its graduate program, the recruitment of students to the program, the monitoring of student progress, timely completion of graduate students as per study plan, maximum time to degree completion etc.

DRG shall monitor the progress of the overall graduate program. Individual graduate faculty/supervisors at AU bear the full responsibility for the mentoring/supervising graduate students for the timely completion of their degrees. All graduate students, who are enrolled in thesis/dissertation-based programs, must have their academic and research progress evaluated by their Thesis/Dissertation Principal and Co-supervisors, as applicable. The student supervisor/co-supervisor keeps a record of all such meetings/evaluations, and any situation that might negatively impact a student's timely progress to degree must be promptly reported to the Graduate Program Coordinator and the HoD/College Dean.

### **1.3. Role and Responsibilities of the College Dean**

The Dean of each academic college offering graduate program(s) shall appoint a Graduate Program Coordinator (GPC) for each graduate program offered in the college and a representative of graduate programs in the Council of Graduate Studies (CGS). Collectively, the followings are examples of relevant responsibilities related to graduate studies:

- 1) The Dean of each academic college designates a faculty liaison who acts as the primary communication channel between the DRG and the college.
- 2) The faculty liaison is a member of the Council of Graduate Studies, which is led by the DRG. Typically, the faculty liaison holds the position of the GPC for the graduate program.



- 3) Where multiple graduate programs are offered within a college, one GPC should be appointed as a member of the Council of Graduate Studies and is responsible for overseeing all graduate programs offered in the college.
- 4) The college shall prioritize the support of graduate students throughout their studies, aiming to facilitate timely graduation. This includes providing appropriate supervision and training to ensure successful fulfillment of degree requirements.
- 5) Graduate students may be eligible for partial scholarships (i.e., tuition waivers) in accordance with the AU scholarship, assistantship, and fee waiver policies and procedures.
- 6) The college Dean is responsible for ensuring the availability of necessary support and resources, such as suitable classrooms, laboratories (if applicable), clinical resources (if applicable), IT hardware and software, library resources, and so forth.
- 7) The college must provide support to the graduate program coordinator(s) of graduate programs within the college, facilitating their tasks to ensure smooth operation and completion.
- 8) It is mandatory for the college to enforce a policy of limiting class sizes for graduate courses. This is to ensure effective learning at the graduate level, complying with the current standards set by the CAA and AU class-size policy.
- 9) When a graduate student is offered a Graduate Assistantship (GA), it is the responsibility of the GPC and Dean to assign a supervisor to ensure that the student fulfills the responsibilities and requirements of the GA.
- 10) In the event that a student encounters performance difficulties, the program coordinator and/or supervisor may recommend the termination of the assistantship to the Dean.
- 11) Grounds for recommending termination may include continual deficient performance, misconduct while carrying out assistantship duties, or violations of academic integrity or conduct, or other conditions as per GA policy.
- 12) The college Dean is obligated to promptly inform the DRG about such cases.
- 13) In the event of termination, the student must receive written notification from the college Dean, providing specific reasons for the termination of the assistantship or termination from the program in the case of serious violations.

#### **1.4. Graduate Program Coordinator (GPC)/Member of CGS**

The general role and responsibilities of a graduate program coordinator are as follows:

- 1) Collaborate with the Dean or Head of Department (HoD) to prepare or assist in preparing the timetable for all courses offered throughout the academic year.
- 2) Assess the program's needs for databases, software, subscriptions, and other resources.
- 3) Assist students with registration, address registration-related issues, and provide academic advising, as applicable.
- 4) Manage and address students' complaints related to courses, teaching methods, training, and other relevant matters.
- 5) Work with graduate faculty to monitor students' progress throughout the academic year.
- 6) Provide accurate information and assistance to graduate students regarding their program.
- 7) Ensure the completion of course files by the end of each semester, including follow-up with graduate faculty and part-time lecturers.
- 8) Provide recommendations for the need of part-time faculty if required, and submit requests to the college Dean.
- 9) Establish and manage an advisory board for graduate studies.
- 10) Ensure appropriate supervision for thesis/dissertation students and follow up on issues related to supervision, completion, and examination.

- 11) Assist in thesis/dissertation examinations according to approved procedures outlined in the document.
- 12) Manage and coordinate the workload for thesis/dissertation supervisors, committee chairs, and committee members, providing aggregated/tabulated figures to the college Dean and HoDs for consideration of teaching load.
- 13) Assist in establishing an alumni database of graduate students in cooperation with the university alumni office.
- 14) Stay updated on the program's regulations and ensure that public documents such as the website and brochures accurately reflect the approved regulations and information.
- 15) Ensure that all graduate students who admitted are meeting the admission conditions.
- 16) Mediate conflicts between students and supervisors, redirecting conflicts involving the supervisor to the college Dean.
- 17) Provide necessary assistance for the program's accreditation renewal in coordination with other departments in the college and relevant offices in the University.
- 18) Prepare and submit an annual effectiveness program report to Office of Institutional Planning and Effectiveness (OIPE).
- 19) Coordinate overall graduate activities within the program.
- 20) Periodically review all graduate programs in the college, led by the graduate faculty involved in the program, focusing on student-centric, evidence-based evaluations aligned with AU's goals and the college's objectives. Develop an action plan to address weaknesses and enhance strengths.
- 21) Establish and nurture relationships with professional organizations and government agencies to promote the program and explore international collaboration opportunities.
- 22) Represent the college in meetings and communications with the Commission for Academic Accreditation (CAA) regarding the program(s).

### **1.5. Classification of Graduate Programs**

- 1) Research or Professional Graduate Programs: a. Graduate students admitted to a research or professional graduate program at AU where thesis/dissertation is a requirement must follow the procedures outlined below: b. Complete and successfully defend a thesis/dissertation that includes original research work. c. Present the thesis/dissertation before a designated Thesis or Dissertation Examining Committee (TEC or DEC) for evaluation.
- 2) Full-time and Part-time Graduate Students: The definitions of full-time and part-time graduate students are available in the AU Policies and Procedures Manual.

## **2. Master's Degree at Ajman University**

### **2.1. Master's Thesis**

The guidelines for the master's degrees and theses at AU are as follows:

- 1) The master's degree programs at AU consist of a minimum of one year of advanced graduate study, emphasizing research skills and methodology.
- 2) Students enrolled in master's research degree programs are required to undertake independent research guided by their thesis supervisor and produce a thesis demonstrating a comprehensive understanding of the field.
- 3) The thesis component is allocated 6-9 credits as specified in the approved study plan by CAA.
- 4) The thesis should showcase the student's ability to conduct research, effectively organize research findings, and adhere to AU's guidelines for formatting and presentation.
- 5) Evaluation of the thesis involves a Thesis Examination Committee (TEC), as detailed in Section 2.4.

- 6) Successful completion and acceptance of the thesis fulfill the requirements for the master's research degree program.

## 2.2. Thesis Supervisor/Co-Supervisor(s)

The procedures for the supervisor nomination and responsibilities in a graduate program:

- 1) Supervisor Nomination:
  - a. Prior to thesis registration, the GPC, in consultation with the student, identifies and nominates supervisor(s) for each student in the program.
  - b. The nominated supervisor(s) are sent to the college Dean for approval.
- 2) Principal Supervisor's Role:
  - a. The principal supervisor has the primary responsibility for overseeing the student's progress during their studies.
  - b. The principal supervisor must be a full-time AU active faculty member in research, exceptions can be approved by the VCAA on case-by-case basis. Other alternative arrangements are applicable in cases where there are formal MoU with other institutions.
- 3) Maximum Number of Theses:
  - a. Normally, an AU faculty member can serve as a principal thesis supervisor for a maximum of 10 master's theses at any given time.
  - b. In certain cases, this number may be increased subject to Vice Chancellor for Academic Affairs (VCAA) approval.
- 4) Conflict of Interest:
  - a. It is crucial to avoid situations that may constitute conflict of interest when forming a supervisory team.
  - b. In case of any conflict, the GPC and college Dean work together to resolve the dispute.
  - c. If necessary, the DRG may be involved in resolving the conflict.
- 5) Co-supervisors' Responsibilities:
  - a. Co-supervisors meet regularly with students, at least once per semester, to advise on the student's progress in their research thesis.
  - b. Co-supervisors identify any potential concerns or problems and provide possible solutions to help the student overcome difficulties.
  - c. A record of these meetings, discussions, and minutes of meetings should be maintained by the student and supervisor(s).
- 6) Adjunct Faculty as Co-supervisors:
  - a. Adjunct AU faculty members who are participating as graduate faculty within a program may serve as co-supervisors.

By following these steps and guidelines, the graduate program ensures the proper nomination and responsibilities of supervisors in the program, promoting effective guidance and support for students throughout their studies.

## 2.3. Thesis Proposal

The procedures for the thesis proposal submission and approval:

- 1) Thesis Proposal Requirement:
  - a. A thesis proposal is mandatory for all students enrolled in a research based graduate programs, unless stated otherwise in the program approved study plan by the CAA.
  - b. The purpose of the thesis proposal is to identify a research problem, describe the research approach, and define the required resources and time needed to complete the study.

- 2) Submission of Thesis Proposal:
  - a. Students are expected to submit their thesis proposal by no later the end of the semester in which they registered for the thesis, unless stated otherwise in the program approved study plan by the CAA.
  - b. The thesis proposal is submitted to the Proposal Defense Committee (PDC) through the GPC or their principal supervisor.
- 3) Approval Process:
  - a. The thesis proposal must go through an approval process conducted by the PDC.
  - b. The PDC reviews and evaluates the thesis proposal to ensure its quality and feasibility.
- 4) Principal Supervisor's Role:
  - a. The principal supervisor plays a crucial role in facilitating the submission and approval of the thesis proposal.
  - b. The principal supervisor assists the student in preparing the proposal and provides guidance throughout the process.

#### **2.4. Thesis Examination Committee (TEC)**

The procedures for the TEC formulation and composition:

- 1) Formulation of TEC:
  - a. As soon as the student registers for the thesis, the supervisor nominates at least the co-supervisor and later (prior to final submission) nominates the external examiner to the GPC.
  - b. The GPC forwards the nomination with their endorsement to the college Dean for final approval.
- 2) Composition of Master's TEC:
 

The TEC consists of the following members:

  - a. Student's principal supervisor and co-supervisor(s) (if applicable).
  - b. One well-recognized external examiner (can be appointed later before the thesis defense).
  - c. One internal examiner selected from the following options:
    - i. Any full-time faculty member within the student's programs of study.
    - ii. Any full-time faculty member from within or outside the student's program of study (i.e., from another graduate program at AU).
- 3) Submission of Soft Copy of Thesis:
 

Before scheduling the thesis defense, the student must submit a soft copy of the thesis as a trail to the principal supervisor or the GPC to check plagiarism and then allow student to submit a final copy which will be distributed to TEC.
- 4) Selection of External Examiner(s):
  - a. The supervisor recommends external examiner(s) to the graduate program coordinator.
  - b. The graduate program coordinator forwards these nominations to the college Dean for final approval.
  - c. The external examiner(s) must not have any conflict of interest with the student's research, such as engagement in the student's master's research, joint publications with the student or supervisors, or being the student's ex-supervisor or teacher.
  - d. Preferably, the external examiner should hold the rank of full Professor at an internationally recognized university with a successful record of thesis supervision and no affiliation with AU.
- 5) Submission of TEC Report:
  - a. The Chair (GPC or a nominee [i.e., internal examiner]) of the TEC submits the TEC report to the student after receiving approval from the Dean.

## 2.5. Research Publications Requirements

The guidelines for the master's degrees research publications:

- 1) In preparation for the thesis defense, the graduate student is required to publish or submit at least a draft version of one research paper to internationally recognized journal (Scopus-indexed journal).
- 2) As a minimum, one paper should be submitted to internationally recognized conference.
- 3) However, the specific requirements and exceptions may vary based on the nature of the discipline. For example, master's students working on theses in Arabic are expected to submit a comprehensive summary written in Arabic and English, approximately 4-5 single-spaced A4 pages, before the thesis defense.

These steps/procedures outline the general guidelines for submitting research papers and summaries as part of the thesis defense process. It's important to consult the specific guidelines of AU's graduate programs for comprehensive information and any discipline-specific variations.

## 2.6. Related Procedures for Final Master's Thesis Defense / Examination

Procedures for Thesis Defense in a Graduate Program are as follows:

- 1) The thesis defense consists of a presentation followed by an oral examination conducted by the Thesis Examination Committee (TEC), all is conducted as a closed-door, although an open-door/public option may be chosen as deemed relevant/common practice to field/degree.
- 2) When the student is ready for a thesis defense, they must obtain approval from their supervisors and submit a draft version of the thesis to the GPC for approval.
- 3) The supervisor suggests potential external examiner(s) and submits a request to appoint them to the GPC.
- 4) The GPC forwards the request, along with their endorsement, to the College Dean for approval.
- 5) The GPC invites the external examiner, communicates the arrangements to the TEC, and notifies the student.
- 6) At least 3-4 weeks prior to the thesis defense, the thesis supervisor sends a soft copy of the student's thesis to all TEC members.
- 7) The student's TEC is responsible for approving all aspects of the final thesis before the formal defense. The supervisor provides the TEC with a thesis acceptance form, which must be signed and returned by all TEC members before scheduling the defense.
- 8) The supervisor takes care of all necessary arrangements for the thesis defense, such as room booking. They inform all TEC members about the arrangements, provide instructions to the student regarding the format, distribute relevant forms, and serve as the chair of the TEC.

## 2.7. Procedure for Examination Outcomes

Outcomes in a Thesis-Based Graduate Program are:

- 1) Pass: The candidate must receive affirmative votes from a majority of the committee members to pass the final examination or thesis defense.
- 2) Pass with Minor or Major Modifications: The TEC may recommend passing the student with either minor or major modifications to the thesis or project. The student is given time to implement the corrections accordingly. For minor modifications, the supervisor ensures the changes are incorporated. In the case of major modifications, the student may need to make another presentation to satisfy the TEC.
- 3) Fail and Retake: If the student fails to demonstrate sufficient understanding of the literature in their research area or fails to articulate the motivation and design of the research, they are allowed one more opportunity to retake the exam.

- 4) Re-examination: Upon the request of the TEC and approval of the DRG, a student who fails the oral thesis examination may be granted a re-examination in the following semester. Appropriate fees may apply, as per university regulations.
- 5) Appointment of Liaison: The DRG appoints a liaison (observer) for the re-examination of the thesis. If a student fails two final examinations, they are dismissed from the graduate program. However, in case of procedural irregularities or extenuating circumstances, the student may appeal and submit an application to the DRG.
- 6) Certification of Corrections: Passing the oral examination does not imply immediate acceptance of the thesis. The thesis is approved only after all corrections specified by the examining committee are incorporated. The student's advisor or committee chair must certify that the corrections have been made.
- 7) Final Thesis Submission: Passing the thesis examination (after all corrections and supervisor confirmation), the student must submit the final approved thesis within enough time before the end of the semester to be considered for graduation.
- 8) Submission of Documents: The supervisor must complete and submit an oral thesis defense report, a similarity index approval form, and the final thesis copy to the GPC. Additionally, and per AU and Library procedures, the student must submit printed and bound copies of the thesis, along with an electronic copy, to the college secretary. The college may require additional or fewer copies as per their guidelines.
- 9) Distribution of Copies: As per AU and Library procedures, the college secretary distributes copies of the thesis to the AU Library, college, supervisor, and RDG.
- 10) Recommendation for Degree: Following these steps, the college Dean recommends the student for the master's degree to the AU/Registrar.

#### Summary for associated policies, associated guidance, and relevant forms in this section

<b>Associated policies</b>	<b>Associated guidance</b>	<b>Relevant forms/Templates</b>
<a href="#">AU Graduate Studies Policies</a>	<a href="#">Dissertation/Thesis Proposal Guide</a>	<a href="#">AGS3: TEC/DEC form</a>
<a href="#">Thesis and Dissertation Support Policy</a>	<a href="#">Dissertation/Thesis Guide</a>	<a href="#">AGS6A: Progress Report Form</a>
<a href="#">Supervision Load Policy</a>	<a href="#">External Examiner Payment</a>	<a href="#">AGS7: Change Supervision Form</a>
<a href="#">Graduate Assistant Policy</a>		<a href="#">AGS8A: Final Submission Cover</a>
		<a href="#">AGS9: Examination Committee Report</a>
		<a href="#">AGS10: Letter of Degree Completion</a>
		<a href="#">AGS11: Change Major Form</a>
		<a href="#">Master's Thesis Proposal Template</a>
		<a href="#">Master's Degree Thesis Template</a>

### 3. Doctorate Degrees at Ajman University

#### 3.1. Doctorate dissertation and research

Procedures and guidelines:

- 1) The doctoral program requires a minimum of three years of advanced-level study, with at least 54 credit hours or equivalent of study, including a minimum of 24 credits or equivalent of advanced courses that are more challenging than master's-level courses in the same discipline.



- 2) Training in research skills and methodology is an integral part of the doctoral program.
- 3) A research dissertation appropriate to the field is a requirement for the doctoral degree.
- 4) Professional doctorate degrees, such as the Doctor of Business Administration (DBA), require a minimum of one year of coursework beyond the master's degree and independent research, focusing on research skills and advanced professional knowledge in an applied field of specialization.
- 5) The doctoral program includes a comprehensive exam, proposal defense, and dissertation defense. The dissertation must be of a publishable standard and make an original contribution to knowledge in the relevant field.
- 6) The dissertation defense must be examined by at least two independent experts in the field with relevant experience in supervising and/or examining doctorate degrees.
- 7) The PhD/Doctorate program coordinator, who works closely with the DRG, should demonstrate active scholarship within their discipline.
- 8) Graduate students pursuing a PhD or professional doctorate degree are expected to present a dissertation based on their own research, as guided by their supervisory team.
- 9) The specific number of credits allotted to the doctoral thesis and other relevant details are outlined in the approved study plan.
- 10) The final dissertation must adhere to AU guidelines for formatting and presentation.
- 11) Doctoral students must pass three exams: the comprehensive examination, proposal defense, and dissertation defense examination.
- 12) These steps/procedures outline the general framework and guidelines for PhD and professional doctorate degrees at AU. It's important to consult the specific guidelines of AU's doctoral programs for comprehensive information and any discipline-specific variations.

### **3.2. Dissertation Supervisor/Co-Supervisor(s): Guidelines for Selection, responsibilities, conflict of interest, and change supervision**

- 1) Supervisor Nomination:
  - a. Prior to dissertation registration, the GPC in consultation with the doctoral student should identify and nominate a dissertation principal supervisor and co-supervisors (if needed) for the student. These nominations require approval from the college dean.
  - b. The name of the supervisor(s) approved by the Dean is then notified to the DRG. Any changes in the doctoral supervisors must be promptly communicated to the DRG by the GPC.
- 2) Principal Supervisor's qualifications:

The doctoral student's principal supervisor must be a full-time AU graduate faculty member with a preferable minimum academic rank of Associate Professor. They have the primary obligation for overseeing the student's progress during their studies.
- 3) Maximum Number of Theses:

Typically, a full-time AU faculty member can supervise a maximum of 5 dissertations at any given time as a principal supervisor. However, subject to VCAA approval, this number may increase in certain cases.
- 4) Doctorate Dissertation Supervisor(s) General Responsibilities: Dissertation supervisor(s) are expected to:
  - a. Ensure that students are familiarized with and abide by the relevant AU regulations and any additional regulations that may affect the student's registration, learning, and progress towards degree completion.



- b. Discuss all AU relevant policies and procedures with graduate students at the start of their research, such as the authorship policy and ethical guidelines and procedures, in advance of starting research work.
- c. Regularly meet with students to discuss their work, research, training and development needs, and academic progress.
- d. If applicable, co-supervisors also regularly meet with the student to advise on their progress in the research thesis, identify concerns/problems, and provide possible solutions to address difficulties.
- e. It is important for the student and supervisor(s) to maintain a record (document and copy of emails) of these meetings, discussions (e.g., minutes of meetings), and be able to provide this information upon request.
- f. Ensure that students use written logs to record meetings, submission deadlines, posts, and comments on written work.
- g. Implement an effective orientation process for new research students.
- h. Interact with students in a professional and civil manner consistent with university policies.
- i. Encourage students to learn creatively and independently.
- j. Develop a clear understanding of specific research expectations and responsibilities, including timelines for the completion of dissertations.
- k. Provide timely feedback on the student's research work and progress towards the degree.
- l. Acknowledge student contributions to research presented at conferences, in publications, and in applications for copyright and patents.

5) Adjunct Faculty as Co-supervisors:

Adjunct AU faculty members participating as graduate faculty within a program may serve as co-supervisors. External co-supervisors' agreements, where approved by the VCAA, can be applied.

6) Conflict of Interest:

It is essential to avoid situations that may constitute a conflict of interest when forming a supervisory team. Any conflicts raised by student supervisor(s) should be resolved by the GPC and college Dean. If necessary, the Dean of RGS has the authority to replace a supervisor in the best interest of the student and the program.

7) Change of Supervision:

- a. Requests to change the dissertation supervisor can be submitted by the student or supervisor. Such requests should be directed to the GPC, who will forward them to the college Dean for final approval. The DRG must be notified by email.
- b. Changing the dissertation principal supervisor should be avoided after the student has started their dissertation research and the research proposal has been approved. However, if unavoidable (e.g., faculty leaving the university), the GPC and college Dean will arrange a meeting involving the departing supervisor, student, and supervisory team to address issues related to authorship, publication, intellectual property rights, etc. Any disputes will be referred to the DRG for resolution.
- c. If a supervisor leaves the institute, exploring the possibility of them continuing as a co-supervisor should be considered.
- d. Any cases not covered by these guidelines, exceptions, or disputes should be forwarded to the DRG with recommendations from the GPC and college Dean for a final decision. Throughout the entire process, the GPC must ensure that the student is kept informed of any updates or changes.

### 3.3. Dissertation Examination Committee (DEC)

1) Formulation of the Dissertation Examination Committee (DEC):

- a. The DEC should be established shortly after the student registers for the dissertation.



- b. The principal supervisor nominates the DEC members to the GPC.
  - c. The GPC forwards the nomination, along with their endorsement, to the college Dean for approval.
  - d. The composition of the DEC includes:
    - i. Student's principal supervisor and co-supervisor(s) (if applicable)
    - ii. At least one internationally recognized external examiner (can be appointed later before the dissertation defense)
    - iii. At least one internal examiner from the following:
      - Any full-time faculty member within the student's programs of study
      - Any faculty member who is an expert in applicable research methods in the field (if applicable)
- 2) Appointment of an independent chair:
- a. The DRG appoints an independent chair, before the defense based on GPC's request, who serves as an impartial representative of academic standards, further details on the role of the appointed chair of DEC is given in Section 3.9.
- 3) Conflict of interest and dispute resolution:
- a. It is crucial to avoid situations that may constitute a conflict of interest when forming the DEC.
  - b. In case of any conflict, the responsibility to resolve the dispute lies with the college Dean.
  - c. If necessary, the college Dean forwards all details to the DRG for further action.
  - d. The DRG has the authority to replace or remove a faculty member from the DEC after consultation with the PhD/Doctorate program coordinator, the college Dean, and the VCAA (Vice President for Academic Affairs) if it is deemed in the best interest of the student.

### 3.4. Comprehensive Examination for Doctoral Students

- 1) Requirement and Purpose:
  - a. Doctoral students are required to pass a comprehensive examination.
  - b. The comprehensive exam assesses the student's cumulative knowledge in subject areas and research skills.
  - c. It evaluates the breadth and depth of the student's knowledge and scholarly potential in their discipline.
- 2) Timing and Academic Standing:
  - a. Each college may set its own timing for the comprehensive exam, typically at the end of formal coursework.
  - b. The exam should be taken no later the specified timeframe in the approved study plan by CAA.
  - c. Students must be in good academic standing after completing the required coursework to be eligible for the exam.
- 3) Format and Conduct:
  - a. The format and conduct of the comprehensive exam are the responsibility of the doctoral program in the college.
  - b. The exam may consist of individual examinations in several areas or a single combined examination.
  - c. If both written and oral examinations are given, the written exam usually precedes the oral exam.
- 4) Approval and Communication:

- a. The rules and regulations for the comprehensive exam must be approved by the college's council and college's Dean.
  - b. The college must keep a written record of the rules and regulations and communicate them clearly to all doctoral candidates and their supervisors.
  - c. During orientation in the student's first semester, the college must provide each doctoral student with a copy of the rules and regulations for the comprehensive exam.
- 5) Logistics and Grading:
- a. The rules and regulations outline the nature of the examination, logistics of administration, and the passing score.
  - b. Each department or college must provide appropriate grading rubrics for each comprehensive exam.
- 6) Retake and Termination:
- a. The comprehensive exam may be repeated only once, no later than the end of the student's fifth or sixth semester. For full-time study mode. For part-time study mode, the approved study plan by CAA should be checked for specification.
  - b. If the student is unsuccessful in the second attempt, their enrollment in the doctoral program is immediately terminated.
- 7) Change in Enrolment Status:
- a. Any change in the student's enrolment status must be recommended by the GPC (Graduate Program Committee).
  - b. The change must be approved by the college Dean and then the DRG.

### **3.5. Doctorate Proposal Defense**

- 1) Proposal Defense:
  - a. Doctoral students are required to pass the proposal defense.
  - b. The purpose is to provide direction, feedback, and assess the student's ability to complete a dissertation.
- 2) Timeline for Proposal Defense:
  - c. The proposal has to be defended by the fourth semester but no later than the fifth semester following enrollment in the graduate program, for full-time study mode. For part-time study mode, the approved study plan by CAA should be checked for specification.
- 3) Attempts Allowed:
  - a. Students have a maximum of two attempts to pass the proposal defense.
  - b. Failing both attempts results in academic dismissal from the program.
- 4) Research Proposal Submission:
  - a. The student prepares and submits a concise and complete research proposal to the Proposal Defense Committee (DEC) through their principal supervisor.
  - b. The proposal defines the research problem, objectives, and outlines the research methodology.
- 5) Logistics for Proposal Submission:
  - a. Each college provides the logistics for the submission and approval of research proposals to its doctoral students.
  - b. Ethical approval is required for research involving human or animal subjects at AU or elsewhere, following AU research ethics guidelines.



- 6) Research Proposal (Written Component):
  - a. Structure of the Written Proposal:
    - The student must write and submit a structured proposal, consistent and complying with AU Template for Doctorate Proposal, refer to the provided table in the end of this section.
    - The proposal includes an abstract, introduction, aims and objectives, proposed experiments and methodology, preliminary results (if any), and references.
  - b. Proposal Submission:
    - The research proposal should be sent to the PDC by the supervisor before the oral presentation.
- 7) Research Proposal (Oral Component):
  - a. The student prepares a presentation based on the written research proposal.
  - b. The student presents and defends the proposal in front of the PDC.
  - c. The oral examination includes a discussion of the research presented, knowledge of literature relating to the proposed research, and overall understanding of the proposal.
- 8) Outcomes of the proposal defense:
  - a. Pass: A successful candidate must receive affirmative votes from a majority of the PDC members to pass the examination and become a doctoral candidate.
  - b. Fail:
    - i. If the student fails to demonstrate sufficient understanding of the literature or fails to articulate the motivation and design of the research in the written proposal or during the oral examination:
    - ii. The student is allowed to retake the exam only once after one semester.
    - iii. If the retake the proposal defense is failed, the student may be dismissed from the program.
- 9) Notification of the outcome:
  - a. The PDC Chair (GPC or nominee) notifies the student, college Dean, and supervisor regarding the outcome of the proposal defense.
  - b. Comprehensive feedback is provided to improve the student's research work.
  - c. A detailed assessment report is submitted to the supervisor.

### **3.6. Admission to Dissertation: Advancement dissertation stage**

- 1) Pre-requisites for Advancement:
  - a. The student must pass the comprehensive exam.
  - b. Complete all required coursework.
  - c. Successfully defend their research proposal.
  - d. Maintain good academic standing.
- 2) Recommendation by GPC:
  - a. Upon meeting the above criteria, the GPC formally recommends the student for advancement to the dissertation stage.
- 3) Approval by College Dean:
  - a. The Dean of the College reviews the recommendation.
  - b. Upon approval, the Dean communicates the decision to the Office of Admission & Registration.
- 4) Registration for Dissertation:
  - a. Once approved, the student is eligible to register for dissertation credit hours.

- 5) Continuation of Research:
  - a. After the admission into the dissertation stage, the doctoral student will proceed with the proposed research leading towards the completion of their dissertation.

### 3.7. Research Publications Requirements

- 1) Prior to submitting a request for dissertation defense, doctoral students must either:
  - a. Have their research papers from their dissertations published in a peer-reviewed journal recognized by AU.
  - b. Receive confirmation of the final acceptance of their research papers by a journal recognized by AU.
- 2) Minimum Requirement for professional doctorate's defense:  
One paper or more should be submitted to an internationally recognized journal.  
Having such a draft is a precondition for scheduling the thesis/dissertation defense.
- 3) Submission of Papers:
  - a. Inclusion with the Dissertation:  
Where applicable, the published paper(s), accepted, and/or submitted should be made available along with the dissertation.

### 3.8. Dissertation Defense

- 1) Draft Version Submission and Plagiarism Check:
  - a. After receiving confirmation and approval from the supervisors, the student submits a draft version of the dissertation to the Graduate Program Coordinator (GPC) for plagiarism testing.
  - b. If the draft version is approved, the student can proceed to submit the final version before the dissertation defense.
  - c. The final version of the dissertation is distributed to the Dissertation Examination Committee (DEC), including the chair, at least 4 weeks before the defense.
- 2) Recommendation for Examiners:
  - a. The dissertation supervisor, who is closely aligned with the dissertation topic, makes initial recommendations for external and internal examiners.
  - b. Doctoral students can propose potential examiners, but the final decision is made without their direct involvement.
  - c. The recommended external examiner(s) must hold a terminal degree and have expertise in an area related to the dissertation.
  - d. The external examiner(s) should not have a conflict of interest with the candidate, supervisors, and/or the institution.
  - e. The external examiner must hold or have previously held a senior-level faculty appointment (preferably a full Professor) at a peer level or higher QS ranked institution.
  - f. It is required that the external examiner has a successful record of dissertation examinations and/or supervision.
- 3) Examination Arrangements:
  - a. Upon DEC approval, the GPC informs the DRG about the examination arrangements, including the DEC members including external and internal examiners details.
  - b. The DRG appoints a chair for the DEC (more detailed are given in following point) and may assign an additional member as a liaison, this is a requirement, for repeat examinations/defense.
  - c. The GPC schedules the final examination in consultation with the dean and invites the external examiner.



- 4) Role of the Chair of the Dissertation Examination Committee (DEC):
  - a) Ensure the defense upholds academic integrity and is free from biases.
  - b) Guarantee students can effectively present findings and address committee queries.
  - c) Manage the defense flow and ensure adherence to the allotted time.
  - d) Gather examiner feedback, draft the examination report, and reflect the committee's assessment.
  - e) Deliver the report to the student promptly, addressing any subsequent queries.
- 5) Thesis Defense Arrangements:
  - a. The supervisor makes all necessary arrangements for the thesis defense, such as room booking and informing the DEC members about the details and format of the defense.
- 6) Dissertation Defense:
  - a. The committee convenes in a closed meeting immediately after the defense to deliberate on the student's dissertation and overall performance.
  - b. The chair of the DEC communicates the verbal decision to the student, and within three days, prepares and submits a report stating the examination outcome to the GPC, Dean, and DRG.
  - c. The chair of the DEC communicates the final decision, required changes, and next steps to the student (copying the supervisor and college Dean) within three working days of the defense.
- 7) Examination Outcomes:

The recommendation concerning the dissertation defense is made by a majority vote of the DEC members (excluding supervisor/co-supervisors) and can show one of the following outcomes:

  - a. Recommendation to Approve the Dissertation as Presented.
  - b. Recommendation to Approve the Dissertation after Minor Modification and Verification by the Student's Supervisor: The student must submit the modified dissertation to the supervisor within one month of being informed of the decision.
  - c. Major Revision of the Dissertation:
    - The DEC provides stated guidance for major revisions.
    - The student is required to revise the dissertation according to the guidance.
    - The resubmission of the revised dissertation for review must occur within a period of not less than three months and no longer than one year.
    - In cases where major revision and resubmission are required, a second and final oral examination is scheduled and conducted by an examination committee. The committee should consist of at least two-thirds of the original members of the previous committee, including the student's supervisor. The committee's recommendation after the second oral examination can only be either to approve the dissertation as presented or to reject it.
  - d. Rejection of the Dissertation and Academic Dismissal from the Doctoral Program:
    - In cases of dissertation rejection, the student is academically dismissed from the program.
    - The student has the option to file a written appeal to the Dean within five (5) working days from the date of being informed of the college's decision.
- 8) Submission of Final Dissertation:
  - a. After making all necessary corrections/modifications, the student submits an error-free, unbound copy of the dissertation to the supervisor for approval.
  - b. The supervisor and college may require further changes to meet the standards.

- c. Once all changes are made, the student must submit an electronic version, along with other required documents and the required number of copies of the approved dissertation.
  - d. The signed and bound copies of the dissertation are distributed to the student's department or college, while an electronic copy is sent to the GPC.
- 9) Degree Verification and Award:
- a. The Office of Admission and Registration verifies that the student has fulfilled all degree requirements.
  - b. Upon verification, the student is cleared and approved for the award of the doctoral degree.

#### **Summary for associated policies, associated guidance, and relevant forms in this section**

<b>Associated policies</b>	<b>Associated guidance</b>	<b>Relevant forms/Templates</b>
AU Graduate Studies Policies (P)	<a href="#">Dissertation/Thesis Proposal Guide</a>	<a href="#">AGS2B: Supervisor Nomination Form</a> <a href="#">AGS3: TEC/DEC form</a>
AU Graduate Studies Procedures and Guidelines (PG)	<a href="#">Dissertation/Thesis Guide</a>	<a href="#">AGS6B: Progress Report Form</a>
<a href="#">Thesis and Dissertation Support Policy</a>	<a href="#">External Examiner Payment</a>	<a href="#">AGS7: Change Supervision Form</a>
<a href="#">Supervision Load Policy</a>		<a href="#">AGS8B: Final Submission Cover</a> <a href="#">AGS9: Examination Committee Report</a> <a href="#">AGS10: Letter of Degree Completion</a> <a href="#">AGS11: Change Major Form</a> <a href="#">Doctorate Dissertation Proposal Template</a> <a href="#">Doctorate Degree Dissertation Template</a>

## **4. Graduate Faculty Members**

- 1) Research and Supervisory Qualifications:  
Faculty members who participate in a graduate program by teaching graduate-level courses or supervising/co-supervising graduate students are considered "Graduate Faculty Members" of that program.
- 2) Research and Supervisory Experience:  
Faculty members teaching and supervising theses/dissertations in doctoral programs must possess an extensive research record and experience in supervising graduate theses/dissertations.  
It is important to thoroughly and regularly monitor and assess the qualifications of faculty members to participate in graduate education and doctoral student supervision.
- 3) Transition to Supervisor Role:  
Junior research-active faculty members or those without prior graduate student supervision experience are recommended to participate in TEC/DEC or serve as co-supervisors before taking on the responsibility of becoming the main supervisor of a graduate student.



#### 4) Responsibility of College Deans:

The Deans of colleges offering respective degrees are responsible for ensuring that the requirements for graduate faculty are met.

AU college Deans should advocate for the hiring of research-active faculty members who can contribute to the strategic development of both undergraduate and graduate programs at AU.

Professionals who are not AU faculty, such as scholars, scientists, professionals from government agencies, clinical researchers from hospitals, or researchers from national laboratories, may participate in AU graduate programs (e.g., teaching graduate courses) or serve on student Dissertation/Dissertation Advisory Committees after being approved as AU adjunct faculty members.

Qualifications and limits for the participation of adjunct faculty must be clearly defined and approved as graduate faculty of the program according to AU Policies and Procedures.

### 5. Degree Completion Time and Change of Major

- 1) Collaborative Planning: Students should actively engage with their supervisors, academic advisors, and program coordinator to develop a comprehensive timeline for completing program requirements. This collaborative planning ensures that students have a clear roadmap to follow throughout their academic journey.
- 2) Master's Degrees, as per CAA directives and standards:
  - a. Duration: Full-time master's students typically require 2-3 years to complete their program.
  - b. Time Limit: The maximum time allowed for completing a master's degree is 4-5 years from the start date of enrollment.
  - c. Extension Possibility: In exceptional circumstances, an extension may be granted by the VCAA. This extension is subject to applicable policies set by the Commission for Academic Accreditation (CAA).
- 3) Doctoral Degrees:
  - a. Duration: Most students enrolled in doctoral degree programs at AU require 4-5 years to complete their program.
  - b. Time Limit: The maximum time allowed for completing a doctoral degree is 7 years from the start date of enrollment, unless stated otherwise in the CAA approved study plan.
  - c. Extension Possibility: In exceptional circumstances, the VCAA may grant an extension. However, any extension in degree completion time is subject to applicable policies set by the CAA.
  - d. Extension Request Process:
    - i. Petition Submission: To request an extension, the student must submit a petition to the registrar.
    - ii. Document Forwarding: The registrar forwards the extension request to the DRG, including all necessary details.
    - iii. Recommendations: The DRG reviews the request and provides their recommendations to the VCAA.
    - iv. Final Decision: The VCAA makes the final decision regarding the extension request and informs the DRG and the respective college Dean.
- 4) Switching Graduate Programs Procedure: A student may request to switch from their current graduate program to another, subject to the following conditions:



- a. Same College: The change is permitted if both the current and requested majors are in the same college and the student fulfils all the admission requirements of the desired program.
- b. Different College: If the requested major is in a different college, the student must submit a new application for admission into the desired program as per the college's admission procedures.
- c. PhD Program: A change of major in the PhD program is only allowed prior to the student sitting for the comprehensive examination. After the comprehensive examination, a change of major is not permitted.
- d. Support and Approval: The student must seek support from their current program's supervisor (if applicable), as well as the coordinators of both the current and desired programs. The change of major request must be approved by the college Dean. For PhD students, the approval of the college Dean is also required.
- e. Credit Transfer: Once the change of major request is finally approved, all credits earned in the first program that are applicable to the second program will be counted towards the student's second program degree.

