



جامعة العين  
AL AIN UNIVERSITY



# POSTGRADUATE

## CATALOG

2024 - 2025

AQAS



CAEP  
Council for the  
Accreditation of  
Educator Preparation



Engineering  
Accreditation  
Commission



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AL AIN UNIVERSITY

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2024-2025





المغفور له بإذن الله الشيخ زايد بن سلطان آل نهيان

تغمده الله بواسع رحمته

**SHEIKH ZAYED BIN SULTAN AL NAHYAN**





المغفور له بإذن الله الشيخ خليفة بن زايد آل نهيان

تغمده الله بواسع رحمته

SHEIKH KHALIFA BIN ZAYED AL NAHYAN





**صاحب السمو الشيخ محمد بن زايد آل نهيان**

رئيس دولة الإمارات العربية المتحدة

**HIS HIGHNESS SHEIKH MOHAMED BIN ZAYED AL NAHYAN**

PRESIDENT OF THE UNITED ARAB EMIRATES







**صاحب السمو الشيخ محمد بن راشد آل مكتوم**  
نائب رئيس الدولة - رئيس مجلس الوزراء، حاكم دبي

**HIS HIGHNESS SHEIKH MOHAMMED BIN RASHID AL MAKTOUM**  
VICE PRESIDENT AND PRIME MINISTER AND RULER OF DUBAI

### **“AAU CATALOG”**

is considered as a contract between AAU and its students so that the rules, regulations, and program completion requirements in effect at the time of a student's initial enrolment remain consistent throughout a student's program of study. This Catalog contains main information about AAU, academic programs, support services, and answers all the inquiries the students may raise.



**Table of Contents**

<b>The President’s Message</b> .....	13
<b>(1) Academic Calendar for 2023/2024</b> .....	14
<b>(2) History</b> .....	17
<b>(3) Vision, Mission, and Values</b> .....	17
<b>(4) Strategic Plan</b> .....	19
<b>(5) Institutional Licensure and Program Accreditations</b> .....	21
<b>(6) University Organizational Structure</b> .....	23
<b>(7) Physical Resources</b> .....	31
<b>(8) Cooperative Relationships and Agreements</b> .....	33
<b>(9) Affiliations and Professional Memberships</b> .....	35
<b>(10) Financial Information</b> .....	36
<b>(11) Student Services</b> .....	40
<b>(12) Student Rights and Responsibilities</b> .....	45
<b>(13) Complaints Process</b> .....	46
<b>(14) Academic Integrity</b> .....	48
<b>(15) The Credit Hour System</b> .....	53
<b>(16) Academic Terminology</b> .....	54
<b>(17) Academic Regulations</b> .....	59
<b>(18) Course Code Descriptions</b> .....	63
<b>(19) Colleges</b> .....	65
College of Pharmacy .....	67
College of Law .....	101
College of Education, Humanities & Social Sciences .....	129
College of Business .....	159
<b>(20) Deanships</b> .....	177
Deanship of Student Affairs .....	179
Deanship of Scientific Research and Graduate Studies .....	187
<b>(21) Centers</b> .....	193
Information Technology Center .....	194
English Language Center .....	205
Quality Assurance and Institutional Research Center .....	213
Continuing Education Center .....	214
Innovation and Entrepreneurship Center .....	216
Professional Development Center .....	218
<b>(22) Units</b> .....	221
Human Resources Unit .....	223
Admission and Registration Unit .....	224
Finance Unit .....	225
Administrative Unit .....	226
Students Recruitment Unit .....	227
<b>(23) Library</b> .....	229





## The President's Message

On behalf of all of us, faculty, administrative staff and students, at Al Ain University (AAU) I am most pleased to welcome you to our two campuses at Al Ain and Abu Dhabi. I would like to invite you to explore the different colleges and the various programs, and discover the wide range of opportunities we offer. Ever since its inception, AAU has been committed to fulfilling its vision of being among the leading higher education institutions locally and regionally. I am truly proud of our community of ambitious faculty and students who work relentlessly to move AAU forward by taking advantage of the facilities and resources put at their disposal. I encourage you to browse our website to learn more about what AAU has.

AAU endeavors to provide the local, regional and global market with well trained professionals through its innovative academic programs and research. AAU is constantly working to address the national and regional requirements to ensure offering relevant and future-focused programs. Besides promoting innovation, research and scholarship, AAU is committed to the values of collaboration, integrity, excellence, respect and diversity.

AAU is proud to have a supportive, diverse and inclusive campus community which we are keen on empowering by recruiting highly qualified faculty with varied talents from a wide selection of well reputable regional and international universities. Likewise, AAU student body and administrative staff come from diverse backgrounds and ethnicities, thus enhancing our inclusive environment.

Whether seeking a degree in teacher education, pharmaceutical sciences, business studies, engineering, law or communication and media, AAU is dedicated to providing all students with an engaging learning environment and a supportive campus culture to begin the journey of personal growth and pursuit of knowledge, new ideas, experiences and networking.

As we forge ahead into an increasingly progressing world, we continue to strengthen our academic scholarship and raise our standards by obtaining international academic accreditations for our programs. Simultaneously, we enhance faculty scientific research achievements because we believe in the impact of scholarly research on moving the world forward.

Finally, at the core of AAU are the energetic students, faculty and administrative staff who are centered on our campuses but have extended their impact on the community. Together we strive to make AAU a vital educational and cultural hub. I believe in our potential to accomplish even more great things in the near future. The journey for success begins at AAU.

With best wishes,

**Prof. Ghaleb A. El-Refae**  
**AAU President**

## (1) Academic Calendar for 2024/2025

	<b>Event</b>	<b>Day and Date</b>
<b>First Semester*</b>	Faculty report to work	Tuesday 20/8/2024
	<b>Classes Start</b>	<b>Monday 26/8/2024</b>
	Add and Drop period	Monday 26/8/2024 –Friday 30/8/2024
	Last date for dropping courses or semester postponement with 100% refund	Friday 30/8/2024
	Late registration and withdrawal/drop with 40% fine	Monday 2/9/2024 – Friday 6/9/2024
	Withdrawal/drop with 100% fine	Monday 9/9/2024
	Incomplete examination period	Wednesday 11/9/2024 – Friday 13/9/2024
	Beginning of withdrawal with withdrawal grades (W)	Monday 16/9/2024
	<b>Midterm examination period</b>	<b>Monday 14/10/2024 – Friday 25/10/2024</b>
	Beginning of withdrawal with failure grades (F)	Monday 2/12/2024
	<b>Final examinations period</b>	<b>Thursday 5/12/2024 – Saturday 14/12/2024</b>
	Deadline for Incomplete Requests	Five working days from final exam date of the course
	<b>Winter Break for Students</b>	<b>Tuesday 17/12/2024 – Sunday 5/1/2025</b>
	Grades' Announcement	Thursday 19/12/2024
	Deadline for Final exam score appealing	Five working days since grades announcement



	<b>Events</b>	<b>Day and Date</b>
<b>Second Semester</b>	<b>Faculty reports to work</b>	<b>Thursday 2/1/2025</b>
	<b>Classes Start</b>	<b>Monday 6/1/2025</b>
	Add and Drop period	Monday 6/1/2025 – Friday 10/1/2025
	Last date for dropping courses or semester postponement with 100% refund	Friday 10/1/2025
	Late registration and Withdrawal/drop with 40% fine	Monday 13/1/2025 – Friday 17/1/2025
	Withdrawal/drop with 100% fine	Monday 20/1/2025
	Incomplete examination period	Tuesday 21/1/2025 – Thursday 23/1/2025
	Beginning of withdrawal with withdrawal grades (W)	Monday 27/1/2025
	<b>Midterm examination period</b>	<b>Wednesday 26/2/2025 – Sunday 9/3/2025</b>
	<b>Spring Break for Students</b>	<b>Monday 24/3/2025 – Saturday 5/4/2025</b>
	Beginning of withdrawal with failure grades (F)	Sunday 20/4/2025
	<b>Final examinations period</b>	<b>Thursday 1/5/2025 – Saturday 10/5/2025</b>
	Deadline for Incomplete Requests	Five working days from final exam date of the course
	<b>Summer Break for Students</b>	<b>Monday 12/5/2025</b>
	Grades' Announcement	Thursday 15/5/2025
	Deadline for Final exam score appealing	Five working days since grades announcement





<b>Summer Semesters</b>	<b>Event</b>	<b>Day and Date</b>
	<b>Summer One classes start</b>	<b>Monday 19/5/2025</b>
	<b>Summer One final examination period</b>	<b>Thursday 26/6/2025 – Saturday 28/6/2025</b>
	<b>Summer Two classes start</b>	<b>Monday 7/7/2025</b>
	<b>Summer Two final examination period</b>	<b>Thursday 14/8/2025 – Saturday 16/8/2025</b>

<b>2025 / 2026</b>	<b>Events</b>	<b>Day and Date</b>
	Classes Start	Monday 26/8/2025

\* **Note:** Dates are subject to change according to official holidays in the country.



## **(2) History**

The idea of establishing Al Ain University came as a true reflection of the inspiration of His Highness the late Sheikh Zayed Bin Sultan Al-Nahyan, the first President of the UAE, who believed that the greatest use that can be made of wealth is to invest it in creating generations of educated citizens. Thus, Al Ain University was founded to equip its candidates with the needed knowledge, science and technology needed to face the ongoing unprecedented challenges, accelerating globalization and the fast rate of technological developments.

Great consideration was taken in regards to the Federal Law No (4) of 1992 establishing the Ministry of Higher Education and Scientific Research and in relation to the rules and regulations of licensing higher educational institutions, as well as to the MOHESR's "Standards for Licensure and Accreditation" 2003. Upon the completion of all studies conducted for the purpose of establishing this educational monument with a vision of its own, a constructive philosophy and a creative mission had developed. Al Ain University of Science and Technology was established in 2004 with full commitment to the rules and regulations issued by the MOHESR.

## **(3) Vision, Mission, and Values**

### **Vision**

AAU aspires to be amongst the leading learning centers in the region, by achieving international quality standards in teaching, research, and Community Engagement.

### **Mission**

AAU strives to be a learning center of excellence that responds to market needs and prepares graduates who possess the scientific and technological competencies that are needed for their careers. The university plays an active role in the creation of knowledge through quality teaching and research. It values Community Engagement and nurtures partnerships with institutions and organizations through a commitment to the educational, technological, and economic development of the country and the region.

## **Values**

The strategic decisions and daily operations of AAU faculty and staff draw on the following values:

### **1. Collaboration**

AAU believes in both internal and external collaboration. Collaborating internally strengthen the university by connecting people, staff, administrators, and students. through sharing knowledge and opportunities across enterprises, which leads to increasing internal competencies, leveraging specialization, and identifying needs and effective advocates. External collaboration is implemented through the variety of partnerships with mumerous institutions in the region that provide a huge amount of opportunities for students and staff alike. AAU also provides international experiences including students training abroad programs.

### **2. Diversity**

Teaching, Learning and working with people from a variety of backgrounds encourages collaboration and fosters innovation, there by benefitting all those involved. It enriches the educational experienceand promotes personal growth and a healthy society. AAU is committed to welcoming the world through our open enrolment and employment policy.

### **3. Excellence**

For AAU, excellence is a multidimensional concept that is practiced ingovernance, teaching, research and community engagement. Global university ranking is also considered as one of the main carriers of excellence.

### **4. Respect**

We respect and honor the dignity of each person, embrace civil discourse, and safe community. As well as the unique qualities of our traditions and culture.

### **5. Integrity**

AAU acts with integrity in accordance with the highest academic, professional, and ethical standards. AAU embraces the values of honesty, fairness and respect in creating and disseminating all institutional work, and in conducting all of our academic and professional activities.



## (4) Strategic Plan

**Goal 1:** Strengthen AAU's commitment to deliver quality undergraduate and graduate programs that are characterized by rigorous disciplinary depth and breadth, with a high level of direct interaction between faculty and students (SDG 4 & 9).