## 6. Joint/Dual degrees

This section outlines the guidelines and procedures for the Joint/Dual Degrees.<sup>1</sup>

- 1) International Partnerships:
  - a. Align with AU's Internationalization Strategy to form partnerships with top-ranked academic institutions globally, prioritizing those within the Top 200.
  - b. Formalize these international collaborations through agreements that are consistent with strategic objectives.
- 2) Recognition and Accreditation:
  - a. Verify that each partner institution is recognized and accredited in its own higher education system.
  - b. Maintain documentation confirming the status of each institution's accreditation.
- 3) Program Development and Delivery Standards:
  - a. Design and deliver all joint/dual degree program elements in compliance with CAA Standards, WSCUC Standards of Accreditation, and WSCUC policies for joint and dual degrees.
  - b. Develop curricula collaboratively, ensuring alignment with these standards.
- 4) Legal Framework Compliance:
  - a. Confirm that the joint/dual degree program adheres to the legal frameworks of the national higher education systems of all partners.
- 5) Compliance Responsibility:
  - a. Ensure that AU takes the lead in meeting CAA Standards for the programs, as well as satisfying partner institutions' criteria.
- 6) Curriculum Delivery Limitation:
  - a. Limit the portion of the program curriculum delivered by the partner institution to a maximum of 50% for qualifications awarded by AU.

---

<sup>1</sup> The advancement of this section will be carried out based on practical observations from the currently existing and future joint/dual degrees.



- 7) Quality Assurance:
  - a. Apply the same quality assurance mechanisms for dual degrees as for equivalent AU programs, adhering to CAA Standards.
- 8) CAA Approval:
  - a. Before implementation, submit all joint/dual degrees approved by the Chancellor through the Office of International Programs and Engagement (OIPE) to the CAA for approval.
- 9) WSCUC Correspondence:
  - a. Have the Accreditation Liaison Officer (ALO) handle correspondence with WSCUC for any joint/dual degree programs, as requested by the College proposing the program.
- 10) Internal Approval Processes:
  - a. Obtain approval for the joint/dual degree program through AU's standard decision-making processes, including faculty, administration, and Board of Trustees review and endorsement.

## 7. Exit Qualification

This section is related to unfinalized policy for Exit Qualification. The advancement of procedural aspects will be subject to the content of this policy following the approval from CAA. This section will outline the guidelines and procedures for the Exit qualification.

## 8. Credit Transfer for Graduate Degrees

This section outlines the guidelines and procedures for AU's Prior Learning Assessment and Recognition (PLAR). These procedures are designed to ensure a thorough and fair evaluation of prior learning for credit recognition at AU. This section gives first the guide for course exemption for doctoral students and then details the procedures for credit transfer application.

### 8.1. Course Exemption for Doctoral Students

- 1) Bachelor's Degree: No exemptions from any course can be awarded if the student holds a Bachelor's degree.
- 2) Master's Degree from AU (Same Program for Doctoral Qualification): If the student has a master's degree or equivalent from AU and is registered in the same program for a doctoral degree, exemptions can be granted for all AU and program compulsory courses.
- 3) Master's Degree from AU (Different Program for Doctoral Degree): If the student has a master's degree or equivalent from AU but is registered in a different program for a doctoral degree, exemptions can be granted only for the AU compulsory courses.
- 4) Master's Degree from a University other than AU: If the student's master's degree is awarded from a university other than AU, the GPC should follow the detailed procedures provided in Section 8.2.
- 5) Minimum Grade Requirement: The grade for any exempted course cannot be less than "B" or its equivalent.
- 6) Maximum credit hours granted through PLAR must not exceed 25% of the total completion requirements for graduate programs.
- 7) Application for Exemptions is detailed in the following section.

### 8.2. Credit Transfer Application

- 1) Application Submission:
  - a. Applicants must complete a PLAR e-request detailing prior learning experiences and propose courses for potential credit.

- b. Submit the completed request with all supporting documents to the Office of Registration.
- 2) Academic Advisor Assistance:
  - a. Seek guidance from an academic advisor when completing the PLAR request.
- 3) Initial Processing:
  - a. The registrar will forward the application and supporting documents to the College Dean, who then passes it to the GPC for evaluation.
- 4) Ad-Hoc Committee Formation:
  - a. The GPC will establish an ad-hoc departmental committee to examine the application.
- 5) Evidence Submission:
  - a. Applicants may need to provide evidence such as certificates, portfolios, projects, and must pass a challenge exam for each course credit being requested.
- 6) Additional Documentation:
  - a. The Committee may request further documents or evidence as needed.
- 7) Assessment and Evaluation Reporting:
  - a. After assessment, the Committee fills out an Assessment Evaluation form, listing credits granted and denied, and submits it to the GPC.
- 8) GPC Review and Recommendation:
  - a. The GPC reviews and approves the Committee's recommendations or requests clarification or reconsideration of the decisions.
- 9) Dean and Registration Office Notification:
  - a. The Dean sends the completed PLAR e-request and Assessment Evaluation form back to the Office of Registration, which informs the student. The student is required to pay the approved course fee.
- 10) Appeals Process:
  - a. If dissatisfied, the applicant may appeal the committee and GPC's decision.

Please note that these are general guidelines, and specific program requirements may vary. It's essential for students to consult their program coordinators or advisors for accurate information regarding course exemptions and degree requirements.

---

## 8. Admissions and Registration

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

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

#### Accredited Graduate Degree Programs Offered

College	Degree/ Concentration	Total Credit Hours
Business Administration إدارة الأعمال	<b>MASTER OF BUSINESS ADMINISTRATION (MBA)</b> 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
	<b>Doctor of Business Administration (DBA)</b> دكتوراه في إدارة الأعمال	60
Engineering & Information Technology الهندسة وتكنولوجيا المعلومات	<b>Master of Science in Artificial Intelligence</b> ماجستير العلوم في الذكاء الاصطناعي	30
Architecture, Art and Design العمارة والفنون والتصميم	<b>M.Sc. in Urban Design</b> ماجستير العلوم في التصميم الحضري	30
Law القانون	<b>Master of Law in Private Law</b> ماجستير القانون في القانون الخاص	33
	<b>Master of Law in Public Law</b> ماجستير القانون في القانون العام	33
	<b>Doctor of Philosophy in Law</b> دكتوراه الفلسفة في القانون	57
Dentistry طب الأسنان	<b>Master of Science in Restorative Dentistry</b> ماجستير العلوم في طب الأسنان الترميمي	60
	<b>Master of Science in Endodontics</b> ماجستير العلوم في علاج الجذور ولب الأسنان	70
	<b>Master of Science in Pediatric Dentistry</b> ماجستير العلوم في طب أسنان الأطفال	67
Pharmacy & Health Sciences الصيدلة والعلوم الصحية	<b>Master of Science in Clinical Pharmacy</b> ماجستير العلوم في الصيدلة السريرية	39

College	Degree/ Concentration	Total Credit Hours
Mass Communication الإعلام	Master of Public Relations and Corporate Communication ماجستير العلاقات العامة والاتصال المؤسسي	33
Humanities and Sciences الإنسانيات والعلوم	Professional Postgraduate Diploma in Teaching دبلوم الدراسات العليا المهني في التدريس	24

### Admission Requirements to AU graduate programs

Ajman University has entry conditions designed to admit students to pursue graduate degrees who show a potential for a high level of performance, based on their previous academic record and other indicators of ability.

- a. Applications for admission should be submitted online before the beginning of the semester according to the dates specified in the AU calendar.
  - For admission to Professional Postgraduate Diploma in Teaching or Master programs, the applicant must be a holder of a Bachelor's Degree issued in the UAE or its equivalent accredited by the UAE Ministry of Education – Higher Education Affairs.
  - For admission to a Doctorate program, the applicant must be a holder of a Bachelor's Degree & Master's Degree issued in the UAE or its equivalent accredited by the UAE Ministry of Education – Higher Education Affairs.

AU's admission policy is non-discriminatory and the decision to admit a student is made on a competitive basis, considering the number of available seats according to the University's available resources and CAA Standards and directives.

### Full admission:

For Full admission, the applicant must satisfy the following:

- i. Applicants for the Professional Postgraduate Diploma in Teaching program must hold a four-year Bachelor's degree (any discipline), with a minimum CGPA of 3.0 on a scale of 4.0, or its equivalent.
- ii. Applicants for Master's programs must hold a Bachelor's degree in the same discipline, with a minimum CGPA of 3.0 on a scale of 4.0, or its equivalent.
- iii. Applicants for Doctorate programs must hold a Master's degree in the same discipline, with a minimum CGPA of 3.0 on a scale of 4.0, or its equivalent.
- iv. Bachelor's / Master's degree must be issued from an accredited university recognized by the Ministry of Education - Higher Education Affairs, UAE
- v. Submission of a valid English Proficiency test certificate with the following scores:
  - For Professional Postgraduate Diploma in Teaching program or Master programs taught in Arabic, the applicant must achieve an EmSAT English with a minimum score of 950 or its equivalent.
  - For Master's programs taught in English, the applicant must achieve an EmSAT English with a minimum score of 1400 or its equivalent.

(Applicants for Master programs taught in English may be exempted from the English proficiency requirement only for students who undertook all their schooling (K-12) plus a Bachelor's degree in English in a reference English-speaking country (e.g. UK, USA, Australia, New Zealand).

- For DBA program, the applicant must achieve an EmSAT English with a minimum score of 1400 or its equivalent. Applicants who achieved a score of 1400 in EmSAT English (or its equivalent) as an admission requirement for their Master's program (taught in English), can apply with their previous EmSAT English proficiency certificate or its equivalent. For Doctor of Philosophy in Law program, the applicant must achieve an EmSAT English with a minimum score of 1100 or its equivalent.
- vi. Passing the interview for the programs of DBA, Master of Science in Pediatric Dentistry, Master of Science in Endodontics, Master of Science in Restorative Dentistry, Master of Science in Clinical Pharmacy
- vii. Applicants must pay the admission fee.
- viii. Applicants for DBA program must pay the seat reservation fee.

### **Conditional admission requirements for Master programs and Professional Postgraduate Diploma in Teaching program**

Subject to availability of seats, conditional admission may be granted if the applicant achieves a CGPA between 2.0 and 2.99 and/or if (the program is taught in English) his/her EmSAT English score is between 1250 and less than 1400 or its equivalent.

#### **a) Conditional admission due to non-fulfillment of CGPA requirement.**

**a.1.** If the applicant has a recognized Bachelor's degree with a minimum cumulative grade point average (CGPA) of 2.5-2.99 on a 4.0 scale or its equivalent and achieved an EmSAT English with a minimum score of 1250 or its equivalent, in that case, he/she may be conditionally admitted to the Professional Postgraduate Diploma in Teaching program or to one of the Master's programs. Students under this category will be allowed to continue in the program only if they meet the following conditions:

- Must take six credit hours of courses from the program's study plan (as per the advice of his/her academic advisor) in the first semester of study and
- achieve a minimum CGPA of 3.0 on a 4.0 scale by the end of his/her first semester.
- Must achieve an EmSAT English with a minimum score of 1400 or its equivalent, by the end of the student's first semester of study.

Failure to meet the above conditions will result in dismissal from the program.

**a.2.** If the applicant has a recognized Bachelor's degree with a minimum cumulative grade point average (CGPA) of 2.0-2.49 on a 4.0 scale or its equivalent and achieved an EmSAT English with a minimum score of 1250 or its equivalent, In that case, he/she may be conditionally admitted to the Professional Postgraduate Diploma in Teaching program or to one of the Master's programs. Students under this category will be allowed to progress to the graduate program only if he/she meets the following conditions during the first semester of conditional admission or be subject to dismissal:

- Must take a maximum of nine graduate-level credit hours as remedial preparation for the graduate program (these remedial courses are not for credit within the degree program).

- Must achieve a minimum CGPA of 3.0 on a 4.0 scale in these remedial courses in order to progress to the graduate program.
- Must achieve an EmSAT English with a minimum score of 1400 or its equivalent, by the end of the student's first semester of study.

**b) Conditional admission due to non-fulfillment of English Proficiency requirement**

If the applicant has recognized Bachelor's degree and achieved an EmSAT English with a minimum score of 1250 or its equivalent In that case, he/she may be conditionally admitted to one of the Master's programs (taught in English), Students under this category must meet the following requirements during the first semester of conditional admission or be subject to dismissal:

- i. Must take six credit hours in the first semester of study.
- ii. Must achieve a minimum CGPA of 3.0 on a 4.0 scale, in the first six credit hours of credit-bearing courses studied for the graduate program;
- iii. Must achieve an EmSAT English with a minimum score of 1400 or its equivalent, by the end of the student's first semester of study.

**C)** If the applicant for the programs taught in Arabic has a recognized Bachelor's degree e, but has not achieved the required score in the English proficiency test, such a student may be conditionally admitted and must meet the following requirements during the first semester of conditional admission or be subject to dismissal:

- Must take six credit hours in the first semester of study,
- Must achieve a minimum CGPA of 3.0 on a 4.0 scale, in the first six credit hours of credit-bearing courses studied for the graduate program
- Must achieve an EmSAT English with a minimum score of 950 or its equivalent, by the end of the student's first semester of study.

**Admission to Master Bridge (Foundation) Program**

The Bridge (Foundation) Program is a program intended to bridge the gap between a student's prior work (Bachelor's degree) and the background required for the Master's program he/she is entering. 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 requirements of the program but they are holders of a Bachelor's degree in another area of specialization.

To transition from the foundation/ Bridge program to the Master program, a student must:

- Pass all the registered foundation courses specified by the program coordinator, with a minimum CGPA of 3.0 on a 4.0 scale.
- Obtain the (Management Appreciation Program) certificate for the MBA programs.
- Must achieve an EmSAT English with a minimum score of 1400 or its equivalent, by the end of the student's first semester of study.

**Important:**

Applicants for the Master Bridge for the programs taught in English must obtain a minimum score of 1250 in EmSAT English or its equivalent before registering for their foundation courses.

### **Re-admission of Former Students**

Students who have missed more than two consecutive semesters of enrollment (excluding the summer semester) at the University may apply for re-admission and obtain a new student ID. The previous courses which the student has completed will be considered if they are still included in the current study plan.

To be eligible for re-admission, the following conditions must be met:

- a. The applicant was not subject to behavioral dismissal from AU.
- b. The applicant was not academically warned.
- c. The applicant must satisfy the admission requirements effective at the time of re-admission.
- d. Courses that might have been completed at another institution (during the absence period) may be considered as per the course transfer policy.
- e. All fees, charges, and dues owed to the University must be paid in full.

### **Documents Required for Admission to the Graduate Programs**

An application is considered complete if the applicant submits the following documents to the Unit of Student Recruitment and Admissions:

- Official university transcripts and graduation certificates certified by the appropriate authorities.
- An Equivalency Certificate obtained from the UAE Ministry of Education for Bachelor /Master degrees issued from universities outside the UAE )
- A valid Certificate of proficiency test in English:
  - i. For Master programs taught in English: a minimum score of 1400 in EmSAT English or its equivalent. Applicants for Master programs taught in English may be exempted from the English proficiency requirement only for those students who undertook all their schooling (K-12) plus a Bachelor's degree in English in a reference English speaking country (e.g. UK, USA, Australia, New Zealand).
  - ii. For Professional Postgraduate Diploma in Teaching program and all Master programs taught in Arabic: a minimum score of 950 in EmSAT English or its equivalent.
  - iii. For DBA program: a minimum score of 1400 in EmSAT English or its equivalent. Except for applicants who achieved a score of 1400 in EmSAT English (or its equivalent) as an admission requirement for their Master's program (taught in English). can apply with their previous EmSAT English proficiency certificate or its equivalent.
  - iv. For Doctor of Philosophy in Law: a minimum score of 1100 in EmSAT English.
- A valid passport copy with a valid residence.
- A valid Emirates ID copy (for UAE nationals and residents)
- A valid certificate of good conduct issued by official authorities.



- Status of UAE National Service or exemption of the Military National Service (UAE Male applicants).
- Recent colored photograph passport-size.
- CV and experience certificate if available.
- Two recommendation letters.
- Medical check-up

**Notes:**

1. Other requirements might apply. The Unit of Student Recruitment and Admissions has the right to request any supporting documents.
2. Unattested scans will be accepted to start the application process. However, applicants will be required to submit attested original documents before enrolling at AU.
3. Applicants who applied for the equivalency certificate from the UAE Ministry of Education but did not complete the equivalency process by the time of registration will be allowed to register provided they submit a conditional admission letter from the UAE Ministry of Education.
4. The decision to admit an applicant is made on a competitive basis, considering the number of available seats in the program.
5. AU does not take into consideration Institutional TOEFL scores obtained in another institution.
6. Applications for admission are processed only after payment of the non-refundable Application and Admission fees for Graduate programs.
7. Seat reservation deposit is required for the DBA program
8. A fee is required for the evaluation of courses to be transferred. The fee will be refunded if the student is admitted.

**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 canceled.

- a. Official Bachelor's and Master's university transcripts and graduation certificates obtained in the UAE must be certified by the UAE Ministry of Education - Higher Education Affairs, UAE.
- b. Official Bachelor's and Master's university transcripts and graduation certificates obtained abroad must be certified from the country of origin by the authorized educational authority, the country's Ministry of Foreign Affairs and the UAE Embassy.

**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 canceled with no refund of the application and admission fees. 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.

## Admissions and Registration Fees

- a. Applications will be processed by the Unit of Student Recruitment and Admissions only after payment of the non-refundable application and admission fees.
- b. If the application is rejected in all choices, the admission fees will be refunded to the applicant.
- c. Students admitted to certain programs are required to pay a seat reservation deposit. The deposit should be paid before the end of the deadline mentioned in the offer letter.
- d. Failure to pay the deposit will result in the cancelation of admission offer.
- e. This deposit is deductible from the tuition fees of the semester for which admission was given.
- f. The Finance department sets the admission and seat reservation fee on the following links:

[https://www.ajman.ac.ae/upload/files/financial\\_documents/Booklet\\_2022-2023\\_Eng\\_and\\_Ar\\_new.pdf](https://www.ajman.ac.ae/upload/files/financial_documents/Booklet_2022-2023_Eng_and_Ar_new.pdf)

[https://www.ajman.ac.ae/upload/files/financial\\_documents/Payment\\_Terms\\_both\\_Ar\\_En\\_updated\\_26\\_Apr\\_2022.pdf](https://www.ajman.ac.ae/upload/files/financial_documents/Payment_Terms_both_Ar_En_updated_26_Apr_2022.pdf)

## Transfer of Graduate students from accredited institutions

Graduate Students from accredited institutions of higher education who have not been subjected to academic or disciplinary dismissal may apply for admission to the AU Graduate programs. The University may transfer accredited courses to students who are transferring to a similar program.

### Terms and Conditions of Courses Transfer:

- The transferred student fulfills the requirements for full admission to Ajman University, (including a valid English language proficiency certificate with the required score for the program). In addition, does not allow, under any circumstances, transfer students to be admitted under the provisions stipulated for conditional admission.
- The transfer student has been of good academic standing, i.e., their Cumulative Grade Point Average (CGPA) is at least 3.0 on a scale of 4.0 or the equivalent.
- The grade obtained on the previous course must be at least B (3.0 on 4.0 scale), irrespective of the course status such as (Good, Very Good), or the grade that corresponds to "Merit/ Very Good" for institutions using a different grading scale,
- The number of credit hours for the graduate course is not less than that of the AU equivalent graduate course,
- The responsibility for approving the credit transfer lies with the college (Transfer Committee) that offering the program, provided that all administrative requirements are fulfilled.
- The course content from the former educational institute should be similar to that of the corresponding course offered at AU.
- The course is not a course of the Pre- Master foundation Program,
- AU does not grant credit twice for substantially the same course taken at two different institutions.
- AU will not transfer courses from an awarded degree.

- Only grades obtained from courses taken at AU will be considered in the calculation of a student's CGPA, i.e.: grades obtained from transferred courses at the previous institution will not be considered in the computation of the CGPA at AU.
- Only grades obtained from courses taken at AU will be considered in the calculation of a student's CGPA, i.e., grades obtained from transferred courses at the previous institution will not be considered in the computation of the CGPA at AU.
- AU does not grant transfer students degrees unless they complete at least 75 percent of the total credit hours of the program including the majority of the final year courses at AU.
- limits transferred credits for Master's programs to a maximum of 25% of the total credits required for the program.
- The transferred courses should not constitute the majority of courses of the 2nd year of the program.
- The transfer of credits for clinical training is permissible only when done in the UAE.
- The graduation projects and thesis are not subject to transfer.
- It is not granted credit twice for the same course taken at two different institutions.
- For Doctorate of Philosophy in Law program, course transfer can only be within two years after passing the course,
- A transcript indicating the courses studied at the previous institution is required and it should be certified/attested by MOE, Transfer credit hours will be reported on the AU Transcript only when the Office of Registration receives the authenticity of the transcript from the former institution of the student and MOE.
- Courses description for required courses must be stamped by the former educational institution and submitted to the office of Registration.
- The applicant must disclose his/her desire to transfer courses from the previous university during the admission stage at most, otherwise, he/she bears full responsibility in the event that the transfer of courses is not accepted
- A fee will be charged for the evaluation of courses to be transferred. The fee will be refunded if the student is admitted only.
- The transferred course will be marked in the transcript with the letter (T) only when the Office of Registration receives the required documents attested properly in addition to completing successfully the authenticity process.

### **Evaluation and Award of Transfer Credit**

AU's evaluation and award of transfer of credit ensure an appropriate determination of student's knowledge in required subject areas. In addition, AU provides ease of transfer of credits for students transferring from a higher education institution with an established articulation agreement with AU, and in case of receiving instructions from CAA. A list of institutions with an articulation agreement with AU shall be made available on the AU's Admissions webpage.

AU ensures that there is a quality oversight of credits awarded and consideration for other accredited institutions. In coordination with the Office of Registration, the concerned department representatives with subject matter specialists in making decisions regarding transfer admissions, transfer of credit, and advanced standing determine the transfer of credit.

### **Documents Required for Course Credit Transfer Evaluation:**

- A Certified copy of the Transcript
- A certified copy of the detailed course description of the course that includes the learning outcomes of the course and/or course information from the catalogs, course syllabi, and other materials sourced from direct communication between knowledgeable and experienced faculty and staff at AU and the sending institutions. Valid English Proficiency certification such as EmSAT, TOEFL, IELTS, or other certification with the required score.

The course transfer documents are reviewed by the evaluators of the respective Department. Acceptance of transfer of credit is not solely dependent on the accreditation status of the sending institution. Also, a credit will not be given twice for substantially the same course taken at two different institutions. AU may accept previous work, but may also determine previous work to have no applicability to a specific degree at AU. AU will fully disclose the evaluation findings and its implications to the students before they decide to enroll. The course credit transfer evaluation takes five (5) days from receiving the request. Written notification will be sent to the student prior to admission of the transferability of credit, and how much the accepted credit will be applied to the degree program at AU. Records of all decisions and related documents are maintained by the Office of Registration.

## **8.2. Advance Standing and Prior Learning Assessment and Recognition (PLAR)**

Ajman University shall recognize certified earlier learning of applicants which may lead to exemption from some University courses. This includes credit transfer of courses taken in an accredited program (formal learning) and non-formal learning.

### **PLAR Policy**

1. Ajman University shall recognize certified earlier learning of applicants which may lead to exemption from some University courses. This includes credit transfer of courses taken in an accredited program (formal learning), informal learning, and non-formal learning.
2. The University does not grant credit twice for substantially the same course or repeated course. Neither does it grant credit for training in unaccredited institutes, nor for previous courses from unlicensed educational institutions in the United Arab Emirates or abroad.
3. Except for credits awarded through advanced placement or credit transfer, in order to grant credits on the basis of informal or non-formal learning a challenge exam will be required in all cases prior to the awarding of credit for prior learning.
4. For appropriate recognition, the learning should be current, relevant to the course and of sufficient breadth and depth to ensure university level learning.
5. For obtaining credit for prior learning experience, applicant's knowledge, skills, and competencies shall be weighed against course descriptions and their learning outcomes.
6. A maximum of 30 credit hours can be gained through PLAR. However, in all cases, credits granted through Recognition of Prior Learning (RPL) for all courses in an individual undergraduate program must not exceed 50% of the total completion requirements including credit transfer of formal learning and not more than 25% for graduate programs.

7. For every course that has been successfully recognized against prior learning experience, a grade of 'S' (Standing) shall appear on the transcript. For all such courses, the course classification will be coded as 'PLAR'.
8. PLAR courses shall not be used in determining the cumulative GPA.
9. Unsuccessful applicants have the right of appeal to the College Dean who may submit it for review to the Appeal Committee whose decision shall be final.

#### **PLAR Procedure**

1. An applicant shall complete a PLAR e- request providing complete details of his/her prior learning experience and suggest courses for which credit may be granted to the applicant. The complete request form, along with all supporting documents and evidence, shall be submitted to the Office of Registration.
2. In filling the PLAR application, the applicant can get assistance from his/her academic advisor.
3. The registrar shall forward the request along with supportive documents to the College Dean who shall provide it to the Head of Department (HOD) for evaluation and recognition.
4. The HOD shall form an ad-hoc committee in the department to study the case.
5. Evidences may include authenticated certificates of informal learning, portfolio, projects, but in all cases of informal and non-formal learning, the student has to take and pass a challenge exam for each course he/she is requesting a waiver for.
6. The Committee can ask the applicant to submit other documents or evidence, as required.
7. When the applicant has been assessed, the Committee shall complete an Assessment Evaluation form and submit it to the HOD. This form will list all the courses for which credit has been granted. It shall also list separately the courses for which the applicant requested the credit but no credit was granted by the Committee.
8. The HOD, after approving the recommendations of the Committee, will provide the Assessment Evaluation form to the Dean. The HOD can ask the Committee to explain its recommendations and reasons behind its decisions. He/she can also ask the Committee to reconsider its recommendations and provide justification for their final decision.
9. The Dean will re- forward the PLAR e-request along with the Assessment Evaluation form to the Office of Registration. The student will be informed accordingly by the Office of Registration.

The approved request (PLAR course) fee must be paid. If an applicant is not satisfied with the decision of the ad-hoc committee and the HOD, he/she can file an appeal with the College Dean. The Appeal may be considered by an Appeal Committee whose decision is final.

### **8.3. 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 comparable situations, should a student have already enrolled (registered), any credits earned at the University will be withheld, and a transcript will not be issued to the student.

### Study Load for Graduate students

A student's "study load" is the number of credit hours for which he or she is registered during the semester. For the full-time graduate student credit load is between 9-12 credits per regular semester except for the thesis & dissertation. However, the Study load for Professional Postgraduate Diploma in Teaching is (12-15 credit hours) per regular semester. For the part-time graduate student, credit load is less than 9 credits per regular semester, where one credit hour refers to one lecture hour or two hours of practical study per week, lasting for fifteen weeks. For summer semesters, the study load varies from 3-6 credit hours.

(Exceptions to these limits can only be made for a maximum of an additional 3 credits for students in their final graduation semester).

In case of an academic warning, the full-time student study load is reduced in accordance with the Academic Progress Policy of Ajman University.

## 8.4. Academic Evaluation and Assessment

### 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, exceptions may be taken Depending on the nature of the course:

1. Semester tests and activities: 50 percent
2. Mid-Semester examination 20 percent
3. 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.

### Grading System

The university adopts the following grading system for graduate programs:

Marks	Grade	Points	Merit
From 90 to 100	A	4.0	Excellent
From 85 to 89	B+	3.5	Very Good
From 80 to 84	B	3.0	Good
From 75 to 79	C+	2.5	Pass (High)
From 70 to 74	C	2.0	Pass
Less than 70	F	0	Fail
-	XF (Academic Integrity Violation)	0	Fail

**Notes:**

- The course passing grade for the Professional Postgraduate Diploma in Teaching program and Master programs is (C).
- The qualified passing grade for Doctorate courses is (B).

**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.

**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 any course 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 8.3b 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.

**Incomplete Grade**

If a student does not attend the final examination for emergency reasons and he/she scored at least a total of 30 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 Clinic
2. Death certificate of a first or second- degree relative
3. Arrest or summons before a court or other legal body
4. Other excuses accepted by the College Council.

In these cases, the student must submit an online request within three days of the examination date along with the relevant documents. thr requests will not be accepted if the student has a 25 percent absence warning.

**Note:**

1. It is the student's responsibility to follow up with the college to determine the date of the exam to remove the incomplete grades according to the date specified in the university calendar.



2. A student whose course result is “incomplete” must take the final examination before the end of the first week of the following semester in which he/she registers, as shown in the academic calendar, otherwise grade (F) will be obtained
3. The administrative incomplete request fee must be paid.

### **Make-up Exam**

Students who have two final exams scheduled at the same time or have three final exams scheduled on the same day can request to sit for the make-up exam by the dates scheduled in the academic calendar.

### **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. If:

- He/she has attended at least 75% of the classes.
- he/she is not subject to disciplinary penalties for academic violations in the course which he will sit for a re-sit exam

#### **NB**

- The re-sit exam grade shall be out of 30 (as a regular final exam) for students who achieve a minimum grade of 42/70 in the semester work.
- Students who achieve a semester work grade below 42/70 would be allowed to sit for a comprehensive exam out of 100. The ceiling for the final grade in the course shall be “C”.
- There is a charge of 50 percent of the course fees and the student must re-take the final examination before the beginning of the following semester.

### **Student Grade Appeal**

The student grade appeal is a request for review of a decision made with respect to a student’s grade. This policy, which applies to all students enrolled at Ajman University, provides a means to request reconsideration of the grade decision without risk of disadvantage.

Grade Complaints concerning final examination results need to be submitted within 15 calendar days following the announcement of examination results. Students may appeal a final grade after it has been posted through formal procedures, and their requests will be answered before the beginning of the next academic semester. Students wishing to appeal a final examination grade result must adhere to the following procedure.

#### **Grade Appeal Procedure**

1. The student can seek advice and guidance from his/her advisor and/or the course instructor to avail of the opportunities for early and/or informal resolution. In this case, if the matter is not resolved with the instructor through informal resolution, the student may submit an online request through the Online Request System (ORS) Grade Appeal, which is routed to the Office of Registration.



2. The Office of Registration will screen the request to ensure the validity of the request.
3. Upon approval from the Office of Registration, the request is routed to the Office of Finance for charge allocation.
4. The request is then routed to the concerned college where deliberations are conducted and the decision is taken. Upon receiving the request, the college forms a three-member committee that includes the instructor of the course. The committee will meet and review the grade calculation to determine computational, or clerical error or something contrary to the policies and procedures stated in the course syllabus. The deliberation and decision of the grade appeal should be completed by the college within two weeks from receiving the request.
5. In the event the appeal is rejected by the college, an automated email is sent to the student notifying him/her of the decision. The student can also access the system to check online the Grade Appeal (complaint) status.
6. In the event the appeal is approved by the college, the decision will be routed to the Office of Registration to reflect the approved grade change on the student's academic record.
7. The student will receive an email notification on his/her university email that the request is completed and the change of grade has taken place. The student is able to verify the completed status of the request by accessing the online system.
8. The Office of Registration shall maintain electronic records of appeals and complaints whether approved or rejected.

### 8.5. Academic Probation for Graduate Students

At the end of any regular semester a student seeking a graduate degree must maintain a cGPA of 3.0 or above to be considered in good academic standing.

1. In case a student's cGPA drops below 3.0 by the end of a given semester, he/she receives an **Academic Probation One (AP1)** and is placed on academic probation by the Office of Registration. The student, his/her academic advisor and sponsor (if any) are notified about the student probation status. The student's sponsor (if any) will also be provided of the student's academic transcript via email if they request. The student status will be updated on his/her transcript. The student may be allowed to register for courses in the subsequent semester (with the approval of his/her advisor) so that he/she may raise the cGPA to 3.0 points or above.
2. If the student fails to raise his/her cGPA to 3.0 or above at the end of the regular semester subsequent to the *Academic Probation One (AP1)*, he/she will receive an **Academic Probation Two (AP2)** and the College (depending on his/her academic progress) may either give him/her one last chance or recommend his/her dismissal from the program.
3. A student with AP2 will only be allowed to register courses (up to 6 credits) with the approval of his/her advisor. If the student with AP2 fails to raise his/her cGPA to 3.0 or above, he/she will be dismissed from the program without any chance for repetitoning.

## 8.6. 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
- A course may count toward the degree if the course grade is at least a “C.” (for Postgraduate Diploma and Masters programs )
- A course may count toward the degree if the course grade is at least a “B.” (for Doctorate programs )
- Achievement of a CGPA of not less than 3.0
- Completion of the thesis/dissertation ( when applicable)

### Note:

The student who completed all the above graduation requirements can receive the graduation certificates, Transcript, diploma (wall certificate), or any other related letter of graduation, only after his/her clearance has been approved by the college and the concerned offices. Such clearance can't be approved if s/he has dues towards Ajman University. Ajman University is entitled to withhold the graduation certificates, the Transcript, the diploma (wall certificate), and any other letter or certificate, if s/he does not fully honor his/her obligations towards Ajman University, including financial commitments or dues.

**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

## 8.7. 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 the thesis supervisor**

Every student who is preparing his/her thesis is expected to meet his/her supervisor on regular basis (at least one meeting 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 the approval of his/her supervisor, the latter writes a report to the program coordinator who could recommend to the College Council to take one of the following decisions:
  - a. suspend the student for one semester if he/she has made 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.

**8.8. Student Faculty Ratio**

AU's full time equivalent (FTE) student faculty ratio as of Fall semester 2022-2023 is 18.4.

Fall 2022-23						
Students			Faculty			SFR
Fulltime	Part-time	S-FTE	Fulltime	Part-time	F-FTE	18.4
4722	1014	5060	253	66	275	

## 9. Student Research Support

Thesis or Dissertation supervisor will approve thesis/dissertation proposals only when adequate resources are available to support the proposed research project, including training required to meet all regulatory and CAA obligations necessary to undertake the research.

- communication technology that aligns with their area of study, research project, and mode of enrolment, as provided by the college.
- 2. The approval of graduation project proposals, theses, or dissertations by student supervisors is contingent upon the availability of adequate resources to support the proposed research.
- 3. The student research support funds may only be utilized for the purchase of hardware, software, testing samples, consumables, data collection, databases, subscriptions, and related categories. These funds shall not be allocated to pay students, supervisors, research assistants, or any other personnel.
- 4. Doctoral students may receive additional support to attend a maximum of two national or international conferences during the entirety of their degree program, as outlined in the AU Conference Policy. University business travel regulations apply. Doctoral students shall be regarded as AU staff for per diem and other purposes.
- 5. For undergraduate research projects, support per project shall not exceed 1,500 AED.

Additional information is provided on the [DGSR webpage](#).

## 10. Double Major, Concentration, and Second Degree

### Double Major

AU currently does not provide the option of a Double Major for any of its programs

### Concentration

A concentration is a grouping of courses which represent a sub-specialization taken within the major field of study. In accordance with CAA's Standards 2019, concentration may be specified on the student's academic record (transcript) but not on the degree certificate. The concentration shall include at least 15 credits of study, or equivalent, in the specialized field in order to be recognized by the MoE. In graduate programs, this must include the thesis and at least 9 credits of other courses.

### Second Degree

- An additional Master's degree may be awarded to graduates of the first degree from AU only when a student meets the admission requirements for the second degree and upon completion of the requirements of the additional degree, which must include at least 15 credit hours of courses (excluding thesis/dissertation credits) that are distinctive and not taken to meet requirements of the first degree.
- A student who has already graduated with a graduate degree from an institution other than AU can apply for a second graduate degree but would not get credit for any course listed in the transcript for the first graduate degree.

## 11. Non-Degree

Graduates of a recognized program, with no current affiliation to an academic institution, interested in broadening their knowledge in a specific discipline, or upgrading their academic record without seeking formal admission to pursue a degree are offered by Ajman University (AU) the opportunity to enroll as non-degree students.

Approval for non-degree status shall be based on course space availability and criteria for admissions and registration. A non-degree student's credit courses shall not count toward any degree and the non-degree student shall not qualify for any financial aid or scholarship

### Required documents:

- The certificate degree is awarded for high school and undergraduate or Graduate.
- Photocopy of valid passport & residence visa
- Photocopy of a valid Emirates ID Card
- Medical Checkup
- two passport-size photos
- A certificate of proficiency in the English language

### Conditions for Non-Degree Status

- The applicants should complete the non-degree online application form for admission and provide all required documentation and pay the application fee within the same deadline date published in the academic calendar set for degree-seeking students.
- Registering courses under non-degree status requires compliance with all the course pre-requisites.
- Coursework grades for non-degree students shall not count toward or against the previously earned undergraduate or graduate CGPA.
- A college might cancel an initially offered course, at any time prior to the start of the semester, due to a minimum enrollment of students that have not been met.
- Courses completed successfully by a non-degree student shall not automatically provide an eligibility status for admission to a future degree program.
- There are limits to the number of courses and the number of credit hours that can be registered by a non-degree student.
  - Non-degree graduate students might enroll for a maximum of two semesters with a limit of total of 12 credit hours (no more than 6 credit hours per semester).
- A non-degree student will not receive a degree.

## 12. Student Records

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

## 12.1. Digital student record file includes:

### a. Administrative documents

- Personal information including information about high school certificate.
- High School certificate, and grade certificate, equivalency certificate (when applicable)
- Passport's copy, residency, date of birth, country of birth, nationality, National ID, Health certificate, Conduct certificate, and Photos
- Application form, any eventual undertaking.
- Address of the student, and other contact details, including parents' contact.
- Changing Personal Data

### b. Academic documents

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

## 12.2. Confidentiality of the Records

- a. AU considers that student records are strictly confidential and disclosure of information from student's records shall only be possible with prior written consent from the student.
- b. Transcripts and official documents will not be issued to any person other than the student unless they have a letter of authorization signed by the student and accompanied by a copy of the student's ID.
- c. The Office of Admissions and Registration will assist institutions when they request information on the authenticity of a copy of the transcript or a graduation certificate with the prior consent of the student.
- d. AU safeguards the privacy of students and confidentiality of their academic records.

- Individuals with access to protected student academic records have an affirmative responsibility not to release that information to any third party.
  - Relevant offices with access to student academic records may not release any information without the prior consent of the student.
- e. Only authorized staff can execute the result of the grade appeal, or change the spelling of the student's name. Furthermore, the Registrar has an information system that detects any eventual change of grades on the system. The history of all transactions can be traced

### 12.3. Student Rights

Students have the right to:

- a. Inspect and review information contained in their education records.
- b. Request change or update of their personal data before graduation.