- 1.1. Promote curricular reform and innovation in all areas of the academic programs.
- 1.2. Offer a variety of well-supported quality programs that are consistent with the University's educational mission.
- 1.3. Secure needed laboratories, classrooms, and workspaces that are needed for faculty, staff, and students.
- 1.4. Support all library functions.
- 1.5. Promote and support the efficient and effective use of technology in the academic and administrative process to enhance curricular needs.

**Goal 2:** Continue to recruit and retain a dedicated and culturally diverse faculty whose teaching is informed by research and embodies learning experiences that enable students to improve academically and personally (SDG 4, 5, 8, 10, & 16).

- 2.1. Support and enhance the professional stature of the faculty body.
- 2.2. Implement and strengthen existing policies for improved communication between faculty and administration, thus involving faculty input into the decision-making process, and an enhanced sense of shared responsibility for the University management.
- 2.3. Recruit AAU Graduates, graduated with distinction.

**Goal 3:** Improve the recruitment, retention, and graduation rates within the student body, while increasing the number of well prepared and academically able students who wish to enter a sustainable environment that facilitates the development of competent, and creative professionals (SDG 4, 5, & 10).

- 3.1. Develop an effective enrollment management program that is linked to the academic programs' needs.
- 3.2. Improve the AAU reputation in local high schools, and other educational institutions.
- 3.3. Review and coordinate all enrollment-related works, programs, services, and activities.
- 3.4. Enhance the current academic advising process.

**Goal 4:** Foster research and support faculty members to secure the time, financial support, and collaborations to maximize their success in research, scholarship, and other sustainable activities (SDG 4).

- 4.1. Articulating at the unit level different research activities and plans to achieve research goals.
- 4.2. Fostering outreach to the community and region and maintaining an online directory of faculty to assist them in their research.



- 4.3. Recognizing and rewarding the faculty and staff's efforts in research to enhance productivity.

**Goal 5:** Secure and strengthen the University's information technology and media services to support both the academic and administrative functions of the University and the deployment of new and innovative teaching and research technologies as they become available (SDG 4 & 9).

- 5.1. Providing an adequate and predictable mechanism for funding informational and institutional technologies, so that AAU can satisfy the technology needs of its students, staff, and faculty, now and in the future.
- 5.2. Strengthening the maintenance and upgrading of the University's information technology infrastructure, facilities, and hardware.
- 5.3. Strengthening the information technology services and the instructional technology services and support systems that are offered at the University.
- 5.4. Promoting and supporting the efficient and effective use of academic and administrative technologies that satisfy the faculty and curricular needs.

**Goal 6:** Contribute for a sustainable society and the local community, by addressing their educational, cultural, social, and economic interests (SDG 4, 16, & 17).

- 6.1. Supporting collaborative partnerships with schools, businesses, corporations, government agencies, community organizations, community development organizations, religious institutions, and civic organizations to provide, develop, and implement community-building efforts.
- 6.2. Participating in elementary and secondary education delivery systems to improve teaching and learning at all levels.
- 6.3. Promoting internal and external activities that help outreach AAU.
- 6.4. Seeking membership in local, regional, and international associations.
- 6.5. Collaborating with other academic institutions in the areas of teaching, research, consultancy, and training programs.



## (5) Institutional Licensure and Program Accreditations

Al Ain University, located in the Emirate of Abu Dhabi, with two campuses in Abu Dhabi and Al Ain, was licensed in 2004 by the Ministry of Higher Education and Scientific Research of the United Arab Emirates to award degrees/ qualifications in higher education.

### Degree Programs

AAU offers accredited graduate academic programs.

#### Programs completion requirements:

Students obtain their degree after fulfilling the following requirements: 1. Passing all the required and relevant courses according to the approved Study Plan; 2. Achieving a CGPA of no less than 2.0 for the Postgraduate Diploma in Education programs; or a CGPA of no less than 3.00 for Master degrees. 3. Not exceeding the maximum number of years for graduation stated in these regulations; 4. Fulfilling the minimum study duration for the degree; 5. Being registered at AAU during the graduation semester.

The tables below show the required credit ours for each program.

### Graduate Programs

College	Programs	Credit Hours
Pharmacy	Master of Science in Clinical Pharmacy	36
	Master of Science in Pharmaceutical Sciences	36



<b>Law</b>	Master of Private Law	33
	Master of Public Law	33
	Master of Criminal Science	33
<b>Education, Humanities and Social Sciences</b>	Postgraduate Professional Diploma in Teaching	24
	Master of Education in Arabic Language Curricula and Instruction	33
	Master of Education in Islamic Education Curricula and Instruction	33
<b>Business</b>	Master of Business Administration (MBA) - General <b>Focus Areas:</b> - Business Analytics - Healthcare Management - Project Management	33



## (6) University Organizational Structure

### **Board of Trustees**

The Board of Trustees is the legal body responsible for the institution and for policy making, that meets twice per academic year. The Board has set proper procedures to ensure that it is appropriately involved in the approval of the financial status and is adequately informed about the stability of AAU, as well as the effectiveness of its leadership and its teaching, research, and public service, as appropriate.

The Board of Trustees is responsible for:

- Setting strategic plans and by-laws for the university;
- Making all legal and fiduciary decisions;
- Developing and approving the institution mission, strategic goals and objectives, and establishing policies related to programs and services;
- Appointing the institution President;
- Evaluating the President's and Vice-President's performance;
- Approving the annual budget and securing financial resources to adequately support the institutional goals
- Assuring that the institution successfully undergoes the needed auditing procedures.

Name	Membership
Sheikh Theyab bin Tahnoon bin Mohammad Al Nahyan	Chairman of the Board
Dr. Noor Al Deen Subhi Atatreh	Vice Chairman
HE. Dr. Abdul Rahim Ibrahim Al Nuaimi	Member
HE. Alia Abdullah Al Mazrouei	Member
HE. Dr. Abdul Rahman Mahmoud Al Afifi	Member
Dr. Abdul Aziz Abdul Latif	Member
Mr. Ahmed Mohammad Fathi Al Kilani	Member
Prof. Ghaleb Awad El Refae	Ex-officio Member

### **Senior management:**

Senior management are the highest-ranking administrators who are responsible for managing the university operations and overseeing its various functions. They work to ensure that the university operates efficiently and effectively to achieve its mission of providing high-quality education, conducting research, and serving its stakeholders effectively.

Name	Membership
Prof. Ghaleb Awad El Refae	President
Prof. Amer (Mohammad Jaser) Qasem	Vice President, Abu Dhabi Campus
Prof. Ibtehal Mahmoud Aburezeq	Vice president, Development and Follow-up and Dean of Student Affairs
Dr. Nazih Abdelrahman "Khaddaj Mallat"	Vice president, Accreditation Affairs and Quality Assurance





## **President**

The University President is responsible for:

- Supervising the implementation of the University laws and by-laws and representing the University at public and private occasions.
- Approving appointments of faculty members, technicians, administrators and other personnel.
- Preparing University budget.
- Submitting academic plans and research agenda to the Deans' Council;
- Overseeing the plans for community service, Scientific research and cultural relationships with other universities.
- Following-up the implementation of the University Appointment and Promotion Committee's recommendations.
- Submitting a detailed annual report to the Board of Trustees summarizing the University achievements and future plans.
- Monitoring progress of assessment, and quality assurance in the University.
- Appointing the University Council and the Deans' Council Members.

## **Vice President (Abu Dhabi Campus)**

The responsibilities are:

- Manage, oversee, and coordinate campus-specific academic and administrative activities at Al Ain University's Abu Dhabi Campus.
- Approve and coordinate community engagement activities conducted by colleges, units, and centers within the campus.
- Providing recommendation regarding the renewal of contracts for academic staff at Al Ain University's Abu Dhabi Campus
- Handle delegated academic and administrative duties as assigned by the university president.
- Serve as a member of the University Council, Deans' Council, and the appointment and promotion committee.
- Chair the University Risk Management Committee, leading efforts to identify, assess, and address risks at the university level.

## **Vice President (Development and Follow-up)**

The responsibilities are:

- Establishing agreements and memoranda of understanding with external academic and non-academic entities.
- Developing and monitoring the update of university Handbooks and the AAU website.
- Enhancing student exchange programs and overseeing the implementation of student training programs.
- Monitoring scientific conferences and academic developments in various fields.
- Improving academic and non-academic services.
- Representing the university in the Association of Arab Universities.
- Monitoring the activities of the secretariats of councils and committees chaired by the university president.



- Monitoring the implementation of recommendations and decisions of the University Council and the Deans Council.

### **Vice President (Accreditation and Quality Assurance)**

Report to the University President, and Member of the University Council and Deans Council, with the following responsibilities:

- Develop and implement policies and procedures, related to academic quality, accreditation, and compliance, to maintain and enhance the quality of education and academic programs.
- Contribute to the university's strategic planning process, ensuring that accreditation and QA goals align with the overall mission and objectives of the institution.
- Oversee the preparation and submission of required reports and documentation to accrediting agencies: National (CAA, ADEK) and International (QAA, ABET, ACPE, HCERES, CAEP, AACSB, and AQAS).
- Maintain accurate records related to accreditation and QA activities.
- Serve as a liaison between the university and accrediting bodies, communicating effectively to address any concerns or requests for information.
- Collaborate with academic departments, administrators, and other stakeholders to ensure a comprehensive approach to QA and accreditation.
- Lead efforts for continuous improvement in academic programs and support services based on feedback from accreditation reviews and internal assessments.
- Monitor the university rankings and devise strategies to improve the institution's standing in relevant global and regional rankings.
- Collaborate with academic departments, research centers, and administrative units to gather data and information that positively impact rankings.
- Manage the collection and submission of accurate and relevant data required for rankings evaluations.

### **University Council**

#### **Membership:**

The University Council is chaired by the AAU President. It comprises: AAU Vice President(s), Deans of Colleges, Dean of Student Affairs, Dean of Scientific Research and Graduate Studies, ELC Director, Library Director, ITC Director, HR Director, Financial Director, General Registrar, Admin. Manager, and two students (minimum): one from Abu Dhabi Campus; the other from Al Ain Campus. The Council meets at least once every semester.

#### **Responsibilities:**

- Prepare the budget of AAU and discuss the financial position of the University.
- Set policies regarding the University's involvement in community service.
- Execute plans for relations with other academic institutions on an international level.

## **Deans Council**

### **Membership:**

The Deans Council is chaired by the University President. It comprises the AAU Vice President(s), the deans of colleges, the Dean of Student Affairs as well as the Dean of Scientific Research and Graduate Studies. The Deans' Council meets once a week.

### **Responsibilities:**

- Implementing the University policies.
- Approving plans, which secure the appropriate infrastructure to execute University objectives.
- Approving by-laws that govern organizational, financial and executive University affairs.
- Approving by-laws to govern employment and punitive measures that apply to all University personnel.
- Approving new University study plans.
- Conferring University academic degrees.
- Setting terms and conditions regarding students' admission and number of accepted students in light of the Ministry of Higher Education overall plans.
- Directing and overseeing studies aimed at establishing new colleges and new programs.
- Following-up the implementation of college plans for teaching and research.
- Approving admission policies.
- Making policies regarding the size and quality of student enrollment.
- Applying for approval of new academic programs and new non-academic units.
- Making the final decision regarding faculty promotion upon recommendation from the Appointment and Promotion Committee.

## **Dean of a College**

A College Dean is appointed by the University President. The College Dean is responsible for the following:

- Overseeing the preparation of the college academic plan and following-up its implementation.
- Coordinating between the academic and administrative units in his/her college.
- Submitting proposals regarding recruiting faculty members, technicians and others.
- Overseeing and monitoring the teaching/learning process in his/her college.
- Submitting reports at the end of each academic year about the college academic, administrative and financial affairs showing activities, level of performance, study issues, examinations and results and identifying the points of strength and weakness.



- Preparing and submitting annual budget for his/her college.
- Monitoring issues related to student affairs and directing activities for the enhancement of student learning.
- Proposing and implementing policies that enhance research activities in his/her college.
- Coordinating with Deans of other colleges to enhance University research projects.
- Recommending faculty members in his/ her college for promotion.