### 12.4. Student Record Retention and Disposal

- Hard copies of Enrolled students' files are kept by AU for all students admitted before 2020-21 for 5 years after student graduation or last date of attendance.
- The final examination papers/digital shall be kept by College Departments for two semesters.
- Only digital copies of the final course marks will be maintained after 2019-20.
- The hard copy of the final course marks submitted by colleges to the Office of Admissions and Registration before 2019-20 will be kept by AU.
- Digital copies of critical enrolled student records, such as transcripts and degree completion authentications will be kept by AU for all students admitted for not less than fifty (50) years after student graduation or last date of attendance.

## 13. Academic Advising and Mentoring

### 13.1. 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.

### 13.2. Definitions

#### Advising

Advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. The advisor is a facilitator of communication, a coordinator of learning experiences through course and career

planning and academic progress review, and an agent of referral to other campus agencies as necessary.

### **Mentoring**

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

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

## **13.3. AU Advising and Mentoring Policy**

### **a. AU advising policy**

AU advising policy postulates that:

- a) All students shall be informed of the advising policy and advising process during the initial orientation and be directed to an appropriate advisor;
- b) All students shall be assigned advisors;
- c) All students on probation must be given regular advising each semester;
- d) All students expected to graduate must be advised at least twice every semester of their final year;
- e) Career counseling and student counseling shall be made available to all students;
- f) Advising by faculty members for all new and continuing students shall be provided every semester;
- g) Assessment of department advising shall be carried out every semester as a part of the whole program assessment;
- h) Academic department advising shall be assessed and reviewed every year;
- i) Funding and resources shall be made available to all units to ensure effective and efficient advising at all levels;
- j) Training shall be provided for all advisors and peer mentors;
- k) Accurate information shall be posted and maintained on the University website.

The full version of the Academic Advising Policy is provided in the [Student Handbook](#).



**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.

## 14. Overall Student Satisfaction Rate

As part of AU's continuous improvement process, the Office of Institutional Planning and Effectiveness (OIPE) conducted surveys each academic year to improve the services and facilities offered at AU for students, faculty, and administrative staff. In addition, the OIPE has developed surveys for measuring faculty/student satisfaction on Online Teaching and Assessment. OIPE prepared the results and presented them to recognize successes and address areas for improvement in their achievement tied to the University's objectives, and make recommendations.

The following table summarizes the results of different Student Satisfaction Surveys by giving the overall weighted average score for each survey in each semester. All Satisfaction Surveys, except those related to assessment of courses and academic advising, uses 5-point Likert scale and the minimum acceptable overall weighted average score shall be 3.5 out of 5 or 70%. A Corrective Action Plan is required if the achieved score for an indicator is less than the minimum acceptable score of 3.5 out of 5 or 70%. In addition, for continuous quality enhancement, each Unit shall provide an Improvement Action Plan for the following year. Satisfaction surveys related to assessment of courses and academic advising, such as Student Course Assessment Survey (SCAS) and Academic Advisor Survey (AAS) uses 5-point Likert scale and the minimum acceptable overall weighted average score is 4 out of 5 or 80%.

#	Survey Name	Overall Weighted Average score			
		Fall 2020-2021	Spring 2020-2021	Summer 2020-2021	Fall 2021-2022
1.	Student Course Assessment Survey (SCAS)				
	Courses Related Questions	4.36	4.44	4.47	4.44
	Theory Instructors Related Questions	4.5	4.54	4.59	4.58
	Lab/Studio/Clinic Instructors Related Questions	4.5	4.44	4.64	4.62
2.	Academic Advisor Survey (AAS)	4.3	4.34	-	4.41
3.	Student Satisfaction Survey on Online Teaching and Assessment (Spring & Summer 2019-2020)	3.67	3.84	-	-
4.	Student Satisfaction Survey on AU Services and Support Offices		4.07		4.01

## 15. Student Services

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

### 15.1. Student Counseling Unit

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

### 15.2. Orientation program for new students

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

### 15.3. Student Activity

The Office of Student Life (OSL), at Ajman University is designed to complement the academic experience and enhance the student experience through a wide range of co-curricular activities, programs, and services. This Office organizes many activities that span a wide range of interests, covering social issues, culture, art and sport. It also acts as the central support for the numerous student societies. Refer to the Student Handbook for further details on social, cultural, art and athletics activities provided and organized by OSL.

### 15.4. Students Role in Institutional Decision Making

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

### 15.5. Student Council

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

AU recognizes two single-gender student councils for male and female students. Each student council consists of 15 members, where (10) members are nominated by schools and colleges while the rest (5) members are chosen through campus-wide elections. The Student Council mission is to represent the students and give them the opportunity to communicate their views and concerns. It provides

resources for the various student organizations and clubs, offering guidance and support in an attempt to build a generation that is established on the notions of teamwork, dedication and responsibility.

### 15.6. Student Societies

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

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

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

### 15.7. 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.

### 15.8. Health Services

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

### 15.9. Student ID Card

Students will receive a university ID card containing their photograph, name, date of birth and AU ID number. The ID card should be carried at all times. It provides access to certain academic buildings and hostels. In addition, the card is required for admission to sports facilities, to sit university exams and to make use of computer facilities. The loss of an ID card should be reported immediately to the Office of Admissions and Registration. Fraudulent use of an ID card shall result in disciplinary action.

## 16. The Career Counseling Center

### Mission

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

### Objectives

The Career Counseling Center aims to:

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

### Services

The work of the Career Counseling Center includes:

#### Organizing:

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

#### Providing services

- Career guidance
- Group and individual counseling
- Employability skills development
- Psychometric tests



**Informing:**

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

**Registration Process:**

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

## 17. Student Success Center

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

### 17.1. Objectives

1. Provide curricular support activities and programs that lead to increased students' satisfaction and ultimately reflect on observable academic success:  
A Peer Tutoring Program and an Academic Twinning Program are created to increase student attrition, academic success, and completion (graduation) through delivering student-tailored support.
2. Organize initiatives and programs that aim at enhancing students' knowledge and application of behaviors and habits that lead to academic success.  
A string of round-the-table student-faculty meetings to facilitate open lines of communication that help in creating a more collaborative learning environment and increased knowledge; well-rounded graduates
3. Create a culture of Life- long learning  
Structure activities that foster the elements of Life-Long Learning: Critical Thinking, Curiosity, Problem Solving, Leadership, Communication, Collaboration, Information Management, and Adaptability.

### 17.2. Support provided by the SSC



## 18. Student Rights and Responsibilities

### 18.1. Student Rights

The Deanship of Student Services (DSS) is responsible for ensuring that the academic staff and non-academic staff are informed of the rights of students.

Each academic advisor is responsible for ensuring that his/her advisees are aware of their rights during their study at AU.

Every student has the right to:

- a. receive the course description of his/her courses which includes the learning outcomes of the course, and the assessment methods used to determine his/her Final Grade in each course.
- b. expect that his/her Instructors master the subject and are open to discussion of different points of view or ideas related to the content of the course.
- c. object if changes are made to the timings in the schedule of his/her courses after the end of the Add/Drop Period.
- d. be received by his/her instructors during office hours, which are published by the Instructors.
- e. receive, on time, the copy of his/her assignment, quiz, project, Lab report, after having been graded by the Instructor.
- f. submit a Grade Appeal request about his/her Final Grade within two weeks of the announcement of the results.
- g. request an adequate learning environment atmosphere during his/her lecture
- h. request a meeting with his respective instructor/advisor regarding any academic issue; if the problem is not closed by the instructor/advisor, the student may request a meeting with higher college administrators (i.e. HoD and Dean) until a final resolution is made as per the rules and regulations of the University.
- i. In the rare event that the case is not closed by the College, the student may request a meeting with the VCAA after informing the Dean of the College .
- j. A student has the right to expect that academic and professional processes are flexible and periodically open to review and to participate constructively with faculty and administration in those processes by which the University community maintains the excellence of the standards of its curriculum and methods of instruction and the viability of its total educational program
- k. Students have the right not to be discriminated against for reasons of age, creed, ethnic or national origin, gender, disability, or any other protected class as described by law
- l. Students have the right to enjoy free short-term counseling sessions, where the University is legally and ethically required to uphold standards of confidentiality.
- m. Students have a right to a detailed and complete course outline for every course in which they are registered, to be provided during the first week of class. This information should include, where appropriate:
  - (i) A description of the topics to be considered in the course,
  - (ii) A list of required and recommended readings or other materials,
  - (iii) A description of the means of evaluation to be used in the course,
  - (iv) Instructor's contact information, office location, and office hours as appropriate.



- n. Students have a right to be informed, in a timely fashion, of their current academic standing or performance in a course
- o. Students with special needs have the right to a determination of available support services
- p. There is an ongoing removal of architectural barriers that limit students with special needs from full participation in University life; the Barrier-Free Standards are applied to all renovation and new construction at the university.

## 18.2. Student Responsibilities

- a. Each student is required to be aware of and abide by the policies and regulations that are published in the student handbook/catalog published on the University website.
- b. Each student is responsible for checking his/ her University e-mail, which is the official communication channel between the student and the University.
- c. Each student is responsible for abiding by the dates and deadlines stipulated in the University's academic calendar.
- d. To be converted to regular student, a conditionally admitted students is responsible to fulfill the conditions as per his/her admission requirements.
- e. Each student is responsible for making progress to achieve his/her educational goal.
- f. Each student is responsible for the selection of his/her courses after consultation with his/her academic advisor.
- g. Each student is responsible to ensure that his/her registered courses are not altered after the Add/Drop period.
- h. To avoid any interruptions in his/her registration and services, each student must ensure that the tuition fees are paid as per the payment schedule and deadline specified by the University.
- i. Each international student should be aware that the University is not responsible for securing a residence visa for him/her if his/her visa application was declined by the relevant governmental authorities.
- j. Each student is responsible to be fully compliant with the University Code of Conduct.
- k. Each student should be aware that failure to submit authentic admission documents will result in serious consequences that may lead to his/her dismissal from the University.
- l. Students must act with integrity in relation to their studies, research, and towards staff and each other
- m. Students must treat all students, staff (academic and professional) and members of the community) with courtesy and respect
- n. Students have a responsibility to themselves, to other students, the University and to the wider community, to ensure that the University's behavioral standards are met, in all interactions (face-to-face and online environments). As such, students must refrain from insulting, harassing, victimizing and discriminating against others on the basis of gender, race, ethnicity, religion, age, or any other protected class as described by law.
- o. Students should provide constructive feedback on University teaching and learning activities and other facilities through the University's evaluation processes.
- p. Students must respect University property, facilities and support services as shared resources, and make use of such provisions in a way that is consistent with the University rules and policies

## 19. Student Disciplinary and Academic Integrity Policy

### Article 1

#### Definitions

The following terms shall have the meanings ascribed to them below:

- University: Ajman University.
- Chancellor: University Chancellor.
- Student: All students enrolled at the university irrespective of their level of study, including the College of Dentistry internship students.
- Committee: The Student Disciplinary Committee (SDC) or any ad hoc committee composed by the Chancellor.
- SPC: Student Plagiarism Committee.
- Penalty: The disciplinary penalty provided for herein.
- Examination: any form of assessed academic activity conducted orally, or in writing, whether in classrooms, laboratories, online, or any other medium.
- Face-to-Face (F2F) Courses: These are courses where faculty and students are present in one room during the course delivery. This is the traditional type of instruction in non-virtual, in-person classroom delivery.
- Online Courses: These are courses where 100% of the course credit hours are delivered online (either synchronously or asynchronously), this means that all instructional sessions are delivered online.
- Synchronous Online Learning: Real-time, interactive online classes conducted through digital platforms.
- Asynchronous Online Learning: Learning activities and supplementary materials that are available to support student learning outside of the lecture timing and can be accessed at any time through the Learning Management System (LMS).

#### Scope

### Article 2

1. The provisions of this policy shall apply to all students' violations, be they academic or non-academic, which expose students to the disciplinary penalties provided for in this policy whether the violation has been committed on campus, at the students' hostels, during training, at the host institution for students under exchange program, or events organized or sponsored by the university. The provisions apply to delivery and assessment of F2F and online courses, including synchronous and asynchronous modes.
2. Except for cases of plagiarism, all cases of disciplinary violations, shall be considered by the University-level Student Disciplinary Committee (SDC) or any ad hoc committee composed by the Chancellor. Only the plagiarism cases shall be considered by the College-level Student Plagiarism Committee (SPC).

### Article 3

1. The penalties provided for in this policy shall not apply to violations committed by the student off-campus except in the cases where such violations might bring the University into disrepute or are committed during events organized or sponsored by the university. Determining the same shall be left to the discretion of the Chancellor or his authorized representative.
2. This SDC does not have jurisdiction to hear the complaints submitted against faculty members or staff members, even if the complaint was submitted by students. However, if the

investigation conducted by the Committee shows that a faculty member or a staff member might be involved, it shall inform the Chancellor.

## Formation of the Committees and their Meetings

### Article 4

1. The Committee (SDC) shall be formed by the Chancellor or his authorized representative. The Chancellor can also form an ad hoc Committee of no specific number of members to investigate on special cases.
2. The Student Plagiarism Committee (SPC) shall be formed by each College Dean. It shall consist of at least three members.

### Article 5

The Committee and SPC shall meet as needed at the invitation of its chairperson or co-chair in the absence of the chairperson. The meeting shall only be valid with the presence of the majority of the Committee's or SPC 's members. The Committee's meetings shall be chaired by a chairperson or a co-chair in the absence of the chairperson.

### Article 6

Any of the Committee's or SPC's members shall be excluded if s/he is a party to or a witness in the issue under consideration.

### Article 7

The Committee and SPC may seek assistance from anyone whose assistance is deemed necessary for carrying out the Committee's work, including but not limited to, a secretary and a translator from the University who will not have the right to vote. The translator shall swear an oath before starting to carry out his/her duties.

### Article 8

The Committee and SPC shall issue its recommendations by majority vote of members present. In cases of equal voting, the Chairperson's side shall prevail.

## Filing a Complaint

### Article 9

1. Any person shall have the right to file a complaint against a student who commits a disciplinary violation.
2. All complaints shall be in writing and supported by available evidence.
3. As per the procedures herein and regardless of the outcome of a complaint, no student shall be harmed as a result of filing a complaint unless it is proved to be malicious or that s/he violated the University's policies. In such case, the Committee can recommend the necessary penalty.
4. The content of the complaint shall not be disclosed to anyone other than those involved in

resolving it, unless otherwise stated in the UAE laws or Ajman University's policies.

## Article 10

1. Disciplinary violations can be referred to the Committee by the Chancellor or his authorized representative. They can be referred to the Committee without any official submitted complaint.
2. For plagiarism cases, the concerned dean shall refer the plagiarism cases to the College-level SPC.
3. For cheating cases, the concerned dean shall refer the case to the Committee directly. The dean shall consider the following before referring the case:
  - 3.1. Make sure that all information has been accurately filled in the cheating report, including but not limited to student information.
  - 3.2. Make sure that evidence is attached (video, photos, etc.).
  - 3.3. Acquire the technical opinion of the course instructor when deemed necessary.
4. For other violations, the dean or the manager shall refer the case to the Dean of Student Services who shall consider the following before referring the case to the Committee:
  - 4.1. Make sure that all information has been accurately filled in the report, including but not limited to student information.
  - 4.2. Make sure that evidence is attached (video- photos, etc.).

## Article 11

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

### First: Violations of the Code of Public Conduct

1. Any act that violates the rules and regulations of the university or the units affiliated to it, or disrupts the requirements of the educational process on campus or off-campus.
2. Failure to abide by the dress code and public appearance code which are consistent with public morality.
3. Failure to comply with the instructions of the university security personnel or any of the university officials while performing their duties, such as student's refusal to prove his/her identity when so required or violating the directives and guidelines issued by the university, including those relating to Covid-19.
4. Any acts or statements or hints, expressed in person or via a social media outlet on-campus or off- campus, which constitute an insult to honor or dignity, or viewed as contrary to good conduct or might bring the university or its employees to disrepute.
5. Disrupting or causing disturbance to lectures, events, conventions organized inside or outside of the university, including online class sessions, events, activities, or proceedings by whatever mean(s) or incitement to do so. It also includes any disturbance to the arrangements or safety measures taken by the university relating to Covid-19.
6. Violation or disregard of health and safety rules and guidelines specified by the university and in particular those relating to Covid-19.

7. Using the university buildings or its physical or academic assets for purposes other than those intended without obtaining a permission from the university, or attempting to damage those assets.
8. Presence in places where students are not allowed or failure to observe the time schedules for entry of students.
9. Distributing leaflets or issuing magazines without a prior written permission from the university management.
10. Placing posters in places other than the designated ones without a prior written permission from the university management, or writing on walls or furniture.
11. Misuse of any of the means of student transportation such as buses or other means of transportation.
12. Possession of devices, films, pictures, tapes, newspapers or magazines which contain materials incompatible with morality and decency within the university and its facilities, including the university residence halls.
13. Smoking or using electronic cigarettes, etc. in enclosed areas on campus or at the university housing facilities.
14. Carrying firearm or white weapons or possessing inflammable or explosive materials; possessing, using or selling drugs; circulating counterfeit money, etc.
15. Raising funds or collecting signatures without permission from the concerned authorities at the university or abusing the permission granted in this regard.
16. Using words, signs, images, graphics or any other means that offend national or religious sentiments.
17. Any behavior involving discrimination against any student or member of the university community on the basis of gender, religion, age, disability, race, nationality, color or origin.
18. Committing or attempting to commit a crime of any kind, including theft, forgery of documents or using forged documents.
19. Stealing educational materials or tests, or illegally obtaining the same.
20. Unauthorized access to the website or electronic system of the university.
21. Altering of grades or any electronically stored data.
22. Knowingly providing false information to any of the university staff, faculty or administrative offices.
23. Misuse of university records, documents, accounts, proofs of personal identity and computer software.
24. Causing material or moral damage to the University in whatever form it takes.
25. Possession, consumption, distribution of alcoholic drinks or material, or being under the influence of alcohol.

### **Second: Violation of Academic Integrity – Plagiarism**

1. An act of plagiarism is committed when one uses the ideas or work of other people and the representation as one's own original work. Ajman University deploys plagiarism detection software as well as other verification tools to detect any act of plagiarism.
2. Plagiarism encompasses a wide range of forms, such as:
  - Written research, books, articles, and theses.

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

Ajman University requires its faculty members to utilize plagiarism detection software for detecting plagiarism in both text and computer programs in the materials submitted by students for all types of assessments. The faculty is also responsible to detect plagiarism in submitted figures, images, graphic illustrations, etc. Furthermore, the faculty must regularly inform students that plagiarism in all its forms is not acceptable as per the University policy.

All the above violations concerning plagiarism are applicable to all modes of teaching and learning, including F2F, online and blended modes.

**Third: Violation of Academic Integrity – Online Assessment**

1. Ajman University employs stringent security measures and authentication protocols to ensure the integrity of student work in the e-learning environment. This includes technological tools to limit fraud and academic dishonesty.
  - The use of proctored online assessments with secure browsing and monitoring capabilities where online assessments are carried out.
  - Regular reviews by IT staff of IP logins for courses, exams, and assessments to monitor and report any unusual patterns indicative of potential academic dishonesty.
2. Faculty and relevant support staff involved in delivering or supporting online courses are continuously trained on best practices for upholding academic integrity in an online environment, including the identification and prevention of potential violations.

Ajman University commits to ensuring that all online and blended courses uphold the same rigorous academic integrity standards as face-to-face courses. Therefore, the University will not tolerate violations of academic integrity during online assessment. Appropriate disciplinary action will be taken on all reported acts of violation of academic integrity for courses assessed online.

**Fourth: Filming, taking pictures, and forms of unacceptable behavior in the classroom including online classes, events, or activities**

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

**Fifth: Violations of Housing Rules**

1. Accommodating unauthorized persons without the approval of the student housing management or allowing visitors to enter the housing facilities without prior written permission.
2. Failure to comply with the instructions of the university security personnel or any of the university officials while performing their duties, such as student's refusal to prove his/her identity when so required or violating the directives and guidelines issued by the university, including those relating to Covid-19.
3. Violation or disregard of health and safety rules and guidelines specified by the university and in particular those relating to Covid-19.
4. Modifying, replacing or moving student housing items.
5. Failure to observe the quiet hours specified by the housing management.
6. Using loudspeakers inside or outside of residential halls.
7. Any violation of the housing rules and regulations.

### **Sixth: Violation of Examination Rules**

1. Violation of examination regulations, non-compliance with instructions of the examination hall supervisor or any of the invigilators, disrupting the peace and quiet of the examination, and/or causing examination delays.
2. Committing or attempting to commit any kind of cheating in an examination or assisting another student to cheat in any shape or form.
3. Providing false personal information on answer sheets or attendance list.
4. Possession or use of any communication, storage or any other electronic devices, during the exam, even if it is switched off. These include but not limited to: mobile phones, smart watches, and earphones even if switched off.
5. Possession of academic materials related to the examination subject matter in any shape or form.
6. Writing notes related to the examination subject matter on the body, dress, wall, table or any other medium.
7. Refusal to hand over the answer sheet to the examination Committee's official or any of the invigilators before the student leaves the exam hall.
8. An act of impersonation by any person from inside or outside the University by sitting an examination or presenting an assessed academic activity on behalf of another student with or without his/her knowledge or consent.
9. Involvement in any illegal activity with regard to examinations such as the leakage, stealing, distribution, selling, and/or buying of an examination related content or material.
10. Physical or verbal assault of an invigilator, student, or any other person in the examination hall.
11. Cheating in online examinations, tests, quizzes, assignments, projects, or any other form of assessed academic activity. This may include but not limited to: collaborating with one or more students or individuals in conducting assessment activities, unlawful solicitation of assistance from other individuals, unlawful use of any electronic devices or software, unlawful communications with other students or individuals, impersonation, unlawful access into online examinations' sites or question banks, and any other act that violates the sanctity of fair online assessment. Proven cases are subject to the same penalties as for in-class and proctored assessment activities stipulated in Article 15.

All the above violations are applicable to all modes of teaching and learning, including F2F, online and blended modes.

## **Committee's Response to Referred Violations**

### **Article 12**

Having investigated the violation, the Committee may take one of the following recommendations:

1. Resolving the issue amicably in some cases.
2. Shelving the investigation:
  - 2.1. because the student did not commit a violation; or
  - 2.2. due to lack of evidence against the student.



3. Requesting all or some of the involved students to sign an undertaking to avoid taking a specific action or committing a violation.
4. Imposing one of the disciplinary penalties or measures provided for in the subsequent articles in this policy on the student if proven to be guilty.

## Disciplinary Penalties

### Article 13

#### **Penalties and measures for Violations of Code of Public Conduct, Filming and Taking Photographs and Other Unauthorized Behaviors**

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

1. Verbal warning.
2. Written warning.
3. Depriving the student of all or some of the privileges (including but not limited to deprive the student from attending the graduation ceremony or any other event, etc.), services or extracurricular activities provided by the University with or without refund of fees.
4. University Probation: University probation may be imposed for a specific period of time, during which the student's behavior will be closely observed and monitored. The student must demonstrate capability of functioning in a way which does not violate the University's Standards of Conduct. Any misconduct by the student while on disciplinary probation may result in additional and, possibly more severe, disciplinary action. Additional restrictions and conditions may be added to the terms of the probation. If all the terms of the probation have been met, it will be lifted. Failure to meet the terms of the probation may lead to further disciplinary action. Probation may be noted on the student's permanent record during the period of probation.
5. Community services hours as determined and supervised by the office of student life, at any office in the AU. Community service hours may not count towards service learning hours or other community service required by another program, scholarship, or organization.
6. Educational experiences or projects: include any activity or project that provides space for students to reflect upon their conduct, identify harm to self or to the community, and/or educate other students about the University's Standards of Conduct. Students must provide written verification of their completion of the experience/project and must schedule a meeting with the manager of the counseling unit to agree upon the type of project and to discuss their experience/project.
7. Referral to the counseling unit: Counseling Unit, the student shall attend one or more workshops and/or counseling sessions as determined and organized by the Unit.
8. 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.
9. Depriving the student of completing the whole semester in which the violation is committed; awarding a failing grade on all of the semester courses s/he is enrolled on and obligating him/her to pay the fees.
10. Suspension from study for one or more semesters.
11. Dismissal of the student from University and awarding him/her a failing grade on all of the

courses of the semester in which the violation is committed, with taking benefit from the academic records, and obligating him/her to pay the fees.

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

## Article 14

### Penalties for University Housing Violations

One of the following penalties shall be imposed on the student who violates the regulations of the University Housing:

1. Verbal or written warning.
2. Depriving the student of having all or some of the housing/university privileges (including but not limited to deprive the student from attending the graduation ceremony or any other event, etc.) with or without refund of fees.
3. Transfer of the student from the floor or building where s/he resides with or without refund of fees.
4. Temporary or final eviction from University housing with or without refund of fees.
5. Dismissal of the student from University and awarding him/her a failing grade on all of the courses of the semester in which the violation is committed, with taking benefit from the academic records, and obligating him/her to pay the fees.
6. Dismissal of the student from University and awarding him/her a failing grade on all of the courses of the semester in which the violation is committed, without taking benefit from his/her academic records, and obligating him/her to pay the fees.
7. Apply one of the measures mentioned in article 13, section 4, 5, 6, or 7.

## Article 15

### Disciplinary Penalties for Violations of Examination Rules

1. A written warning is issued for every student committing a violation described by Article 11, Section 6, Item 1. Subsequent repeats of the offense in future examinations result in a failing grade (grade X) for the course and the case shall be noted in the student's file and his/her transcript marked with "X" for that course.
2. A student committing one or more examination violation described by Article 11, Section 6, Items 2, 3, 4, 5, 6, 7, and 11 for the first time will be awarded a failing grade (grade X) for the course in which the student committed the violation. The student shall pay the full course fee. The cheating case shall be noted in the student's file and his/her transcript marked with "X" for that course.
3. A student committing one or more examination violation described by Article 11, Section 6, Items 2, 3, 4, 5, 6, 7, and 11 for the second time will be awarded a failing grade (grade X) for all courses registered in the semester in which the student commits the violation. The student shall pay the full course fee for all courses registered in the semester. The cheating case shall be noted in the student's file and his/her transcript marked with "X" for all the courses registered in the semester.
4. A student committing one or more examination violation described by Article 11, Section 6, Items 2, 3, 4, 5, 6, 7, and 11 for the third time will be awarding a failing grade for all courses

registered in the semester in which the student commits the violation and will be suspended for the following two semesters. The student shall pay the full course fee for all courses registered in the semester. The cheating case shall be noted in the student's file and his/her transcript marked with "X" for all the courses registered in the semester. If the student decides to transfer from the University, the student can benefit from his/her academic record.

5. A student committing one or more examination violation described by Article 11, Section 6, Items 2, 3, 4, 5, 6, 7, and 11 for the fourth time will be awarded a failing grade for all courses registered in the semester in which the student commits the violation and will be dismissed from the University. The student shall pay the full course fee for all courses registered in the semester. The cheating case shall be noted in the student's file and his/her transcript marked with "X" for all the courses registered in the semester. If the student decides to transfer from the University, the student can benefit from his/her academic record.

6. A student involved in an act of impersonation described in Article 11, Section 6, Items 8, and 11 (as an impersonator or as the student being impersonated) will be awarded a failing grade for all courses

registered in the semester in which the violation was committed and will be suspended from the University for one semester. This penalty will apply if the impersonation offense is committed for the first time. Both students shall pay the full course fee for all courses registered in the semester. The impersonation case shall be noted in each student's file and his/her transcript marked with "X" for all the courses registered in the semester. Any student involved who decides to transfer from the University can benefit from his/her academic record. The University may pursue other forms of legal action if the impersonator is not an Ajman University student (i.e. a person from outside the University or an employee of the University). A repeat of this offense will result in dismissal from the University and a failing grade awarded to all courses registered in the semester and marked with "X". The full course fee for all courses registered in the semester shall be paid. In addition, each student can be deprived from benefiting from his/her academic records when the offense is committed a second time.

7. Any student involved in the leakage, stealing, illegal distribution, selling, and/or buying of an examination related content or material will be awarded a failing grade for all courses registered in the semester in which the violation was committed and will be dismissed from the University. The cheating case shall be noted in the student's file and his/her transcript marked with "X" for all the courses registered in the semester. The student shall pay the full course fee for all courses registered in the semester. The student can be deprived from benefiting from his/her academic records. The University may take further legal action against any person involved.
8. In the case of physical or verbal assault by a student in an examination hall, one of the penalties mentioned in article 13 shall be imposed on the student.
9. Upon a written request submitted by the student to the Office of Admissions & Registration, not before his/her last Semester at the University, the "X" mark may be removed from his/her transcript if there is no more than one course marked with "X" in the transcript.
10. All the above disciplinary penalties for violations of examination rules also apply equally to online assessments.

## Article 16

### Disciplinary Penalties for Violations of Academic Integrity – Plagiarism

1. Faculty members are responsible for checking acts of plagiarism in their courses. If a faculty determines that an act of plagiarism has been committed, a report of the incident with supporting evidence shall be submitted to the Head of Department who in turn will forward the report to the College Dean for further action. The Dean shall refer the case file to the SPC. The SPC will take one of the following actions as appropriate:
  - 1.1. If the student has no previous record of plagiarism in any course, a zero grade is given to the submitted work.
  - 1.2. A student committing a second plagiarism offense in any course (not necessary the same course) will be awarded a failing grade on that course and shall pay the full course fees. The plagiarism offence shall be noted in the student's transcript and marked with "XF".
  - 1.3. A student committing a third plagiarism offense in any course (not necessary the same courses) will be awarded a failing grade on all courses of the semester in which the student commits the violation and shall pay the fees for all courses. The plagiarism offence shall be noted in the student's transcript and be marked with the "XF" for all the courses taken in that semester.
  - 1.4. A student committing a fourth plagiarism offense in any course (not necessary the same courses) will be suspended from the University for two semesters, and will be awarded a failing grade on all courses of the semester in which the student commits the violation and shall pay the fees for all courses. The plagiarism offence shall be noted in the student's transcript and be marked with the "XF" for all the courses taken in that semester.
  - 1.5. A student committing a fifth plagiarism offense in any course will be dismissed from the University, and will be awarded a failing grade on all courses of the semester in which the student commits the violation and shall pay the fees for all courses. The plagiarism offence shall be noted in the student's transcript and be marked with the "XF" for all the courses taken in that semester.
2. The student will have to pay the fees for all courses. However, s/he can benefit from his/her academic record.
3. Upon a written request submitted by the student to the Office of Admissions & Registration, not before his/her last Semester at the University, the "XF" mark may be removed from his/her transcript if there is no more than one course marked with "XF" in the transcript.
4. The University may supplement its penalty with a decision to fully or partially ban the student from the privileges provided by the University (including but not limited to deprive the student from attending the graduation ceremony or any other event, etc.).
5. All the above penalties for violations of academic integrity - plagiarism also apply equally to online assessments.

## Article 17

1. The student is required to abide by the decision of the Chancellor. Should the student fail to abide, the Committee can directly recommend an appropriate penalty or measure.
2. In all cases, regardless of the action or decision taken against the student, whether it results in student dismissal from the University or not, the Chancellor can stop or withdraw the student's discount/scholarship (if any).

### Article 18

1. A penalty can be reduced if there are mitigating grounds.
2. The same penalty imposed on a student violating Ajman University's policies shall be imposed on his/her accomplices.

### Article 19

The Committee, the ad hoc committee and the SPC may accordingly take possession of all materials and tools used in the cheating and plagiarism cases up until the end of the investigation.

### Article 20

Under all circumstances, the University shall have the right to hold the student responsible for the cost of

any damage s/he causes, including for example, the value of the damaged item, cost of repair and installation, as well as the lost profit and other consequential damage.

## Investigation Summons

### Article 21

No penalty provided for in the previous articles shall be imposed before conducting a recorded investigation with the student, hearing his/her statements on the accusations leveled against him/her and giving him/her the opportunity to defend himself/herself. Should the student refuse to appear before the investigation Committee or SPC, or is absent twice without an acceptable excuse notified before the meeting despite being instructed to attend, the Committee or SPC shall proceed with the case in absentia as if s/he were present. The Committee or SPC may hear the testimony of witnesses if so required or deemed appropriate.

### Article 22

1. The violating student shall be summoned to appear before the Committee at least twenty-four (24) hours before the hearing date.
2. In urgent cases (especially violations of examination rules), the Committee has the right to ask the student to appear before the Committee in less than 24 hours, provided that the student is notified in person by any mean including but not limited to mobile phones. S/he shall be regarded as having been notified even if s/he refuses to sign the acknowledgement of receipt of the notice to appear.
3. The student may be notified at the exam hall. Refusal to sign the notice to appear or the incident report will not invalidate the notice which shall remain valid and enforceable.

### Article 23

Should anyone, including the student, behave in such a manner that might disrupt the proceedings of the investigation session or refuse to comply with the instructions of the Committee's chairperson, the chairperson may order his/her removal from the hearing room.

## Article 24

The investigation report shall be documented.

## Article 25

A student is entitled to respond to the accusation verbally or in writing or by submitting documents related to the accusation levelled against him/her.

## Article 26

The Committee shall submit its recommendation along with the complete file of the case to the Chancellor or his authorized representative for approval. The SPC shall submit its report to the Dean.

## Safeguards for Imposing Disciplinary Penalties

### Article 27

Upon imposing disciplinary penalties, the following guidelines shall be observed:

First: The disciplinary penalty shall be commensurate with the violation committed. In imposing the penalties provided for in this policy the magnitude of the violation, the student's precedents and his circumstances may be observed.

Second: The grounds on which the Committee has based its recommendation shall be spelt out.

## Notifying and Filing Disciplinary Decisions

### Article 28

1. The Chancellor's decision might not match the recommendation of the Committee for a justified reason. The Rapporteur of the SDC shall notify the student, Office of Registration, College and the Deanship of Student Services of the decision, within no more than one week of its date of issue so as to put the decision into action.
2. The Dean shall notify the decision of the SPC to the Office of Registration within no more than one week of its date of issue. The Dean's office shall notify the decision to the concerned student.

### Article 29

Decisions related to disciplinary penalties shall be kept in the student's file along with his/her academic record. The penalties may be made public as per a recommendation by the Committee which issues the penalty and the approval of the Chancellor or his authorized representative.

### Article 30

Disciplinary decisions or their content may not be released to any media outlets unless approved by the Chancellor or his authorized representative.

### Article 31

The Deanship of Student Services shall follow up the decision taken against the student and put it into action. It shall also take whatever action deemed conducive to the student's behaviour modification

and submit a report on the outcome to the Dean of Student Services, making any appropriate recommendations.

## Appealing Against Disciplinary Decision or against SPC Decision

### Article 32

The student may appeal the disciplinary decision issued against him/her either by utilizing the link provided in the email that communicated the decision or by accessing the official Online Request System (ORS) to submit an appeal directly to the Chancellor or his authorized representative.

1. The student shall submit the appeal within a maximum of seven working days of his/her being notified of the decision, in writing, otherwise the decision shall be final and enforceable.
2. The Chancellor may refer the case to a different ad hoc committee for re-consideration (the recommendation of the ad hoc Committee may or may not align with the recommendation of the previous Committee), if the appeal is submitted within the mentioned deadline and the student can prove one or more of the following:
  - Failure to observe the investigation procedures provided for in the University policies.
  - Emergence of previously unknown evidence which might have influenced the decision.
  - The disciplinary penalty is not commensurate with the violation.
3. Appealing a disciplinary decision shall not lead to the aggravation of penalty against the appellant.
4. The Chancellor's decision might not match the recommendation of the Committee for a justified reason. His decision is final.
5. A student has the right to file an appeal against the decision of the SPC to the Dean of the College. The decision of the Dean will be final, except in the case of suspension, dismissal, or awarding a failing grade on one or more courses. In these cases, the student may appeal to the Chancellor who shall refer the case to a different ad hoc committee for reconsideration if the conditions mentioned in article 32 (section 2) are met. The decision of the Chancellor will be final.

## General Provisions

### Article 33

1. 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 or Registration offices shall also be legal and acceptable.
2. Notices via email will be deemed to have been delivered, received, and known by the student one (1) calendar day after confirmed transmission.

### Article 34

In case of a conflict between the provisions of this policy and the provisions of any other policy or manual, the provisions of this policy shall apply and prevail. And in case of a conflict between the Arabic version of this policy with a version in another language, the English version shall apply and prevail.



### Article 35

The SDC or the ad hoc Committee may recommend on matters not covered by the provisions of this policy. In case of Plagiarism, the Dean can decide on matters not covered by the provisions of this policy.

### Article 36

1. Any exceptions to this policy must be well justified and escalated to the Chancellor for a final decision.
2. A student who files a complaint externally cannot file a complaint internally within the university, unless otherwise stated by the Chancellor for a valid reason.

### Article 37

This policy shall come into force and effect on the date of its approval by Ajman University competent authorities.



## 20. 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		20					
Pharmacy			20				
Dentistry				12			
College of Architecture, Art and Design					Theory	studio	
					25	15	
College of Humanities and Sciences							Theory
							25
<b>Class Size</b>	<b>25</b>	<b>20</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 Postgraduate 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.

## 21. Tuition Fees & Financial Regulations

### 21.1. Application and Registration Fees

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

The application and admission 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 admission 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 15,000. 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	Major	Fee per one credit hour
College of Mass Communication	Master of Public Relations and Corporate Communication	AED 2,750
College of Engineering and Information Technology	Master of Science in Artificial Intelligence	AED 2,500
College of Business Administration	MBA: Human Resources Management	AED 2,000
	MBA: Financial Management	
	MBA: Marketing	
College of Law	DBA (Doctorate of Business Administration)	AED 4,500
	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	Professional Postgraduate Diploma in Teaching*	AED 625
College of Pharmacy and Health Sciences	Master of Science in Pharmacy (Clinical Pharmacy)**	AED 3,125
College of Dentistry	Master of Science in Restorative Dentistry**	AED 420,000 per program (3 years)
	Master of Science in Endodontics**	
	Master of Science in Pediatric Dentistry***	AED 462,000 per program (3 years)

\* 5% discount on tuition fees per semester

\*\* 25% discount on tuition fees per semester

\*\*\* The average annual tuition is AED 140,000 per academic year

\*\*\*\* The average annual tuition is AED 154,000 per academic year

### Additional Fees

- Student service fee per semester: AED 500
- 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
- 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
Dentistry	AED 15,000	AED 5,000
All other Colleges	AED 10,000	AED 5,000

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.