### **Dean of "Student Affairs"**

The Dean of Student Affairs is responsible for:

- Directing services offered to students at the University.
- Setting up centers or units to better help students overcome their social, psychological, and financial problems.
- Overseeing work at the student counseling offices.
- Supervising and monitoring services such as: restaurants, transportation, housing, etc..., and preparing regulations that govern such services.
- Organizing various activities for the University's students.
- Forming clubs and societies and formulating rules to control them.
- Organizing seminars, celebrations, academic, and extra-curricular activities.
- Organizing specialized workshops and training programs to improve modern administration facilities system.
- Establishing various databases for student affairs.
- Implementing University decrees regarding his/her directorship.

### **Dean of "Scientific Research and Graduate Studies"**

The Dean of Scientific Research and Graduate Studies coordinates with the Deans of the Colleges in all matters relating to scientific research and graduate studies. In addition, the Dean's responsibilities include:

- I. Overseeing the preparation of the academic plans for the graduate programs and following-up their implementation.
- II. Overseeing the process of setting a strategic plan for scientific research.
- III. Monitoring issues related to approved channels and media for publication.
- IV. Preparing and submitting interim and end of year reports in relation to scientific achievement at AAU.
- V. Overseeing the implementation of the decisions of the Scientific Research Council.
- VI. Overseeing graduate students' affairs.



### ◆ Deputy Dean of a College

#### **Responsibilities:**

A College “Deputy Dean” is appointed by the University President. The Deputy Dean holds a PhD degree and usually holds the rank of Professor. The Deputy Dean reports directly to the relevant Dean and carries out the following:

- I. Representing the Dean (where the Dean is not present) at the institutional level;
- II. Forming the College committees and following up their activities.
- III. Supervising the College academic, research and extra-curricular activities.
- IV. Chairing the College assessment-committee and following up its activities.
- V. Taking part in evaluating faculty and staff performance within the College.

### **College Council**

#### **Membership:**

The College Council comprises of the Dean – Chair, Deputy Dean, Department Heads, and one representative of each department. The College Council meets once a week or whenever needed.

#### **Responsibilities:**

- I. Overseeing academic plans of various programs in the college and coordinating between them;
- II. Approving students’ grades.
- III. Approving students’ applications for transfer to the College in accordance with the directions issued by the Deans’ Council.
- IV. Recommending conferring academic degrees.
- V. Approving the nomination of new faculty members or teaching assistants, or suggesting their secondment, transfer or granting them scholarships or study leaves.
- VI. Overseeing the scientific research of the college faculty members.
- VII. Appointing standing committees to investigate or study issues within its responsibilities.

### **Department Council**

#### **Membership:**

The department council comprises all faculty members within the academic department and is chaired by the Department Head. The Department Council meets twice a month or whenever needed.

#### **Responsibilities:**

- I. Discussing and approving department plans for teaching, scientific research and community service.
- II. Approving new courses/ programs and recommending them to the college council.
- III. Reviewing and approving suggested textbooks by faculty members.



- IV. Reviewing and submitting nominations of applications for new faculty members and teaching assistants to the college council.
- V. Approving faculty course loads, lectures and field training sessions for individual faculty members and other teaching staff in accordance with the University regulations.
- VI. Reviewing assessment results, and recommending appropriate changes and modification in the study plan, course content and teaching/learning strategies.
- VII. Approving the formation of department committees.
- VIII. Setting the department budget.

### **Department Head**

Department Head is appointed by the University President upon nomination from the College Dean.

The Department Head is responsible for:

- I. Chairing the Department Council and following up its recommendations.
- II. Representing the department in the College Council.
- III. Forming the department committees and following up their activities.
- IV. Approving the department budget.
- V. Chairing the textbooks and timetable committees.
- VI. Supervising the department academic, research and extracurricular activities.
- VII. Chairing the department assessment-committee and following up its activities.
- VIII. Evaluating faculty and staff performance within the department.

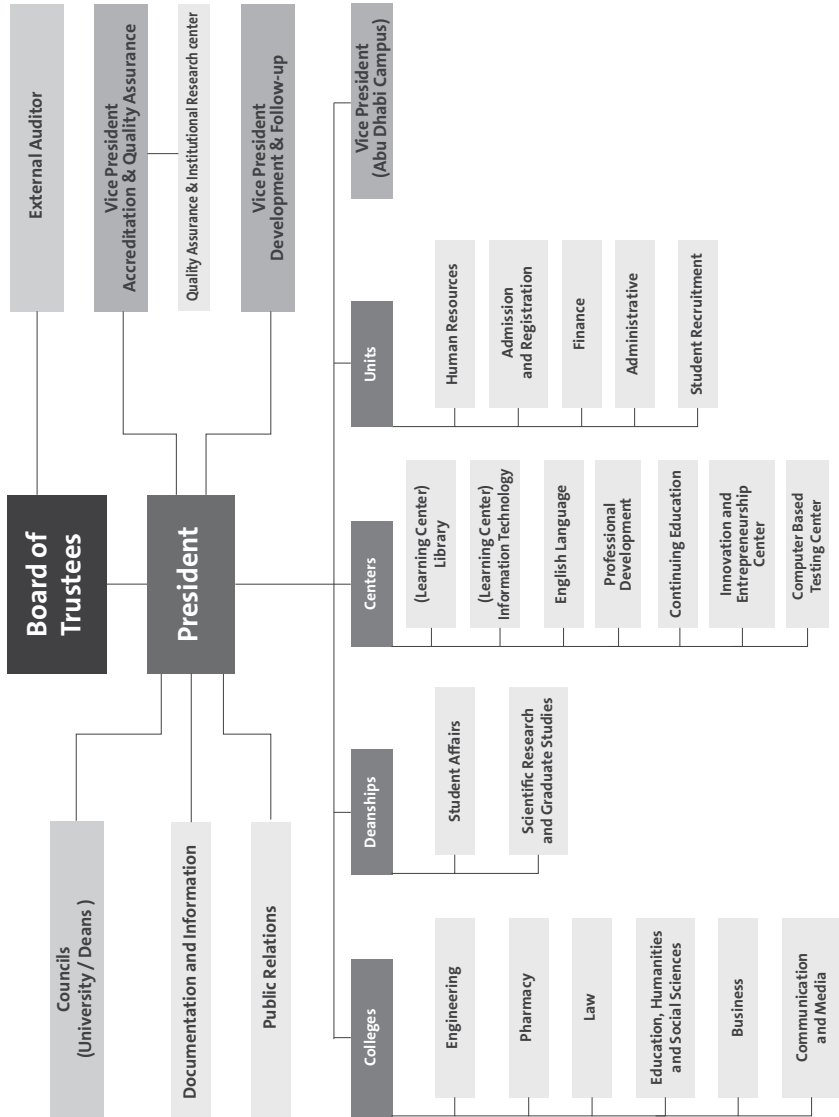
### **Program Director**

Program Director is appointed by the University President upon nomination from the College Dean.

The Program Director is responsible for:

- I. Helping the Dean and the college administration in the planning, implementation and marketing of the program's functions.
- II. Serving as a liaison between students, faculty, other campuses and other departments on program-related issues.
- III. Coordinating activities of students, faculty, staff and administration to achieve program's objectives.
- IV. Preparing program-related documents, such as course catalogs, promotional materials, and educational materials.
- V. Collecting and maintaining student and course related data, such as, registered students, graduated students, employed students, and offered courses.
- VI. Working with college advisors to make sure the advising process runs smoothly and effectively.
- VII. Performing any program-related duties assigned by the Dean and the university administration.

## Organizational Chart





## **(7) Physical Resources**

### **Al Ain Campus:**

Al Ain Campus has holds the following facilities:

- ◆ classrooms equipped with data show;
- ◆ library (one for males and one for females);
- ◆ mosque (one for males and one for females);
- ◆ cafeteria (one for males and one for females);
- ◆ bookshop (one for males and one for females);
- ◆ gym;
- ◆ auditorium;
- ◆ lounges;
- ◆ computer labs (for males and for females);
- ◆ activity halls (for males and for females);
- ◆ parking areas.

### **Abu Dhabi Campus:**

Abu Dhabi Campus provides the following facilities:

- ◆ classrooms equipped with data show;
- ◆ library (one for males and one for females);
- ◆ mosque (one for males and one for females);
- ◆ moot court;
- ◆ cafeteria (one for males and one for females);
- ◆ bookshop (one for males and one for females);
- ◆ multipurpose room;
- ◆ lounges;
- ◆ computer lab (one for males and one for females);
- ◆ multimedia language lab (one for males and one for females);
- ◆ activity halls (one for males and one for females);
- ◆ parking area.



In addition, each college holds a number of labs catering for its specialized courses as follows:

**College of Engineering:**

- ◆ Communications Laboratory;
- ◆ Network Laboratory;
- ◆ Embedded Systems Laboratory;
- ◆ Electronics Laboratory;
- ◆ Physics Laboratory;
- ◆ Computer Laboratory.

**College of Pharmacy:**

- ◆ pharmaceutical analysis laboratory;
- ◆ chemistry and biochemistry laboratory;
- ◆ anatomy and histology laboratory;
- ◆ pharmacology laboratory;
- ◆ pharm. technology laboratory;
- ◆ pharmacognosy laboratory;
- ◆ drug information laboratory;
- ◆ microbiology laboratory.
- ◆ Research laboratory
- ◆ Chemistry Lab 2
- ◆ Drug Modeling Laboratory
- ◆ Virtual Pharmacy Laboratory

**College of Law:**

- ◆ Moot Court

**College of Education, Humanities and Social Sciences**

- ◆ digital Language laboratory;
- ◆ microteaching laboratory;
- ◆ multimedia computer laboratory;

**College of Communication and Media**

- ◆ laboratory;



## The English Language Center

- ◆ multimedia computer laboratory;

## (8) Cooperative Relationships and Agreements

Al Ain University welcomes and encourages cooperation with institutions and organizations on all levels. To that end, it has been involved in exchange programs and has signed several agreements (listed in the table below) that aim at benefiting the students and staff of AAU as well as the wider community represented by these institutions and organizations.

No.	Organization Name	Signature Date	Objectives	Duration
1	Al Ain Sports and Cultural Club	Sep. 2020	To achieve a fruitful cooperation in the community engagement areas and in spreading the sports awareness.	3 Years
2	Abu Dhabi Services Company (SEHA)	June 2020	To allow AAU Pharmacy students to access the government hospitals under SEHA's jurisdiction for internship, practicums, electives and research and teaching placements.	2 Years
3	Emirates Scientists Council	Nov. 2019	To achieve the strategic objectives and the general interest of both parties, by creating a better environment to enhance the innovation and the scientific research.	3 Years



1	Applied Science Private University, Jordan	October 2019	To promote co-operation between the two institutions (visits by and exchange of graduate students /faculty members for study, teaching, research, and discussions).	3 years
2	Burjeel Hospitals/ Emirates - Abu Dhabi	July 2019	To serve the needs of the community and help students to achieve the highest degree of expertise and efficiency in their pharmacy profession.	2 years
3	Mediclinic Middle East Management Services FZ LLC	July 2019	To promote academic and professional cooperation in their respective field.	2 years
4	University of Dhaka, Bangladesh	December 2018	To foster academic exchange and cooperation between the two institutions.	5 years
5	Gulf Medical University (GMU)	December 2018	To exchange information and knowledge between two parties (College of Pharmacy at AAU and College of Pharmacy at Gulf Medical University)	5 years
6	University of Dubai	June 2018	To foster the resource sharing and library cooperation between both parties.	5 years
7	Zayed Higher Organization for Humanitarian Care and Special Needs	May 2018	To build bridges of cooperation, partnership and coordination with each other in order to achieve their objectives.	4 years
8	The British Council UAE	January 2018	To develop educational and cultural cooperation between both parties and to cooperate in their mutual interest for a range of higher educational activities.	5 years



9	Society of Engineers - UAE	May 2017	To support student growth through internships, partner on guest lectures, collaborate on future program development, corporate training initiatives, and research.	5 years
10	Mohammed V University	April 2017	To support scientific and academic cooperation between the two parties in areas of common interest.	5 years

### (9) Affiliations and Professional Memberships

AAU is committed in providing high quality education; to that end, AAU belongs to a number of regional and international associations and organizations that are connected to issues of higher education and professional learning.