## 21.2. 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.**

## 21.3. Payment by Installments

If full fees cannot be paid immediately, installments can be arranged through post-dated cheques or installment plan, 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

## 21.4. Accepted Payment Methods

<b>Online / Credit Cards</b>	<ul style="list-style-type: none"> <li>• Online through Banner system.</li> <li>• All major debit and credit cards are accepted for payment at the Cashier's Office.</li> </ul>
<b>Cheques</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Acceptance of Post-dated cheques is subject to approval of the Office of Finance.</li> <li>• Cheques that do not clear for any reason are charged a penalty of AED 500 per cheque.</li> <li>• If two or more cheques do not clear, cheques are no longer accepted as a form of payment.</li> <li>• Cheque Withdrawal Fee of AED 200 will be charged per each withdrawn cheque.</li> </ul>
<b>Cash Deposits through Al Ansari Exchange</b>	<ul style="list-style-type: none"> <li>• Deposits can be made at any branch of Al Ansari Exchange around UAE.</li> <li>• Deposits are accepted in the form of cash only.</li> <li>• Student's name and University ID number must be mentioned on the deposit instructions.</li> <li>• The deposit confirmation shall be scanned and emailed to finance@ajman.ac.ae</li> </ul>
<b>Bank Transfers/ Deposits</b>	<p>- Bank: Ajman Bank P.S.C - Branch: Khalifa Branch - Ajman - Account Name: Ajman University - Account Number: 017482222011 - IBAN: AE720570000017482222011 - SWIFT: AJMNAEJ</p> <ul style="list-style-type: none"> <li>• Student's name and University ID number must be mentioned on all deposits and transfers.</li> <li>• The deposit slip or transfer confirmation shall be emailed to finance@ajman.ac.ae, or sent by fax to: +971-6-7434647.</li> </ul>

## 21.5. Refund Policy

### Application and Admission fee

The application and admission 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.

# Doctorate of Business Administration (DBA)

Offered by  
College of Business Administration

## 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.

**Alignment of DBA PLOs with the QF Emirates**

Program Learning Outcomes	Aspects of Competence				
	Knowledge	Skills	Autonomy and Responsibility	Role in Context	Self development
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.		✓	✓	✓	✓
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.	✓		✓	✓	✓
PLO5E: Demonstrate a mastery of skills and knowledge required for university teaching and assessment of student learning.		✓		✓	✓
PLO6E: 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.
- A course may count toward the degree if the course grade is at least a "B."

## 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 exception of candidates who have studied Master's degree programs taught in English that required for admission an EmSAT score of 1400 or equivalent (e.g., TOEFL score of 79 (IBT) or TOEFL score of 550 (ITP) or 6 of IELTS (Academic) test).

### Invitation for Interview:

Shortlisted candidates will be invited for an interview (in person or online) 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 2

**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 736	Advanced Quantitative Methods	3
DBA 737	Teaching Seminar/Practicum	3
DBA 738	Research Seminar/Practicum	3

## Courses Descriptions

### DBA 711 Organizational Research Perspectives

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

### DBA 712 Quantitative Research Methods

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

### DBA 713 Global Management Models

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

### DBA 721 Contemporary Business Issues in GCC

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

The course also will give students a better understanding of the business environment in the GCC countries and the challenges and opportunities for companies operating within its borders. Whether a small enterprise or a global business, every commercial endeavor is influenced by GCC political and economic developments. The GCC will play a major role in the efforts toward a global economic recovery; and for this reason, its strategies for sustainable development and increased competitiveness will be carefully analyzed.

*Pre-requisite: DBA 711*

**DBA 722 Qualitative Research Methods**

This course examines theoretical and methodological aspects of qualitative strategy in business research and provides students with deep understanding and appreciation to the strengths and weaknesses of qualitative research strategies. This course covers all aspects of qualitative strategy, techniques and relevant applications in research in business. The methods covered will include interviewing, focus groups, participant observation, and ethnography. Along the way, we will confront the issues of quality, validity, and rigor.

**DBA 723 Seminar in Organizational Ethics**

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

**DBA 731 Organizational Development**

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

**DBA 732 Seminar in Business Strategies**

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

*Pre-requisite: DBA 723*

**DBA 733 Leadership and Culture**

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

#### DBA 734 Seminar in Finance and Investment

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

#### DBA 735 Social Entrepreneurship

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

#### DBA 736 Advanced Quantitative Methods

This course is to expose students to an intense guided tour of several managerial research questions and of the corresponding tools made available by the management sciences to address them. The course concentrates on theoretical and practical business models and enable students to better appreciate the strengths and weaknesses of quantitative research models. Researchers make an increasing use of simulations, data mining, and forecasting methods to formulate and solve managerial problems of increasing complexity. In this context, acquiring model building as well as model interrogation skills becomes crucial for academic researchers. This course will cover in particular, data mining with neural networks, decision analysis, simulation and optimization methods. Students will also be exposed to the fundamentals of sensitivity analysis for guiding the crucial phase of 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 (MBA)

Offered by  
College of Business Administration

## Overview

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.

The College of Business Administration has earned the prestigious AACSB International accreditation, one of the largest and most specialized accreditations that a business school can earn.

Less than 6 percent of the world's business schools hold AACSB accreditation. AU is now 1 of only 10 universities in the UAE to claim this distinction.

The MBA program has the following three tracks:

1. **Human Resource Management**
2. **Financial Management**
3. **Marketing**

## Program Mission

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.

## MBA Program Learning Outcomes (PLOs)

Upon the completion of the MBA program courses, the MBA graduating student 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.

## Human Resource Management 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.*

**Alignment of MBA PLOs with the QF Emirates:**

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).

## 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 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 Title	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 608	Accounting for Decision Making	3	
MBA 609	Managerial Finance	3	MBA 608
MBA 616	Marketing Management	3	

### 2- Track Courses (12 Credits)

#### a) 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 Title	Credits	Pre-requisite
MBA 631	Managing Organizational Change	3	MBA 613
MBA 632	Training and Development of Human Resources	3	MBA 613
MBA 633	Organization Development	3	MBA 613
MBA 635	International Human Resource Management	3	MBA 613

### 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 Title	Credits	Pre-requisite
MBA 629	Corporate Valuation and Financial Modelling	3	MBA 609
MBA 621	Islamic Finance	3	MBA 609
MBA 625	Corporate Liquidity and Working Capital	3	MBA 609
MBA 626	Project Finance Theory and Practice	3	MBA 609

### c) 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 Title	Credits	Pre-requisite
MBA 640	Services Marketing	3	MBA 616
MBA 642	Marketing Strategy	3	Six credits from the track courses
MBA 643	Retail Management	3	MBA 616
MBA 644	Promotion Management	3	MBA 616

### 3- Capstone Course

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

Course#	Course Title	Credits	Pre-requisite
MBA 617	Strategic Management	3	MBA 608, MBA 609, MBA 610, MBA 613, MBA 616



### Remedial Program

Students who do not have academic business background and their GPA is less than 2.50, must complete at least two remedial courses.

The Director of Graduate Programs determines what courses must be taken by each student based on their background, experiences, and credentials.

Course#	Course Title	Credits	Pre-requisite
MBA 501	The Basics of Management & Marketing	3	-
MBA 502	The Basics of Accounting & Finance	3	-
MBA 503	The Basics of Economics & Statistics	3	-

## Courses Descriptions

### 1- Core Courses (21 Credit Hours)

#### 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.

Topics that will be covered during the course may include (but not restricted to) the following: Introduction to the HRM, Job Analysis and Design, Human Resources Planning in UAE/GCC, Recruitment, Selection and Placement, Training, Performance Management, Employee Development, Employee Separation and Retention, Compensation, Collective Bargaining and Labor Relations in UAE/GCC, Legal Environment in UAE/GCC, Strategic Management of the HRM function, and HRM in the international context. This course will emphasize the importance of properly managed human resources as a competitive weapon, contextualized to UAE/GCC environment.

#### MBA 608 Accounting for Decision Making

Accounting for Decision Making 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 609 Managerial Finance

Managerial 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 managerial 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 managerial 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.



## 2- Track Courses (12 Credit Hours)

### a) - Human Resource Management

#### MBA 631 Managing Organizational 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 635 International 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.

### b) Financial Management

#### MBA 629 Corporate Valuation and Financial Modelling

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

This course aims at introducing the practice and theory of Islamic Banking and Finance (IBF) industry. The fact that banking and finance industry is a subset of an economic system, Introduction to global IBF industry inevitably begins with introduction to the Islamic economic system first. Hence course starts with introduction of basic principles (and purpose behind) of Islamic economics system, followed by understanding of the basics (and sources) of Islamic legal system (Shariah) together with the purpose of Shariah. Basic Shariah principles/prohibitions (and the philosophy behind) followed by IBF are then discussed at length together with the basic ethics/norms prescribed by Shariah. This is followed by a detailed understanding of Islamic law of contract – the basis on which architecture of various Islamic modes of financing are built. A thorough coverage of various Islamic financing structures include Murabaha (Cost Plus Sale), Salam (Forward Sale), Istisna (Manufacturing Sale), Mudarabah (Partnership in Profit), Musharakah (Partnership in Profit and Loss), Ijarah (Leasing), Diminishing and Running Musharakah. Liquidity, Investment and Risk Management functions of a treasury of an Islamic bank are also explained together with tools used. Specialist topics related to non-banking financial activities include Islamic Capital Markets [Sukuk (Islamic Bonds), Islamic Equity Markets, and Islamic Fund Management] and Islamic Insurance (Takaful). Throughout the course, relevant industry data/statistics and applied examples are referred to ensure that students remain abreast of the current state of affairs while applying an analytical mindset.

### MBA 625 Corporate Liquidity and Working Capital

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 corporate liquidity and working capital. 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 626 Project Finance Theory and Practice

Project Finance Theory and Practice 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.

## 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 Promotion 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.

### 3- Capstone Course (3 Credit Hours)

#### 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.

# Master of Science in Artificial Intelligence

Offered by  
College of Engineering and Information Technology

## Introduction

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

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

## Program Mission

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

## Program Education Objectives (Goals)

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

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

## Program Learning Outcomes

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

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

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

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

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

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

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

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

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

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

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

## Admission and Graduation Requirements

### Admission Requirements

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

### Exceptions

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

Meeting the above conditions does not guarantee automatic admission into the program. Authority for admitting an applicant for the MSAI program is vested in the Dean of College of Engineering and

Information Technology and the Dean of the Graduate Studies and Research. By written communication, both Deans will transmit the decision to the applicant, and the registrar.

### Transfer Admission

Transferred students will be accepted under the following conditions:

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

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

### The Completion Requirements for the MSAI Program

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

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

### Students Support and Financial Aid

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

### Career Opportunities

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

- a. Pursuing Ph.D. degree in AI related areas.
- b. R&D at specialized firms developing AI algorithms and applications.



- c. Data analytics and scientists at firms and organizations; private and public.
- d. Robotics engineers and developers.
- e. Decision makers and all levels managers who need to use and develop AI based systems.
- f. Games developers and programmers.
- g. Security specialists and analyzers.
- h. Smart governments and smart e-commerce specialists.
- i. Medical imaging and pattern recognition engineers.
- j. Smart education and e-learning specialists.
- k. Speech recognition and natural language processing specialists.

### **Ethical Conduct**

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

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

### **Student Responsibility**

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

### **Curriculum Structure and Credit Hours**

#### **Program Structure**

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

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



**1- The thesis option ( 30 credit hours):**

## a) Core courses (12 credit hours) :

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

## b) Elective courses (9 credit hours):

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

## c) Master Thesis ( 9 credit hours):

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

**2- The project option (30 credit hours):**

## a) Core courses (12 credit hours) :

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

## b) Elective courses (15 credit hours):



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

c) Master Project ( 3 credit hours)

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

## Course Descriptions

### Course Description: Artificial Intelligence – MAI602

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

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

### Course Description: Biomedical informatics – MAI611

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

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

### Course Description: Business Intelligence – MAI610

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

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

### Course Description: Computer Vision and Pattern Recognition – MAI609

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

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

### Course Description: Data Mining – MAI601

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

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

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

**Course Description: Evolutionary Computations – MAI607**

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

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

**Course Description: Human Computer Interactions – MAI608**

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

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

**Course Description: Machine Learning – MAI603**

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

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

**Course Description: Master Project – MAI698**

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

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

**Course Description: Master Thesis – MAI699**

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

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

**Course Description: Natural Language Processing with Deep Learning – MAI612**

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

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

**Course Description: Robotics – MAI605**

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

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

**Course Description: Special Topics in Artificial Intelligence – MAI613**

Credit hour: 3 Theory: 3 Lab: 0 Pre-requisite: None

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

# Master of Science in Urban Design

Offered by  
The College of Architecture, Art and Design

## Vision

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

## Mission

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

## Goals

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

## Objectives of the College

- The academic programs of the College Architecture, Art and Design are designed to produce graduates who are:
- Competent professionals with sound knowledge and attitude
- Capable of applying theoretical knowledge to solve practical problems
- Equipped with skills required for productive careers
- Able to perform as individuals and team members
- Proficient in oral and written communication
- Motivated for life-long learning throughout their careers
- Capable of pursuing graduate studies

## Departments of the College

- Department of Architecture
- 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 Architecture
2. Bachelor of Architectural Engineering
3. Bachelor of 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, Architectural Engineering, Urban Planning, Urban Design, Urban Land use, with a minimum CGPA of 3.0 on a 4.0 scale or equivalent.
- Students with a CGPA between 2.5 and 2.99 on a scale of 4 or equivalent may be admitted conditionally.
- Evidence of proficiency in English: English EmSAT with a minimum score of 1400, or 6.0 IELTS academic, or TOEFL ITP score of 550 or its equivalent.
- Conditional admission may also be awarded to graduates of related programs such as civil engineering, interior design, or geography according to the departments discretion. The condition being that the students undertake remedial courses that elevates them to the level that enables them to take the MUD courses. That is particularly relevant to urban design and 2D CAD drafting courses.

**NB: Refer to section 8. general admission condition for Graduate program for more details.**

#### 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 Urban Design requires the completion of 30 Credit Hours classified as follows:

Types of courses	Credit hours
Core courses	15
Electives	6
Thesis	9

The study plan for full-time students extends over a two year period.

**Major core courses (24 Credit hours)**

Course #	Course Title	CH	Pre-requisite
MUD605	Urban Design Studio	3	
MUD610	History And Theory of Urbanism	3	-
MUD611	Sustainability and Energy Saving	3	-
MUD620	Social & Economic Factors and Built Form	3	-
MUD621	Research Methods	3	
MUD641	Thesis I	3	MUD621 Research Methods
MUD642	Thesis II	6	MUD641 Thesis I

**Electives (Any two for 6 Credit hours)**

Credit #	Course Title	CH	Pre-requisite
MUD650	Urban Landscape Design	3	
MUD651	Mangement of Project Management	3	
MUD622	Real Estate Development	3	-
MUD612	Architecture and Urban Environment in the Gulf	3	-

## Courses Descriptions

MUD610 History and Theory of urbanism (3,0,0: 3)

**Pre-requisite: None**

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

MUD611 Sustainability and Energy Saving (2,2,0: 3)

**Pre-requisite: None**

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

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)

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.

MUD605 Urban Design Studio (1,4,0:3)

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.

MUD641 Thesis I (3,0,0: 3)

**Pre-requisite: MUD621 Research Methods**

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.

MUD642 Thesis II (6,0,0: 6)

**Pre-requisite: MUD641 Thesis I**

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.

**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: none**

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

**MUD650 Urban 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.

**MUD651 Management of Urban Projects (3,0,0:3)****Pre-requisite: None**

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

## College of Dentistry

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

### Mission of the College of Dentistry

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

### Goals of the College of Dentistry

The Goals of the College of Dentistry are:

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

### Objectives of the College of Dentistry

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

### Degree Programs offered by the College of Dentistry

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

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

### Facilities

The College of Dentistry is equipped to deliver world class dental education. Spacious lecture halls with audio-visual and video conferencing facilities provide students with an exciting learning experience. State-of-the-art laboratories with the latest medical and dental education equipment

enhance students' knowledge and skills. The college's dental clinics have a contemporary design with modern dental units and x-ray rooms, and are provided with the latest dental materials, instruments and equipment. Free-of-charge comprehensive dental treatment for all patients ensures a regular flow of dental cases for clinical training, skills development and research requirements during the clinical phase of dental education programs.

## Master of Science in Restorative Dentistry (MSRD)

### Introduction:

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

The postgraduate degree program reinforces and builds upon basic skills developed during undergraduate dental training, and facilitates continued professional development. It prepares the candidate to work as a specialist in Restorative Dentistry in private practice, the hospital or community services, or to pursue an academic career.

### Mission

Our mission is to provide a Master educational program in the UAE, in order to graduate highly qualified professionals to deliver compassionate and ethical oro-facial health care services. The mission of the Master of Restorative Dentistry Program supports the Mission of the College of Dentistry at Ajman University.

### Goals of the MSRD Program

#### The goals of this program are;

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

### MSRD Program Learning Outcomes

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

#### KNOWLEDGE

On successful completion of the program, the graduate will;

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

#### SKILLS

On successful completion of the program, the graduate will;

1. Use comprehensive approach for management of patients' oral health needs taking into consideration systemic, psychological, and socio-economic factors into consideration.

2. Perform complex restorative procedures independently and consistently under various difficult situations.
3. Show the ability to appraise and synthesize classical and contemporary restorative dentistry literature as a method of knowledge build up and development.
4. Demonstrate high level of verbal and written communication skills with patients and other health care professionals.
5. Formulate a research proposal, conduct a research project, and analyze results and draw appropriate conclusions compatible with sound scientific and ethical principles of human or laboratory research.

### **COMPETENCE**

On successful completion of the program, the graduate will;

#### **Autonomy and Responsibility:**

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

#### **Role in context:**

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

#### **Self-development:**

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

### **Admission Requirements**

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

- 1) Hold a Bachelor's degree in Dental surgery from a UAE-recognized university with a minimum Cumulative General Grade Point Average (CGPA) of 3 on a 4.0 scale or equivalent.
- 2) Applicants who have not completed an undergraduate degree from an accredited institution where English is the language of instruction, are required to submit documented proof of competency in oral and written English prior to admission.
- 3) Applicants with a CGPA between 2.0 and 2.99 on a 4.0 scale or equivalent or with TOEFL 530 and a CGPA of a minimum of 3.0 on a 4.0 scale or equivalent may be admitted conditionally.

**NB: Refer to section 8. General admission condition for Graduate program for more details.**

### **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	-



Course Code	Course Name	Course Delivery / Duration / Credit Hours				Pre-Requisite
		Clinic	Lab	Theory	Cr H	
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
<b>Total</b>		<b>256 Hours</b>			<b>10</b>	
		<b>Total Contact Hours = 256</b>				

\* 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
<b>Total</b>		<b>256 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.

### THIRD YEAR / SECOND SEMESTER

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

Course Code	Course Name	Course Delivery/Duration/ Credit Hours				Pre-Requisite
		Clinic	Lab	Theory	Cr H	
* Students participate for 4 hours per week in undergraduate teaching responsibility at the Department of Restorative Dentistry						

## Curriculum

The program consists of three major components namely;

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

### Didactic Component Courses

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

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

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

**Prerequisite: None**

#### MRD602 Biomaterials (1-0-1)

This course is designed to introduce students to the concept that dental materials assume an important role in almost every aspect of restorative dentistry. Furthermore, a successful treatment outcome is often dependent on the ability of the restorative material to withstand the rigors of the oral environment. Knowledge of materials science, testing methodology, properties, and manipulation of dental materials used in restorative dentistry will be attained through lectures and discussions. This will help students in selecting appropriate material for a particular clinical situation for a successful clinical outcome.

**Prerequisite: None**

#### MRD603 Esthetic Dentistry (1-0-1)

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

**Prerequisite: None**

**MRD604 Implantology (1-0-1)**

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

**Prerequisite: None**

**MRD605 Biostatistics (1-0-1)**

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

**Prerequisite: None**

**MRD606 Research Methods (1-0-1)**

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

**Prerequisite: None**

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

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

**Prerequisite: None**

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

This course is held once a week during the second semester of the graduate program's first year. The course will generally follow a seminar format in which students will discuss specific topics in Operative Dentistry, with emphasis on techniques applied to single tooth direct and indirect intra-coronal restorations. Topics cover selection of materials and techniques used for the management of dental caries, tooth wear and anomalies affecting the structure of teeth along with complications and survival/ success of such restorations. Knowledge gained from this seminar will contribute to proficiency of students during clinical management of patients.

**Prerequisite: None****MRD613 Seminars in Fixed Partial Denture I (2-0-2)**

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

**Prerequisite: None****MRD702 Seminars in Endodontics (2-0-2)**

This course will be held once a week during the first semester of the graduate program's second year. It consists of weekly seminars dedicated to review classical and contemporary literature in the field of endodontics. 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 contribute to aspects of knowledge, skills and competencies expected at the graduate level.

**Prerequisite: Thesis Preparation II (MRD804).**



## Master of Science in Endodontics (MSc-Endo)

### Introduction

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

The postgraduate degree program reinforces and builds upon basic skills developed during undergraduate dental training, and facilitates continued professional development. Importantly it teaches the student to recognize suitable cases for endodontics treatment which are within their level of competency. It also teaches research skills that the student will be able to apply to the clinical arena in the development of proper preoperative assessment, diagnosis, and treatment of patients requiring endodontics therapy.

### Mission Statement

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

### MSc Endodontics Program Learning Outcomes

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

#### Knowledge

On successful completion of the program, the graduate will:

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

#### Skills

On successful completion of the program, the graduate will:

- Use comprehensive approach for management of oral health needs taking into consideration systemic, psychological, and socio-economic factors into consideration.
- Perform Endodontic procedures independently and consistently under various difficult situations.
- Show the ability to appraise and synthesize classical and contemporary Endodontics literature as a method of knowledge build up and development.

- Demonstrate high level of verbal and written communication skills with patients and other health care professionals.
- Formulate a research proposal, conduct a research project and analyze results and draw appropriate conclusions compatible with sound scientific and ethical principles of human or laboratory research.

## Competence

### Autonomy and Responsibility:

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

### Role in Context:

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

### Self-development:

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

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

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

### A) General Admissions:

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

**B) Conditional Admissions:**

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

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

- a) He / She is a holder of a bachelor degree in Dentistry issued from a university accredited by the Ministry of Education, UAE
  - b) His / Her bachelor degree was completed with a minimum cumulative GPA between 2.0 and 2.99 on a scale of 4.0, or its equivalent;
  - c) He / She has attained English proficiency requirements as indicated in general admissions (see section A above). Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
    - May take a maximum of nine credit hours in the first semester of study;
    - Must achieve an overall grade point average of 3.00 on a 4.0 scale in the first nine credit hours of the proposed new program.
2. Conditional Admissions due to Non-fulfillment of English Proficiency Requirement: An applicant may be offered a conditional admission due to non-fulfillment of English Proficiency requirement, if he/she satisfies the following:
    - a) He / She is a holder bachelor degree in Dentistry issued from an accredited university by the Ministry of Education, UAE
    - b) His / Her bachelor degree was completed with a minimum cumulative GPA of 3 on a scale of 4.0, or its equivalent
    - c) He/she has attained a score between 530 and 550 in TOEFL or its equivalent. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
      - Must achieve a TOEFL or IELTS score as specified in the general requirements (see A above) by the end of the student's first semester of study;
      - May take a maximum of six credit hours in the first semester of the proposed new program;
      - Must achieve an overall grade point average of 3.00 on a 4.0 scale in the first nine credit hours of the proposed new program.

**Graduation requirements**

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

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

## Study Plan of MSc Endodontics Program (MSc-Endo)

### FIRST YEAR /FIRST SEMESTER

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

\* HPW = Hour per week

\*\* Every Lab is four hours.

### FIRST YEAR /SECOND SEMESTER

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

\* HPW = Hour per week

\*\*\* Every clinic is four hours

**SECOND YEAR /FIRST SEMESTER**

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

\* HPW = Hour per week

\*\*\* Every clinic is four hours

**SECOND YEAR /SECOND SEMESTER**

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

\* HPW = Hour per week

\*\*\* Every clinic is four hours

### THIRD YEAR /FIRST SEMESTER

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

\* HPW = Hour per week

\*\*\* Every clinic is four hours

### THIRD YEAR /SECOND SEMESTER

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

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

\*\*\* Every clinic is four hours

## Brief Course Descriptions

### MED601 Applied Basic Science I

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

### MED602 Biostatistics

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

### MED603 Research Method

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

### MED605 Applied Basic Sciences II

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

**Prerequisite: MED601**

### MED606 Seminars in Endodontics I

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

The students learn to critically evaluate the scientific evidence that supports endodontic principles and practice. By the end of this course, students will have gained an in depth knowledge essential for techniques and procedures in the clinical practice of non-surgical therapy involving steps from root canal access to root canal obturation.

**Prerequisite: None**

**MED701      Seminars in Endodontics II**

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

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

**Prerequisite: MED606**

**MED704      Seminars in Endodontics III**

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

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

**Prerequisite: MED701**

**Clinical Component Courses**

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

**MED604      Clinical Skills in Endodontics**

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

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

**Prerequisite: None**



**MED607 Clinical Endodontics I**

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

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

**Prerequisite: MED604**

**MED702 Clinical Endodontics II**

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

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

**Prerequisite: MED607**

**MED705 Clinical Endodontics III**

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

**Prerequisite: MED702**

**MED801 Clinical Endodontics IV**

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

The course consist of supervised clinical patient management and treatment plan sessions. Each student is assigned a number of patients that need endodontic treatment with a different level of difficulty. He/ She is required to perform diagnosis, treatment plan and management to address

patient- mediated and dentist- mediated concerns. By the end of this course, student should be conversant in performing diagnosis and treatment planning at all difficulty levels of endodontics cases. This course is identified as a capstone course and qualitative assessment of the students will be performed through self-assessments and case based discussions (CBD).

**Prerequisite: MED705**

#### MED803 Clinical Endodontics V

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

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

**Prerequisite: MED801**

#### MED804 Clinical Teaching

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

**Prerequisite: MED604, MED607, MED702, MED705, MED801**

### Research Thesis Component Courses

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

#### MED703 Research Proposal

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

**Prerequisite: MED602 and MED603**

#### MED706 Thesis Preparation I

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

Amendments to the proposal in light of challenges faced in the pilot study and emerging literature should be justified.

**Prerequisite: MED703**

#### MED802 Thesis Preparation II

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

**Prerequisite: MED706**

#### MED805 Thesis

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

**Prerequisite: MED802**

## Master of Science in Pediatric Dentistry

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

### Mission

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

### MSc Pediatric Dentistry Program Learning Outcomes

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

#### KNOWLEDGE

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

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

#### SKILLS

1. Shows advanced skills in interpreting pediatric dentistry literature and apply the acquired knowledge in the daily practice.
2. Practice and promote oral health in different pediatric age groups.
3. Perform complex pediatric dental procedures independently and consistently under various difficult situations at a high level of clinical care.

4. Demonstrate high level of written and verbal communication skills with the child patients and their parents.
5. Design and implement a comprehensive preventive dental care program for pediatric dental patients.
6. Prepare a research proposal and conduct a research project using sound scientific and ethical principles of human or laboratory research and be able to publish the results.

## COMPETENCE

### Autonomy and Responsibility

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

### Role in Context

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

### Self-development

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

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

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

### A) General Admissions:

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

## **B) Conditional Admissions:**

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

1. Conditional Admission due to Non-fulfillment of Cumulative GPA Requirement: An applicant may be offered a conditional admission due to non-fulfillment of cumulative GPA condition, if he/she satisfies the following:
  - a) He / She is a holder of a bachelor degree in Dentistry issued from a university accredited by the Ministry of Education, UAE
  - b) His / Her bachelor degree was completed with a minimum cumulative GPA between 2.0 and 2.99 on a scale of 4.0, or its equivalent;
  - c) He / She has attained English proficiency requirements as indicated in general admissions (see section A above). Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
    - May take a maximum of nine credit hours in the first semester of study;
    - Must achieve an overall grade point average of 3.00 on a 4.0 scale in the first nine credit hours of the proposed new program.
2. Conditional Admissions due to Non-fulfillment of English Proficiency Requirement: An applicant may be offered a conditional admission due to non-fulfillment of English Proficiency requirement, if he/she satisfies the following:
  - a) He / She is a holder bachelor degree in Dentistry issued from an accredited university by the Ministry of Education, UAE
  - b) His / Her bachelor degree was completed with a minimum cumulative GPA of 3 on a scale of 4.0, or its equivalent
  - c) He/she has attained a score between 530 and 550 in TOEFL or its equivalent. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
    - Must achieve a TOEFL or IELTS score as specified in the general requirements (see A above) by the end of the student's first semester of study;
    - May take a maximum of six credit hours in the first semester of the proposed new program;
    - Must achieve an overall grade point average of 3.00 on a 4.0 scale in the first nine credit hours of the proposed new program.

## **Graduation requirements**

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

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

## Study Plan of MSc – Pediatric Dentistry Program

### First Year/ First Semester

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

• HPW = Hour per week

\*\* Every clinic is four hours

### First Year/ Second Semester

Course Code	Course Title	Pre - Requisite	Course Duration (Hrs.)			
			Clinic	Lab	Lec	Credit Hrs.
MPD608	Oral pathology and Oral medicine in Children	MPD601 MPD607			16 1HPW*	1
MPD609	Bioethics and Law				16 1HPW*	1



Course Code	Course Title	Pre - Requisite	Course Duration (Hrs.)			
			Clinic	Lab	Lec	Credit Hrs.
MPD610	Orthodontics for Pediatric Dentists				16 1HPW*	1
MPD611	Pediatric Dentistry Literature Review				16 1HPW*	1
MPD612	Clinical Pediatric Dentistry - II	MPD604	4 Clinics / Week (16 Hrs.)**			8
<b>Total</b>			<b>256</b>		<b>64</b>	<b>12</b>

• HPW = Hour per week

\*\* Every clinic is four hours

#### Second Year/ First Semester

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

• HPW = Hour per week

\*\* Every clinic is four hours



**Second Year/ Second Semester**

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

• HPW = Hour per week

\*\* Every clinic is four hours

**Third Year/ First Semester**

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

• HPW = Hour per week

\*\* Every clinic is four hours

### Third Year/ Second Semester

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

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

\*\* Every clinic is four hours

### Brief Course Descriptions

#### Dental Basic Sciences Growth (MPD601)

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

#### Behavior Sciences - Anxiety & Pain control (MPD602)

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

**Fundamentals of Pediatric Dentistry (MPD603)**

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

**Biostatistics (MPD605)**

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

**Research Methodology (MPD606)**

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

**Dental Traumatology (MPD607)**

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

**Oral Pathology and Oral Medicine in Children (MPD608)**

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

**Bioethics and Law (MPD609)**

This course will provide the student with the required knowledge and understanding of models of applied ethics, legislation – laws and rules that apply to practice pediatric dentistry internationally and in UAE. Ethical conduct in practice management including proper delivery of information to patients and obtaining proper consent for treatment will also be discussed. Personal and professional

development as part of the delivery of proper dental services will be emphasized. Knowledge about doctor-patient relationship, the dentist and the community, and ethical conduct in science would also be imparted.

#### Orthodontics for Pediatric Dentists (MPD610)

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

#### Pediatric Dentistry Literature review (MPD611)

This course is comprised of review done by the student under the supervision of teaching staff to expand their knowledge in different aspects of pediatric dental journal experimental literature that will be useful in the clinical applications. This course is designed to give the student the chance to carry out the basic principles for literature searching and guides students regarding the methodology of information collection. The students will also learn the proper scientific way of writing a review paper and they will develop an understanding of how evidence-based research literature is structured and analyzed. Students are assigned journals/articles/chapters to abstract and present to the group. These presentations are followed by an in-depth group discussion on that particular topic in pediatric dentistry. During this course, students read and discuss advanced literature publishing techniques such as meta – analysis and systematic reviews in classic and current literature that is recommended for appropriate preparation for the Membership Examination of the Royal College of Surgeons UK. Residents will develop an understanding of how evidence-based research literature is structured and analyzed with insight into research protocol writing.

#### Clinical Anesthesia and Hospital Pediatric Dentistry (MPD701)

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

#### Advanced Seminars in Pediatric Dentistry – I (MPD702)

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

**Research Proposal (MPD704)**

The research proposal forms an extremely important component of the course since it will bring together many aspects of the skills and knowledge acquired during the course. All students will undertake an individual project, the topic being concerned with their chosen specialty. Topics investigated may be chosen by the student or suggested by the staff. The area of research will need to be agreed with the supervising staff before commencement of the project. The research need not be on an original topic but should increase information in the chosen area. It must be conducted according to the accepted methods of scientific investigation, and be presented bound in the agreed University format, by the end of the course.

**Clinical Pediatric Medicine (MPD705)**

The primary goal is to acquire knowledge and skills to function as health care providers within the hospital setting. Second year residents rotate for one month in clinical pediatrics in order to gain exposure to the practice of pediatric medicine and gain knowledge and experience in the management of healthy and sick children, adolescents, and those with special health care needs.

**Advanced Seminar in Pediatric Dentistry – II (MPD706)**

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

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

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

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

As Clinical Pediatric Dentistry V and VI are culminating and final year clinical training courses, qualitative assessments of the students will be performed as capstone. This will enable students to put into practice the knowledge and skills that they acquired from these courses to develop real life



clinical solutions. Capstone in Clinical Pediatric Dentistry V will be assessed through sedation and general anesthesia rotations evaluation and case based discussion (CBD) for grand rounds while capstone for Clinical Pediatric Dentistry VI will be evaluated through student own self-assessment and instructor-evaluated clinical portfolio.

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

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

# Master of Science in Clinical Pharmacy

Offered by  
College of Pharmacy and Health Sciences

## Overview

The MSc Pharm Program is consistent with university's mission and aims to provide students with the knowledge and skills that will enhance their competency as health care professionals. This program prepares students to become eligible for the clinical pharmacist license.

The program also promotes the mission of COPHS in creating an environment that promotes excellence in pharmaceutical education, practice, and research. It is committed to the continuous improvement of its programs to keep abreast with the rapid advances in the profession of pharmacy and the provision of pharmaceutical care. It strives to prepare students to become competent, reliable, and ethical health care professionals. In addition, it contributes to improvement of the clinical pharmacy profession in the United Arab Emirates and the Arabian Gulf region.

## Goals

The MSc in Clinical Pharmacy program is designed to equip pharmacists with the advanced clinical knowledge and skills to practice clinical pharmacy in various practice settings including ambulatory care, acute care, intensive care and long-term care facilities.

## Program Objectives

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

The program aims to:

- In-depth knowledge of pathophysiological underpinning of disease.
- Knowledge to recognize the principles of safe and effective use of medicine in healthcare systems.
- Advance skills in designing pharmaceutical care plans.
- Life-long learning skills, critical thinking and problem solving abilities.
- The ability to conduct applied research in the field of health sciences.

## Program Features

- The MSc in Clinical Pharmacy program provides pharmacists with the opportunity to contribute to the optimization of medicines use and pharmacy practice in diverse healthcare settings.
- Offers an excellent job opportunity in various private and government healthcare institutions.
- Taught by expert faculty in clinical practice, social pharmacy and leadership experienced in offering CME programs for practicing pharmacists
- Delivered by experts with diverse experiences from America, Australia, Great Britain, New Zealand and other countries.
- Competitive and affordable program with simple admission procedure
- Offered in flexible timings including evenings and weekends
- Graduates gain expertise in patient care, research and administrative skills
- Modern curriculum with courses in Pharmacoinformatics and telehealth, Pharmacy management and leadership, in addition to advance therapeutic courses

- Possibility of specialization in various clinical pharmacy fields
- Variety of Joint Commission International (JCI) accredited clinical training sites with board certified preceptors
- Suitable for both employed candidates and full-time students
- Entry to practice with strong clinical pharmacy skills for new graduates
- Accredited by the UAE Ministry of Education (MOE) and Commission of Academic Accreditation (CAA)

## Program Learning Outcomes

The following are the PLOs for the MSc. in Clinical Pharmacy program:

### 1) Knowledge:

- K1. Discuss the pathophysiological underpinning of disease.
- K2. Recognize the principles of safe and effective use of medicine in health care systems

### 2) Skills:

- S1. Critique the literature and drug information from available resources.
- S2. Design pharmacological and nonpharmacological, patient specific, pharmaceutical care plans.
- S3. Employ evidence-based practice in clinical decision making.
- S4. Implement a research project in pharmacy practice including designing, conducting, analysis of data and communication of results.

### 3) Aspects of competence:

Autonomy and Responsibility:

- C1. Demonstrate leadership skills and innovative practice.
- C2. Propose new and/or updated professional pharmacy practice services

Role in Context:

- C3. Collaborate effectively with peers, research collaborators and other healthcare team members.
- C4. Maintain ethical and professional conduct in learning, research, and practice

Self-Development:

- C5. Demonstrate skills for independent and life-long learning for continuous professional development.

## Degree Completion Requirements

The MSc in Clinical Pharmacy Program is taught in 39 credit hours spread over four semesters (full-time students) with the possibility of part-time enrollment. These include 37 credit hours of core courses (21 credit hours of college didactic requirements, 6 credit hours of thesis, 10 credit hours of experiential training) and 2 credit hours of program elective in experiential training.

## Admission Requirement

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



**Required Documents:**

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

**Admission General Requirements:****Full Admission:**

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

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

**Conditional admission requirements for Master's level programs**

Subject to availability of seats, conditional admission may be granted if the applicant fulfills the above listed general conditions of full admission but his/her CGPA is between 2.0 and 2.99.

**Conditional admission due to non-fulfillment of CGPA requirement**

- **a.1.** If the applicant has achieved an EmsAT English or its equivalent with a minimum required score and has a recognized Bachelor's degree with a minimum cumulative grade point average (CGPA) of 2.5-2.99 on a 4.0 scale or its equivalent, he/she may be conditionally for the Master program Such a student under this category will be allowed to continue in the program only if he/she meets the following conditions:
  - take six credit hours of courses from the program study plan (as per the advice of his/her academic advisor) in the first semester of study and
  - achieve a minimum CGPA of 3.0 on a 4.0 scale .by the end of his/her first semester.
- Failure to meet the above conditions will result in dismissal from the program.