AAU is a member of the following associations:

- ◆ Association of Arab Universities.
- ◆ Islamic International Universities Association.
- ◆ Association of Arab Private Institutions for Higher Education.
- ◆ Scientific Association of Colleges of Engineering in the Arab World.
- ◆ Colleges of Computing and Information Society (CCIS).
- ◆ The International Pharmaceutical Federation (FIP).
- ◆ American Association of Colleges of Teacher Education (AACTE).
- ◆ Association to Advance Collegiate Schools of Business (AACSB).
- ◆ Administration Accreditation Council for Business Schools and Programs (ACBSP).

## (10) Financial Information

### Tuition Fees and Other Fees

The University charges the following tuition fees and other University fees to registered students. The University reserves the right to change any or all fees without prior notice. The limit for any fee increases will not exceed 20% per year.

#### Al Ain Campus

Item	AED	AED + Vat	Description
University Application fees	300 AED	315 AED	nonrefundable
University Admission fees	1,000 AED	1,050 AED	nonrefundable
Registration fees	500 AED	525 AED	For each semester
Tuition Fees	3,000 AED	3,150 AED	Per credit hour in the Master of Pharmacy programs
	2,700 AED	2,835 AED	Per credit hour in the Master of Law programs
	1,000 AED	1,050 AED	Per credit hour in the Postgraduate Professional Diploma in Teaching program.
	2,200 AED	2,310 AED	Per credit hour in the Master of Education program in Arabic language curricula and teaching methods, and the Master of Education in Islamic education curricula and teaching methods.
	2,500 AED	2,625 AED	Per credit hour in the MBA program
Orientation Fees	300 AED	315 AED	paid once
University card fees	100 AED	105 AED	for each academic year
Late Registration fees	600 AED	630 AED	
Incomplete Application Fees	250 AED	262.50 AED	250 AED
Appeal Application Fees	250 AED	262.50 AED	
Readmission Fees	200 AED	210 AED	
Insurance Deposit*	1,000 AED		(refundable on graduation)

\* Insurance is an amount kept by the University until the student graduates, and any damages, late fees, or violations committed by the student during his studies at the University are deducted from the insurance amount. Applies to Bachelor's and Master's students only.

\*All fees are subject to value added tax in accordance with the laws and regulations.



### Abu Dhabi Campus

Item	AED	AED + Vat	Description
University Application fees	300 AED	315 AED	nonrefundable
University Admission fees	1,000 AED	1,050 AED	nonrefundable
Registration fees	500 AED	525 AED	For each semester
Tuition Fees	3,000 AED	3,150 AED	Per credit hour in the Master of Pharmacy programs
	2,700 AED	2,835 AED	Per credit hour in the Master of Law programs
	1,000 AED	1,050 AED	Per credit hour in the Postgraduate Professional Diploma in Teaching program.
	2,200 AED	2,310 AED	Per credit hour in the Master of Education program in Arabic language curricula and teaching methods, and the Master of Education in Islamic education curricula and teaching methods.
	2,500 AED	2,625 AED	Per credit hour in the MBA program
Orientation Fees	300 AED	315 AED	paid once
University card fees	100 AED	105 AED	for each academic year
Late Registration fees	600 AED	630 AED	
Incomplete Application Fees	250 AED	262.50 AED	250 AED
Appeal Application Fees	250 AED	262.50 AED	
Insurance Deposit*	1,000 AED		(refundable on graduation)

\* Insurance is an amount kept by the University until the student graduates, and any damages, late fees, or violations committed by the student during his studies at the University are deducted from the insurance amount. Applies to Bachelor's and Master's students only.

\*All fees are subject to value added tax in accordance with the laws and regulations.



### **Refund Policy**

A registered student who applies to cancel his registration or withdraw from the University before the end of the semester is entitled to a refund of a percentage of the fees according to what is shown below:

- During the first week of the first and second semesters, and during the first three days of the summer semester, the student recovers 100%.
- During the second week of the first and second semesters, and during the days from the fourth to the fifth of the summer semester, the student recovers 60%.
- After the second week of the first and second semesters, and after the fifth day of the summer semester, the student is not entitled to refund any fees.
- A student expelled or suspended for disciplinary reasons loses his right to recover any fees.
- The University application and admission fee of 1,300 dirhams is considered (non-refundable).



**Grants and Financial Aid**

**Graduate programs discounts:**

<b>15% discount</b>	This includes students who graduated with a bachelor's degree from Al Ain University and enrolled from the first semester of the academic year 2019-2020 until the first semester of the academic year 2022-2023.	To continue receiving the discount, the student must register for a minimum of 6 credit hours and achieve a semester GPA of at least 3.
<b>10% discount</b>	This includes students who graduated with a bachelor's degree from other universities accredited by the Higher Education with a GPA of no less than 3.60.	To continue receiving the discount, the student must register for a minimum of 6 credit hours and achieve a semester GPA of at least 3.
<b>30% discount</b>	This includes students who graduated with a bachelor's degree from Al Ain University and enrolled starting from the second semester of the academic year 2022-2023 (applicable to preparatory courses only).	Unconditional (one-time only)
<b>40% discount</b>	This includes students who graduated with a bachelor's degree from Al Ain University and enrolled starting from the second semester of the academic year 2022-2023.	To continue receiving the discount, the student must register for a minimum of 6 credit hours and achieve a semester GPA of at least 3.3.  If the GPA falls below 3.3, the discount will be reduced to 15%, provided the GPA is not less than 3.

**Postgraduate Professional Diploma in Teaching discounts:**

The university offers a 15% discount on credit hours for all diploma programs.



## **(11) Student Services**

### **The Deanship of Student Affairs**

The Deanship provides services that support the AAU Students, to ensure a respectful environment, and enrich the overall student experience. These services will help the students succeed in their academic, personal, and professional lives.

#### **a. Learning Support Centers**

At each of the AAU colleges, there are various Support Centers to help the students get the most out of their University careers. They all have their own goals that contribute to giving the student the help and support that they need.

#### **The Bookshop**

Conveniently enough, in each campus of AAU, there are two bookshops; one for the males; the other for females. The main purpose of the bookshop is to provide students with required textbooks for their courses. Textbooks are available at the beginning of the semester to enable students to obtain their copies early on. In addition, the bookshop offers services such as photocopying and selling stationery.

#### **English Language Center**

The English Language Center at Al Ain University exists to serve the language needs of students who are in a transitional period as they are about to embark on a learning experience where the medium of instruction is English. The staff of the ELC is committed to creating and maintaining an organized and trusting environment where teaching and learning are exciting and students are assisted as they develop their language skills. All aspects of the teaching activities are student-centered and designed to accommodate individual differences and learning styles in order for all to experience success.

#### **Moot Court**

The Moot Court at the College of Law is a simulation of a real trial in both civil and criminal matters. It is offered in a classroom equipped as a court of law. The relevant cases are carefully selected and students are assigned different judicial roles (judges, prosecutors, defense, etc...) and graded according to their practical performance.

#### **Digital Language Labs**

The Digital Language Labs are air conditioned and fully equipped with 25 multimedia computers, a data show device, a screen and other related equipment, items, and language software. These laboratories cover the practical part related to listening, speaking, writing, linguistics, phonetics, phonology, morphology, translation, and instructional technology courses.

#### **Microteaching Lab**

There is a Microteaching Lab at the College of Education which covers the practical part of the methods of teaching courses and is divided into two separate air conditioned sections for males and females. The lab also contains an isolated small room with blind observation window that has console with mixing, editing, and recording functions. Each separate section of the lab has a digital monitor, a camera; a data show device, and a screen. There are two Multimedia Teaching Labs which cover the practical parts of instructional technology courses and have all the necessary equipment.



## **Students Recruitment Unit**

The Students Recruitment Unit continues to define the AAU community in terms of its academic programs and various specializations through organizing visits to schools, universities and various institutions, in addition to participating in educational fairs through which students inquire on the programs offered by the University. Furthermore, it guides and advises them on appropriate specialties to their preferences and the requirements of the labor market. Concerning the enrolled students at the University, the Unit communicates with them to resolve their problems within official channels as in cases when students desire to change their specialties, to suspend their studies or to discontinue with their education once and for all. The Unit continuously scrutinizes their cases to try to identify the reasons and to find the appropriate solutions.

## **Student Counselling**

### **a. Personal Counselling**

This includes the following:

- To identify and follow up with student problems and providing appropriate solutions;
- Providing individual as well as group advising for students while maintaining the highest level of confidentiality
- Introducing the freshmen to the AAU facilities as well as guiding and helping them overcome the first and most difficult stage in their university life.
- Activating the role of students in decision-making through their participation in the preparation and organization of sports, cultural, artistic and social development activities.
- Refining the students' personalities educationally, psychologically, emotionally, and socially through supporting their tastes, interests and talents.
- Organizing meetings, lectures and participating in religious and national occasions and events.
- Strengthening the bonds of national unity and sense of belonging to the nation and culture.
- Developing a culture of democracy, justice, equality, and respect for others in an embodiment of the idea of the student parliament.
- Establishing student associations to facilitate the participation of students in various activities.

### **b. Academic Counselling**

The University strongly recommends that all new students attend both the General and the Special Academic Advising sessions, which are routinely held at the beginning of each semester.

The General Advising session aims to familiarize students with the academic system at AAU, the services, the student activities, and educational resources available at AAU. Special Advising is normally conducted after the students have entered their colleges, where they are familiarized with their respective Study Plans, the exams, and graduation requirements.

They will also meet their academic advisor(s) who will guide and advise the students until they fulfill their graduation requirements.

### **c. Career Counselling**

This service is to help the student identify his/her career options and develop the skills necessary to find employment. Counsellors will help students match their interests and abilities with possible careers. They offer workshops on career planning, resume writing, interviewing techniques and conducting a job search. The career planning programs will host job and career fairs and bring representatives from various companies to campus. Information about graduate options is also provided.

## Career Placements

The Deanship of Student Affairs receives application from students who wish to work on campus. The Deanship then forwards the applications to the Human Resources Unit to contact the applicants according to their skills and available openings.

## Computer Labs

The computer labs for each of the Colleges are as follows:

Beneficiary	Target	Number of Labs		Total number of computers	
		Al Ain	Abu Dhabi	Al Ain	Abu Dhabi
All colleges	General use for all students	6	3	228	165
	Exams	9	2	433	122
	Placement Exam	1	1	13	7
	E- Class	1	0	30	0
English Language Center	IELTS Exam (Building U)	3	1	95	25
Pearson VUE Exam Center	VUE Exam Center	-	1	-	50
Library	Male Side	1	1	29	29
	Female Side	1	1	27	29
College of Engineering	General	1	3	33	75
	Network Lab	1	1	27	25
	Cyber Security Lab	1	1	31	25
	Embedded Lab	1	0	10	0
College of Pharmacy	Drug Information Lab	1	1	30	25
	Simulation Lab	1	-	20	-
College of Edcation	Applied Psychology (R001)	1	1	24	25
College of Business	Statistical Analysis Lab (SPSS)	1	1	36	25
College of Communication & Media	MAC Lab	1	1	36	25
	Micro Lab	1	-	27	-
<b>Total</b>		<b>32</b>	<b>19</b>	<b>1129</b>	<b>652</b>

## Recreational Facilities

### **Sports and Gymnasium**

AAU provides all students, male and females, with on campus sports and recreational facilities. In the gym, there are professional trainers for the students for the various sports.