- **a.2.** If the applicant has achieved an EmSAT English or its equivalent with a minimum required score and has a recognized Bachelor's degree with a minimum cumulative grade point average (CGPA) of 2.0 - 2.49 on a 4.0 scale or its equivalent, he/she may be conditionally admitted to the Master programs. Such a student under this category will be allowed to progress to the graduate program only if he/she meets the following conditions during the first semester of conditional admission or be subject to a dismissal:
  - Must take a maximum of nine graduate-level credit hours as remedial preparation for the graduate program (these remedial courses are not for credit within the degree program).
  - Must achieve a minimum CGPA of 3.0 on a 4.0 scale in these remedial courses in order to progress to the program.

**b) Conditional admission due to non-fulfillment of English Proficiency requirement**

If the applicant has achieved an EmSAT English with a minimum score of 1250 or its equivalent with a recognized B.Pharm. degree and a minimum cumulative grade point average (CGPA) of 3.0 on a 4 scale, he/she may be conditionally admitted to the Master program. Such a student must meet the following requirements during the first semester of conditional admission or be subject to a dismissal:

- i. Must take six credit hours in the first semester of study, not including intensive English courses;
- ii. Must achieve a minimum CGPA of 3.0 on a 4.0 scale, in the first semester;
- iii. Must achieve an EmSAT English with a minimum score of 1400 or its equivalent, by the end of the student's first semester of study.

**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 (37 C.H.)**

Course ID	Course Title	Total CH	Lectures	Clinical Training	Pre requisites
PHM610	Population Health and Pharmacoepidemiology	2	2		
PHM612	Advanced Therapeutics I	3	3		
PHM613	Advanced Therapeutics II	2	2		
PHM614	Pharmacoinformatic and Telehealth	2	2		
PHM616	Pharmacy Management and Leadership	2	2		
PHM617	Research Methodology	2	2		
PHM621	Thesis	6	6		
PHM622	Advanced Therapeutics III	2	2		
PHM623	Medication Therapy Management	3	3		
PHM624	Patient Centered Care	3	3		
PHM638	Internal Medicine - 1	2		40	
PHM639	Internal Medicine 2 (Infectious disease)	2		40	
PHM649	Pediatric	2		40	
PHM658	Ambulatory Care	2		40	
PHM651	Critical Care	2		40	

**ELECTIVE CURRICULUM COURSES (2 C.H.)**

Course ID	Course Title	Total CH	Lectures	Clinical Training	Pre requisites
PHM652	Nephrolog	2		40	
PHM653	Surgery	2		40	
PHM654	Pain Management	2		40	

PHM655	Drug Information	2		40	
PHM656	Community Pharmacy	2		40	
PHM657	Pharmacy Administration	2		40	

## Study Plan

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

#### Semester 1: (13 CH)

Course ID	Course Title	Total CH	Lectures	Tutorial	Pre-requisites	Type*
PHM610	Population Health and Pharmacoepidemiology	2	2	0	NA	COB
PHM612	Advanced Therapeutics I	3	3	0	NA	COB
PHM613	Advanced Therapeutics II	2	2	0	NA	COB
PHM614	Pharmacoinformatics and Telehealth	2	2	2	NA	COB
PHM616	Pharmacy Management and Leadership	2	2	0	NA	COB
PHM617	Research Methodology	2	2	0	NA	
	Total	13	13	0		

#### Semester 2: (14 CH)

Course ID	Course Title	Total CH	Lectures	Tutorial	Pre-requisites	Type*
PHM621	Thesis	6	6	0	NA	COB
PHM622	Advanced Therapeutics III	2	2	0	NA	COB

Course ID	Course Title	Total CH	Lectures	Tutorial	Pre-requisites	Type*
PHM623	Medication Therapy Management	3	2	2 (Tutorial)	NA	COB
PHM624	Patient Centered Care	3	2	2 (Tutorial)	NA	COB
	Total	14	12	4		

**Semester 3: (6 CH)**

Course ID	Course Title	Total CH	Clinical Rotations		Pre-requisites	Type*
PHM635	Internal Medicine - 1	2	4 Weeks		NA	COB
PHM636	Internal Medicine – 2 (Infectious Disease)	2	4 Weeks		NA	COB
PHM637	Pediatrics	2	4 Weeks		NA	COB
	Total	6	12 Weeks			

**Semester 4: (6 CH)**

Course ID	Course Title	Total CH	Clinical Rotations		Pre-requisites	Type*
PHM641	Ambulatory Care	2	4 Weeks		NA	COB
PHM642	Critical Care	2	4 Week		NA	COB
One Elective Rotation						
	Elective	2	4 Weeks		NA	CEL
	Total	6	12Weeks			

## Course Description for MSc in Clinical Pharmacy

### Obligatory Courses:

#### PHM610 Population Health and Pharmacoepidemiology (2-0-0)

The course aimed to describe concepts of local and global health issues and also the pharmacoepidemiology in the broad context of therapeutic evaluation and drug decision-making. It focuses on the practice and research concerned with the health of groups of individuals and the equitable distribution of health within these groups.

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

**Pre-requisite: NA**

#### PHM612 Advanced Therapeutics I (3-0-0)

This course highlights role of the pharmacist as a member of the interdisciplinary care team in the management of commonly encountered critical care conditions. The course aims to improve students' ability to identify and critically assess the relevant factors in the management of various types of critical illnesses with specific care needs, including evaluation of medications for appropriate indication, dose, and general appropriateness; monitoring of medications and identification of ADEs.

**Pre-requisite: NA**

#### PHM613 Advanced Therapeutics II (2-0-0)

This course aims to examine antimicrobial stewardship core elements and practices that help optimize antimicrobial use and prevent emergence of resistance. It also provides in-depth knowledge and skills concerning the therapeutic management of commonly encountered infections such as upper and lower respiratory, urinary, skin and soft tissue, and bone infections.

**Pre-requisite: NA**

#### PHM614 Pharmacoinformatics and Telehealth (2-0-0)

The purpose of this course is to explain the importance of informatics in delivering Pharmaceutical care. This course will introduce key issues & applications of Health Informatics at theoretical & applied levels. Students will explore the existing practices & recommend change based on evidence. Emphasis will be placed on current ethical, cultural, & financial issues accompanying the increasing use of the health related Internet applications by healthcare providers, & consumers. This course will also emphasize on the use of social media as a way of delivering care and advise for patients with chronic diseases.

**Pre-requisite: NA**

#### PHM616 Pharmacy Management and Leadership (2-0-0)

The purpose of this course is to provide the student with the skills and knowledge to run and manage pharmacy service(s) as a successful business while maintaining to deliver high quality patient care through the appropriate and effective utilization of the pharmacy's monetary, human, and material

resources. The course will also introduce the student to aspect of pharmacy leadership with emphasis on the role of communication and adoption of change in the profession of pharmacy.

**Pre-requisite: NA**

#### PHM617 Research Methodology (2-0-0)

This course develops students' knowledge and understanding of the role and conduct of quantitative and qualitative research methods. The course equips students with the skills to review and conduct methodologically sound research as a part of their professional work. Students develop the skills to recognize and reflect on the strengths and limitations of different research methodologies, understand the links between theory and practice, critically assess research, and address ethical and practical issues. The course takes a step-by-step approach to the design a research proposal and implementation of quantitative and qualitative techniques including case study, surveys, interviews and focus groups.

**Pre-requisite: NA**

#### PHM621 Thesis (6-0-0)

This course aims to impart advanced level of research skills in clinical pharmacy, research new ideas, encourage and facilitate the development of advanced pharmacy services through primary research. Furthermore, the course will help equip pharmacists capable of conceiving, implementing, and communicating research on patient care services that promote the rational, safe, effective, and economical use of drug therapy.

**Pre-requisite: NA**

#### PHM622 Advanced Therapeutics III (2-0-0)

This course emphasizes on the role of the pharmacist in handling cytotoxic preparations, and providing supportive and palliative care to patients receiving chemotherapy. It identifies various drug-induced diseases and allergy. The course also covers the principles of nutritional support and counseling regarding enteral, parenteral nutrition and obesity.

**Pre-requisite: NA**

#### PHM623 Medication Therapy Management (3-2-2)

The course provides students with foundational information on Medication Therapy Management (MTM) and the various components involved in performing MTM Comprehensive Medication Reviews. The course helps students with skills to apply pharmaceutical care principles in managing common disease states encountered in a variety of settings working as part of the multidisciplinary healthcare team. It identifies a systematic approach to problem solving in patient care.

**Pre-requisite: NA**

#### PHM624 Patient Centered Care (3-2-2)

This course builds on the advanced therapeutics courses, providing students with the knowledge and skills to provide patient-centered pharmacy care. The course covers contemporary care issues of patients with low health literacy and nonadherence and other cultural care needs across healthcare systems. The clinical application of pharmacokinetic drug predisposition in populations within

different age and genetic backgrounds will be illustrated. The care of the patient with multi-morbidities and complex health care needs will be explored.

**Pre-requisite: NA**

#### PHM638 Internal Medicine - 1 (2-0-0)

This rotation provides students with clinical pharmacy practice experience in Internal Medicine wards covering cardiovascular, respiratory, endocrinology, gastrointestinal, and immune-related diseases. Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals. The tasks performed by the students include collecting patient-specific information, assessing drug therapy, recommending evidence-based pharmacotherapeutic regimens, monitoring drug therapy, educating patients and caregivers, and teamwork. The goals of the rotation will be achieved through a variety of ways including but not limited to team rounding, preceptor shadowing, written assignments, oral presentations, and other clinical pharmacy-related tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

#### PHM639 Internal Medicine – 2 (Infectious Disease) (2-0-0)

This rotation provides students with clinical pharmacy practice experience in dealing with patients suffering from infectious diseases. Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals. The tasks performed by the students include collecting patient-specific information, assessing drug therapy, interpreting culture sensitivity reports, recommending evidence-based pharmacotherapeutic regimens, monitoring drug therapy, educating patients and caregivers, and teamwork. The goals of the rotation will be achieved through a variety of ways including but not limited to team rounding, preceptor shadowing, written assignments, oral presentations, and other clinical pharmacy-related tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

#### PHM649 Pediatrics (2-0-0)

This rotation provides students with clinical pharmacy practice experience in pediatric patient care. Students apply pharmacokinetic principles in dosage adjustment in pediatrics and choose patient specific pediatric formulations. Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals. The tasks performed by the students include collecting patient-specific information, assessing drug therapy, recommending evidence-based pharmacotherapeutic regimens, monitoring drug therapy, educating patients and caregivers, and teamwork. The goals of the rotation will be achieved through a variety of ways including but not limited to team rounding, preceptor shadowing, written assignments, oral presentations, and other clinical pharmacy-related tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

#### PHM658 Ambulatory Care (2-0-0)

This rotation provides students with clinical pharmacy practice experience in outpatient settings. Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals. The tasks performed by the students include collecting patient-specific information, assessing drug therapy, recommending evidence-based pharmacotherapeutic regimens, monitoring drug therapy, educating patients and caregivers, and teamwork. The goals of



the rotation will be achieved through a variety of ways including but not limited to team rounding, preceptor shadowing, written assignments, oral presentations, and other clinical pharmacy-related tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

#### PHM651 Critical Care (2-0-0)

This rotation provides students with clinical pharmacy practice experience in outpatient settings. Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals. The tasks performed by the students include collecting patient-specific information, assessing drug therapy, recommending evidence-based pharmacotherapeutic regimens, monitoring drug therapy, educating patients and caregivers, and teamwork. The goals of the rotation will be achieved through a variety of ways including but not limited to team rounding, preceptor shadowing, written assignments, oral presentations, and other clinical pharmacy-related tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

#### Elective Clinical Rotations:

#### PHM652 Nephrology (2-0-0)

This rotation provides students with clinical pharmacy practice experience in nephrology units (both inpatients and out patients). Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals. The tasks performed by the students include collecting patient-specific information, assessing drug therapy, dosage adjustments in renal impaired patients, recommending evidence-based pharmacotherapeutic regimens, monitoring drug therapy, educating patients and caregivers, and teamwork. The goals of the rotation will be achieved through a variety of ways including but not limited to team rounding, preceptor shadowing, written assignments, oral presentations, and other clinical pharmacy-related tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

#### PHM653 Surgery (2-0-0)

This rotation provides students with clinical pharmacy practice experience in Surgery wards covering antibiotic selection, pain management and nutritional support . Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals. The tasks performed by the students include collecting patient-specific information, assessing drug therapy, recommending evidence-based pharmacotherapeutic regimens, monitoring drug therapy, educating patients and caregivers, and teamwork. The goals of the rotation will be achieved through a variety of ways including but not limited to team rounding, preceptor shadowing, written assignments, oral presentations, and other clinical pharmacy-related tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

#### PHM654 Pain Management (2-0-0)

This rotation provides students with clinical pharmacy practice experience in dealing with patients suffering from pain conditions. Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals. The tasks performed by the students include collecting

patient-specific information, assessing drug therapy, recommending evidence-based pharmacotherapeutic regimens, monitoring drug therapy, educating patients and caregivers, and teamwork. The goals of the rotation will be achieved through a variety of ways including but not limited to team rounding, preceptor shadowing, written assignments, oral presentations, and other clinical pharmacy-related tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

#### PHM655 Drug Information (2-0-0)

This rotation provides students with clinical pharmacy practice experience in handling drug information services. Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals. The tasks performed by the students include collecting patient-specific information, assessing drug therapy, recommending evidence-based pharmacotherapeutic regimens, monitoring drug therapy, educating patients and caregivers, and teamwork. The goals of the rotation will be achieved through a variety of ways including but not limited to team rounding, preceptor shadowing, written assignments, oral presentations, and other clinical pharmacy-related tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

#### PHM656 Community Pharmacy (2-0-0)

This rotation provides students with community pharmacy practice experience in managing a community pharmacy. Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals. The tasks performed by the students include collecting patient-specific information, assessing drug therapy, recommending evidence-based over-the-counter treatments, monitoring drug therapy, educating patients and caregivers, and teamwork. The goals of the rotation will be achieved through a variety of ways including but not limited to preceptor shadowing, written assignments, oral presentations, and other community pharmacy-related tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

#### PHM657 Pharmacy Administration (2-0-0)

This rotation provides students with managerial and administrative experience in hospital pharmacy. Students are expected to apply various proficiencies learned during their curriculum in order to achieve the goals of the rotation. The course will cover areas related to human resource management, medicine procurement, inventory management, dealing with business challenges and communicating effectively with other health providers. Learning will be accomplished through a variety of ways including but not limited to preceptor shadowing, written assignments, oral presentations, and other administrative tasks assigned by the onsite preceptor.

**Pre-requisite: NA**

## كلية القانون

### برنامج دكتوراه الفلسفة في القانون

#### رسالة البرنامج

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

#### أهداف برنامج الدكتوراه في ضوء منظومة المؤهلات الإماراتية

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

#### مخرجات برنامج الدكتوراه في ضوء منظومة المؤهلات الإماراتية

1. يُحلل النصوص القانونية 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. يُثبّن 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 المساقات الثلاثة الأولى بعد التحاقه بالبرنامج وتقدير لا يقل عن 80% (ب).

3. الحصول على شهادة TOEFL بحد أدنى 500 درجة أو 5.0 نقاط وفق شهادة IELTS، وبشرط أن لا يكون قد مضى أكثر من عامين على تاريخ الحصول عليها في تاريخ التقدم للبرنامج،

4. تقديم عدد (2) خطاب تزكية من أستاذين ممن سبق لهما تدريسه في مرحلة الماجستير.

5. في حالة المنافسة على الالتحاق بالبرنامج المقترح، تتم المفاضلة بين الطلبة المتقدمين للبرنامج على النحو التالي:

أ. المعدل التراكمي لدرجة الماجستير،

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

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

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

1. تقدم طلبات الالتحاق بالبرنامج إلى إدارة القبول والتسجيل على نموذج خاص، ويتم بعد ذلك تحويلها إلى الكلية لاتخاذ التوصيات المناسبة في ضوء شروط القبول.

2. يجب أن يشتمل ملف طلب الالتحاق بالبرنامج على ما يلي:

أ. نموذج طلب الالتحاق بالبرنامج بعد تعبئته.

ب. مستندات الهوية المطلوبة من إدارة القبول والتسجيل.

ج. عدد (2) نسخة مُصدّقة من الشهادات الرسمية من جميع الكليات أو الجامعات التي درس بها الطالب.

د. نسخة رسمية من نتيجة اختبار TOEFL أو ما يعادلها.

هـ. خطاباً تزكية من أستاذين ممن سبق لهما تدريس الطالب في مرحلة الماجستير.

و. 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 تحتسب الفصول الصيفية في حساب هذه المدة المشار إليها، كما تستبعد منها فترات وقف التسجيل المعتمدة. ويجوز لمجلس الكلية النظر في الحالات الاستثنائية.

### التحويل والانتقال ومعادلة المساقات

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

### شروط قبول الطلبة المحولين

يشترط لقبول الطالب المحول لجامعة عجمان من برنامج مناظر في أي مؤسسة تعليمية أخرى، توافر الشروط التالية:

1. أن يكون الطالب محولاً 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 جداً (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 محولاً 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% أو (ب)

3. ألا يكون قد مضى على النجاح في المساق أكثر من عامين أكاديميين.

4. ألا يكون المساق مدرجا ضمن متطلبات درجة علمية سابقة حصل عليها الطالب.
5. ألا يدخل تقدير المساق المُعادَل ضمن حساب المعدل التراكمي لدرجة الدكتوراه من جامعة عجمان.
6. ألا تزيد عدد المساقات التي يتم معادلتها عن 25% من مجموع مساقات برنامج الدكتوراه بجامعة عجمان.
7. عدم جواز قبول ساعات معتمدة مكررة عن مساق واحد تم إنجازه في جامعتين مختلفتين.
8. تقديم طلب معادلة مساقات لإدارة القبول والتسجيل بالجامعة ضمن طلب الالتحاق بالبرنامج.

### الإتذار 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 قصرَ تقصيرا جسيما في إنجاز أعمال الأطروحة.

يفصل الطالب من برنامج الدكتوراه في الحالات الآتية:

1. إذا كان مقبولا بالبرنامج قبولاً مشروطاً 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 قبولاً نهائياً و انخفض معدل درجاته التراكمية (CGPA) إلى أقل من 3.0 لفصلين دراسيين متتاليين، أو حصل على درجة تقل عن "ب" لمرتين في مساق إلزامي، مع العلم أن: ينبغي إعادة أي مساق إلزامي في حال حصول الطالب على درجة تقل عن "ب"، ولا يجوز إعادة أكثر من مساق إلزامي واحد.
  - يمكن إعادة أو استبدال أي مساق اختياري في حال حصول الطالب على درجة تقل عن "ب"، ويتعين عليه الحصول على درجة لا تقل عن "ب". ولا يجوز إعادة أي مساق اختياري أو استبداله أكثر من مرة واحدة.
  3. إذا حصل على الإذار الأكاديمي الثالث بسبب انقطاع تواصله مع المشرف العلمي لمدة فصل دراسي كامل أو التقصير الجسيم في إنجاز أعمال الأطروحة، أو بسبب تدنى المعدل التراكمي عن (3 نقطة من 4).
  4. إذا رسب في امتحان الكفاءة المعرفية مرتين.
  5. إذا تجاوز الحد الأقصى لمدة إنجاز البرنامج كما ورد في المادة (8) من هذه اللائحة دون استيفاء متطلبات التخرج منه.
  6. إذا لم يقدم الأطروحة بشكلها النهائي المغلف للكلية، خلال فصلين دراسيين من مناقشتها.
  7. إذا ارتكب مخالفة توجب فصله حسب الأنظمة واللوائح المعمول بها في الجامعة.
- يجوز للطالب المقيد في المرحلة الأولى للبرنامج (مرحلة المساقات الدراسية) وبعد اجتيازه فصلاً دراسياً واحداً 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 بتسجيله بمركزه القانوني من حيث النجاح والرسوب وفقاً للحالة التي كان عليها قبل الوقف.
- يفصل الطالب من البرنامج متى لم يستوف بنجاح متطلباته من المساقات الدراسية والأطروحة خلال المدة المحددة لكل منها، ولا يحول ذلك دون حقه في التقدم للالتحاق بنفس البرنامج من جديد.

### توزيع الدرجة والتقدير

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

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

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

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

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

تكون تقديرات المساقات بالحروف والنقاط على النحو الآتي:

العلامة المنوية	العلامة بالحروف	النقاط
من 90 إلى 100	أ	4
من 85 إلى أقل من 90	ب+	3.5
من 80 إلى أقل من 85	ب	3
من 75 إلى أقل من 80	ج+	2.5
من 70 إلى أقل من 75	ج	2
أقل من 70	هـ	0

- درجة النجاح في المساق (ب)

- ينبغي إعادة أي مساق إجباري في حال حصول الطالب على درجة تقل عن "ب"، ولا يجوز إعادة أكثر من مساق إجباري واحد.
- يمكن إعادة أو استبدال أي مساق اختياري في حال حصول الطالب على درجة تقل عن "ب". ولا يجوز إعادة أي مساق اختياري أو استبداله أكثر من مرة واحدة.

#### امتحان الكفاءة المعرفية

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

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

بينما تتحدد محاور امتحان الكفاءة المعرفية 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 لإنجاز الطالب مرحلة المساقات النظرية، ويعاد انعقاده بعد مضي شهر من الموعد المشار إليه، لمن رسب في دور الامتحان الأول. وفي جميع الأحوال لا ينعقد امتحان الكفاءة المعرفية في الفصل الدراسي الصيفي.
8. يتولى الإشراف على امتحان الكفاءة المعرفية لجنة تشكل بقرار من عميد الكلية من الأساتذة القائمين على تدريس البرنامج في كل مسار من مساري الامتحان.

9. يتم تسجيل عنوان الأطروحة خلال فترة لا تتجاوز ثلاثة شهور من تاريخ إعلان نتيجة اجتياز امتحان الكفاءة المعرفية.

### نظام الدراسة والعبء الدراسي

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

### تسجيل الأطروحة وتنسيب المشرف عليها

يشترط للتسجيل في الأطروحة ما يلي:

1. اجتياز السنة 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.
4. يقدم الطالب الذي استوفى شروط تسجيل الأطروحة لمنسق البرنامج مقترحاً بالخطة العلمية للأطروحة - وبعد التشاور مع واحد أو أكثر من أعضاء هيئة التدريس المتخصصين - متضمناً ترشيح عضو هيئة تدريس ليتولى الإشراف عليها.
5. يكون تقديم طلب تسجيل الأطروحة يدوياً أو عبر الموقع الإلكتروني للجامعة.
6. 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.
7. في حالة موافقة مجلس القسم العلمي المختص على موضوع الأطروحة وخطتها، يقترح القسم العلمي المختص اسم المشرف (أو اسما المشرفين إن تعددا) على الأطروحة، ثم يُرفع الأمر إلى مجلس الكلية لاعتماده وذلك بعد قيام الطالب بدفع رسوم التسجيل المقررة في هذا الصدد.
8. أما إذا رفض القسم العلمي عنوان الأطروحة أو رفض مجلس الكلية اعتماده، يقدم الطالب تعديلاً له أو يقترح عنواناً آخر يجري اعتماده بنفس الآلية المذكورة انفاً.
9. يجوز تعديل عنوان الأطروحة وخطتها - ولمرة واحدة - إذا اقتضت ظروف البحث ذلك، ويتم التعديل بالطريقة نفسها التي تمت بها الموافقة، على تسجيل عنوان الأطروحة.

### مدة الأطروحة

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

### مواعيد التسجيل في الأطروحة

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

### وقف الدراسة في مرحلة الأطروحة

إذا توافرت لدى الطالب في الفصل الأخير، فحسب، من تسجيل أطروحته ظروف استثنائية (قاهرة) تحول دون استمراره وتقديمه في موضوع أطروحته، فإنه يحق له أن يتقدم لإدارة القبول والتسجيل بطلب لوقف قيد الدراسة في أطروحته، وذلك لمدة فصل دراسي أو أكثر وبعد أقصى ثلاثة فصول دراسية حسبما يتطلب ظرفه. وفي جميع الأحوال، يكون لمجلس الكلية سلطة تقدير تلك الظروف

الاستثنائية، ومن ثم التوصية بقبول أو رفض طلب الوقف، وكذا تحديد مدته، ويصدر بذلك قرار من عميد الكلية. ولا تحسب مدة وقف الدراسة في هذه الحالة ضمن الحد الأقصى للمدة المقررة لمدة إنجاز الأطروحة. وإذا ما رغب الطالب في معاودة دراسته بعد زوال عذره، كان له ذلك شريطة أن يتقدم بطلب لإلغاء قرار وقف الدراسة بالأطروحة، ويصدر قرار الإلغاء من مجلس الكلية.

### الإشراف العلمي على الأطروحة

يشترط في المشرف على الأطروحة توافر الشروط الآتية:

1. أن يكون موضوع الأطروحة ضمن نطاق تخصصه العلمي.
  2. أن يكون برتبة أستاذ أو أستاذ مشارك.
  3. أن يراعي الحد الأقصى لإشراف عضو هيئة التدريس بحيث لا يتجاوز سبع أطروحات تتضمن الإشراف على كل من أطروحات الماجستير والدكتوراه.
- يقرر مجلس الكلية بتوصية من القسم وبناء على اقتراح من المشرف تسمية عضو هيئة تدريس آخر لمشاركته في الإشراف على أطروحة الطالب. ويجوز عند الحاجة أن يتولى الإشراف المساعد شخص ذو خبرة متميزة وكفاية علمية في مجال البحث من غير هيئة التدريس في الجامعة بقرار من مجلس الكلية بناء على توصية القسم.
- يجوز - استثناءً ولظروف يقدرها مجلس الكلية - تغيير المشرف بالطريقة التي تم تنسيبه بها بناء على توصية مجلس القسم ومصادقة مجلس الكلية.

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

يتم احتساب 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 مُستلة منها، في مجلات علمية مرموقة، أو المشاركة بأوراق علمية في المؤتمرات والأنشطة العلمية البحثية.
  8. التنسيق قدر الإمكان لمنح الطالب الفرصة لعرض أعماله البحثية أمام طلاب الدراسات العليا وأعضاء هيئة التدريس.
  9. مراجعة الأطروحة بصورة دقيقة وواضحة عند استلام مسودتها قبل إجازتها للمناقشة، وإفادة الطالب بالتعديلات المطلوبة. وفي حالة صلاحية الأطروحة للمناقشة، يتقدم المشرف باقتراح إلى القسم العلمي المختص، لتشكيل لجنة المناقشة والحكم على الأطروحة.
  10. تهيئة الطالب وإعداده للمناقشة وطرحها العلمي من خلال تقديم الطالب لعرض تجريبي عن موضوع الأطروحة، وبنائها العلمي، ونتائجها، والعمل على تطوير الطالب لأدائه.
  11. متابعة استكمال واستيفاء الطالب التعديلات المطلوبة بعد مناقشة الأطروحة، إن وجدت.
- إذا تبين من خلال التقارير التي يرفعها المشرف إلى المنسق، عدم تقدم الطالب في أطروحته بالشكل المطلوب وانقطاع تواصل الطالب مع المشرف العلمي لفصل دراسي كامل، يتم توجيه إنذار للطالب، فإذا حصل الطالب على الإنذار الثالث بسبب ضعف أدائه البحثي وانقطاع التواصل مع المشرف على الأطروحة، وجب فصل الطالب من البرنامج.



يقدم المشرف - أو المشرفان (حال تعددهم) - بعد الانتهاء من إعداد الأطروحة، تقريراً إلى مجلس القسم المختص عما إذا كانت الأطروحة صالحة للعرض على لجنة المناقشة والحكم. فإذا قرر صلاحيتها، اقترح المشرف (أو المشرفان) على القسم العلمي المختص تشكيل لجنة المناقشة والحكم على الأطروحة، وعرض الاقتراح على مجلس الكلية للموافقة عليه.

### مناقشة الأطروحة

تعين لجنة المناقشة ويحدد موعداً بقرار من العميد بناء على اقتراح من المشرف وتنسيب من القسم ومصادفة 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، تجوز مشاركته في المناقشة من خلال الدوائر التلفزيونية المغلقة. تكون مناقشة الأطروحة على النحو الآتي:

1. يعرض الطالب ملخصاً 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 جميعاً إلى رئيس القسم المختص.

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

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

- 1- نسخة لكل عضو من أعضاء لجنة مناقشة الأطروحة
- 2- نسختان لمكتبة القسم العلمي
- 3- النسخ المتبقية لمكتبة الجامعة

### مواصفات الأطروحة

يُراعى في الأطروحة العلمية المواصفات الآتية:

1. تكتب الأطروحة باللغة العربية، ويرفق بها ملخصان كل منهما في حدود خمسمائة كلمة. يكون أحدهما باللغة العربية، والثاني باللغة الإنجليزية.
2. يُحدد مجلس الكلية بقرار منه مواصفات طبع الأطروحة من حيث: بيانات غلافها، شكل المطبوعة (هيئة كتاب)، نوعية الورق المطبوعة عليه (حجماً ووزناً)، المسافة بين السطور، حجم الهوامش يميناً ويساراً، حجم الخط في المتن وفي الهامش، وغير ذلك من مواصفات. على أن يُعمم قرار مجلس الكلية على طلبة الدراسات العليا في دليل مُعد لهذا الغرض.
- في حالة عدم تقديم الأطروحة بشكلها النهائي المغلف، خلال فصلين دراسيين من مناقشتها، يتم فصل الطالب من البرنامج. وفي حالة وجود أسباب قاهرة تستدعي الاستثناء فيجب التقدم بطلب مسبق من خلال منسق البرنامج يوافق عليه مجلس الكلية.
- يجب تقديم التوصيات بمنح الدرجة بواسطة عميد الكلية إلى إدارة القبول والتسجيل، ويجب أن يكون المرشح للتخرج في وضع أكاديمي يؤهله للتخرج، وتقوم إدارة القبول والتسجيل بالتأكد من استيفاء الطالب لجميع متطلبات التخرج، ويتخذ ما يلزم من إجراءات لمنح الدرجة للطالب.

### متطلبات منح الدرجة

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



إتمام 57 ساعة معتمدة بنجاح، على النحو التالي:

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

ثانياً - إنجاز المرحلة الثانية (مرحلة الأطروحة): وتشمل:

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

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

يخصص للمعدل التراكمي للطالب التقديرات الآتية:

التقدير	النقاط
امتياز مع مرتبة الشرف	4.0 – 3.80
امتياز	3.60 – 3.79
جيد جداً	3.30 – 3.59
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	-	3
3	LAW720	قراءات قانونية مختارة (باللغة الإنجليزية)	-	3
4	LAW730	الأنظمة القانونية المقارنة الكبرى	-	3
5	LAW740	إعداد بحث قانوني معمق	-	3

ب - المساقات الاختيارية 6 ساعات معتمدة

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

الأطروحة: LAW800

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



#### الفصل الثالث

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

#### الفصل الرابع

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

#### الفصل الخامس

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

#### الفصل السادس

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

## توصيفات برنامج دكتوراه الفلسفة في القانون

## (The Comparative Civil Law)

**Course type: optional****Course number: (law 790)****Credit hours: 3****Course instructor:**

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

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

## (The Comparative Civil Procedure Law)

**Course type: optional****Course number: (law 760)****Credit hours: 3****Course instructor:**

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

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

## ( The Comparative Commercial Law Course )

**Type of Course: Optional****Course No.: (law 711)****Number of hours: 3 credit hours****Instructor Name:****Description of the General Course:**

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

**Description of the Special Course:**

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

**( The Comparative Constitutional Law )****Type of Course:** Optional**Course No.:** (law 770)**Number of hours:** 3 credit hours**Instructor Name:****Description of the General Course:**

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

**Description of the Special Course:**

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

**(The Comparative Criminal Law)****Course type:** optional**Course number:** (law 750)**Credit hours:** 3**Course instructor:**

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

**Description of specific curriculum:** The specific curriculum of this course includes an in-depth study in English of the principles of Criminal Law with comparison with other laws, such as an advance study of principle of legality of crimes and penalties, the right of defense and other principles related to the

criminal law. It may also include Cybercrime, Financial Crime and Money Laundering, the international criminal courts created in 2002 and its competence and the history of its creation and development, and the liability and immunities of Presidents of the States.

( The Comparative Private International Law )

**Type of Course:** Optional

**Course No.:** (law 780)

**Number of hours:** 3 credit hours

**Instructor Name:**

**Description of the General Course:**

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

**Description of the Special Course:**

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

( Selected Legal Readings )

**Course type:** obligatory

**Course number:** (law 720)

**Credit hours:** 3

**Course instructor:**

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

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

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

(أصول الصياغة القانونية والتعليق على الأحكام القضائية)

طبيعة المساق: 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 لحثثيات الحكم، ومدى اتساق حثثياته مع منطوقه، ومدى توافق الحكم مع الأحكام القضائية السابقة والاجتهادات الفقهية، والأحكام القضائية المرسية لمبادئ قانونية جديدة.

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

( إعداد بحث قانوني معمق )

طبيعة المساق: إجباري

رقم المساق: (law 740)

عدد ساعات المساق: 3 س م

أستاذ المساق:

**توصيف المنهج العام:** يتناول المقرر العام القواعد العامة في أصول البحث العلمي من حيث أسس اختيار موضوع البحث، وإعداد الخطة، وأنواع البحث العلمي، ومنهجيته، وعوامل نجاحه، والمراحل العملية لإعداد البحث القانوني، وأسس ومتطلبات مناقشة البحث. **توصيف المنهج الخاص:** يكلف الطالب بإعداد بحث خلال الفصل الدراسي يراعى فيه تناول موضوع مقارن ومتعمق وتراعى فيه قواعد البحث العلمي القانوني. وتجري مناقشة هذا البحث علنا من قبل لجنة يقرها القسم العلمي المعني وتكون مشكلة من أستاذين أو أستاذين مشاركين على الأقل يكون أحدهما المشرف على البحث.

( الأنظمة القانونية المقارنة الكبرى )

طبيعة المساق: إجباري

رقم المساق: (law 730)

ساعات المساق: 3 س م

أستاذ المساق:

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

**توصيف المنهج الخاص:** ويتضمن الملامح الرئيسية لكل من العائلات القانونية الكبرى المعاصرة وهي: النظام الروماني، النظام الجرمانى، النظام اللاتينى، النظام الأنجلو أميركى 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 مداخلات 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 والشرعية والإمام 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 والانجليزية للتعبير عن الأفكار القانونية بوضوح.
4. التعامل مع الموضوعات ذات العلاقة بالمجتمع المحلي والدولي.

#### (4): مهارات موضوعية:

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

## شروط الحصول على درجة الماجستير في القانون:

1. أن يكون الطالب حاصلاً على درجة الليسانس أو البكالوريوس في القانون من إحدى كليات الحقوق أو الشرطة أو الشريعة والقانون المعترف بها بتقدير جيد جداً على الأقل (3 نقاط من أربع).
2. يجوز - على سبيل الاستثناء- قبول الطالب الحاصل على تقدير يقل عن (3 نقاط) قبولاً مشروطاً مفاده الحصول على تقدير جيد جداً (3 نقاط من أربع) في الساعات الدراسية التسع الأولى.
3. الحصول على شهادة التوفيل (450 درجة على الأقل)، أو شهادة الأيلتس أربعة ونص.

4. يجب مراعاة المعايير الآتية للمفاضلة بين المتقدمين المؤهلين للالتحاق بالبرنامج، بحيث تكون الأولوية في قبول الطلبة وفقا للمعايير التالية:

- أ- للطلاب الأعلى تقديرا بحسب المعدل التراكمي لدرجة البكالوريوس.
- ب- عند التساوي في المعيار السابق تكون الأولوية للطلاب الأعلى تقديرا في مساقات البكالوريوس الرئيسية المرتبطة بالتخصص الذي يرغب الطالب التسجيل فيه وهي كالتالي:  
عند الالتحاق ببرنامج الماجستير في القانون العام تكون المساقات الرئيسية المعول على تقديراتها هي: القانون الدستوري، القانون الإداري، القسم العام في القانون الجنائي، القانون الدولي العام.  
أما عند الالتحاق ببرنامج الماجستير في القانون الخاص فتكون المساقات الرئيسية المعول على تقديراتها هي: مصادر الالتزام، أحكام الالتزام، مبادئ القانون التجاري، مبادئ قانون المرافعات.  
مع مراعاة عدم اعتبار المساقات التي حصل فيها الطالب على تقدير يقل عن جيد.
- ت- عند التساوي في المعيار السابق تكون الأولوية للطلاب الأكثر خبرة مهنية في مجال العمل القانوني.

### المدة الزمنية:

1. الحد الأدنى للحصول على درجة الماجستير بمرحلتها (المساقات الدراسية + الأطروحة) سنتين دراسيتين.
2. الحد الأقصى للحصول على درجة الماجستير بمرحلتها (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% للامتحان النهائي.
- 20% للامتحان الشفوي
- 20% لامتحان السعي والأنشطة والأبحاث الدورية
- 20% لامتحان المنتصف

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

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

تكون تقديرات الطالب على النحو التالي:

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

## المحتوى العلمي للمسابقات ومنهج الدراسة:

- تتكون المادة العلمية لمفردات كل مساق من قسمين: قسم خاص وقسم عام.
- يتم توصيف القسم العام لكل مساق توصيفاً دقيقاً ومحددأ، أما القسم الخاص فيكون دراسة تفصيلية متعمقة ومقارنة لأحد الموضوعات الهامة للمساق يتم اختياره تحت إشراف القسم العلمي الذي يتبعه المساق المعنى، ويجب مراعاة المعايير الآتية عند اختيار الشق الخاص في المساقات التدريسية:
  - أ. الحدائثة والعمق والدراسة المقارنة.
  - ب. يتصل بالتشريع الإماراتي، أو على الأقل مزودا بإضافة للكتاب تغطي هذا الجانب.
  - ت. التحديث المستمر لمحتوى المساقات 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 تندرج 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 تحصيلها، ولأستاذ المساق أن يختار ما يلائم من بين الوسائل التالية الداعمة للتدريس التفاعلي:
  - أ. تقسيم طلبة كل شعبة لفرق عمل يشترك كل منها في إعداد أحد موضوعات المساق ووضعه في إطار خطة منهجية لإلقائه على زملائهم في قاعة الدرس وبحضور أستاذ المساق الذي يقيم أداء كل فريق ويقدر له درجة ضمن درجات النشاط الصفي.
  - ب. قيام الطلبة بزيارات ميدانية للمؤسسات المهنية ذات العلاقة بالمساق، مثل المجلس الوطني الاتحادي وغرفة التجارة والصناعة ومحكم 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، ويقدم أستاذ المساق مدى فهم الطالب للقضية وقدرته على تطبيق القواعد النظرية على هذه الوقائع العملية، ويقدر له درجة ضمن درجات النشاط الصفي.
  - ث. إلزام الطالب بتقديم بحث في أحد موضوعات المساق أو تعليق على حكم قضائي صادر في إطار محتواه، يبرز فيه الطالب المبادئ المستفادة من الحكم ورأيه القانوني فيه.
- يتم تدريس بعض المفردات العلمية لمساق القانون الدولي العام (القانون العام) وتشريعات النقل (القانون الخاص) باللغة الانجليزية.

## الأطروحة (9 ساعة معتمدة)

### 1. التسجيل في الأطروحة:

#### شروط التسجيل في الأطروحة:

يشترط لتسجيل الأطروحة في برنامج الماجستير في القانون:

- أ. اجتياز الطالب لمرحلة المساقات الدراسية (24 ساعة معتمدة) بمعدل تراكمي لا يقل عن 3 نقاط من 4.

ب. بصفة استثنائية، يجوز للطالب تسجيل مساق الأطروحة بعد إنجاز 21 ساعة معتمدة بمعدل تراكمي لا يقل عن 3 نقاط من 4.

ج. أن يختار الطالب موضوعاً لأطروحته يتسم بالجدية والابتكار وذا صلة بالتخصصات ذات العلاقة بالبرنامج.

## 2. خطوات تسجيل الأطروحة:

تُنْتَج في تسجيل الأطروحة الخطوات التالية:

### • اقتراح وتبويب عناوين للأطروحات:

في بداية كل فصل دراسي يقترح أعضاء مجلس القسم المعني قائمة بعناوين أطروحات تتفق مع التخصصات الفرعية الداخلة ضمن التخصص العلمي الرئيسي للقسم المعني بطرح البرنامج، ويتولى منسق البرنامج تبويب هذه العناوين بحسب التخصصات المختلفة.

### • مناقشة دقة العناوين المقترحة في مجلس القسم

يناقش أعضاء مجلس القسم المعني دقة العناوين المقترحة للأطروحات، ومدى اتفاقها مع التخصصات الفرعية الداخلة ضمن التخصص العلمي الرئيسي للقسم.

### • اختيار الطالب عنوان الأطروحة:

يختار الطالب – بالرجوع إلى رئيس القسم - عنوان أطروحته:

سواء من ضمن العناوين المعتمدة من مجلس القسم المعني وفق الخطوة السابقة رقم (2) ،

أو يختار عنواناً جديداً يتسم بالأصالة والجدة من خارج قائمة العناوين المعتمدة، وفي هذا الفرض، يُطرح هذا العنوان على مجلس القسم المعني لمناقشة مدى دقته واتفاقه مع التخصصات الفرعية الداخلة ضمن التخصص العلمي الرئيسي للقسم.

### • توجيه الطالب للمشرف العلمي على الأطروحة:

يجيل رئيس القسم المعني الطالب الذي اختار عنواناً لأطروحته إلى أحد أعضاء هيئة التدريس بالقسم بصفته مشرفاً علمياً على الأطروحة وممن تتوافر فيه شروط الإشراف من حيث التخصص ومن حيث نصاب الإشراف على الأطروحات (خمس أطروحات لكل مشرف علمي) .

### • إعداد الطالب خطة الأطروحة وعرضها على لجنة Seminar :

يقوم المشرف على الأطروحة بتوجيه الطالب لإعداد خطة الأطروحة بطريقة منهجية، توطئة لعرضها على لجنة ال Seminar (وتضم أعضاء مجلس القسم المتخصصين في موضوع الأطروحة ومنسق البرنامج ورئيس القسم)، التي سوبعد النظر في خطة الأطروحة- تتخذ أحد قراراتين: إما الموافقة على خطة الأطروحة (وعندئذ تتبع الإجراءات المحددة بالبنـد 6)، وإما رفض خطة الأطروحة (وعندئذ تتبع الإجراءات المحددة بالبنـد 7).

### • اعتماد خطة الأطروحة من مجلس القسم :

في حالة موافقة لجنة ال Seminar على الخطة المقترحة للأطروحة، تُحيلها للعرض على مجلس القسم المعني لاتخاذ أحد التوصيات التالية:

- اعتماد خطة الأطروحة وعنوانها بالحالة التي قدمت بها،
- التوجيه بتعديلها،
- رفض اعتمادها كلية وتوجيه الطالب لإعادة إعداد خطة الأطروحة بطريقة منهجية سليمة تعرض في اجتماع لاحق للقسم لمجلس القسم.

### • إجراء تعديلات على خطة الأطروحة :

في حالة رفض لجنة ال Seminar الخطة المقترحة للأطروحة كلية أو في حالة طلب إجراء تعديلات عليها، يتم توجيه الطالب مرة أخرى للمشرف على الأطروحة لإجراء التعديلات اللازمة على خطة الأطروحة. وبعد ذلك يتم إعادة الخطوة رقم (6) بالعرض على مجلس القسم لاعتمادها.

### • اعتماد تسجيل عنوان الأطروحة من مجلس الكلية:

يحيل رئيس القسم المعني توصية مجلس القسم باعتماد عنوان الأطروحة وتعيين مشرف عليها للعرض على مجلس الكلية الذي يقرر إما اعتماد توصية مجلس القسم، أو رفضها، أو طلب تعديل التوصية سواء من حيث عنوان الأطروحة أو المشرف عليها.

### 1. 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 المسابقات الدراسية جميعها، ويجوز تجديد التسجيل استثناءً بموافقة مجلس الشؤون العلمية والتعليمية بالجامعة بناءً على توصية مجلس الكلية لمدة لا تتجاوز سنة دراسية واحدة ولمرة واحدة فقط.

### 2. الإشراف والمناقشة:

يشترط في المشرف على الأطروحة توافر الشروط الآتية:

- أ. أن يكون موضوع الأطروحة ضمن نطاق تخصصه العلمي.
- ب. أن يكون من بين أعضاء هيئة التدريس المقيمين بالكلية وبرتبة أستاذ مشارك كحدّ أدنى، ويجوز استثناءً، وقرار من مجلس الكلية، أن يكون المشرف الرئيس على الأطروحة أستاذاً مساعداً إذا كان لديه سجل بحثي متميز.
- ت. يجوز بقرار من مجلس الكلية بناءً على توصية من القسم، أن يساعد في الإشراف واحد أو أكثر من أعضاء هيئة التدريس برتبة أستاذ مساعد فما فوق، من الكلية أو من مؤسسات أكاديمية أو بحثية أخرى، وذلك حصراً في الأحوال التي يندرج فيها موضوع الأطروحة تحت أكثر من تخصص.
- ث. الحد الأقصى لعدد الأطروحات التي يشرف عليها عضو هيئة التدريس الواحد هو خمس أطروحات فقط سواء أكان الإشراف على الأطروحة منفرداً أو مشتركاً، وسواء أكان ذلك يتعلق بأطروحات الماجستير أو الدكتوراه.
- ج. تحتسب الأطروحة ضمن العبء التدريسي لعضو هيئة التدريس، وبما يعادل ساعة واحدة، ويحدد أقصى لمدة سنة واحدة اعتباراً من تاريخ موافقة مجلس الكلية على تسجيل عنوان الأطروحة.

1. يجوز - استثناءً وظروف يقدّرها مجلس الكلية وتراعى فيها مصلحة الطالب - تغيير المشرف بالطريقة التي تم تنسيبها، بناءً على توصية مجلس القسم، ومصادقة مجلس الكلية.

يجوز بقرار من مجلس الكلية، بناءً على توصية من مجلس 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. وإذا تعدّد ذلك يتولّى مجلس الكلية، بناءً على توصية مجلس القسم المختص، تعيين مشرف أو مشرف مساعد بديل.

### 3. التوصية والتقدير:

يتضمن قرار لجنة المناقشة إحدى التوصيات الآتية:

4. قبول الأطروحة والتوصية بمنح درجة الماجستير في القانون.
5. قبول الأطروحة والتوصية بمنح درجة الماجستير بعد إجراء التعديلات الضرورية المقترحة من طرف لجنة المناقشة، وفي هذه الحالة يمنح الطالب مدة لا تقل عن شهر ولا تزيد عن ثلاثة أشهر من تاريخ المناقشة لإجراء التعديلات، ما لم يكن لدى الطالب عذر مقبول يقدره مجلس الكلية، وعندئذ يمد مجلس الكلية أجل إجراء التعديلات لمدة 3 شهور إضافية، فإن لم تتم التعديلات، تعتبر الأطروحة مرفوضة ويفصل الطالب من البرنامج.
6. إعادة مناقشة الأطروحة بعد إجراء تعديلات جوهرية عليها، وفي هذه الحالة يمنح الطالب مدة لا تقل عن ثلاثة أشهر ولا تزيد عن تسعة أشهر، وفي كل الأحوال لا يمكن تجاوز المدة القصوى للبرنامج.
7. رفض الأطروحة مع تثبيت الأسباب في محضر المناقشة مع اعتبار الطالب راسباً ويفصل من البرنامج.

#### 4. تقديرات الماجستير:

يتم احتساب المعدل التراكمي لدرجة الماجستير أخذاً في الاعتبار التقديرات الممنوحة للطلاب في المساقات الدراسية للبرنامج، ولا يدخل مساق الأطروحة ضمن ذلك.

### 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 الإلزامية: 15 ساعة معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	عدد الساعات
1	Law510	القانون الإداري		3
2	Law520	القانون الجزائي		3
3	Law530	التشريعات الاقتصادية والمالية		3
4	Law500	مناهج البحث في العلوم القانونية		3
5	Law 540	القانون الدولي العام (30% باللغة الإنجليزية)		3

ب - المساقات الاختيارية 9 ساعات معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	الساعات المعتمدة
1	Law511	القانون الدستوري والنظم السياسية		3
3	Law512	قانون حماية البيئة (30% باللغة الإنجليزية)		3
4	Law 522	القانون الجنائي الدولي (30% باللغة الإنجليزية)		3
5	Law513	العقود الإدارية		3
6	Law 505	النظم القانونية المقارنة		3
7	Law521	التشريعات الجزائية الخاصة		3



## المرحلة الثانية: الأطروحة

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

## 2. برنامج الماجستير في القانون الخاص:

## الخطة الدراسية لبرنامج الماجستير في القانون الخاص

المرحلة الأولى – مرحلة المساقات (المرحلة التمهيدية):  
المساقات الإلزامية: 15 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 (30% باللغة الإنجليزية)	Law525	2
3		Law of Civil Procedure	قانون الإجراءات المدنية	Law535	3
3	-	Legal Research Methodology	مناهج البحث في العلوم القانونية	Law500	4
3		Conflict of Laws in International Contracts	تتازع القوانين في العقود الدولية	Law545	5



المساقات الاختيارية 9 ساعات معتمدة

م	رقم المساق	اسم المساق	المتطلب السابق	الساعات المعتمدة
1	Law536	التحكيم التجاري الوطني والدولي (30% باللغة الإنجليزية)		3
2	Law526	قانون المعاملات الإلكترونية (30% باللغة الإنجليزية)		3
3	Law527	تشريعات منع الاحتكار وحماية المستهلك		3
4	Law528	قانون الملكية الفكرية		3
5	Law505	النظم القانونية المقارنة		3
6	Law556	قضايا فقهية معاصرة		3

المرحلة الثانية: الأطروحة

رقم المساق	اسم المساق	المتطلب السابق	عدد الساعات
Law600	الأطروحة:	اجتياز 21 ساعة معتمدة	9

## توصيف المساقات

### 1- توصيف مساقات برنامج الماجستير في القانون العام:

#### أ. توصيف المساقات الإلزامية:

مساق القانون الإداري (Law510) 3 س م

طبيعة المساق: إجباري

عدد ساعات المساق: 3 س م

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 والظعن عليه، المرافق العامة في القانون المقارن، المركز القانوني للموظف العام.

مساق القانون الجزائي – (Law520) 3 س م

طبيعة المساق: إجباري

عدد ساعات المساق: 3 س م

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) 3 س م

طبيعة المساق: إجباري

عدد ساعات المساق: 3 س م

توصيف المساق:

القسم العام: يتضمن دراسة الأطر العامة للتشريع في التشريعات الاقتصادية، والنظرية العامة للضريبة، وسياسة النقد المتبعة في دولة الإمارات العربية المتحدة مقارنة بالدول الخليجية.  
القسم الخاص: دراسة أحد الموضوعات المتخصصة بصورة معمقة مثل: المصارف الإسلامية: ما لها وما عليها، التحويل الخارجي للعمالة الوافدة وآثاره الاقتصادية، النظام القانوني للنقود الإلكترونية، التكامل الاقتصادي لدول مجلس التعاون الخليجي، او عرض لقوانين المصرف المركزي، او السرية المصرفية او مكافحة غسل الأموال او قوانين هيئة الأوراق المالية والسلع لدولة الامارات العربية المتحدة، او الاستثمار في المناطق الحرة.

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

طبيعة المساق: إجباري

عدد ساعات المساق: 3 س م

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.

### مساق القانون الدولي العام (Law 540) 3 س م

طبيعة المساق: اجباري

عدد ساعات المساق: 3 س م

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.

### ب. توصيف المساقات الاختيارية:

#### مساق التشريعات الجزائية الخاصة (Law 521) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

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

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 قانون حماية البيئة (Law 512) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

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 القانون الجنائي الدولي (Law 522) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

توصيف المساق:

**القسم العام:** يتضمن هذا القسم ماهية القانون الجنائي الدولي من حيث تعريفه وطبيعته وتمييزه عما يشته به، وطبيعة المحاكم الجنائية الدولية، والجرائم الدولية، والمسؤولية الجنائية الدولية، والإجراءات اللازمة لتوقيع العقوبات الجنائية الدولية.

**القسم الخاص:** يتضمن هذا القسم دراسة معمقة لأحد موضوعات القانون الجنائي الدولي مثل: مبدأ شرعية الجرائم الدولية، بعض الجرائم الدولية، المسؤولية الجنائية الدولية للأفراد، الإجراءات الجنائية الدولية، العقوبات الجنائية الدولية وكيفية تنفيذها ... إلخ. وسيكون محور المنهج الخاص لهذا الفصل إجراءات القبض والتحقيق والتقديم أمام المحكمة الجنائية الدولية.

## مساق العقود الادارية (Law 513) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

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 الأنظمة القانونية المقارنة (Law 505) 3 س م

طبيعة المساق: اختياري

ساعات المساق: 3 س م

أستاذ المساق:

توصيف المساق:

**القسم العام:** يتضمن بيان أبرز أنظمة الفكر القانوني في العصرين القديم والحديث، فيلقي الضوء على نشأة الفكر القانوني، وخصائص وتقييم نظام السوابق القضائية ونظام المدونات القانونية، ودراسة النظم القانونية العربية من حيث العائلة القانونية التي تنتمي إليها، ثم يتناول المقرر دراسة نظام الفكر القانوني الإسلامي، من حيث بيان نشأته وخصائصه وتطوره، وبيان ركائز نظام الفكر القانوني الإسلامي وأسس، وأثر تغير الظروف الاجتماعية والاقتصادية على الأحكام الشرعية.

**القسم الخاص:** يتضمن دراسة مقارنة أو أكثر لأحد النظم القانونية المعاصرة التي لها أهمية عملية وعلمية متميزة، مثل: نظام الإرث في النظام الإسلامي والقانون الإنجليزي، أو مبدأ سلطان الإرادة في النظام الإسلامي والقوانين الأوربية، أو الحيابة والتقدم في النظام الإسلامي والنظم القانونية الوضعية، أو نظام الإفلاس في الفكر الإسلامي والنظم الغربية، أو بيان أثر الفكر القانوني الإسلامي القوانين العربية والإسلامية المعاصرة، أو دراسة نظم ونظريات أخرى.

## 2- توصيف مساقات برنامج الماجستير في القانون الخاص:

### أ. توصيف المساقات الإلزامية:

مساق قانون المعاملات المدنية (Law 515) 3 س م

طبيعة المساق: إجباري

عدد ساعات المساق: 3 س م

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، الإنجاب الصناعي، مسؤولية مقاولي البناء، عقد العمل، وغير ذلك.

مساق قانون المعاملات التجارية (Law 525) 3 س م

طبيعة المساق: إجباري

عدد ساعات المساق: 3 س م

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 للإلزام 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: إجباري

عدد ساعات المساق: 3 س م

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: إجباري

عدد ساعات المساق: 3 س م

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.

## مساق تنازع القوانين في العقود الدولية (Law 545) 3 س م

طبيعة المساق: اجباري

عدد ساعات المساق: 3 س م

توصيف المساق:

**القسم العام:** يتضمن عرضاً للعقود الدولية ومفاوضات عقدها، وكيفية حل تنازع القوانين في العقود الدولية، مع التعريف بمبدأ قانون الإرادة وتطوره وأزمته، ونظرية العقد بدون قانون.

**القسم الخاص:** يتضمن دراسة أحد الموضوعات المتعمقة في تنازع القوانين مثل: نظرية العقد في القانون الدولي الخاص، معيار العقد الدولي، قانون الإرادة ودوره في حل تنازع القوانين في العقود الدولية، القانون الواجب التطبيق على عقد الزواج وآثاره.

## ب. توصيف المسابقات الاختيارية:

### المسابقات الاختيارية

مساق التحكيم التجاري الوطني والدولي (Law 536) 3 س م

طبيعة المساق: اختياري

عدد ساعات المساق: 3 س م

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 بصدور قرار التحكيم، وأسباب بطلانه، وآلية تنفيذه وطنياً ودولياً.

القسم الخاص: يتضمن دراسة موضوع أو أكثر من موضوعات التحكيم التي لها أهمية عملية وعلمية متميزة، مثل: التحكيم الإلكتروني، بطلان شرط التحكيم، تنفيذ قرار التحكيم، التحكيم في المعاملات الرياضية.

مساق قانون المعاملات الالكترونية (Law 526) 3 س م

طبيعة المساق: اختياري

ساعات المساق: 3 س م

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 الانتماء 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

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

توصيف المساق:

القسم العام: يتضمن دراسة القواعد العامة لحماية الملكية الفكرية في جوانبها المختلفة، سواء 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 الإلكترونية - حقوق المصنفات الفنية - حماية الملكية الفكرية وأثرها في الاستثمار الأجنبي - المنظمة العالمية للملكية الفكرية ودورها في نشر مفاهيم حماية الملكية الفكرية.



## مساق قضايا فقهية معاصرة (Law 556) 3 س م

طبيعة المساق: اختياري

ساعات المساق: 3 س م

توصيف المساق:

**القسم العام:** يتناول المقرر العام دراسة قضايا فقهية معاصرة دراسة شرعية تأصيلية تحليلية مقارنة في الفقه الإسلامي بمذاهبه المتبعة وموقف التشريعات الوضعية.

**القسم الخاص:** ويتناول المقرر الخاص في كل فصل دراسي دراسة شرعية معمقة لبعض الموضوعات الفقهية المرتبطة بالمعاملات المعاصرة، منها:

- المعاملات المالية المعاصرة، مثل عقد الاستصناع، وعقد المراجعة، والإجارة المنتهية بالتملك، بيوع الأجل وغيرها.
- المعاملات الطبية المعاصرة، مثل: تأجير الأرحام، والتلقيح الصناعي، وزراعة الأعضاء وغيرها.
- معاملات الأحوال الشخصية المعاصرة، مثل: الزوجات الحديثة، والزواج والطلاق بواسطة أجهزة الاتصالات الحديثة، و تصحيح الجنس وغيرها من المسائل المستحدثة.

## مساق الأنظمة القانونية المقارنة (Law 505) 3 س م

طبيعة المساق: اختياري

ساعات المساق: 3 س م

توصيف المساق:

**القسم العام:** يتضمن بيان أبرز أنظمة الفكر القانوني في العصرين القديم والحديث، فيلبي الضوء على نشأة الفكر القانوني، وخصائص وتقييم نظام السوابق القضائية ونظام المدونات القانونية، ودراسة النظم القانونية العربية من حيث العائلة القانونية التي تنتمي إليها، ثم يتناول المقرر دراسة نظام الفكر القانوني الإسلامي، من حيث بيان نشأته وخصائصه وتطوره، وبيان ركائز نظام الفكر القانوني الإسلامي وأساسه، وأثر تغير الظروف الاجتماعية والاقتصادية على الأحكام الشرعية.

**القسم الخاص:** يتضمن دراسة مقارنة أو أكثر لأحد النظم القانونية المعاصرة التي لها أهمية عملية وعلمية متميزة، مثل: نظام الإرث في النظام الإسلامي والقانون الإنجليزي، أو مبدأ سلطان الإرادة في النظام الإسلامي والقوانين الأوربية، أو الحيابة والتقدم في النظام الإسلامي والنظم القانونية الوضعية، أو نظام الإفلاس في الفكر الإسلامي والنظم الغربية، أو بيان أثر الفكر القانوني الإسلامي القوانين العربية والإسلامية المعاصرة، أو دراسة نظم ونظريات أخرى.

## MA in Arabic Language & Literature

Offered by  
College of Humanities & Sciences  
Department of Arabic and Islamic Studies

### Department Mission:

In keeping up with the mission of the College of Humanities and Science, the Department of Arabic and Islamic Studies is engaged in the preparation of qualified personnel in the field of postgraduate studies of the Arabic Language and Literature. It also contributes to providing the knowledge in the field of Arabic Language and Islamic Studies outside the department, such as the Department of Educational Science, the College of Mass Communication and the Program of Public Studies and implementing scientific research in different fields of the major.

### Department Objectives:

- Preparing qualified educated personnel according to national and international standards in postgraduate studies (Master of Arabic Language and Literature) and areas of specialization in preparing teachers of Arabic Language for the higher stages of study.
- Providing the learner with the knowledge and skills in the use of the correct language giving importance to the second language.
- Training the learner to use the latest technologies and smart systems and implementing them in the educational and learning process.
- Providing the learner with the skills of scientific research, critical thinking and creativity and the preparation of scientific research and master's dissertation in the Arabic language and literature.
- Providing community services and specialized advice to various bodies and institutions in the linguistic fields.

### Department Programs:

The department of Arabic and Islamic Studies offers a Master of Arabic Language and Literature Program.

### Program Objectives:

#### The program seeks to achieve the following objectives:

1. Providing the student with deep knowledge, both old and new, in the fields of Arabic language and literature.
2. Building students' new perspectives in the fields of literary and linguistic knowledge.
3. Providing the student with tools for text critical analysis to implement them in solving the language and literature problems.
4. Enabling students to employ the achievement of manuscripts tools.
5. Enabling the student to discuss old and new issues and questions that are raised in the literary and linguistic fields.
6. Enabling students to employ the tools and methods of scientific research in literary and linguistic issues.
7. Preparing leaders who are able to develop themselves professionally and assume leadership responsibilities in developing the field of Arabic language and literature.

**Program Outcomes:**

After completing the required courses and preparing the dissertation, the graduate student will be able to:

2. Extend knowledge comprehensively in the Arabic language and its branches (literature, language, grammar, syntax and rhetoric).
3. Introduce new concepts in the fields of Arabic language, relying on the various scientific methods adopted in solving linguistic and literary problems.

**Skills:**

4. Able to choose the appropriate tools for text analysis and criticism of texts based on scientific standards.
5. Achieve traditional texts in the language and literature according to the methods of scientific investigation.
6. Able to discuss issues in an educated manner expressing own opinion.
7. Prepare specialized scientific researches according to an approved research plan.
8. Make decisions within the collective work of the scientific research that is related to the Arabic language.
9. Participates in the development of projects individually and collectively in the field of scientific research is related to the Arabic language and literature.
10. Analyzes the student's educational performance, evaluates it and then develops it within his educational ambitions and professional practices in the field of Arabic language and literature.

**Admission Requirements:**

After reviewing and analysing the competitive and similar academic programs, Ajman University suggests that the applicant must complete the following conditions in the master's program in the Arabic Language and Literature:

**First:** The applicant must have a bachelor's degree or an academic equivalent from a recognized university in the UAE with a grade point average of not less than (3 out of 4) in the field of specialization: Arabic Language and Literature.

Majors of study that are close to the major of the Arabic language and literature:

- Bachelor's programs that include at least 30 credit hours in Arabic language courses, such as the program of Bachelor of Education degree in the preparation of teachers of Arabic language and Islamic studies.

**Second:** Students can be accepted for admission on conditional bases for those with a grade point average of less than (3), provided that they register for (3) courses for the first semester (9 credit hours) and obtain a grade point average of (3) or above. Anyone that does not fulfill the two requirements will be dismissed from the program.

**Third:** Students who have a bachelor's degree in any specializations related to the Arabic language and literature can be accepted on conditional bases to fulfill their registration into the master's program in the Arabic language and literature providing that they enter into the qualifying program



after being admitted to the program and before taking any master's courses and according to the following conditions:

1. To obtain a grade point average of at least (3) out of (4) in the Arabic language courses he took.
2. Registration of remedial courses that do not exceed (30) credit hours intended to qualify them to obtain the competencies required for registration in the master's program and succeed in it. The student has to register for these courses before he is able to register for master's courses.

**Graduation Requirements:**

Terms of completion of the program and presentation of the program method for verification:

- Completion of 36 credit hours successfully with a grade point average of not less than very good (3) point average (courses and dissertation).
- Completion of nine courses (27) credit hours successfully with a grade point average of not less than very good (3) point average.
- A Master's dissertation in a field of language or literature with 9 credit hours in the second year and passing the examination discussion with a grade point average of at least (3) out of (4).

## ماجستير في اللغة العربية وآدابها

### المقدمة:

لم تعد أهمية التعليم العالي في الخطط الاستراتيجية للدولة تخفى على أحد. فتأثير انفجار المعلومات فرض على الدارس الاستمرار في التحصيل والبحث، والسعي إلى تجديد معلوماته باستمرار وتطويرها والاستمرار في البحث، ليس فقط حتى الحصول على الدكتوراه وإنما 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 موظفاً هذه الأدوات في حل المشكلات اللغوية والأدبية.
- توظيف الطالب لأدوات تحقيق المخطوطات.
- تمكين الطالب من مناقشة القضايا والتساؤلات التي تثار في المجالات الأدبية واللغوية قديماً وحديثاً
- توظيف الطالب لأدوات ومناهج البحث العلمي في القضايا الأدبية واللغوية.
- إعداد قياديين قادرين على تطوير ذاتهم مهنيًا وتحمل المسؤوليات القيادية في تطوير مجال اللغة العربية وآدابها.

#### مخرجات البرنامج:

بعد الانتهاء من دراسة المقررات وإعداد الرسالة يكون الخريج قادراً على أن:

##### 1. المعارف:

- يظهر معرفة متعمقة في مجالات اللغة العربية وفروعها (الأدب واللغة والنحو والصرف).
- يبني تصورات جديدة في حقل المعرفة للتخصص موظفاً المناهج المتعددة في حل المشكلات اللغوية والأدبية.

##### 2. المهارات:

- بعد الانتهاء من دراسة المقررات وإعداد الرسالة يكون الخريج قادراً على أن:
- ينتقي الأدوات المناسبة لتحليل النصوص ونقدها بناءً على معايير علمية.
- يحقق نصوصاً تراثية في اللغة والأدب وفق مناهج التحقيق العلمية.
- يناقش القضايا مناقشةً علمية تفضي إلى تكوين رأي خاص.
- يطبق مهارات البحث العلمي المتخصص وفق خطة بحثية معتمدة.

##### 3. الكفايات:

- ❖ بعد الانتهاء من دراسة المقررات وإعداد الرسالة يكون الخريج قادراً على أن:
- الاستقلالية والمسؤولية

- يتحمل مسؤولية العمل لحل مشكلات اللغة العربية وآدابها منفرداً أو من خلال قيادة فريق عمل.
- الدور في محيط العمل:
- يساهم في تطوير المشروعات فردياً وجماعياً في مجال البحث العلمي الخاص باللغة العربية وآدابها.
- التطوير الذاتي
- يحلل أداءه العلمي وقيمه ثم يطوره ضمن طموحاته العلمية وممارساته المهنية في مجال اللغة العربية وآدابها.

### اللائحة التنظيمية للبرنامج:

- شروط القبول في ماجستير اللغة العربية وآدابها:
- أعدت شروط القبول بشكل يتماهى مع معايير وزارة التعليم العالي والبحث العلمي 2011.
- شروط القبول في ماجستير اللغة العربية وآدابها في جامعة عجمان.

- يستوفي المتقدم للتسجيل في برنامج الماجستير في اللغة العربية وآدابها الشروط الآتية:
- أولاً:** يجب أن يكون المتقدم حاصلاً على درجة البكالوريوس أو ما يعادلها أكاديمياً من جامعة معترف بها في دولة الإمارات بمعدل لا يقل عن (3 من 4) في تخصص: اللغة العربية وآدابها
- ثانياً:** يجوز قبول الطلبة قبولاً مشروطاً لمن تقل معدلاتهم عن 3، شريطة تسجيل ثلاثة مسابقات في الفصل الأول (9 ساعات معتمدة) ويحصل فيها على معدل (3) فأكثر.
- ثالثاً:** يجوز قبول الطلبة الحاصلين على البكالوريوس في أي تخصص مقارب لتخصص اللغة العربية وآدابها قبولاً مشروطاً يستوفون من خلاله التسجيل في برنامج الماجستير في اللغة العربية وآدابها على أن يدخلوا البرنامج التأهيلي بعد قبولهم في البرنامج وقبل دراسة 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	نحو 4	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، إلا بعذر قانوني يقره مجلس الكلية بعد عرضه عليه من قبل القسم.
  - الحد الأدنى والأقصى لمدة الدراسة
- الحد الأدنى لمدة الدراسة المسموح بها في البرنامج هو 4 فصول دراسية.
  - الحد الأقصى لمدة الدراسة المسموح بها في البرنامج هو (8) فصول دراسية.

**متطلبات التخرج:**

على الطالب أن ينهي دراسة تسعة 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)	السنة الثانية
-	-	-	الرسالة MAL691	

**المسابقات الاختيارية:**

رقم المساق	المسابقات الاختيارية – تخصص اللغة والنحو	رقم المساق	المسابقات الاختيارية – تخصص الأدب والنقد
MAL641	الاتجاهات الحديثة في الدرس اللغوي	MAL631	الاتجاهات النقدية الحديثة



رقم المساق	المساقات الاختيارية – تخصص اللغة والنحو	رقم المساق	المساقات الاختيارية – تخصص الادب والنقد
MAL642	اللسانيات الحاسوبية	MAL632	فنون النثر العربي القديم
MAL643	دراسات لغوية في القرآن الكريم	MAL633	الأدب المقارن ( نصوص بلغة أجنبية)
MAL644	علم المصطلح اللغوي	MAL634	علم المصطلح الأدبي
MAL645	مقياس الصواب والخطأ في الاستعمال اللغوي	MAL635	الإعجاز البياني في القرآن الكريم

مصفوفة الترابط بين المساقات والمخرجات:

مخرجات البرنامج									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 درس 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 والاقتباسات والأدلة المناسبة ومراعاة الإطار الزمني والمكاني، ومراعاة المتلقي وتخير المعجم اللغوي الملائم للخطاب.

اسم المساق: تحقيق النصوص (المخطوطات)

رقم المساق : MAL 602

يتناول المساق: طرائق تحقيق النصوص ومعالجة المخطوطات والتعرف إلى مصطلحات علم التحقيق، ومناهج التحقيق عند القدماء، ومناهج التحقيق المعاصر، وتقنيات إعداد المخطوط، وبيان دور المستشرقين في تحقيق التراث العربي والتعرف إلى مدارسهم ومناهجهم في التحقيق، واستقراء أساليب التحقيق وقواعده التي تتخذ منهج البحث العلمي في التحقيق أساساً لنشر التراث وحفظه، والتمرس بالوصف المادي للمخطوط، والتعرف إلى أنواع الخطوط في المخطوطات .

اسم المساق : مناهج البحث في اللغة والأدب

رقم المساق : MAL 603

يتناول المساق: المفاهيم والمصطلحات ذات العلاقة بالبحث اللغوي وتحقيق النصوص، والمناهج البحثية ودراسة مخطوطات محققة في اللغة والأدب ومدارس تحقيق النصوص، ودراسات بحثية في اللغة والأدب، وخطوات مناهج البحث في اللغة والأدب، ونصوصاً من مخطوطات تراثية، ويركز المساق على المناهج المعيارية والوصفية ومنهج كتابة البحث.

اسم المساق : دراسات بلاغية وأسلوبية

رقم المساق : MAL 604

يتناول المساق : علم البلاغة العربية من حيث المبادئ والأهداف والخصائص العامة لعلم البلاغة ، ويعنى ببيان جهود العلماء السابقين في بلورة هذا العلم والتعرف إلى أهم مؤلفاتهم ، ويعنى بالتركيز على قضايا الصورة الأدبية والتحليل الوظيفي للمحاور الكتابية وأساليب الأجناس الأدبية وعلاقة البلاغة بالإعجاز ، من خلال إجراء تطبيقات على نصوص من القرآن الكريم والأدب العربي في عصوره المختلفة.

اسم المساق : أدب الخليج والجزيرة العربية

رقم المساق : MAL 611

يتناول المساق: تطور الأدب العربي في دول الخليج والجزيرة العربية ، ورصد اتجاهاته وحركات التجديد فيه ، ودراسة الشعر وموضوعاته المختلفة ، وكذلك النثر في فنونه المتعددة ، ويتناول أبرز البيئات الأدبية ، ويرصد الاتجاهين البارزين في الأدب وهما الاتجاه التقليدي والاتجاه التجديدي ، ويعرض لفنون القصة والرواية والمقالة والمسرحية في أدب الجزيرة العربية ، وأبرز الظواهر الأدبية ، وأبرز أعلامه، ودراسة المفاهيم والمصطلحات المتعلقة بأدب الجزيرة العربية ، واستنتاج خصائصه من نصوص أدبية معروفة.

اسم المساق : مباحث من النقد القديم والحديث

رقم المساق : MAL 612

يتناول المساق : المفاهيم والمصطلحات النقدية والأدبية ويقارن بينها، والقضايا الأدبية النقدية قديماً وحديثاً، والمناهج النقدية المختلفة في تحليل النصوص ونقدها، وخصائص المذاهب الأدبية والمناهج النقدية القديمة والحديثة.

اسم المساق : نظرية الإيقاع وعروض الشعر

رقم المساق : MAL 622



يتناول المساق: نظرية الإيقاع في الشعر العربي، والفروق بين الإيقاع في مضمونه الفني الوجداني مبدأً ومعنى، وواقعة العمل القائم على النقل والخفة، ويتعرض لموسيقا الشعر الخارجية المتمثلة في موسيقا البحر، وموسيقا القافية والقيمة التعبيرية لكل منهما، والموسيقا الداخلية للحرف والكلمة والأسلوب وانتلاف الأبنية في النص الشعري.

كما يتناول المساق دراسة علم العروض عند العرب، وتتبع البحور العربية، وبيان مصطلحاتها وإجراءات تطبيقات على الشعر العمودي والحديث.

#### اسم المساق : الاتجاهات النقدية الحديثة

رقم المساق : MAL 631

يتناول المساق: دراسة نظريات النقد الأدبي الحديث، مثل: (البنوية، التفكيكية، والسرانية، 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: (التناص، 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 لمختلف الفنون النثرية من خطابة وأمثال ورسائل ومقامات وفن التوقيعات وغيرها من الأساليب التي ظهرت في تلك العصور، كما يدرس أعلام النثر العربي القديم وخصائص نثر كل منهم مثل سهل بن هارون، والجاحظ وابن العميد وبيدع الزمان الهمداني، 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 تصورهما لمسألة التفاعل الأدبي، ودراسة المحاولات العربية في مجال الأدب المقارن، ودراسة نصوص أجنبية مختارة في اللغة الإنجليزية تمثل المذاهب الأدبية الأوروبية (الرومانسية والرمزية وغيرها) وأثرها في الأدب العربي المعاصر، ودراسة الخصائص المميزة لأدبين مختلفين.

#### اسم المساق : الإعجاز البياني في القرآن الكريم

رقم المساق : MAL 635

يتناول المساق : موضوع الإعجاز البياني في القرآن الكريم وجهود أئمة اللغة وعلماء التفسير والأدب والبلاغة في تفسير وجوه إعجازه، ونشأة علم الإعجاز وتطوره في العصر الحديث، ويركز المساق على المميزات الأسلوبية من الوجهة الجمالية والنفسية في القرآن الكريم، ويعرض للقصص القرآني مبيئاً 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 كلٍ من هذه المدارس النحوية على أعلام النحو، والمصنفات الرئيسية في علم النحو، وأوجه الاختلاف ولاسيما قضية المصطلح النحوي بين البصريين والكوفيين، ودراسته بعض المسائل النحوية الخلافية.

#### اسم المساق : علم الدلالة وصناعة المعجم

رقم المساق : MAL 622

يتناول المساق: دراسة عدد من القضايا الدلالية، من مثل: الثوابت، والتغيير، والتوسيع، والتضييق، والتوظيف، والاستبدال، وخصائص علم الدلالة وأسسها وأنواعها، وفروعها، وصلتها بعلم السيمياء من خلال التحليل النصي.

كما يتناول المساق صناعة علم المعاجم ، ومدارس علم المعجم المختلفة ، ومناهجه ، وعلماءه ، والدراسة المقارنة بين المعاجم المختلفة.

اسم المساق : أصول النحو العربي

رقم المساق : MAL 623

يتناول المساق: التعريف بنشأة علم النحو العربي وتطوره وأصوله (القياس والسماع، والتعليل، والعامل، والاحتجاج، والاستشهاد). والحكم النحوي والعلّة النحوية، وأقسامها التعليمية ومسالكها، والقياسية والجدلية، ويتناول مسائل مختارة في الخلاف بين البصريين والكوفيين مع التطبيق على نصوص مختارة من عصور العربية المعروفة.