The following facilities are available for students on-campus around the clock:

Facility	Area/Number	
	Al Ain	AbuDhabi
Multi-sports Hall	822 Sq m	-
Fitness Hall	127 Sq m	320 Sq m
Outdoor fields	-	1
Bodybuilding Hall	1	2
Aerobic Classrooms	1	1



Chest-building Hall	1	2
Treadmills	3	4
Bicycles	3	4
Tennis Table	2	1
Baby Foot Table	1	2

The Sports Hall enables the students to engage in sports of their choice including: tennis, volley ball, basketball, handball, and football while the gym is fully equipped with the necessary fitness equipment. In addition, great attention has been given to coordinating timings for male and female students to ensure the facilities are available to the largest number of students.

### **Lounges**

The University provides students with lounges in each campus, for males and females. In these, students can take a break between classes, socialize, wait for the bus, and study. The lounges are air conditioned and comfortably furnished to provide students with an atmosphere that encourages their various social and academic activities.

### **Theatre/Events Hall**

AAU's campus holds a small theatre that also doubles as a seminar room. The hall can be used for meetings with students, seminars, cultural events, plays, etc.

### **Student Association Room**

In support of its belief in the importance of students' participation in student associations, AAU has designated a room for Student Associations. This is to be used by members of the student associations of all colleges for meetings, and as a gathering room to facilitate their involvement in student life. Student Council meeting are also held in this room.

### **Mosque**

Al Ain University hosts two small mosques on each campus; one for the males; the other for the females. The aim of this service is to provide students with a quiet, suitable place to pray throughout the day.

### **Residence Halls**

AAU provides students with appropriate dormitories that have all means of comfort and stability necessary to create a healthy atmosphere for studying. The tasks of the Dorms Unit include receiving new students, providing them with relevant advice and instructions, informing them of the dorms' rules and regulations, their responsibilities, assisting students in resolving the problems they face, and following up special cases that require health care.

1. There are two dormitories; one for the female students, the other for the male students.



2. The dormitories can hold up to fifty students.
3. There are single, double, and triple rooms as well as rooms for six students.
4. The fees are nominal.
5. All security and housekeeping services are provided 24/7.
6. The dormitories are supervised by specialized staff.

### **Dining Services**

AAU provides two modern cafeterias for both male and female students. Meals, for example, all types of sandwiches, a hot-cooked meal for lunch or dinner, and cold and hot drinks are all provided at reasonable prices. The cafeterias provide service not only for commuting students, but also for those in the residences. There is a direct and ongoing inspection in the cafeteria for both staff and food by the local authority. Evaluation of this dining service is carried out every semester by students for appropriate improvements. The cafeterias are open Sundays through Thursdays from 07:00 - 20:00.

### **Transportation**

AAU provides transportation with the following features:

- Covering the Al Ain area;
- Extending to Al Yahar, Al Maqam, Mazyad, and Al Ain-Dubai Road all the way until Ramlet Al Ra'i;
- Class times are taken into consideration when scheduling the bus timetable;
- Modern, air-conditioned, and comfortable vehicles;
- Nominal fees.

### **Security**

The role of AAU security is the 24-hour protection of AAU. The tasks of the security are the following:

1. At the end of every day, ensure electricity and air conditioners are all switched off and all doors are locked;
2. Monitor and ensure male and female students do not mix;
3. Organize traffic at the main gates of the university;
4. Monitor female students exit permits.

### **- Banking**

Located on the ground floor of the Main Building, an ATM is available for the students, administrative staff and faculty members.



## (12) Student Rights and Responsibilities

### Student Rights and Responsibilities

- Every student is entitled to experience a university environment that will enable pursuing the learning process easily.
- Every student has the right to practice his /her individual rights in the academic life in accordance with the University's regulations and policies.
- Every student has the right to be knowledgeable of the University's regulations and policies; that clarify his/ her rights, duties and responsibilities. As well as having the right to access this information through the University's website, the Admission and Registration Unit and the Student Affairs Deanship.
- Every student must attend the classes and perform all academic requirements in accordance with the university's instructions and regulations.
- Every student must adhere to the scientific research ethics and scientific integrity in all academic tasks, assignments, reports and research submitted in the registered courses.
- Every student must follow the instructions and regulations stated in the "Disciplinary and Penalties Regulations" enforced by the University.
- It is solely the responsibility of every student to update his/her data, especially the telephone number, in the Admission and Registration Unit for communication purposes.
- Every student is obliged to use the university's official email to communicate with the university and to check regularly to receive important news and announcements from the university.
- Every student must regularly check the university's official website to stay updated with issues of interest, latest news, and important announcements.

### Student Disciplinary Regulations

The articles of these regulations apply to all students enrolled at AAU.

### Disciplinary Violations

The following actions are considered offences and any student who is found to have committed any such action is subject to the disciplinary punishment set forth in the regulations below:

- I. Violation of AAU rules, regulations, decisions, or the incitement to violate any such rules;
- II. Refraining intentionally from attending lectures and lessons which require attendance by regulations, or the incitement of others to be absent from a lecture;
- III. An action which is taken the honour, dignity, and ethics, is contrary to good conduct or jeopardizes the reputation of the university or any of its staff. This applies to any act committed by a student outside the campus in activities involving AAU, or in which AAU takes part;
- IV. Cheating in an exam, participating in cheating, the initiation of cheating, breaching exam regulations, and/or disrupting the quiet atmosphere of an exam;
- V. Participation in the organization of any activity on campus without a prior permit from the relevant authorities at AAU, or the participation in any activity in violation of the regulations in force at AAU, or the incitement to perform such actions;
- VI. The use of university buildings and facilities for purposes other than those intended for them;
- VII. The distribution of leaflets, the issuance of bulletins, or the collection



- of signatures or donations, prior to obtaining approval from the relevant authorities at AAU or the abuse of such approval;
- VIII. Damaging any AAU moveable property or stealing it;
  - IX. Engaging in any act of violence, whether physical, or verbal abuse;
  - X. Causing disorder during lectures and seminars organized by the university;
  - XI. Impersonating others in any matter related to AAU affairs;
  - XII. Providing incorrect information in any forms or applications that are submitted by a student to AAU.
  - XIII. A student who takes an exam instead of the designated student is considered as cheating and as such cheating penalties are applied to both students. However, in the case where the person who enters the examination room is not an AAU student, he/she will be referred to the relevant security authorities.
  - XIV. Engage in any conduct not in line with the university environment.

## **(13) Complaints Process**

### **Students' Complaints**

#### **Students Grievances Procedures**

At the beginning of each Academic Year, The Deans' Council forms a Students' Grievances Committee in Al Ain Campus, and another one in Abu Dhabi Campus as follows:

- Dean of Student Affairs/ Chair
- Dean of the relevant college/ Member
- The College of Law (faculty member)/ Member
- The Registrar General/ Member

#### **Grievance application process:**

The student submits the grievance to the College Dean. After verifying that the grievance does not fall under any of the AAU applicable regulations, the Dean refers the grievance to the AAU President who, in turn, refers it to the Student Grievance Committee.

The Student Grievance Committee looks into the student's grievance taking all matters into consideration, and then submits a recommendation to the AAU President. The Committee may recommend referring the grievance to a relevant college/ unit to look into the grievance, and/or provide the Committee with any required documents and/or information. The grievance is then re-discussed to reach a recommendation.

The AAU President presents the recommendation to the Deans' Council where the recommendation will be approved, or discussed, if required.

All relevant parties are notified of the final decision.

The following is a list of examples of student grievance; however, it is, by no means, an exhaustive one. Student grievances may be related to any other financial, administrative, or service-related issues.

Failing to submit an 'Incomplete' application on time.



Receiving a 3rd warning for absences at a course due to medical or other issues.  
Complaints against faculty members for not abiding by the syllabus.

### **Denial of Admission to, or Dismissal from a Program**

If a decision is taken against a student to:

- ◆ deny admittance to a program;
- ◆ dismiss from a program.

The student has the right to appeal to the dean of the college who will designate the formal and informal process (es) by which a student may initiate a review of the disputed academic decision. The formal process must include the following elements:

- I. A request for a formal review which must be applied in writing no later than the end of second week of the next regular semester of making the decision, or within 5 days of receipt of notification of the process;
- II. Permission for extension of time is granted, if a written request is submitted by the student and accepted by his/her academic adviser;
- III. The dean forms a committee to review the case;
- IV. The conclusions of the academic decision review committee will constitute the final decision of the university on the matter;
- V. Unless an extension has been authorized by the dean, disputes concerning academic decisions must be completed by the end of the next regular semester following the decision.

### **Appealing a Final Exam Grade**

A student has the right to appeal a final exam result in any course under the following conditions:

- I. The student must complete an appeal form and submit it to the Admission and Registration Department within five working days of the announcement of the final grades.
- II. The Admission and Registration Department submits the appeal form to the specified college responsible for that course. The college will then respond within seven days of receiving the form.
- III. The College Dean forms a committee of three faculty members to revise the final exam paper. The revision will be guided by an answer key which is prepared by the course instructor.
- IV. If an error is found, the course instructor will correct it and submit the result to the Registrar General, and Admission and Registration Department after receiving the approval of the College Dean.
- V. The decision of the college is final.

### **Appealing for "Incomplete request"**

Master Student must compile at least (30%) in coursework and midterm exam to be able to apply for "Incomplete request".



## **Faculty Members' Complaints**

### **Faculty Grievance Procedures**

Grievances by a faculty member against the university or its employees are governed by this procedure. A faculty member should first work informally with administrators (the University President, Deans, and Department Heads) to resolve the matter. Experience indicates that almost all cases can be resolved informally. The process should reflect mutual trust, respect, collegiality, and cooperation.

The grievances governed by this procedure may include the following:

- I. unlawful discrimination on the basis of age, religion, race, or national origin;
- II. salaries;
- III. resource support;
- IV. teaching assignments;
- V. office assignments;
- VI. leave of absence applications.

## **(14) Academic Integrity**

Al Ain University upholds academic integrity and ethics as they constitute the foundation of the academic process. All members of AAU share the responsibility of abiding by the academic standards and safeguarding the AAU's reputation.

### **1- Student Disciplinary Regulations**

The articles of these regulations apply to all students enrolled at AAU.

#### **Disciplinary Violations**

AAU has set a number of violations that are considered offences, and any student who is found to have committed any such action is subject to the disciplinary punishment set forth in the regulations below. (For details of the offences, please refer to Section 12).

#### **Disciplinary Punishments**

If a student commits any of the disciplinary violations set forth in these regulations, after questioning him/her, he/she shall be subject to one or more of the following disciplinary punishments according to the gravity and circumstances of the violation:

1. All levels of warning, first and second. If a student receives a third warning, he/she will be expelled from the University for one semester. Other penalties include:
2. Fines of at least two-thirds of the current price of any object(s) that the student may have destroyed;
3. Withholding for a limited period the university services provided by



- one or more of the AAU facilities where the violation took place;
4. Withdrawal for a limited period taking part in student activity/activities during which the violation took place;
5. Dropping one or more courses in the semester during which the violation took place;
6. Cancelling the final exams of one or more courses in the semester during which the violation took place and giving the student zero in the cancelled course(s);
7. Temporary suspension from AAU for a period of one to four semesters. The summer session is not considered a semester for this purpose. In addition to this, courses that may be studied at another institution during the period of suspension will not be accepted as transferred credit by AAU;
8. Final expulsion from AAU;

### **Disciplinary Procedures**

The Deans' Council forms the Students' Disciplinary Committee at the beginning of each academic year. Its duties are to look into the students' cases, should they be academic or disciplinary.

Procedures of Catching and Reporting Cheating Act to Students' Disciplinary Committee:

1. In case a student (male/female) is accused or suspected of cheating, the faculty member must immediately ask the student to hand over the answer book and leave the exam hall. If the student refuses to leave or tries to cause any disturbance; the invigilator lets the student till he/she finishes and leaves the exam hall at his/her own time. However, the invigilator must record this in the cheating report and, hence, the student is considered to have lost the right to answer and complete the examination.
2. In the event that the invigilator hears a sound emerging from the student, the invigilator must be certain of the source of the sound. In case of being suspicious of the existence of anything used by the student to cheat, the invigilator must ask the student to hand it over. If the student refuses, the invigilator must record this in the cheating report; which is considered a sufficient reason and an evidence for proving the student's cheating incident.
3. The students' personal belongings cannot be confiscated without their consent.
4. The faculty member who seized the incident is obliged to file a report using the designated form prepared for this purpose (Form No. S 4) entitled "Cheating Incident Report" and to submit it to his/her Dean within 48 hours of the occurrence of the incident.
5. The Dean submits the cheating report to the Presidency Office within 24 hours of receiving it.
6. The University President forwards the cheating report to the Students Disciplinary Committee Chairman to take the necessary action.
7. The Student Disciplinary Committee Chairman sends a copy of all received cheating reports to the Admission and Registration Unit, in



order to block any access to the grades of the concerned students; until a decision is taken.

8. The Student Disciplinary Committee Chairman calls for a meeting to investigate the incident(s).
9. The Student Disciplinary Committee Chairman summons the concerned student to appear before the Committee to give his/ her testimony as to what is attributed against him/her. The student has the right to submit any desired information to the Committee; including calling witnesses to decline the filed offence.
10. A report of the student's testimony is written; then the student signs it along with the witnesses (if any).
11. The Chair of the Student Disciplinary Committee could (if needed) summon the concerned faculty member "who seized the cheating incident" to be questioned about the details of the incident attributed to the student. The faculty member has the right to submit any relevant information including asking to call for witnesses who attended the incident.
12. A report of the faculty' testimony is written; then the faculty signs it along with the witnesses (if any).
13. The Student Disciplinary Committee has the right to ask for the testimony of any other person that is seen relevant to the investigation of the incident.
14. Upon completion of the investigation of the cheating incident attributed to the concerned student; the Student Disciplinary Committee considers all details of the incident. The Committee then reaches a decision, taken by a majority vote. A report is then written stating the decision and signed by all members of the Committee.
15. The Student Disciplinary Committee applies the provisions of the Student Discipline Regulations relating to the definition of cheating and the penalties imposed thereon. The Chair of the Student Discipline Committee submits the decision of the Committee to the University President along with all related documents upon which the Committee took its decisions.
16. The University President decides whether to approve or not to approve the decision of the Student Disciplinary Committee.
17. Via the Presidency Office; the President's decision is forwarded to the relevant university entities for appropriate actions to be taken.
18. The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship; in order to record it in the student's file.

Procedures of Catching and Reporting Student Misconduct to Students' Disciplinary Committee:

1. If a student (male or female) is charged or caught by a faculty member or an administration staff for committing a behavioral misconduct; the student's data is recorded to be quoted in the incident report. If the student rejects/refuses to hand in the required information; the university security is to be called and the student is taken to the Student Affairs Dean office.
2. The faculty member or the administration staff who seized the incident is obliged to file a report using the designated form prepared for this purpose (Form No. S 11) entitled "Behavioral Misconduct Report") and to



submit it to his/her line manager (Dean, Director...etc) within 48 hours of encountering the incident.

3. The manager submits the incident report to the Presidency Office within 24 hours of receiving it.
4. The University President forwards the incident report to the Students Disciplinary Committee Chairman to take the necessary action.
5. The Student Disciplinary Committee Chairman sends a copy of all received reports to the Admission and Registration Unit, in order to block grades access of the concerned student; until a decision is taken.
6. The Student Disciplinary Committee Chairman calls for a meeting to investigate the incident(s).
7. The Student Disciplinary Committee Chairman summons the concerned student to appear before the Committee to give his/ her testimony as to what is attributed against him/her. The student has the right to submit any desired information to the Committee; including calling witnesses to decline the filed offence.
8. A report of the student's testimony is written and signed by the student and by the witnesses (if any).
9. The Chair of the Student Disciplinary Committee summons the faculty member or the administration staff member who seized the incident to testify and provide details of the incident attributed to the student. The faculty/ staff member has the right to submit any information he wishes to include as well as to ask to the request to summon witnesses who attended the incident.
10. A report of the faculty/ staff member testimony is written and signed by him/her as well as by the witnesses (if any).
11. The Student Disciplinary Committee has the right to call for any person that is seen relevant to the investigation of the incident.
12. Upon completion of the investigation of the incident attributed to the concerned student; the Student Disciplinary Committee considers all details of the incident. The Committee then reaches a decision, taken by a majority vote. A report is then written stating the decision and signed by all members of the Committee.
13. The Student Disciplinary Committee applies the provisions of the Student Discipline Regulations relating to the definition of the behavioral violations and the penalties imposed thereon.
14. The Chair of the Student Discipline Committee submits the decision of the Committee to the University President along with all related documents adopted by the Committee in its decisions.
15. The University President decides whether to approve or not to approve the decision of the Student Disciplinary Committee.
16. Via the Presidency Office; the President's decision is forwarded to the relevant entities for appropriate actions to be taken.
17. The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship; in order to record it in the student's file.

## **Expectations for Academic Integrity**

### **Cheating in Academic Work**

Cheating in academic work is represented by submitting academic work that is not the student's own including any act intending to give undeserved academic advantage; this includes, but is not limited to, **plagiarism, unauthorized collaboration, and multiple submissions**. It also refers to the student obtaining and/or giving information illegally through different means; this may include carrying a mobile phone or other unauthorized electronic devices inside the examination hall.

### **Cheating Penalties**

If a student is found cheating or attempts to cheat in a quiz, midterm exam, final exam, research, term paper, project, and/or any other coursework, the following penalties are applicable:

The student will fail all courses in which he/she has enrolled for during the semester in which he/she was found cheating.

A disciplinary warning will be added to his/her file.

### **Procedure**

The faculty member who finds a student cheating or attempting to cheat in any academic work should report the incident in full detail to the Dean of the College, who, in turn, will report the case to the Student Disciplinary Committee.

The Chair of the Committee will then call for a meeting to discuss the case of cheating and in turn make a suitable decision.

The student may appeal the decision within one week of the issuance of the decision. The appeal is to be submitted to the College Dean who, in turn, will refer it to the AAU President.

## **2- Faculty Academic Integrity**

Academic Freedom is the right of members of the academic community to study, discuss, investigate, teach, conduct research, and publish as appropriate to their respective roles and responsibilities. It is the policy and responsibility of AAU to assure and protect these rights within the governing framework of the institution. However, faculty members have an obligation to acquaint their students with the various scholarly views related to their subjects, and they are expected to be judicious in the use of controversial materials.

The statements hereunder define some areas of ethical conduct that govern faculty members' behaviour towards students, colleagues, the University, and the community. These statements do not address every situation; rather, they aim at providing the faculty member with an overview of a general perspective on the code of ethics governing Al Ain University.

### **Compliance with AAU's Rules and Regulations**

All faculty members at AAU shall abide by the rules and regulations applicable



at AAU. If the faculty member is uncertain about any issue, s/he may refer to the HR Manager, the Department Head, the College Dean, AAU Vice President, or AAU President.

### **Harassment or Discrimination**

Al Ain University upholds the principle that all individuals have the right to be treated with respect and equality. Any harassment, discrimination, or prejudicial treatment towards students, other faculty members, or administrative staff on grounds of ethnicity, religion, national origin, gender, country of citizenship, age, or disability status undermines the AAU's essential ethics and shall not be tolerated.

### **Conflict of Interest**

Faculty members are in obligation to avoid any situation where their personal interests conflict or could be interpreted as being in conflict, with those of AAU.

### **Intellectual Property**

Al Ain University advocates the ownership of intellectual material as stipulated by copyright laws. Faculty members have the obligation to comply with AAU's Copyright Policy.

### **Confidentiality**

Al Ain University prohibits any form of disclosure or dissemination of confidential information obtained during or after work with AAU. Faculty members shall treat as confidential any information or records conveyed to them on that basis.

## **(15) The Credit Hour System**

### **The Academic Year**

- The academic year consists of two 16-week compulsory semesters, and optional summer session.
- The Registrar announces the academic calendar of the following academic year during the second semester.
- All religious and national holidays in the United Arab Emirates are official holidays for the university.

### **The Credit Hour**

A Credit Hour (CR.H.) is the unit for measuring the number and length of classroom meetings per week throughout an academic semester. At AAU, the number of credit hours given to a course is, normally, one credit hour assigned to one classroom hour (fifty minutes) per week for an entire semester with most lecture-based courses carrying a weight of three credit hours. Nevertheless, labs, courses with a practical nature, and other courses may be assigned less or more credit hours. Generally, the number of credit hours associated with a course reflects the number of classroom hours and the method of instruction of the course.

## **Academic Load**

### **Postgraduate Programs**

- The full-time graduate student credit load is between 9 and 12 credits per regular semester.
- Students undertaking less than 9 graduate credits per regular semester must be considered as studying part-time.

### **One Summer Semester**

- The maximum study load for Diploma students is 6 credit hours.
- The maximum study load for MBA students is 3 credit hours.

## **(16) Academic Terminology**

### **General Admission Requirements for Graduate Programs**

1. The student must have a bachelor's degree or its equivalence in the specific specialty of the program to his studies - or its equivalent certified from the Ministry of education in the UAE, with a GPA not less than (3 of 4).
2. The student must meet the admission requirements set by the college to which he / she wishes to join.
3. The student must have a valid English Language Proficiency Certificate (TOEFL, IELTS or EmSAT) according to the specific mark of the specialty to be studied.

All documents submitted for admission purposes become the property of AAU and are not returned to the student.



## Master Degree Conditional Acceptance

Students are granted conditional acceptance in the following cases:

College	Programs	Conditional Acceptance
Pharmacy	Master of Science in Clinical Pharmacy	<ul style="list-style-type: none"> <li>- <b>If in possession of one of the following certificates (IELTS 5.5, PBT 530, iBT 71 or CBT 197, EmSAT 1250) or equivalent, provided that:</b></li> <li>• At the end of the first semester of the program, the student will achieve at least a mark (EmSAT 1400), TOEFL 550 or (IELTS 6) or equivalent exams.</li> <li>• Maximum of six credit hours are registered in the first semester of study.</li> <li>• A minimum of CGPA of 3.0 (on a 4.0 scale) is achieved in the first six credit hours of the study.</li> </ul> <p>Such students must meet the abovementioned requirements during the period of conditional admission or be subject to dismissal.</p> <ul style="list-style-type: none"> <li>- <b>If a holder of a bachelor’s degree with a GPA of (2.5 to 2.99 out of 4) or equivalent, and meets the English language condition, he should:</b></li> <li>• Register in no more than (9) credit hours of courses studied for the graduate program during the conditional acceptance period.</li> <li>• Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.</li> </ul>
	Master of Science in Pharmaceutical Sciences	





Law	Master of Private Law	<b>If a holder of a bachelor's degree with a GPA of (2.5 to 2.99 out of 4) or equivalent, he should:</b>
	Master of Public Law	<ul style="list-style-type: none"><li>- Register in no more than (9) credit hours of courses studied for the graduate program during the conditional acceptance period.</li><li>- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.</li></ul>
	Master of Criminal Science	<b>If a holder of a bachelor's degree with a GPA of (2 to 2.49 out of 4) or equivalent, he should:</b> <ul style="list-style-type: none"><li>- Register in no more than (9) credit hours as remedial preparation for the graduate program. These remedial courses are not for credit within the degree program.</li><li>- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.</li></ul>
Education, Humanities and Social Sciences	Master of Education in Arabic Language Curricula and Instruction	<b>If a holder of a bachelor's degree with a GPA of (2.5 to 2.99 out of 4) or equivalent, he should:</b> <ul style="list-style-type: none"><li>- Register in no more than (9) credit hours of courses studied for the graduate program during the conditional acceptance period.</li><li>- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.</li></ul>
	Master of Education in Islamic Education Curricula and Instruction	<b>If a holder of a bachelor's degree with a GPA of (2 to 2.49 out of 4) or equivalent, he should:</b> <ul style="list-style-type: none"><li>- Registers in no more than (9) credit hours as remedial preparation for the graduate program. These remedial courses are not for credit within the degree program.</li><li>- Achieves at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.</li></ul>



<p>Business</p>	<p>Master of Business Administration (MBA)</p>	<p><b>If in possession of IELTS 5.5, PBT 530, iBT 71 or CBT 197, EmSAT 1250) or equivalent, provided that:</b></p> <ul style="list-style-type: none"> <li>- Achieve at least EmSAT (1400) or (550 in TOEFL) or (6 in IELTS) by the end of the first semester of the master's program.</li> <li>- Register in no more than (6) credit hours in the first semester of enrollment.</li> <li>- Achieves a GPA of at least (3 of 4)</li> </ul> <p><b>If a holder of a bachelor's degree with a GPA of (2.5 to 2.99 out of 4) or equivalent, and meets the English language condition, he should:</b></p> <ul style="list-style-type: none"> <li>- Register in no more than (9) credit hours of courses studied for the graduate program during the conditional acceptance period.</li> <li>- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.</li> </ul> <p><b>If a holder of a bachelor's degree with a GPA of (2 to 2.49 out of 4) or equivalent, and meets the English language condition, he should:</b></p> <ul style="list-style-type: none"> <li>- Register in no more than (9) credit hours as remedial preparation for the graduate program. These remedial courses are not for credit within the degree program.</li> <li>- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.</li> </ul> <p><b>Non-Business Administration Bachelor's graduates are accepted, provided that:</b></p> <ul style="list-style-type: none"> <li>- The student studies a maximum of 4 remedial courses decided by the department. The student can be exempted from all remedial subjects if they have been studied in the Bachelor level.</li> </ul>
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**Compulsory Requirements**

The group of courses included in the Study Plan which the student needs to successfully complete including the program's General University Requirements, College Requirements, and Major Requirements.