اسم المساق : الاتجاهات الحديثة في الدرس اللغوي

رقم المساق : MAL 641

يتناول المساق: الدراسات اللسانية الحديثة وتعدد مدارسها وصدورها في أسس نظرية ومعرفية وفلسفية واضحة، ومناهجها في التحليل اللغوي، وصياغة القواعد صياغة دقيقة، ويبين المساق أثر هذه الجوانب في الدراسات اللغوية المعاصرة، ويتناول في صورة خاصة المدرسة البنوية والمدرسة التوليدية التحولية وتفرعاتها، والمدرسة الوظيفية، ومناهج تحليل الخطاب، ونحو النص، والأسلوبية، ووحدة التحليل اللغوي الأساسية.

اسم المساق : اللسانيات الحاسوبية

رقم المساق : MAL 642

يتناول المساق: الدراسات اللسانية الحاسوبية التي تعالج اللغة العربية وتطورها من التحليل الإحصائي للمفردات اللغوية وإعداد فهارس أبجدية لها وتطورها لإعداد معاجم إلكترونية أحادية اللغة أو ثنائيتها أو متعددة اللغات ، كما يتناول التطبيقات اللسانية الحاسوبية في إنتاج برامج وأنظمة للترجمة الآلية ، ويبحث في مشكل المصطلح والترجمة ، واتصال اللسانيات بالنظريات الحاسوبية ، ومناهج اللسانيات الحاسوبية في تناول الموضوعات اللغوية باستخدام الحاسوب وتحليل اللغة وتركيبها ضمن مستوياته المعتمدة.

اسم المساق : دراسات لغوية في القرآن الكريم

رقم المساق : MAL 643

يتناول المساق : منهجية التعامل مع نصوص الوحي ودراسة مناهج أئمة اللغة المتقدمين في معالجة الغريب في القرآن الكريم، والبحث في مسالكهم في التعامل مع اللغات التي نزل بها القرآن الكريم، وجهودهم في شرح الآيات المتشابهات وبيان معانيها، وتوضيح مشكلاتها اللغوية والنحوية والصرفية وإزالة الغموض من متشابهاتها، 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 اكبت تطور العلوم وكثرة التخصصات ، كما يعني بدراسة المصطلحات النقدية والأدبية واللغوية واستعمالاتها الاصطلاحية والعرفية.

اسم المساق : مقياس الصواب والخطأ في الاستعمال اللغوي

رقم المساق : MAL 645

يتناول المساق: المفاهيم والمصطلحات المتعلقة بالاستعمال اللغوي، وقضايا الاستعمال اللغوي، ونصوص تراثية وحديثة حول مقياس الصواب والخطأ في الاستعمال اللغوي، وأوجه الشبه والاختلاف حول دائرة القياس في الصواب والخطأ في الاستعمال اللغوي، ومعايير الصواب والخطأ في تتبع الرسائل اللغوية في لحن العامة.

# Master of Public Relations and Corporate Communication

Offered by  
College of Mass Communication

## Program Mission

The program aims to provide knowledge and skills of high quality that meet local and international standards and stimulate the enrichment of research.

## Program Education Objectives (Goals)

- Enhance the research role in serving community issues, and meet the society's needs.
- Provide society and institutions with specialized professional consultants.
- Invest in the production of knowledge and creativity, to fulfil the rapid transformations.
- Increase cooperation & research partnerships with institutions and universities inside and outside UAE.

## Program Learning Outcomes

- PLO# 1. Demonstrate in-depth knowledge and understanding of concepts, theories, and procedures for best practices in Public Relation & Corporate Communication in local and international contexts
- PLO# 2. Demonstrate a comprehensive understanding of strategic solutions to public relations issues and communication problems.
- PLO# 3. Integrate and critically evaluate information and data from various sources to assess the communication requirements of any organization.
- PLO# 4. Design, develop, conduct, and evaluate knowledge for better strategic communication planning to achieve the organizational goals.
- PLO# 5. Communicate, interact, cooperate effectively and efficiently in written, oral, visual and combined formats, and apply new technologies in the field.
- PLO# 6. Produce effective, accessible, and timely print, digital and multimedia communications, independently and collaboratively, to manage specific stakeholder relations and/or issues and achieve organizational objectives.
- PLO# 7. Engage with topics and issues about public relations and communication, and demonstrate leadership and thoughtful reflection in discussions and group work
- PLO# 8. Develop personal and professional skills through self-learning, for effective and creative decision-making.
- PLO# 9. Apply creative thinking for problems solving, in line with ethical regulations.
- PLO# 10. Merge organizational goals with social responsibility programs in UAE & GCC.

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

Strands of Learning Outcomes	Learning Outcomes By the end of the Program, students will be able to	
<b>Knowledge</b>	1. Demonstrate in-depth knowledge and understanding of concepts, theories, and procedures for best practices in Public Relation & Corporate Communication in local and international contexts.	
	2. Demonstrate comprehensive understanding of strategic solutions to public relations issues and communication problems.	
<b>Skills</b>	3. Integrate and critically evaluate information and data from a variety of sources to assess the communication requirements of a specific organization.	
	4. Design, develop, conduct, and evaluate knowledge for better strategic communication planning to achieve the organizational goals.	
	5. Communicate, interact, cooperate effectively and efficiently in written, oral, visual and combined formats, and apply new technologies in the field.	
	6. Produce effective, accessible, and timely print, digital and multimedia communications, independently and collaboratively, to manage specific stakeholder relations and/or issues and achieve organizational objectives.	
<b>Aspects of competence</b>	<b>Autonomy and Responsibility</b>	7. Engage with topics and issues about public relations and communication, and demonstrate leadership and thoughtful reflection in discussions and group work 8. Develop personal and professional skills through independent and self-learning, for effective and creative decision-making.
	<b>Role in context</b>	9. Apply creative thinking for problems solving, in line with ethical regulations.
	<b>Self-development</b>	10. Merge organizational goals with social responsibility programs, especially in UAE / GCC region.

Program Learning Outcomes	QF Emirates		Aspects of Competency															
	Knowledge					Skill					Autonomy and Responsibility			Role in Context		Self-Development		
	1	2	3	4	5	1	2	3	4	5	1	2	3	1	2	1	2	3
PLO# 1	√	√																
PLO# 2			√	√														
PLO# 3					√		√											
PLO# 4						√		√										
PLO# 5								√		√								
PLO# 6									√	√								

QF Emirates											Aspects of Competency								
	Knowledge					Skill					Autonomy and Responsibility			Role in Context		Self-Development			
	1	2	3	4	5	1	2	3	4	5	1	2	3	1	2	1	2	3	
Program Learning Outcomes																			
PLO# 7											√	√	√						
PLO# 8											√	√							
PLO# 9															√				
PLO# 10																√		√	

## Admission and Graduation Requirements

### Admission Requirements

Bachelor Degree: in a directly related discipline with a minimum CGPA of 3.00 on a 4.00-point scale, from an accredited university recognized by the UAE's Ministry of Education- Higher Education Affairs.

English Proficiency Tests: with a minimum score range of 1400 - 1525 on the English language portion of the EmSAT examination, or its equivalent from other national or internationally-recognized tests that are approved by the CAA, such as TOEFL scores of 213 CBT (Computer-Based Test), 79 IBT (Internet-Based Test), 550 PBT (Paper-Based Test), or 6 IELTS, with the following exceptions:

Applicants to Master of PR&CC program must submit the following documents:

A completed official AU Graduate Application for Admission form (Graduate studies application form.)

A baccalaureate degree in Mass Communication from an accredited university, with a cumulative grade point average (CGPA) of at least 3.0 on a 4.0-point scale or its equivalent.

Official transcripts of credits earned from all accredited institutions of higher education previously attended.

### Regular Admission

Applicants who meet all essential admission requirements stated above are recommended to be accepted for regular admission.

### Conditional Admission

A student with a recognized baccalaureate degree and a TOEFL score of 530 (197 CBT, 71 IBT) or its equivalent from another standardized tests approved by the UAE Ministry of Education- Higher Education Affairs may be admitted conditionally to the Master of PR&CC program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:

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

May take a maximum of six credit hours in the first semester of study, not including intensive English courses;

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

A student with a recognized baccalaureate degree with a cumulative grade point average below 3.00 on a 4.0 scale, or its established equivalent, and who meets the English language competency requirements for general admission stated in Part I above, may be admitted conditionally to a Master

of PR&CC program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:

May take a maximum of six credit hours in the first semester of study;

Must achieve an overall grade point average of 3.00 on a 4.0 scale.

### Provisional Admission

To be considered for admission, applicants must submit all required documents. However, students may be admitted to the program provisionally, pending completion of the admission file, any missing documents must be submitted by the end of the first semester in the program. If the applicant's file is still incomplete by the specified deadline, the student will not be permitted to register again until the file is complete.

- Admission to a Foundation Program
- Applicants who do not possess a bachelor's degree in Mass Communication or any related discipline may be admitted to a Foundation Program. The program consists of a specified number of zero credit courses.

### Graduation Requirements

- Complete the core and elective courses with a minimum AGPA of 3.0.
- Pass the thesis examination with a minimum of 80 percent (B grade).

### Career Opportunities

The program enable its graduates to work as: executive directors, directors, consultants in PR and protocols and hospitality, researchers in the academic field, consultants in the field of organizing events, Planners in the field of advertising.

### Curriculum Structure and Credit Hours

Unspecialized students should complete 3 foundation courses with zero credit hours.

A student should successfully complete the study of 33 credit hours including 5 core courses, 4 elective courses, beside the final thesis.

Students can complete their degree within 4 semesters as a minimum and 8 semesters including the period of the foundation courses.

### Program Structure

The Master of Public Relations and Corporate Communication requires the completion of 33 credit hours distributed according to the following plan:

Ser. No.	Courses	NO. OF Courses	Number of Earned Credit Hours
1	Foundation Courses *	3	0
2	Core Courses	6	21
3	Elective Courses	4	12
<b>Total</b>			<b>33</b>

\* for students who do not hold a degree in mass communication.

## Program Courses

### FOUNDATION COURSES

(Required for students from other specializations)

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC501	Introduction to Public Relations and Corporate Communication	3	0	0	-
2	PCC502	Planning of Communication Campaigns	3	0	0	-
3	PCC503	Writing for Public Relations	2	2	0	-
Total = 0 credit hours						

### Core Courses: Six Courses (21 Credit Hours)

### CORE COURSES

(Required for all students)

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC514	Ethics of Public Relations	3	0	3	-
2	PCC515	Advanced Theories of Public Relations	3	0	3	-
3	PCC516	Strategic Communication Planning	3	0	3	-
4	PCC517	Public Relations Research	2	2	3	PCC515
5	PCC618	Technology in Scientific Research	2	2	3	PCC517
6	PCC619	Thesis	0	12	6	Pass 27 C.Hs Hrs.
Total = 21 credit hours						

### Elective Courses: Four Courses (12 Credit Hours)

### ELECTIVE COURSES

(Only 4 Courses)

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC520	Strategic Integrated Marketing Communication	2	2	3	-
2	PCC521	Digital Public Relations	3	0	3	-



**ELECTIVE COURSES  
(Only 4 Courses)**

3	PCC522	Corporate Reputation Management	3	0	3	-
4	PCC523	Media Relations	3	0	3	-
5	PCC524	Crisis Communication Management	2	2	3	-
6	PCC525	Corporate Communication Skills	3	0	3	-

Total = 12 credit hours

**MPRCC Program Study Plan and Course Sequencing**
**Foundation**

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC501	Introduction to Public Relations and Corporate Communication	3	0	0	-
2	PCC502	Planning of Communication Campaigns	3	0	0	-
3	PCC503	Writing for Public Relations	2	2	0	-

**Semester 1**

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC514	Ethics of Public Relations. (3)	3	0	3	-
2	PCC515	Advanced Theories of Public Relations. (3)	3	0	3	-
3	-	Elective Course. (3)	-	-	3	-

**Semester 2**

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC516	Strategic Communication Planning. (3)	3	0	3	-
2	PCC517	Public Relations Research. (3)	2	2	3	PCC515
3	-	Elective Course. (3)	-	-	3	-



### Semester 3

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC618	Technology in Scientific Research. (3)	3	0	3	PCC517
2	-	Elective Course. (3)	-	-	3	-
3	-	Elective Course. (3)	-	-	3	-

### Semester 4

Ser.	Course Code	Course Title	Contact Hours		Earned Credit Hours	Pre-Requisites
			Theory	Practical		
1	PCC619	Thesis. (6)	0	12	6	Pass 27 Hours

## Course Descriptions

### FOUNDATION COURSES:

**Course Title:** Introduction to Public Relations and Corporate Communication

**Course Type:** Foundation course (Required for students who do not hold a degree in mass communication)

**Pre-Requisites:** None

**Course Code:** PCC501

**Credit Hours:** (3 Theory = 0 credit)

**Course Description:**

This course is designed to introduce Public Relations in terms of concept, history, functions, and methods of work. It also discusses issues related to its masses, activities in all fields, its role, and the means of developing it. Besides, it deals with Corporate Communication within business organizations in terms of concepts, basic processes, objectives, and integration of internal and external Corporate Communication, electronic Corporate Communication and management systems applications. It also covers the patterns of administrative leadership, the effective communicative style, the conflict communication management and the use of conflict resolution strategies in contemporary institutions.

**Course Title:** Planning of Communication & Advertising Campaigns

**Course Type:** Foundation course (Required for students who do not hold a degree in mass communication)

**Pre-Requisites:** None

**Course Code:** PCC502

**Credit Hours:** (3 Theory = 0 credit)

**Course Description:**

This course aims to train students on the principles and skills of creative communication & advertising campaign planning and management. It examines campaign strategies and tools, media planning, integrating communication theory, audience research and creative aesthetics into the design, execution, and evaluation of communication campaign programs. It provides students with the knowledge necessary to plan and manage such campaigns.

**Course Title:** Writing for Public Relations & Advertising

**Course Type:** Foundation Course (Required for students who do not hold a degree in mass communication)

**Pre-Requisites:** None

**Course Code:** PCC503

**Credit Hours:** (2 hrs. Theory & 2 hrs. Practical = 0 credit)

**Course Description:**

The purpose of this course is to develop students writing and editing skills necessary to succeed in a public relations career. This course covers the concept of writing for public relations and its importance and forms. It also covers the skills of public relations copywriters, and how to equip students with the required skills in order to prepare them to write for public relations in various media. Students will generate public relations materials in a variety of formats, including fact sheets, news releases, brochures, blogs, position papers and others for an existing business or organization in the community.

## CORE COURSES

### Course Title: Ethics of Public Relations

**Course Type:** Core course (required).

**Pre-Requisites:** None

**Course Code:** PCC514

**Credit Hours:** 3 hours.

**Course Description:**

This course addresses theoretic and practical issues and challenges that illustrate the broad scope and complexity of responsible advocacy in 21st-century public relations, and discusses many Ethical questions and dilemmas that inherent to the public relations professionalism, in order to equip the practitioners in that field with ethical mandates , morals and values to ensure that they operate ethically. Therefore, the topics in that course give the students the knowledge about ethical accountability in organizational settings, and distinguish the differences between ethical and legal public relations practices, as well as the necessary principles , skills and tools to enable them to make the right decisions when dealing with different stakeholders, and to practice the critical thinking in their profession.

### Course Title: Advanced Theories of Public Relations

**Course Type:** Core course (required).

**Pre-Requisites:** None

**Course Code:** PCC515

**Credit Hours:** 3 hours.

**Course Description:**

This course focuses on the theories of public relations and communication, in order to prepare students for best equipped to make sense of all aspects and approaches of the field because theories help students to know more about what happened around them, and shape their judgments about relationships, circumstances, and decisions.

### Course Title: Strategic Communication Planning

**Course Type:** Core Course (Required)

**Pre-Requisites:** None

**Course Code:** PCC516

**Credit Hours:** 3 hours.

**Course Description:**

This course combines both theoretical knowledge of fundamental theories, concepts, and applications of strategic communication and an overview of practices in communication management: research design, planning, implementation, and evaluation. The course helps students to develop their capacity to think strategically and personally stretching intellectual challenge. In this course, students will investigate issues that challenge contemporary organizations by analyzing case studies, conducting research, and designing possible solutions

### Course Title: Public Relations Research

**Course Type:** Core Course (Required)

**Pre-Requisites:** Advanced Theories of Public Relations (PCC515)

**Course Code:** PCC517

**Credit Hours:** 3 hours (2 hrs. Theory + 2 hrs. Practical).

**Course Description:**

This course imparts scientific and managerial approaches to the uses of a wide range of research methods in Public Relations & Corporate Communication researches. In addition, it provides students with the knowledge, and comprehension in order to understand why researches are essential in practice, and how they could apply different types of researches (qualitative and quantitative), and get benefits from its findings; to develop and improve the practice in this field. Therefore, through assignments and class discussions, students will be trained on the best way to define the research problem, specify its idea and title, review literature, design a study plan. Moreover, they will design and apply the data collection tools, analyze the research data using the E- Statistical software, write the findings and recommendations, and present it through a scientific poster and presentation in a seminar.

**Course Title:** Technology in Scientific Research

**Course Type:** Core Course (Required)

**Pre-Requisites:** Public Relations Research (PCC517)

**Course Code:** PCC618

**Credit Hours:** 3 hours (2 hrs. Theory & 2 hrs. Practical)

**Course Description:**

This course focuses on the implementation of new technologies in Public Relations & Corporate Communications scientific researches. Students will gain a detailed understanding of how they could collect and analyses primary data for the purpose of the decision making and problem-solving, Moreover, they will be motivated to write, design, analyze, and present their research data, and findings using the appropriate technology and software. In addition, they will develop their research and communicational skills through class activities, practical sessions, seminars, and E-publishing in online Journals, to submit their own researches.

**Course Title:** Thesis

**Course Type:** Core Course (Required)

**Pre-Requisites:** should finish 27 cr. hrs.

**Course Code:** PCC619

**Credit Hours:** 6 hours Practical

**Course Description:**

This course will be the final course in the PRCC master program; therefore, no one can take this capstone course unless he/ she finished 27 hrs. of the total hours of the program. The purpose of the course is to complete a capstone project in the field of Public relations and corporate communications, under the supervision of a committee of advisors, using a wide range of research methods and techniques. Students should apply their scientific researches in one of the Emiratis' organizations in UAE, in order to solve its organizational problems, and after finishing their thesis, they must participate in scientific seminars held in university, in order to strengthen their communication and presentation skills.

## ELECTIVE COURSES

### Course Title: Strategic Integrated Marketing Communications

**Course Type:** Elective Course

**Pre-Requisites:** None

**Course Code:** PCC520

**Credit Hours:** 3 hours (2 hrs.Theory & 2 hrs. Practical)

**Course Description:**

This course will provide an overview of the components and considerations involved in marketing communication strategy decisions. Students will emerge with a practical perspective on today's definition of integrated marketing communications (IMC), enabling them to apply IMC concepts to any industry, market sector, company or organization.

It will focus on the knowledge base that will allow students to research and evaluate a company's marketing and promotional situation, and use this information in developing effective marketing communication strategies and programs.

### Course Title: Digital Public Relations

**Course Type:** Elective Course

**Pre-Requisites:** None

**Course Code:** PCC521

**Credit Hours:** 3 hours (Theory)

**Course Description:**

The course is designed to establish both theoretical and practical background of how digital and social media tools are using in the field of public relations. This course will introduce students to the new tools and techniques of digital PR. Strong practical will encourage hands-on participation, and students will gain an increased knowledge of practical applications for a successful digital PR strategy.

### Course Title: Corporate Reputation Management

**Course Type:** Elective Course

**Pre-Requisites:** None

**Course Code:** PCC522

**Credit Hours:** 3 hours (Theory)

**Course Description:**

Reputation management is the cornerstone to any successful public relations or communications strategy, according to that; this course will examine the process of building, enhancing and managing an organization's reputation. It will explore how organizations plan their reputation management efforts, through proactive and reactive programs and creating sustainable stakeholder relationships. In this course, students will gain awareness of the ingredients that constitute a reputation, the ways in which it can be measured, and gain practical experience with real-world case studies.

### Course Title: Media Relations

**Course Type:** Elective Course

**Pre-Requisites:** None

**Course Code:** PCC523

**Credit Hours:** 3 hours.

**Course Description:**

This course is designed to facilitate a detailed understanding of the theory and practice of media relations; it provides students with a comprehensive understanding of the strategies, tools and techniques for developing successful media relationships, through a mix of readings, discussions and assignments.

The course will provide student with the skills they need to successfully execute media relations activities in a variety of settings. They will leave this course knowing how to research reporters and outlets, build a media relations plan and messaging platform, identify and prepare spokespeople, manage crisis communications and employ social media to drive your messages.

**Course Title:** Crisis Communication Management**Course Type:** Elective Course**Pre-Requisites:** None**Course Code:** PCC524**Credit Hours:** 3 hours (2 hrs. Theory & 2 hrs. Practical)**Course Description:**

This course is intended to provide an understanding of the framework and tools necessary to develop the expertise and confidence to successfully handle communication responsibilities in a corporate crisis. It focuses on crisis communication management, emphasizing practical application of theories, strategies, and tactics from a public relations perspective. Student will analyze corporate/enterprise crises to understand and create communication strategies designed for best achievable outcomes. Case studies and participative exercises will be used.

By the end of the course, students should have developed a deeper understanding of the range of crises facing organizations, an enhanced appreciation of communication tactics that can be brought to bear in such situations and a greater familiarity with the historical antecedents of current crises.

**Course Title:** Corporate Communication Skills**Course Type:** Elective Course**Pre-Requisites:** None**Course Code:** PCC525**Credit Hours:** 3 hours.**Course Description:**

This course will examine dimensions of corporate communication styles, concepts, principles and tools of corporate communication and how these apply to effective communication through providing students with the theory and practice of problem-solving and successful oral and written communication on many levels including writing short memos and reports; speaking; conducting meetings; use of conferencing technology giving presentations, interpersonal dialogues, and using electronic media in business. Emphasis is on the development and improvement of communication skills needed for today's fast-paced to preparing students for Business Environments.

# Professional Postgraduate Diploma in Teaching (Graduate Program)

Offered by  
College of Humanities & Sciences  
Department of Education

## Overview:

The Professional Postgraduate Diploma in Teaching 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' necessary skills in the use of modern technologies and their applications in the classroom.
4. Develop the learner's social communication skills.
5. Develop the learner's ability to rely on himself /herself and take the appropriate decision at the right time.
6. Apply the scientific research skills and the use of statistical methods in conducting a research.

## Learning Outcomes:

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

1. Identify the steps to build a curriculum and its components.
2. Apply the principles of teaching and learning theories in the classroom environment or learning situations.
3. Use the technology and learning resources of the learning situation to develop the capacities, knowledge and skills among students.
4. Implement research and studies that contribute to the development and improvement of education and the learning process.
5. Design achievement tests according to the students' levels and their developmental characteristics.
6. Analyze students' classroom problems and find solutions for them.
7. The Professional employment of the results of a research in the improvement of the educational process at school.

## Admission Requirements:

- A certified bachelor's degree from an accredited university or its equivalent with a minimum GPA of 2.5.



- Passing an interview that is run by the college.

**Graduation requirements:**

- Graduate students are required to complete a total of 24 credit hours and a minimum of 3.0 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.

## دبلوم الدراسات العليا المهني في التدريس

### المقدمة

بدأ طرح برنامج " دبلوم الدراسات العليا المهني في التدريس " بعد حصوله على الترخيص في سنة 2010 وتم التحاق أول دفعة في العام الدراسي 2010/2011. يطرح البرنامج حالياً كتنخصص في كلية الانسانيات والعلوم بجامعة عجمان ويشرف عليه قسم العلوم التربوية.

يستمد برنامج دبلوم الدراسات العليا المهني في التدريس أهدافه من الفلسفة التعليمية التي تتبناها الجامعة. ومن اهم اهدافه تزويد المتعلم بالمعرفة النظرية والتطبيقية في مجالات: طرائق التدريس و علم النفس التربوي و المناهج وتقنيات التعليم و التقييم الصفي و إكساب المتعلم الكفايات المهنية الأساسية اللازمة لأداء مهامه بنجاح و تطوير مهارات المتعلم في التكنولوجيا و التواصل الاجتماعي و البحث العلمي و الاعتماد على نفسه و اتخاذ 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 " دبلوم الدراسات العليا 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 " دبلوم الدراسات العليا 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 وتقاليد و متطلباته مع التزام تحقيق التميز، والحرص على مراجعة وتحديث المقررات و البرامج الأكاديمية بصفة مستمرة من خلال تبني آخر التطورات العلمية والتقنية والاستجابة لاحتياجات المجتمع الراهنة والمستقبلية تجسداً لرؤية شاملة تعكس الطموح الوطني في التقدم والحداثة، لكن مع صون الثقافة والهوية الوطنية والحفاظ على التقاليد والقيم الأصيلة».

### رسالة البرنامج:

انسجاماً مع رؤية الجامعة وفلسفتها ورسالة كلية الانسانيات والعلوم، يسعى القسم إلى إعداد وتأهيل كادر من المدرسين قادر على تحقيق رسالته في التدريس للحلقتين الثانية (9-6) والثالثة (12-10).

### أهداف البرنامج:

يستمد برنامج دبلوم الدراسات العليا 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، و علم النفس التربوي، و المناهج، وتقنيات التعليم، و التقييم 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 دبلوم الدراسات العليا المهني في التدريس الحاصلين على معدل أقل من 2.5 بشرط حصولهم على خبرة لا تقل عن سنتين في مجال التدريس وتقديم شهادة تركية من جهة العمل.

## فرص العمل

- التدريس في مراحل التعليم الأساسي والمرحلة الثانوية
- العمل في مجال إدارة وتسيير المؤسسات التربوية ومعاهد التكوين.
- العمل في الوزارات والدوائر الحكومية والخاصة.
- العمل في مؤسسات البحث والدراسات الاستراتيجية.

## متطلبات الدرجة العلمية

### متطلبات التخرج : لإتمام البرنامج بنجاح على الطالب:

- 1- انتهاء الخطة الدراسية بنجاح بمعدل تراكمي لا يقل عن 3.0 من اربعة ( جيد جدا).
  - 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 دبلوم الدراسات العليا المهني في التدريس (24 ساعة معتمدة)

الساعات الاسبوعية		الساعات المعتمدة	اسم المساق	رقم المساق
عملي	نظري			
<b>الفصل الدراسي الاول ( 15 ساعة معتمدة)</b>				
0	3	3	أساسيات المناهج	CUR550
0	3	3	علم النفس و نظريات التعلم	PSY551
2	2	3	تقنيات التعليم	ETC552
0	3	3	أساسيات البحث العلمي و تطبيقاته في التربية	RES554
0	3	3	مساق اختياري	
2	14	15	المجموع	
<b>الفصل الدراسي الثاني ( 9 ساعات معتمدة)</b>				
2	2	3	طرائق التدريس الخاصة	*PDT55
0	6	6	التربية العملية	*PDP55
2	8	9	المجموع	

### المساقات الإجبارية

المساقات الإجبارية حاضرة في الخطة الدراسية بواقع (15) ساعة معتمدة ويطرح 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

يطرح 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

اسم المساق	رقم المساق	عدد الساعات النظرية	عدد الساعات العملي
طرائق تدريس اللغة العربية	PDT550	2	2

عدد الساعات العملي	عدد الساعات النظرية	رقم المساق	اسم المساق
2	2	PDT551	طرائق تدريس التربية الإسلامية
2	2	PDT552	طرائق تدريس الرياضيات
2	2	PDT553	طرائق تدريس العلوم
2	2	PDT554	طرائق تدريس الدراسات الاجتماعية
2	2	PDT555	طرائق تدريس اللغة الانجليزية
2	2	PDT556	طرائق تدريس التربية الفنية
2	2	PDT557	طرائق تدريس التصميم , والتكنولوجيا والابتكار
2	2	PDT558	طرائق تدريس تقنية المعلومات

### مساق التربية العملية

يطرح القسم مساق التربية العملية بواقع (6) ساعات معتمدة يصاحب مساق طرائق التدريس الخاصة ويحق للطالب التسجيل في هذا المساق إذا أكمل المساقات الاجبارية في الفصل الدراسي الأول. ويحدد لكل طالب المدرسة بما يمكنه من تدريس المواد الدراسية المتوفرة في المرحلتين الثانوية والإعدادية ذات العلاقة بتخصصه في مرحلة البكالوريوس أو ما يقاربه. يعطى المساق الطالب فرصة ميدانية لممارسة المهنة وتطبيق ما تعلمه في المواقف الصفية

مساقات التربية العملية – 6 ساعات معتمدة

رقم المساق	اسم المساق
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 , والتكنولوجيا والابتكار
PDP558	التربية العملية / تقنية 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
EME553	القياس والتقويم التربوي
CSM555	الإدارة المدرسية و الصفية
ERE556	قراءات تربوية باللغة الانجليزية



رقم المساق	اسم المساق
PSC557	الإرشاد النفسي
TPT558	مهنة التعليم و الأدوار المتجددة للمعلم

## توصيف المساقات

### أساسيات المناهج CUR550

يتناول المساق مفهوم المنهج وأنواعه وأسس ومعايير بنائه وعناصره، كما يتضمن تنظيمات المناهج وأنواعها، ويتناول المساق كذلك أسس تطوير المنهج ونماذجه المختلفة والمقارنة بينها، ويناقش مفهوم طرائق التدريس وأسس وقواعد هذه الطرق وعلاقتها بعناصر المنهج كما يستعرض الطرائق التدريسية الحديثة بأنواعها.

### علم النفس ونظريات التعلم PSY551

يتناول المساق طبيعة علم النفس المعاصر والحركات التي شكلته ووجهات النظر المعاصرة، كما يتناول مفهوم التعلم والمفاهيم الأساسية المرتبطة به كالفروق الفردية والدافعية. ويتناول المساق كذلك التنظيم المعرفي للتعلم ونماذج التعلم الارتباطية ونماذج التعلم المعرفية ونماذج التعليم، إضافة إلى انتقال أثر التعلم وأثر الخبرة والممارسة في عملية التعلم.

### تقنيات التعليم ETC552

يتناول المساق المفاهيم المتعلقة بتكنولوجيا التعليم والعوامل التي أسهمت في تطورها، كما يتناول مفهوم المنظومة والمفاهيم المتعلقة بها وخصائصها والتصميم التعليمي والتطوير التعليمي وتكامل التكنولوجيا مع المنهج والاستراتيجيات التدريسية التي تتناسب مع تكنولوجيا التعليم والتي تحول عمل المعلم إلى منشط لعملية التدريس والتدريب على مهارات الحاسوب الأساسية التي تطلبها التكنولوجيا عند استخدامها في المواقف التدريسية، كما يتناول المساق مفهوم التعلم عن بعد كنمط تعليمي يقوم على التفاعل من خلال تكنولوجيا الاتصال المختلفة، كما يتعرض المساق لمهارات تصميم مواقع تعليمية تعتمد على التعليم الإلكتروني.

### أساسيات البحث العلمي وتطبيقاته في التربية RES554

يتناول المساق الطريقة العلمية في الحصول على المعرفة وحل المشكلات التربوية التي يواجهها المعلم من خلال توضيح طرق البحث الكمية، وطرق البحث النوعية وتطبيقها على نماذج مختارة من المشكلات والظواهر التربوية المختلفة، كما يتناول إعداد خطة البحث لدراسة المشكلات التربوية، ويعرض لأهم التصميمات في البحث التربوي وكيفية اختيار المناسب منها والطرق الإحصائية الوصفية والاستدلالية واختيار المناسبة منها للتصميم الذي تم اختياره.

## مساقات طرائق التدريس الخاصة

### طرائق تدريس اللغة العربية PDT550

يتناول المساق التعريف بالمفاهيم الأساسية للغة العربية وأساليب تدريس التعبير والاستماع والقراءة والأدب والنصوص الأدبية والكتابة والإملاء والخط وقواعد اللغة العربية. ويركز المساق على تطوير مهارات اللغة العربية والتدريب على إعداد الخطط السنوية واليومية لفروع اللغة العربية، والتعرف إلى بعض أساليب تشخيص الضعف وكيفية وضع الخطط العلاجية لذلك.

### طرائق تدريس التربية الإسلامية PDT551

يتناول المساق مفهوم التربية الإسلامية وخصائصها وأسسها ومصادرها، كما يتضمن أهداف تدريس التربية الإسلامية وخصائص معلم التربية الإسلامية، ويتناول المساق طرائق تدريس جميع فروع التربية الإسلامية (التلاوة، التفسير، الحديث الشريف، العقيدة، الفقه، السيرة النبوية والتهذيب) كما يهدف إلى وضع الخطط التدريسية وإعداد وتنفيذ بعض الدروس بطريقة التدريس المصغر.

### طرائق تدريس الرياضيات PDT552 Methods of Teaching Mathematics

The course presents teaching strategies principles, concepts, rules, algorithms skills and problem solving, using samples and examples and examples from school mathematical curriculum together with the mathematical proofs.

Candidates will develop pedagogical skill such as planning instruction, using different instructional tools and assessing students' Performance. Major emphasis will be placed on insightful learning tools for instruction.

### طرائق تدريس العلوم (PDT553) Methods of Teaching Science

In this course definition and structure of the science will be presented together with the objectives and levels of methods of teaching science. with its fundamentals toward preparing a qualified teacher of science. The course concentrates on different methods to teaching science, dependent on contribution of the students the way that the lesson be planned also presented.

### طرائق تدريس اللغة الانجليزية PTD555 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 PTD554

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 PTD556

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 المتدوق واتجاهاته نحو العمل الفني. ويتناول كذلك طرق تدريس التربية الفنية واستراتيجيات تقويمها. ويتناول تطبيقات عملياً لمهارات تدريس التربية الفنية عن طريق التعليم المصغر.

### طرائق تدريس التصميم، والتكنولوجيا والابتكار Method of Teaching Design, technology and innovation PTD557

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 PTD558 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:

### الإرشاد النفسي PSC557

يتناول هذا المساق التعريف بالإرشاد المدرسي، وأهدافه، وأهميته، ومبررات دراسته، وطرائق واستراتيجيات البحث فيه، وخدماته وحاجة الطلاب إليه، ودور المرشد النفسي، والمعلم، ومدير المدرسة في عملية الإرشاد المدرسي، وعلاقة كل منهم بأولياء أمور الطلبة. ودور المعلم في اكتشاف السلوك المشكل، وحالات عدم التكيف المدرسي، والتعرف على أساليب دراسة السلوك المشكل، وسوء تكيف الطلبة، وأساليب مساعدتهم على تجاوز مشكلاتهم.

### مهنة التعليم والأدوار المتجددة للمعلم TPT558

يتناول المساق مهنة التعليم وأهميتها في المجتمع ومعاييرها والمفاهيم الأساسية المرتبطة بها مع تناول الكفايات اللازمة التي تعين المعلم على أداء عمله بنجاح في عصر متغير ومتجدد، إضافة إلى عرض تحليلي لجوانب التكوين المهني للمعلم من حيث الإعداد قبل وأثناء ممارسة مهنته مع التركيز على أساليب التنمية المهنية للمعلم. يعرض المساق لأخلاقيات مهنة التعليم وقيم وصفات المعلم الناجح كما يعرض المساق أيضاً لأهم المشكلات والتحديات التي قد تواجه المعلم وكيفية معالجتها والتغلب عليها.

### القياس والتقويم التربوي EME553

يتناول المساق: المفاهيم الأساسية في القياس والتقويم والفروق الفردية وأهميتها في عملية القياس وأدوات القياس والتقويم واستعمالاتها وخطوات تصميم اختبار تحصيلي من عمل المعلم وفق الخطوات العلمية والتحليل الإحصائي لمفردات الاختبار والتحقق من المؤشرات السيكومترية المطلوبة لأدوات القياس والتعرف على كل منها من حيث المفهوم وطرائق تقديرها واستعمالاتها.

### الإدارة المدرسية والصفية CSM555

يتناول هذا المساق مفاهيم الإدارة التربوية والمدرسية والصفية وعملياتها، وأهميتها ودورها في تحقيق أهداف المؤسسة التعليمية، ويقدم وصفاً للجهاز الإداري في المدرسة ووظيفته. كما يتناول استراتيجيات الإدارة الصفية وأهمية تنظيم بيئة التعليم والتعلم داخل الفصل وخارجه. ويناقش بعض النماذج المعاصرة في إدارة وتنظيم الصف الدراسي، ويستقصي نماذج من المشكلات السلوكية للطلبة داخل الصف الدراسي ويقترح 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*.

### Major.

The *major* is the field of study in which a student specializes at the baccalaureate level. The term is not typically used in qualifications below the baccalaureate and is only occasionally used in graduate programs. The major usually requires that a student complete a minimum of 30 semester credits (or equivalent) that are specified for the major and distinctive to that subject area. To earn a double major, a student must meet the subject-area requirements of each of the two majors. Typically a student receiving a degree with a major will be issued a degree certificate that includes the name of the major: for instance, Bachelor of Arts in History or Bachelor of Science in Biology.

### Minor.

A minor is a separate field of study outside the major or concentration in which a student has a secondary area of specialization, requiring less course work than the major. Minors usually require that students earn 12-18 semester credits in subject area courses

**Concentration.**

A concentration is best thought of as a grouping of courses which represent a subspecialization taken within the major field of study. For example, a student majoring in 129 biology might have a concentration in genetics, or a student in electrical engineering may have a concentration in telecommunications or instrumentation and control. A concentration may be specified on the student's academic record (transcript) but not on the degree certificate. The CAA requires a concentration to include at least 15 credits of study, or equivalent, in the specialized field in order to be recognized by the MoE. In graduate programs this must include the thesis and at least 9 credits of other courses.

**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.

## Faculty Members

The following pages list the full-time AU faculty members with their terminal degrees, the conferring institution, the AU College and Department they are members of. This information is also available at <https://www.ajman.ac.ae/en/chs/faculty-members>.

S.No.	Name	College	Department/Section	Qualification	Conferring Institution
1.	Mahmoud Abou Naaj	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	University of Leeds
2.	Raghad Adib Hashim	College of Dentistry	Medical and Dental Sciences Department	Doctor of Philosophy	University of Otago
3.	Mazan Ahmed Jaradat	College of Humanities and Sciences	Department of Arabic and Islamic Studies	PhD of Arts in Arabic Language/Linguistics Studies	Ain Shams University
4.	Said Lezzar	College of Engineering and Information Technology	Department of Information Technology	Master of Science in Computer Science	American University
5.	Mirna Ahmed Nachouki	College of Engineering and Information Technology	Department of Information Technology	PhD in Computer Science	Université Toulouse 3 Paul Sabatier
6.	Riyadh Abdul kadir Mehdi	College of Engineering and Information Technology	Department of Information Technology	Doctor of philosophy	University of Liverpool
7.	Hanaa M. Mansour	College of Humanities and Sciences	Department of Foreign Language	Master of Arts in Applied Linguistics	University of Wales
8.	Nedal M. I. Odeh	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	B.Sc. In Electrical Engineering	Ajman University
9.	Ahmed Imran	College of Engineering and Information Technology	Biomedical Engineering	Doctor of Philosophy	University of Oxford
10.	Mohd Nador Mohd Khalel	College of Engineering and Information Technology	Biomedical Engineering	Doctor of Philosophy	University College Dublin
11.	Ayman El Sayed A. Tawfik	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of philosophy in Electrical and Computer Engineering	Victoria University



12.	Wael Mohammad Tawfiq Hamdan	College of Architecture, Art and Design	Department of Interior Design	MA, History of Art and Architecture/ BA Interior Design	Jordan University
13.	Samir Issa Bloukh	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Doctor of Philosophy	University of Manchester
14.	Al Moutassem Billah Mahmoud Khair	College of Dentistry	Medical and Dental Sciences Department	PhD in Biology	Russian Academy of Sciences
15.	Salem Hassan Abu Fanas	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy in Periodontology and Microbiology	University of Manchester
16.	Vijay Bhavrao Desai	College of Dentistry	Department of Clinical Sciences	Fellowship(Periodontics)	Royal Australasian College of Dental Surgeons
17.	Atef F. I. Abdelkader	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Philosophy	Queen's University Belfast
18.	Khalid Ali S. Ammar	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy in Electrical Engineering	Université de Sherbrooke
19.	Mohammed Fareed Sherzad	College of Architecture, Art and Design	Department of Architecture	Doctor of Philosophy	Oxford Brookes University
20.	Afraa Salah Hussain	College of Dentistry	Department of Clinical Sciences	Master in Pedodontics Dentistry	University of Baghdad
21.	Nadia Ouakli	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctorate in Statistics	Université Paris 6 Pierre and Marie Curie
22.	Cheikh Ould Hamoud	College of Humanities and Sciences	Department of Mathematics and Sciences	PhD of Sciences in Mathematics	Mohammed V University at Agdal
23.	Sam Thomas Kuriadom	College of Dentistry	Department of Clinical Sciences	Fellowship in Dental Surgery	The Royal College of Physicians of London
24.	Muzahim Bani Al Zubaidi	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Philosophy in Mathematical Science	ELTE University, The Hungarian Committee of Scientific Qualifications
25.	Samir B. S. Hadid	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Philosophy	University of London
26.	Nihal Abdalla Ibrahim	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Doctor Degree in Basic Medical Sciences in Physiology	Alexandria University



27.	Mustahsan Mir	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of philosophy in Electrical Engineering	University of Michigan-Ann Arbor
28.	Fahar G. M. Hayati	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	PhD in Electrical Engineering	University of Edinburgh
29.	Dunia Al Hadi	College of Dentistry	Department of Clinical Sciences	Master of Dental Science	University of Leeds
30.	Riadh H. T. Al Dabbagh	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Philosophy	University of London
31.	Hosam Ali Ali Slama	College of Mass Communication	Department of Mass Communication	PhD Of Arts in Mass Communication	Zagazig University
32.	AbdulKareem Yaseen	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Philosophy	University of Wales
33.	Mohammad Shihadeh A. Arar	College of Architecture, Art and Design	Department of Architecture	Doctor of Philosophy in Urban and Environmental Studies	Rensselaer Polytechnic Institute
34.	Kanhira Kadavath Mujeeb Rahman	College of Engineering and Information Technology	Biomedical Engineering	Master of Technology	Visvesvaraya Technological University
35.	Gamal El Sayed Ali El Samanoudy	College of Architecture, Art and Design	Department of Interior Design	Doctor of Philosophy in fine Arts/ Interior Architecture	Helwan University
36.	Nida H . M. Ali	College of Humanities and Sciences	Department of Foreign Language	Master of Arts in Applied Linguistics	University of Wales
37.	Jihad A. A. Awad	College of Architecture, Art and Design	Department of Architecture	PhD in Architecture and Urban Planning	University of Stuttgart
38.	Sahar F. Makky	College of Architecture, Art and Design	Department of Architecture	Master of Science in Architecture Engineering	Sudan University of Science and Technology
39.	Naglaa Sami Abdel Aziz Mahmoud	College of Architecture, Art and Design	Department of Interior Design	Doctor of Philosophy in fine Arts/ Interior Architecture	Helwan University
40.	Belal M . J. Ibrahim	College of Humanities and Sciences	Department of Foreign Language	Doctor of Philosophy in Arts	University of Rajasthan
41.	Muna Mahmoud Yousef Salameh	College of Architecture, Art and Design	Department of Architecture	PhD - Sustainability in Architecture and Built Environment	British University in Dubai - BUIID



42.	Kubais S. Abdulfattah Fahady	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of philosophy	University of Hull
43.	Hasan Abdel Rahim A. Zidan	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of philosophy in Electrical Engineering	Kyushu Institute of Technology (Kyutech)
44.	Mohamed Abdulaziz Mohamed Elsayed	College of Dentistry	Department of Clinical Sciences	PhD in Conservative Dentistry	Johannes Gutenberg University Mainz
45.	Abdul Haq Abdul Majeed Suliman	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy	University of Iowa
46.	Nageeb Abdul Galil Mohamed Hassan	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Doctor of Philosophy	University of Manchester
47.	Ahmed Yaghoub Ahmed Bezeid	College of Humanities and Sciences	Department of Arabic and Islamic Studies	Master in Islamic Studies	Dar El-Hadith El-Hassania Institute for Higher Islamic Studies
48.	Musab Hamed Saeed	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy in Conservative Dentistry	University of Baghdad
49.	Maher Abdelfattah Al shayeb	College of Dentistry	Department of Clinical Sciences	Fellowship in Oral Implantology	International Congress of Oral Implantologists
50.	Abdul Rahman M. Saleh	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy in Conservative Dentistry	University of Baghdad
51.	Hussein A. A. Elmasmari	College of Dentistry	Department of Clinical Sciences	Fellowship in Oral Implantology	International Congress of Oral Implantologists
52.	Sahar Najeeb Sulaiman Kharrufa	College of Architecture, Art and Design	Department of Architecture	Doctor of Philosophy	University of Bath
53.	Rima M. Shishakly	College of Business Administration	Management	Doctor of Philosophy	University of Manchester
54.	Zulfiqar Ali Memon	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of Philosophy	Brunel University London
55.	Layth Abdul Razak M. Al Jumaili	College of Humanities and Sciences	Department of Mathematics and Sciences	Master of Science	Mississippi State University
56.	Mustafa H. Kadhem	College of Mass Communication	Department of Mass Communication	Doctor of Philosophy of Arts	University of Baghdad

				in Mass Communication	
57.	Moayad Jamal Saeed Al Shahwan	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Doctor of Philosophy in Biochemistry	Aligarh Muslim University
58.	Raghid Abdul Hamid Fattal	College of Law	Private Law	PhD in Private Law	University of Poitiers
59.	Alexander M . J. Luke	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy in Oral Medicine and Radiology	Annamalai University
60.	Tarun Walia	College of Dentistry	Department of Clinical Sciences	Fellowship in Pediatric Dentistry	The Royal College of Surgeons of England
61.	Tarek Ismail Mohamed Abdellatif	College of Mass Communication	Department of Mass Communication	Doctor of Philosophy in Applied Arts and Industrial design	Helwan University
62.	Nasrelden Ali	College of Mass Communication	Department of Mass Communication	Doctor of Philosophy in Communication - Public Relation and Advertisement	Omdurman Islamic University
63.	Muhammad Qutubuddin Siddiqui	College of Business Administration	Marketing	Master of Business Administration	Central State University
64.	Nidal Mahmoud Al Said	College of Mass Communication	Department of Mass Communication	PhD Electrical and Computer Engineering	National Technical University of Athens
65.	Sami Sulieman Hamed Al Qatawneh	College of Humanities and Sciences	Department of Education	Doctor of Philosophy in Curricula and Teaching Methods /Arabic Language	Amman Arab University
66.	Mohd Ariff Bin Kasim	College of Business Administration	Accounting	Doctor of Philosophy of Accountancy	Universiti Teknologi Mara
67.	Samer Husni Abdel Razzaq Zyoud	College of Humanities and Sciences	Department of Mathematics and Sciences	Masters in Physics/Laser	University of Baghdad
68.	Ayaat Ahmed Hussein Fargalla	College of Humanities and Sciences	Department of Arabic and Islamic Studies	Master in Arabic Language	University of Sharjah
69.	Siti Rosmaini Binti Mohd Hanafi	College of Business Administration	Accounting	Doctor of Philosophy of Accountancy	Universiti Teknologi Mara
70.	Khaled Mostafa	College of Mass Communication	Department of Mass Communication	Doctor of Philosophy in Fine	Minia University



	Ahmed Mohamed			Art - Graphic Design	
71.	Saeed Amin Mohamed Nasef	College of Humanities and Sciences	Department of Sociology	PhD in Sociology	Ain Shams University
72.	Emad Eldin Tag Elsir Fageer Omer	College of Mass Communication	Department of Mass Communication	PhD in Information ( Radio and Television)	University of al-Jazirah
73.	Amal Mohamed Nabil A. A. Badr	College of Mass Communication	Department of Mass Communication	PhD of Arts in Mass Communication	Zagazig University
74.	Maha Abdelmegid Salah A. Attia	College of Mass Communication	Department of Mass Communication	PhD in Mass Communication /Journalism	Cairo University
75.	Sang lee	College of Mass Communication	Master of Public Relations and Corporate Communication	PhD in Mass Communication	Pennsylvania State University, USA
76.	Mohammad Kashif Shafiq Khot	College of Dentistry	Medical and Dental Sciences	Master of Science in Healthcare Management	The Royal College of Surgeons of England
77.	Ahmad M . H. Fadli	College of Law	Private Law	Doctor of Philosophy in Private Law	University of Mosul
78.	Rasha Mohamed A. Abdel Rahman	College of Humanities and Sciences	Department of Psychology	Doctor of Philosophy in Education/ Educational Psychology	Ain Shams University
79.	Ebtesam Mohamed Fathy A. Khalil	College of Dentistry	Department of Basic Medical & Dental Sciences	Doctor of Philosophy in Dentistry Basic Science (Oral Biology Science)	Alexandria University
80.	Nasr Abouelfetou ch Farid Hassan	College of Law	Private Law	Doctor of Philosophy in Law	Mansoura University
81.	Sahar Zuhair Ahmad Zahran	College of Humanities and Sciences	Department of Sociology	Master in Sociology	University of Jordan
82.	Safa Mahmoud Osman Mohamed Darwish	College of Mass Communication	Department of Mass Communication	PhD in Mass Communication, Broadcasting	Cairo University
83.	Ghassan Mohamed Alchikh	College of Humanities and Sciences	Department of Arabic and Islamic Studies	PhD in Islamic Shari'a	Damascus University

84.	Afaq Hyder Chohan	College of Architecture, Art and Design	Department of Architecture	Doctor of Philosophy	Universiti Kebangsaan Malaysia
85.	Muhammad Akmal Chaudary	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of Philosophy	Cardiff University
86.	Osman Siraj Eldeen F. Ahmed	College of Humanities and Sciences	Department of Sociology	Doctor of Philosophy in Sociology	Al-Neelain University
87.	Emad Saleh A El Subeihi	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy	University of Toronto
88.	Ala'a Mohammad Ibrahim Al Amiry	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Master in Emergency Health Services	University of Maryland, Baltimore County
89.	Akinola Olatunde Fadahunsi	College of Business Administration	Management	Doctor of Philosophy	University of Stirling
90.	Enaam Mohammed Youssef	College of Humanities and Sciences	Department of Sociology	PhD in Sociology	Ain Shams University
91.	Taher El Danaf	College of Architecture, Art and Design	Department of Interior Design	Master of Science in Sustainable Design of the Built Environment	The British University in Dubai
92.	Sawsan Deeb Mohammad Shanabli	College of Pharmacy and Health Sciences	Unit of Clinical Sciences	M.Sc. in Pharmacy/Clinical Pharmacy	Ajman University
93.	Zeana Ghanim Abdijabar	College of Law	Private Law	Doctor of Philosophy in Private Law	University of Mosul
94.	Raghad Nawaf Mourad	College of Architecture, Art and Design	Department of Architecture	Master of Science in Theories and History of Architecture	Damascus University
95.	Jeny Mary George	College of Dentistry	Department of Clinical Sciences	Master of Dental Surgery in Orthodontics	The Tamil Nadu Dr. M.G.R. Medical University
96.	Zehra Edis	College of Pharmacy and Health Sciences	Department of Pharmaceutical Sciences	PhD in Inorganic Chemistry	University of Cologne
97.	Ahmed Abdul Sattar Kudayair	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Philosophy	University of Wales
98.	Shaymaa Elsaid Salim Omar	College of Mass Communication	Department of Mass Communication	PhD of Arts in Media and Mass Communication	Ain Shams University
99.	Elshaimaa Abdelrazek Ahmed Arafa	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Doctor of Philosophy in Pharmacology and Toxicology	Cairo University



100.	Nouf Mohammed Abdulla BinAlwan AlNuaimi	College of Humanities and Sciences	Department of Foreign Language	Master of Arts in English/Arabic Translation and Interpreting	American University of Sharjah
101.	Hadil Husameddin Rabah Al Bustami	College of Architecture, Art and Design	Department of Interior Design	Master of Science in Sustainable Design of the Built Environment	The British University in Dubai
102.	Amaweya Abdulrahman Hasoon Al Sammarraie	College of Dentistry	Department of Clinical Sciences	Master of Science in Prosthodontic Dentistry	University of Baghdad
103.	Shaikha Nahla Ahmed Humaid Alqassimi	College of Architecture, Art and Design	Department of Architecture	Doctor of Philosophy in Architectural Engineering	Cairo University
104.	Asma Salmeen Mohammed Aleryani	College of Law	Private Law	PhD of Islamic Shari'a in Jurisprudence	Al Wasl University
105.	Ahood A. M. AL Rawashdeh	College of Humanities and Sciences	Department of Foreign Language	Master of Arts	University of Central Oklahoma
106.	Dina Ibrahim Abdel Bary	College of Architecture, Art and Design	Department of Interior Design	Master of Science in Sustainable Design of the Built Environment	The British University in Dubai
107.	Laroussi Chemlali	College of Law	Private Law	PhD in Business Law	University of Paris-Est
108.	Muaed Jamal Al Omar	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Doctor of Philosophy	Universiti Sains Malaysia
109.	Kamran Arshad	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of Philosophy	Middlesex University
110.	Maher Assaad	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of Philosophy in Electronics and Electrical Engineering	University of Glasgow
111.	Nagwa Babiker Abdalla Yousif	College of Humanities and Sciences	Department of Sociology	Doctor of Literature in and Philosophy in Development Studies	University of South Africa
112.	Konstantinos Aidinis	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of Philosophy	Imperial College London
113.	Tizreena Binti Mohd Ismail	College of Humanities and Sciences	Department of Foreign Language	Doctor of Philosophy	University of Exeter

114.	Ruba Mohammad Odeh	College of Dentistry	Department of Basic Medical & Dental Sciences	Doctor of Philosophy	University of Adelaide
115.	Moawia MOHD A. M. Altabakha	College of Pharmacy and Health Sciences	Department of Pharmaceutical Sciences	Doctor of Philosophy	University of Wales
116.	Asma Rebhi Khaleel Alarab	College of Humanities and Sciences	Department of Sociology	Doctor of Philosophy in Sociology	University of Jordan
117.	Alaa Zuhir Abduljawad AlRawashdeh	College of Humanities and Sciences	Department of Sociology	Doctor of Philosophy in Sociology	University of Jordan
118.	Elmuez Dawi	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Philosophy	Utrecht University
119.	Rao Naveed Bin Rais	College of Engineering and Information Technology	Department of Information Technology	PhD in Computer Engineering	University of Nice Sophia Antipolis
120.	Sanah Hasan	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Doctor of Philosophy	Monash University
121.	Okba Mahmoud	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy	Newcastle University
122.	Muhammad Hanif	College of Business Administration	Finance	Doctor of Philosophy in Finance	International Islamic University
123.	Alya Ali Mouhamed Ali Anter	College of Mass Communication	Department of Mass Communication	PhD in Mass Communication - Broadcasting	Cairo University
124.	Sayed Abbas Ahmed Altayeb	College of Business Administration	Accounting	Doctor of Philosophy	University of Bath
125.	Mohd Elmagzoub Ahmed Babiker Eltahir	College of Humanities and Sciences	Department of Education	Doctor of Philosophy	University of Khartoum
126.	Alaa Ahmed Hussein Faragalla	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Master of Science in Pharmacy (Clinical Pharmacy)	Ajman University
127.	Maha Ezzat Mohammed Aboraya	College of Humanities and Sciences	Department of Sociology	Doctor of Philosophy in Sociology	Tanta University
128.	Firas Salim Noori	College of Architecture, Art and Design	Department of Architecture	Master of Design Science/Sustainable Design	University of Sydney
129.	Ibrahim Elsidig Ahmed Ibrahim	College of Business Administration	Accounting	PhD in Accounting and Finance	University of Khartoum



130.	Nashwa Shiqwarah	College of Architecture, Art and Design	Department of Architecture	Master of Science in Architectural Engineering and Environmental Design	Arab Academy for Science, Technology and Maritime Transport
131.	Akram Ashour Ashames	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Doctor of Philosophy in Materials Science	Colorado School of Mines
132.	Hanine Antouan Bou Antoun	College of Humanities and Sciences	Department of Mathematics and Sciences	Professional Masters in Statistics	The Lebanese University
133.	Dina Mohamed Kamel Elkhattat	College of Mass Communication	Department of Mass Communication	PhD of Arts in Media and Mass Communication	Ain Shams University
134.	Richie Rashmin Bhandare	College of Pharmacy and Health Sciences	Department of Pharmaceutical Sciences	Doctor of Philosophy in Pharmaceutical Science	Temple University
135.	Osama Omar Mustafa Abu Salah	College of Business Administration	Management	Master of Business Administration	Pittsburg State University
136.	Mervat medhat Ali Mohamed	College of Mass Communication	Department of Mass Communication	PhD in Applied Arts in Advertising	Helwan University
137.	Yaser Yousef Mohamed Elkareimi	College of Dentistry	Department of Clinical Sciences	Fellowship in Implant Dentistry	Tufts University
138.	Khaled Hussein Iqbeil Aljarrah	College of Humanities and Sciences	Department of Education	Master in Methods of Teaching Islamic Education	Al-Bayt University
139.	Krishna Prasad	College of Dentistry	Department of Clinical Sciences	Master of Dental Surgery	Karnataka State Dental Council
140.	Insaf Chahdoura	College of Dentistry	Department of Clinical Sciences	Master of Dental Surgery	University of Sousse
141.	Walaa Mohamed Shaaban Elsayed	College of Humanities and Sciences	Department of Sociology	Doctor of Philosophy in Social Service	Helwan University
142.	Fadi Jaber	College of Engineering and Information Technology	Biomedical Engineering	Doctor of Philosophy	University of Surrey
143.	Khaled Hussein Taleb Dalky	College of Humanities and Sciences	Department of Arabic and Islamic Studies	Master of Arts in Arabic Language/Language and Syntax	Yarmouk University
144.	Solomon Silas Senok	College of Medicine	College of Medicine	Doctor of Philosophy	Chinese University of Hong Kong



145.	Najlaa Tawfeeq Nageeb Flayyih Flayyih	College of Law	Private Law	Doctor of Philosophy in Law	University of Al Mosul
146.	Elfadil Abdalla Mohamed Abdalla	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	Universiti Teknologi Malaysia
147.	Iyad J. S. Abdaljawad	College of Architecture, Art and Design	Department of Architecture	Master of Science in Sustainable Design of the Built Environment	The British University in Dubai
148.	Nesrine Aly Mokhtar Hassan Elsahn	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy in Dental Science	Cairo University
149.	Fayiz Maddallah Salman Althunibat	College of Humanities and Sciences	Department of Arabic and Islamic Studies	Doctor of Philosophy in Arabic Studies	Mo'ata University
150.	Khalid Ahmad Mohammad Ghuzlan	College of Engineering and Information Technology	Department of Civil Engineering	Doctor of Philosophy	University of Illinois at Urbana-Champaign
151.	Karima Bel Baraka	College of Humanities and Sciences	Department of Foreign Language	Masters of Arts	Université Sorbonne Nouvelle Paris
152.	Alfreda Stadlin	College of Medicine	College of Medicine	Doctor of Philosophy	University of Western Australia
153.	Anshuman Sharma	College of Business Administration	Marketing	Doctor of Philosophy in Business Administration	University of Lucknow
154.	Khaled Mustafa Jasem Mohammed Aljasmi	College of Law	Public Law	Doctor of Philosophy in Public Law and Political Science	Université Hassan II de Casablanca
155.	Ahmad Mohammad Ali Alzubi	College of Humanities and Sciences	Department of Sociology	Doctor of Philosophy in Educational Psychology/ Teaching and Learning	Amman Arab University
156.	Soumaya Abdellatif EP Slama	College of Humanities and Sciences	Department of Sociology	PhD in Sociology	University of Strasbourg
157.	Abdesselam Salmi	College of Law	Public Law	PhD in Public Law	University of Tlemcen
158.	Yousef Abdullatif Alhaj Bakkar	College of Humanities and Sciences	Department of Arabic and Islamic Studies	Master of Arts in Islamic Studies	Markfield Institute of Higher Education



159.	Mohamed Abdullah Jaber	College of Dentistry	Unit of Surgical Sciences	Doctor of Philosophy	University of London
160.	Ahmad Al Jaghsi	College of Dentistry	Department of Clinical Sciences	PhD in Medical Dentistry	University of Greifswald
161.	Sai Hanuman Sagar Boddu	College of Pharmacy and Health Sciences	Unit of Pharmaceutical Sciences	Doctor of Philosophy	University of Missouri-St Louis
162.	Iheanyi Chris Enyinda	College of Business Administration	Marketing	Doctor of Philosophy in Transportation and Logistics	North Dakota State University
163.	Abdulaziz Ahmed Alhassan	College of Law	Private Law	Doctor of Philosophy in Law	Robert Schuman University
164.	Dalia Ahmad Muhammad Omar Bedewy	College of Humanities and Sciences	Department of Education	Doctor of Philosophy in Education	Tanta University
165.	Ammar Rashid	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	University of Auckland
166.	Amel Beichi	College of Humanities and Sciences	Department of Sociology	Doctor of Philosophy	University of Constantine 1
167.	Hassan Sahyoun	College of Engineering and Information Technology	Department of Information Technology	Master of Science	University of Pittsburgh-Pittsburgh campus
168.	Rajesh Mohnot	College of Business Administration	Finance	Doctor of Philosophy in Business , Finance and Economics	Jai Narain Vyas University
169.	Hamdy Mohamed Abdelhamid Hamed	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of Philosophy	Universitat Rovira i Virgili
170.	Tamer Mohamed Farahat Hemada Elshandidy	College of Business Administration	Accounting	Doctor of Philosophy	University of Stirling
171.	Amine Bahi	College of Medicine	College of Medicine	Doctor of Philosophy in Natural Science	University of Fribourg
172.	Kifah Yousef Ali Al Hami	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Philosophy	University of Arkansas
173.	Tareq M N Aljafarawi	College of Dentistry	Department of Clinical Sciences	Master of Science in Restorative Dentistry	Ajman University

174.	Guangming Cao	College of Business Administration	Management	Doctor of Philosophy	University of Bedfordshire
175.	Rawan Mazen Yousef Abukhait	College of Business Administration	Management	Doctor of Philosophy	Western Sydney University
176.	Maher Itani	College of Business Administration	Management	Doctor of Philosophy in Transportation and logistics	North Dakota State University
177.	Abdelghani Bara	College of Humanities and Sciences	Department of Arabic and Islamic Studies	Doctor of Philosophy in Sciences	Université Ferhat Abbas de Sétif
178.	Salah Mohamed Samy Ismail Gad	College of Humanities and Sciences	Department of Sociology	Doctor of Philosophy in Social Service	Helwan University
179.	Abd Al Karim Haj Ismail	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Science in Physics	Ghent University
180.	Subish Palaian	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Doctor of Philosophy	Universiti Sains Malaysia
181.	Ahmed Nadir Mohamed Kheir	College of Pharmacy and Health Sciences	Department of Clinical Sciences	Doctor of Philosophy	University of Otago
182.	Erum Khan	College of Medicine	College of Medicine	Fellowship	Royal College of Physicians of Edinburgh
183.	Debadatta Panigrahi	College of Medicine	College of Medicine	Fellowship	The Royal College of Pathologists
184.	Gabriel Ernesto Campo Redondo Andrade	College of Medicine	College of Medicine	Human Sciences Doctorate (PhD)	University of Zulia
185.	Nisha Shanta Kumari	College of Medicine	College of Medicine	Doctor of Medicine in Physiology	University of Kerala
186.	Musaab Sedig Ahmed Omer	College of Medicine	College of Medicine	Doctor of Medicine	University of Tübingen
187.	Pedzisai Mazenganya	College of Medicine	College of Medicine	Doctor of Philosophy	University of the Witwatersrand
188.	Pierre Mallet	College of Law	Private Law	Doctor of Philosophy in Private Law	University of Grenoble
189.	Yasser Alhenawi	College of Business Administration	Finance	Doctor of Philosophy	University of New Orleans



190.	Shaher Mohammad Ahmad Momani	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Philosophy	University of Wales
191.	Ghazi AlNaymat	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	University of Sydney
192.	Hajer Kratou	College of Business Administration	Finance	PhD in Economic Science	University of Carthage
193.	Raghavendra Manjunath Shetty	College of Dentistry	Growth & Development	Doctor of Philosophy in Pedodontics and Preventive Dentistry	NITTE University
194.	Riad Saraiji	College of Architecture, Art and Design	Department of Architecture	Doctor of Philosophy In Architectural Engineering	University of Pennsylvania
195.	Gyanendra Singh Sisodia	College of Business Administration	Management	Doctor in Business and Management Studies	University of Porto
196.	Outi Katariina Juusola	College of Business Administration	Marketing	Doctor of Science in Economics and Business Administration	University of Jyväskylä
197.	Muhammad Adnan Aziz	College of Business Administration	Finance	Doctor of Philosophy	Loughborough University
198.	Sudhir Rama Varma	College of Dentistry	Department of Clinical Sciences	Master of Dental Surgery	Mangalore University
199.	Ahmed Bilal Awan	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	PhD of Electrical Engineering	The University of Lorraine
200.	Muhammad Azhar Saleem	College of Engineering and Information Technology	Department of Civil Engineering	Doctor of Philosophy in Civil Engineering	Florida International University
201.	Mohammed Azmi Al Betar	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	Universiti Sains Malaysia
202.	Atta ur Rehman Khan	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	University of Malaya
203.	Abdallah Adel Damen Alzoubi	College of Medicine	College of Medicine	Doctor of Philosophy	The University of South Alabama
204.	Ahmad Ahmeda	College of Medicine	College of Medicine	Doctor of Philosophy in Medicine	National University of Ireland

205.	Anastasiya Spaska	College of Medicine	College of Medicine	Philosophy Doctor in Biological Science	Ternopil State Medical University
206.	Yehia Saleh Ahmed Mohamed	College of Medicine	College of Medicine	Doctor of Philosophy	University of Leicester
207.	Ibrahim Ahmed Bani	College of Medicine	College of Medicine	Doctor of Philosophy	The Royal College of Physicians of London
208.	Reham Bassuni Mohamed Osman	College of Dentistry	Growth & Development	Clinical Doctor of Philosophy	University of Otago
209.	Anas Al-Jadaa	College of Dentistry	Growth & Development	Doctor of Philosophy in Clinical Dentistry	University of Zurich
210.	Kelvin Ian Afrashtehfar	College of Dentistry	Growth & Development	Doctoral in Dental Medicine	University of Bern
211.	Sinclair Steele	College of Medicine	College of Medicine	Doctor of Philosophy	University of Oxford
212.	Samar Ben Romdhane	College of Mass Communication	Department of Mass Communication	Doctor of Philosophy	Laval University (Université Laval)
213.	Alaeldin Mansour Safauq Maghaireh	College of Law	Public Law	Doctor of Philosophy	University of Wollongong
214.	Mohamed Deriche	College of Engineering and Information Technology	Department of Artificial Intelligence	Doctor of Philosophy	University of Minnesota
215.	Alaa Eldin Hussein Ibrahim Abdou	College of Architecture, Art and Design	Department of Architecture	Doctor of Philosophy	University of Liverpool
216.	Mohammed Zaghoul	College of Architecture, Art and Design	Department of Architecture	Doctor of Sciences of Architectural Design	ETH ZURICH
217.	Mohammed Balila	College of Architecture, Art and Design	Department of Architecture	Master of Architecture	Yale University
218.	Naji Akbar	College of Architecture, Art and Design	Department of Interior Design	Master of Environmental Design, Canada	University of Calgary, Canada
219.	Ayman Kassem	College of Architecture, Art and Design	Department of Interior Design	PhD in interior architecture	Politecnico di Milano
220.	Dalia Hafiz	College of Architecture, Art and Design	Department of Interior Design	Ph.D. School of Architecture and Design	Virginia Polytechnic and state



					university
221.	Salam Fraihat	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	Aix-Marseille University
222.	Qussai Mahmoud Mohammad Yaseen	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	University of Arkansas
223.	Muhammad Umer Hameed Shah	College of Engineering and Information Technology	Department of Mechanical Engineering	Doctor of Philosophy	Pusan National University
224.	Eid Galal Ali Mohmed Abohamza	College of Humanities and Sciences	Department of Psychology	Doctor of Philosophy	University of Arkansas
225.	Zaw Myo Hein	College of Medicine	College of Medicine	Doctor of Philosophy	Mahidol University
226.	Usha Ramanathan	College of Business Administration	Management	Doctor of Philosophy	University of Nottingham
227.	Muhammad Nisar Muhammad Sharif Khan	College of Business Administration	Management	Doctor of Philosophy	Queensland University of Technology
228.	Richard Denys Walter	College of Business Administration	Management	Master of Business Administration	Baker University
229.	Azmat Riaz	College of Medicine	College of Medicine	Fellowship	#N/A
230.	Amer Hashim Hassan AlAni	College of Medicine	College of Medicine	Diploma of Fellowship	#N/A
231.	Jayaraj Kodangattil Narayanan	College of Dentistry	Department of Basic Medical & Dental Sciences	Doctor of Philosophy	University of Münster
232.	Prathibha Prasad	College of Dentistry	Department of Basic Medical & Dental Sciences	Doctor of Philosophy	Pacific Academy of Higher Education and Research University
233.	Naresh Yedthare Shetty	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy	Pacific Academy of Higher Education and Research University
234.	Asok Mathew	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy	Pacific Academy of Higher Education and Research University

235.	Prabhu Manickam Natarajan	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy	Bharath Institute of Higher Education and Research
236.	Abdulhadi Warreth	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy	Trinity College
237.	Firas Hussein Abdulsalam Elmsmari	College of Dentistry	Department of Clinical Sciences	Doctorate in Health Sciences	UIC Barcelona International University of Catalonia
238.	Mohammed Nadeem Bijle	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy	The University of Hong Kong
239.	Lovely Muthiah Annamma	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy	Meenakshi Academy of Higher Education and Research
240.	Anjum Mohammad Razzaque Mian Khan	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	Brunel University London
241.	Yara Mohmoud Mohammad	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	Tanta University
242.	Mohamed Hassan Mohamed Zaghloul	College of Architecture, Art and Design	Department of Architecture	Doctor of Sciences	ETH Zurich
243.	Shaiful Jahari Bin Hashim	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of Philosophy	Cardiff University
244.	Shahnorbanun Binti Sahran	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	Cardiff University
245.	A Nagaletchim ee Annamalai	College of Humanities and Sciences	Department of Education	Doctor of Philosophy	Universiti Sains Malaysia
246.	Che Azurahaman Binti Che Abdullah	College of Humanities and Sciences	Department of Mathematics and Sciences	Doctor of Philosophy	University of Surrey
247.	Mohamad Khairi Bin Ishak	College of Engineering and Information Technology	Electrical Engineering and Computer Engineering	Doctor of Philosophy	University of Bristol
248.	Rosilah Binti Hassan	College of Engineering and Information Technology	Department of Information Technology	Doctor of Philosophy	University of Strathclyde



249.	Muhammad Amber Fareed	College of Dentistry	Department of Clinical Sciences	Doctor of Philosophy	University of Birmingham
250.	Kusrini Semarwati Kadar Kadar	College of Pharmacy and Health Sciences	Nursing	Doctor of Philosophy	Monash University, Australia
251.	Mohammed Moustafa Balila	College of Architecture, Art and Design	Department of Architecture	Master of Architecture	Yale University
252.	Basant Alaa Ali Elshimy	College of Architecture, Art and Design	Department of Interior Design	Master of Architecture	The Open University
253.	Mohamed Hassan Mohamed Zaghloul	College of Architecture, Art and Design	Department of Architecture	Doctor of Sciences	ETH Zurich



## Faculty Members Involved in Research Supervision/Committees

List of all faculty in all colleges who are supervising or considered for serving on the thesis/dissertation supervisory committees of graduate students.

SN	College	List of Faculty
1	College of Engineering and IT	<b>Master of Artificial intelligence:</b> <ol style="list-style-type: none"> <li>1. Prof. Mohammed Al Betar</li> <li>2. Dr. Ghazi AlNaymat</li> <li>3. Prof. Mohamed Deriche</li> <li>4. Prof. Mahmoud AlShboul</li> </ol>
2	College of Mass Communication	<b>Master of Public Relations and Corporate Communication</b> <ol style="list-style-type: none"> <li>1. Dr. Samar Ben Romdhane</li> <li>2. Dr. Anshuman Sharma</li> <li>3. Dr. Sang lee</li> </ol>
3	College of Architecture, Art and Design	<b>Master of Science in Urban Design</b> <ol style="list-style-type: none"> <li>1. Dr. Sahar Sulaiman</li> <li>2. Dr. Afaq Chohan</li> <li>3. Dr. Mohammed Arar</li> <li>4. Dr. Alaaeldin Hussein</li> <li>5. HOD. Dr. Jihad Awad</li> </ol>
4	College of Law	<b>Master of Law (Public Law)</b> <ol style="list-style-type: none"> <li>1. Dr. Khaled Mustafa Jasem Mohammed Aljasmi</li> <li>2. Prof. Abdesselam Salmi</li> <li>3. Dr. Abdulaziz Ahmed Alhassan</li> <li>4. Dr. Alaeldin Mansour Maghaireh</li> </ol> <b>Master of Law (Private Law)</b> <ol style="list-style-type: none"> <li>1. Dr. Pierre Mallet</li> <li>2. Dr. Ahmad Fadli</li> <li>3. Dr. Raghid Abdul Hamid Fattal</li> <li>4. Dr. Nasr Abouelfetouch Farid Hassan</li> <li>5. Prof. Zeana Ghanim Abdijabar</li> <li>6. Dr. Najlaa Nageeb Flayyih</li> <li>7. Dr. Asma Aleryani</li> <li>8. Dr. Laroussi Chemlali</li> </ol>



SN	College	List of Faculty
5	College of Dentistry	<b>Master of Science in Restorative Dentistry</b> <ol style="list-style-type: none"><li>1. Dr. Emad El Subeihi</li><li>2. Dr. Mohamed Elsayed</li><li>3. Dr. Abdulhadi Warreth</li></ol> <b>Master of Science in Pediatric Dentistry</b> <ol style="list-style-type: none"><li>1. Dr. Tarun Walia</li><li>2. Dr. Raghavendra Shetty</li><li>3. Dr. Elias Berdouses</li><li>4. Dr. Raghad Hashim</li><li>5. Dr. Mohamd Nadeem Bijle</li></ol> <b>Master of Science in Endodontics</b> <ol style="list-style-type: none"><li>1. Dr. Abdulrahman Saleh</li><li>2. Dr. Anas Al Jadaa</li><li>3. Dr. Musab Hameed</li><li>4. Dr. Okba Mahmoud</li><li>5. Dr. Firas Elmesmari</li><li>6. Dr. Manal Maslamani</li></ol>
6	College of Humanities and Basic Sciences	<b>Master of Arts in Arabic Language and Literature</b> <ol style="list-style-type: none"><li>1. Prof. Fayiz Althunibat</li><li>2. Dr. Mazan Jaradat</li></ol>
7	College of Business Administration	<b>Doctor of Business Administration</b> <ol style="list-style-type: none"><li>1. Prof. Chris I. Enyinda</li><li>2. Dr. Gyanendra Sisodia</li><li>3. Prof. Guangming Cao</li><li>4. Dr. Ibrahim Elsiddig</li><li>5. Prof. Tamer Elshandidy</li><li>6. Dr. Rima Shishakly</li><li>7. Dr. Rajesh</li><li>8. Prof. Akinola</li><li>9. Dr. Yasser Alhenawi</li><li>10. Dr. Rawan Abukhait</li><li>11. Dr. Wessam Abouarghoub</li><li>12. Prof. Usha Ramanathan</li><li>13. Prof. Emrah Demir</li><li>14. Prof Krsihna Venkitachalam</li></ol>

SN	College	List of Faculty
8	College of Pharmacy	<b>MSc in Clinical Pharmacy</b> 1. Prof. Nageeb Abdulgalil M.Hassan 2. Dr. Sanah Hasan 3. Dr. Moawia Altabakha 4. Dr. Muaed Alomar 5. Prof. Moyad Shehwan 6. Dr. Akram Ashames 7. Dr. ElShaimaa Arafa 8. Dr. Subish Palaian 9. Dr. Nadir Kheir