**Internship/Capstone Project/Practicum:**

In their final year, students have the opportunity to connect their theoretical learning with its practical application whether in companies or in schools. In assigned companies, students choose a topic to do research on. The results are usually gathered in a report and often are presented. The capstone project which is meant to be the final piece of an undergraduate and graduate degree

will usually require a great deal of research and effort, and is supervised by faculty members. The practicum enables student teachers to acquire actual teaching experience through classroom observation and practice teaching.

Credit hours for AAU programs are distributed as follows:

### Graduate Programs

No.	College	Programs	Program Requirements		Practicum Internship Capstone Project Thesis"	Total Credit Hours
			Compulsory	Elective		
1	Pharmacy	Master of Science in Clinical Pharmacy	24	0	12	36
2		Master of Science in Pharmaceutical Sciences	21	6	9	36
3	Law	Master of Private Law	18	6	9	33
4		Master of Public Law	18	6	9	33
5		Master of Criminal Science	18	6	9	33
6	Education, Humanities and Social Sciences	Postgraduate Professional Diploma in Teaching	15	3	6	24
8		Master of Education in Arabic Language Curricula and Instruction	18	6	9	33
9		Master of Education in Islamic Education Curricula and Instruction	18	6	9	33
10	Business	MBA (General) with an option to choose a focus area. The Focus Areas available are : Business Analytics, Healthcare Management, and Project Management,	21	6	6	33



## (17) Academic Regulations

### Course Grading System

AAU uses a letter system in recording the students' final results in a course. Each letter is converted to a number of points that are used in calculating the SGPA and CGPA.

### Professional Diploma in Teaching Degrees

Percentage Grade	Letter Symbol	GPA Points
90 -100	A	4.0
85 - 89	B+	3.5
80 - 84	B	3.0
75 -79	C+	2.5
70 - 74	C	2.0
65 - 69	D+	1.5
60 - 64	D	1.0
Less than 60	F	0
-	FA	Fail due to absence
-	P	'Pass'
-	I	'Incomplete'
-	T	'Transfer'
-	CA	'Cancelled'
-	W	'Withdraw'

### Master Degree

Percentage Grade	Letter Symbol	GPA Points
90 -100	A	4.0
85 - 89	B+	3.5
80 - 84	B	3.0
75 -79	C+	2.5
70 - 74	C	2.0
Less than 70	F	0
-	FA	Fail due to absence
-	P	'Pass'
-	I	'Incomplete'
-	T	'Transfer'
-	CA	'Cancelled'
-	W	'Withdraw'



### Calculation of Grade Point Averages

The SGPA is calculated by multiplying the grade of each course by the number of the course's credit hours, and then dividing the total by the number of total credit hours taken by the student in the semester.

The CGPA is calculated by multiplying the grade of each course by the number of the course's credit hours, and then dividing the total of all courses by the number of total credit hours taken for all previous semesters.

### GPA Rating

The SGPA and CGPA are categorized according to the following ratings:

#### Professional Diploma in Teaching Degrees

Grade Point Average	Rating
3.6 - 4.00	Excellent
3.0 - 3.59	Very Good
2.5 - 2.99	Good
2.0 - 2.49	Satisfactory
Less than 2.0	Unsatisfactory

#### Master Degree

Grade Point Average	Rating
3.70 - 4.00	Excellent
3.30 - 3.69	Very Good
3.00 - 3.29	Good
Less than 3.00	Satisfactory

### Appealing a Final Exam Grade

A student has the right to appeal a final exam result in any course under the following conditions:

- I. The student must complete an appeal form and submit it to the Admission and Registration Unit within five working days of the announcement of the final grades.
- II. The Admission and Registration Unit submits the appeal form to the specified college responsible for that course. The college will then respond within seven days of receiving the form.
- III. The College Dean forms a committee of three faculty members to revise the final exam paper. The revision will be guided by an answer key which is prepared by the course instructor.
- IV. If an error is found, the course instructor will correct it and submit the result to the Registrar General and Admission and Registration Unit after receiving the approval of the College Dean.



The decision of the college is final.

## Academic Warning and Academic Probation

### Postgraduate program

1. Students receive a **FIRST** academic warning if their CGPA drops below 3.0 by the end of any semester except for the first semester at AAU. Having received the first warning, students are not allowed to register for more than **9 credit hours** in the following semester, including any courses they need to retake.
2. Students failing to raise their CGPA to at least 3.0 in the following semester, will be given a **SECOND** warning and will not be allowed to register for more than **6 credit hours**, including any courses they need to retake.
3. Students failing to raise their CGPA to at least 3.0 after the second warning, will be dismissed from the University.
4. The summer semester does not count for an academic warning period.
5. In the event that the student is accepted with a conditional admission to one of the graduate programs and fails to fulfil the requirement, the student shall be considered academically dismissed from the program by the end of the first semester, and shall not be entitled to re-enroll in the same program until at least one semester has passed. Moreover, in the event that the student re-enrolls in the same program from which he/she was dismissed, it is forbidden to equate any course he previously studied in the same program from which he was dismissed. However, In the event that the student wishes to enroll in another graduate studies program, it is permissible to enroll directly and the courses he studied in the program from which he was dismissed can be equivalent if these courses are within the study plan of the new program and he obtained a result of B or higher.

### Postgraduate Diploma in Education Program

1. Students receive a first academic warning if their CGPA drops below 2.0 by the end of any semester except for the first semester at AAU.
2. The summer semesters are not considered for an academic warning period.





(18) Course  
Code  
Descriptions



At AAU, each course is given a course code (as unique identifier number) composed of 7 digits, where the first two digits refer to the college, followed by 2 other digits referring to the program, then 3 digits which indicate the Year, Domain/Area, and the Level.

### Graduate Programs

College	Programs	CH.H	Program Code
Pharmacy (02)	Master of Science in Clinical Pharmacy	36	02026
	Master of Science in Pharmaceutical Sciences	36	02056
Law (03)	Master of Private Law	33	03016
	Master of Public Law	33	03026
	Master of Criminal Science	33	03026
Education, Humanities and Social Sciences (04)	Postgraduate Professional Diploma in Teaching	24	04015
	Master of Education in Arabic Language Curricula and Instruction	33	04056
	Master of Education in Islamic Education Curricula and Instruction	33	04066
Business (05)	• MBA – General	33	05016
	• MBA – Business Analytics	33	05026
	• MBA – Healthcare Management	33	05076
	• MBA – Project Management	33	05086



## (19) COLLEGES

- College of Pharmacy
- College of Law
- College of Education, Humanities and Social Sciences
- College of Business





COLLEGE  
OF  
PHARMACY





## About the College

The College of Pharmacy at Al Ain University was established in the academic year 2006 -2007. It started with a modern approach in management, syllabi, structure and ambitions toward better education and research.

In the Bachelor of Science in Pharmacy Program (BSc. Pharm), the college offers a solid foundation in core pharmacy courses, which include the basic medical, pharmaceutical and clinical sciences in addition to the advanced professional and training practices.

The college also offers another undergraduate program; the Bachelor of Science in Nutrition and Dietetics Program (BSND). The program is designed to understand the major role of healthy nutrition in the prevention, development, and treatment of most major diseases and to understand the relationships between nutrition, health, and disease.

The College of Pharmacy offers two postgraduate programs; First, Master of Science in Clinical Pharmacy Program (MSCP) which is designed to integrate advanced didactic courses with case application exercises, advanced clinical clerkship experiences, and a research project.

The second postgraduate program is the Master of Science in Pharmaceutical Sciences Program (MSPS), designed to train graduated as competent, highly skilled researchers capable of conducting high-caliber research in pharmaceutical sciences. It also aims to prepare experts to lead innovation in the national pharmaceutical industry, academic and research institutions. To optimize the practical part of the curriculum, the college possesses a large number of facilities; including laboratories with highly advanced equipment.

The International-Accreditation of the BSc. Pharm Program granted to the College of Pharmacy by the ACPE (Accreditation Council for Pharmacy Education) is stands as a remarkable achievement by the College of Pharmacy in the academic year 2014-2015.

## Dean's Message

On behalf of the Faculty, Staff, and Students, welcome to the College of Pharmacy at Al Ain University. It is my pleasure to introduce to you our new and competitive college. I am confident that studying at our college will serve as a valuable prescription for a rewarding career.

The College has an outstanding team of faculty and staff dedicated to our mission; "preparing outstanding, highly competent and motivated pharmacists, nutritionists, dietitians, researchers and health care providers to meet the contemporary healthcare needs of society and enhance the delivery of essential pharmacy services, ensure human health by optimizing the usage of effective, safe and cost-effective drug therapy, and enhance pharmaceutical

activities through pharmaceutical care and industry advancement, particularly focusing on areas of continued education, services and research.

We assure our pharmacy students that they will receive the education and training tailored to meet new and evolving practice roles. The curriculum of the College of Pharmacy offers a solid foundation in core pharmacy competencies by offering the basic biomedical sciences, pharmaceutical sciences, clinical and social sciences in addition to the professional and internship programs.

In addition to the BSc. Pharm program, the College of Pharmacy offers an M.Sc. in Clinical Pharmacy program designed to equip graduates with advanced knowledge, skills, and practice capabilities to fulfill the role of clinical pharmacist across a variety of hospital settings, including but not limited to ambulatory care, acute care, intensive care, long-term care and drug information center activities.

Two programs were offered in the academic year 2020/2021, firstly the B. Sc. Nutrition and Dietetics program aimed at understanding the relationships between nutrition, health, and disease. Secondly the M.Sc. in Pharmaceutical Sciences (MSPS) designed to equip graduates for being competent, highly skilled researchers capable of conducting high-caliber research in the field. It also aims to prepare experts to lead innovation in the national pharmaceutical industry, academic and research institutions.

The International –Accreditation of the BSc. Pharm program granted to the College of Pharmacy by the ACPE (Accreditation Council for Pharmacy Education), stands as one of the most notable achievements in the academic year 2014-2015. It promises to enhance the quality and the standards of our education process. We extend our best wishes to you as you embark on your journey towards a career in pharmacy or other health care specialization.

### **Vision**

The vision of AAU College of Pharmacy is to achieve excellence in innovative pharmacy and healthcare education, practices, services to the society and the profession, and thus improve the healthcare of the community and the country

### **Mission**

The college serves UAE and the world by preparing outstanding, highly competent and motivated pharmacists, nutritionists and dietitians and health care providers to meet the contemporary health care needs of the society, improve delivery of essential healthcare services, ensure human health through optimization of using effective, safe and economic drug therapy and nutrition care to enhance healthcare activities, especially in areas of continued education, services and researches. The college serves the students by offering an educational program based on best pharmacy and healthcare practices, professional practice experience and educational environment aligned with the needs of the society.

**College Council**

No.	Name	Title
1	Prof. Mohammad Ghattas	Chair
2	Prof. Faris El-Dahiyat	Member
3	Prof. Suhad Abumweis	Member
4	Prof. Mahmoud Abu-Ghoush	Member
5	Dr. Mohammad Bostanudin	Member
6	Dr. Walaa Kamel Mousa	Member
7	Dr. Amira Ahmed	Member
8	Dr. Rose Ghemrawi	Member



## 1- Master of Science in Clinical Pharmacy Program

### About the Program

Our Master of Science in Clinical Pharmacy is a program designed to support pharmacists to develop the knowledge, clinical skills and behaviors required to provide more patient-centered care as part of multidisciplinary healthcare teams.

### Vision

To revolutionize clinical pharmacy practice and healthcare through interdisciplinary education, training and research.

### Mission

Our mission is to educate and inspire a diverse group of professional clinical pharmacists to be leaders, advance patient care, and improve health for all. We seek to create, disseminate, and apply new knowledge that endows our graduates with the skills, abilities, behaviors, and attitudes necessary to apply the clinical sciences to the provision of inter-professional patient-centered care, management of medication use systems, advocacy of population health and wellness, and collaborative discovery and implementation of solutions to today's and tomorrow's healthcare problems.

### Programs completion requirements:

The degree of Master of Science in Clinical Pharmacy will be granted to a student if s/he fulfills the following requirements:

1. Successfully complete the courses, which comprise 24 credit hours followed by 6 credit hours' clinical clerkship and 6 credit hours' dissertation.
2. Successfully complete the dissertation/thesis, including the defense.
3. Obtains a minimum Cumulative Grade Point Average (CGPA) of 3 out of 4.

### Program Learning Outcomes

S.No.	Program Learning Outcomes	Aligned with L9 QFE Descriptors
1	Demonstrate a comprehensive, up-to-date knowledge in delivering specialized clinical services required, building on the existing knowledge of disease states, pharmacology, pharmacokinetics and therapeutics to be implemented in the clinical practice.	9K1, 9K4, 9SK2
2	Design a complex personalized pharmaceutical care plan, considering comorbidities and socioeconomic factors to optimize patient health outcomes	9SK3, 9SK3, 9AR3
3	Demonstrate effective inter-professional teamwork in complex clinical situations, ensuring accurate and reliable communication with specialist and non-specialist audiences (e.g.: healthcare providers and patients)	9SK5, 9RC1, 9RC2
4	Detect, predict, prevent, and report adverse drug reactions, medication errors, and other aspects of medication safety. Provide advanced and specialized recommendations for patient safety	9K3, 9SK3, 9AR1, 9AR2
5	Critically evaluate the literature and undertake practice-based research to enhance problem-solving skills and employ it into the clinical practice.	9K2, 9SK1, 9SK2, 9SK4, 9RC2, 9SD2
6	Utilize self and continuing professional learning skills at an advanced level to continuously enhance pharmacy professional practice	9SK2, 9RC2, 9SD1, 9SD2
7	Apply ethical and evidence-based pharmacy practices in complex decision-making processes.	9SK3, 9SK4, 9AR3, 9SD3

K: Knowledge, SK: skill, AR: Autonomy & responsibility, RC: Role in context, SD: Self-development



## Study Plan for Academic Year 2024/2025 (36) CR.H./ Master of Science in Clinical Pharmacy Program

Course No.	Course Title	CR.H.	Prerequisite	المتطلب السابق	عدد الساعات المعتدة	اسم المساق	رقم المساق
<b>Specialization Courses (36) CR.H.</b>				<b>متطلبات التخصص (36) ساعة معتمدة</b>			
<b>(1) Core Compulsory Courses (24) CR.H</b>				<b>(1) المتطلبات الأساسية الإجبارية (24) ساعة معتمدة</b>			
0202611	Biostatistics and Research Design	2			2	الإحصاء الحيوي وتصميم البحوث	0202611
0202612	Pharmacotherapeutics- cardiovascular	3			3	العلاج الدوائي المتقدم (القلب والوعية الدموية)	0202612
0202613	Pharmacotherapeutics - Infectious Diseases	3			3	العلاج الدوائي المتقدم (الالتهابات الميكروبية)	0202613
0202614	Pharmacotherapeutics-Respiratory and GIT	3			3	العلاج الدوائي المتقدم (الجهاز التنفسي والهضمي)	0202614
0202615	Pharmacotherapeutics - Endocrinology and CNS	3			3	العلاج الدوائي المتقدم (غدد وأعصاب)	0202615
0202616	Clinical Pharmacokinetics	2			2	حركة الدواء السريرية	0202616
0202617	Advanced Pharmacy Practice	3			3	الممارسات الصيدلانية المتقدمة	0202617
0202619	Evidence Based Practice	3			3	الممارسات المعتمدة على البراهين	0202619
0202680	Selected topics in Pharmacy Practice	2			2	مواضيع مختارة في الصيدلة السريرية	0202680
<b>(2) Internship (6) CR.H</b>				<b>(2) تدريب ميداني (6) ساعات معتمدة</b>			
0202690	Clinical Clerkship	3			3	التدريب السريري	0202690
<b>(3) Thesis (6) CR.H</b>				<b>(3) بحث التخرج (6) ساعات معتمدة</b>			
0202699	Dissertation	6	(0202690)	(0202690)	6	الرسالة	0202699



**Guidance Plan / Master of Science in Clinical Pharmacy Program**

First Year		Second Year	
First Semester	Second Semester	First Semester	Second Semester
Biostatistics and Research Design <b>0202611</b>	Pharmacotherapeutics – Endocrinology and CNS <b>0202615</b>	Clinical Clerkship <b>0202690</b>	Dissertation <b>0202699</b>
Pharmacotherapeutics - Cardiovascular <b>0202612</b>	Pharmacotherapeutics – Respiratory and GIT <b>0202614</b>		
Pharmacotherapeutics – Infectious Diseases <b>0202613</b>	Advanced Pharmacy Practice <b>0202617</b>		
Pharmacotherapeutics – Respiratory and GIT <b>0202614</b>	Evidence Based Practice <b>0202619</b>		
<b>12</b>	<b>12</b>	<b>6</b>	<b>6</b>
<b>Total</b>	<b>24</b>	<b>12</b>	<b>12</b>
<b>Total</b>	<b>36</b>		



## Brief Course Descriptions

Course Title & No.	Brief Course Description
<p><b>Biostatistics and Research Design</b> 0202611</p>	<p>Biostatistics and research design provides students with advanced knowledge in research methodology and statistical methods used in health related subjects. It encompasses the design of pharmaceutical and medical studies, the collection, summarization, and analysis of data from those studies, and the interpretation and inference from the results. This course intends to focus on the application of statistical techniques in postgraduate research for health professionals, with a particular emphasis on the correct interpretation of statistical analyses. The course will not concentrate on the statistical theory underlying the subject. An important component of the course is the use of a statistical package in the SPSS computer lab in the university. The statistical package used on this course will be IBM SPSS Statistics 25 which can be used to implement all of the methods taught in this course.</p>
<p><b>Pharmacotherapeutics- Cardiovascular</b> 0202612</p>	<p>Advanced pharmacotherapy courses are designed to provide advanced knowledge to understand the rationale for various therapeutic strategies. Therapeutic drug regimens will be presented as well to define appropriate doses, reasonable therapeutics goals, necessary monitoring parameters, clinically significant drug-drug interactions and adverse effects of the various medications. Establish an individualized pharmacotherapeutic plan using evidence based medicine. This course will focus on cardiovascular diseases. Advanced pharmacotherapy courses are designed to provide advanced knowledge and skills in clinical therapeutics. Students will gain the necessary skills in order to optimize patient's treatment and design an evidence based medicine individualized pharmacotherapeutic plan. The course will discuss treatment of choices, adding and adjusting medications and doses. Goals of treatment and monitoring strategies will be discussed for each disease and medications.</p>
<p><b>Pharmacotherapeutics- Infectious diseases</b> 0202613</p>	<p>Advanced pharmacotherapy course is designed to promote the appropriate use of antimicrobials by selecting the appropriate dose, duration, and route of administration. Achieving this will have the potential to improve efficacy, reduce treatment-related costs, minimize drug-related adverse events, and limit the potential for emergence of antimicrobial resistance. Therapeutic drug regimens will be presented as well to define appropriate doses, reasonable therapeutics goals, necessary monitoring parameters, clinically significant drug-drug interactions and adverse effects of the various medications. Also, the rationale behind various established therapeutic strategies of an individualized pharmacotherapeutic plan on infectious diseases will be clarified using evidence based medicine.</p>
<p><b>Pharmacotherapeutics - Respiratory &amp; GIT Disease</b> 0202614</p>	<p>Advanced pharmacotherapy courses are designed to provide advanced knowledge to understand the rationale for various therapeutic strategies. Therapeutic drug regimens will be presented as well to define appropriate doses, reasonable therapeutics goals, necessary monitoring parameters, clinically significant drug-drug interactions and adverse effects of the various medications. Establish an individualized pharmacotherapeutic plan using evidence based medicine. This course will focus on respiratory, gastrointestinal and nephrology diseases.</p>
<p><b>Pharmacotherapeutics- Endocrinology &amp; CNS</b> 0202615</p>	<p>This course is designed to promote the appropriate use of medications used in endocrinology and in CNS by selecting the appropriate dose, duration, and route of administration. Achieving this will have the potential to improve efficacy of therapy, reduce treatment expenditure and minimize drug-related problems. Therapeutic plans and drug regimens will be presented as well to define appropriate doses, reasonable therapeutics goals, necessary monitoring parameters, clinically significant drug-drug interactions and adverse effects of the various medications. Also, the rationale behind various established therapeutic strategies of an individualized pharmacotherapeutic plan for endocrinology and psychiatry diseases will be clarified using evidence based medicine.</p>



<b>Advanced Clinical Pharmacokinetics 0202616</b>	Clinical pharmacokinetics course will cover therapeutic drug monitoring for medications with narrow therapeutic index, drug dosing in liver and renal impairment, drug dose adjustment in dialysis patients and selected topics in certain classes of medication.
<b>Advanced Pharmacy Practice 0202617</b>	This course allows the student to begin understanding pharmacy practice and introduces the structure that is needed to learn the skills and knowledge required to integrate and apply patient, disease, and drug information to improve the effectiveness and safety of drug therapy.
<b>Selected Topics in Pharmacy practice 0202680</b>	<p>This course is divided into four sections; Pharmacovigilance, Pharmacoepidemiology, Pharmacoeconomics and current trends in pharmacy practice. Pharmacovigilance part will prepare students to report adverse drug reactions and use post-marketing surveillance, drug utilization reviews in order to study the safety and efficacy of medications.</p> <p>The pharmacoepidemiology part will discuss the concepts and applications of pharmacoepidemiology. The third part is Pharmacoeconomics will prepare students with the skills to develop methodologies for studying medication use across diverse populations.</p> <p>This course involves studying various Pharmacoeconomic evaluation methods to identify, measure, and compare the costs, risks, and benefits of therapies, enabling students to determine the most effective health outcome for the resources invested. Additionally, it aims to equip students with decision-making skills based on different Pharmacoeconomics evaluation methods. Moreover, the students will develop the ability to critique published studies and assess their suitability for the region. The course will also cover contemporary topics in Pharmacy practice and Clinical pharmacy based on the latest publication in Q1 Clinical and Pharmacy Practice Journals.</p>
<b>Evidence-Based Practice 0202619</b>	Evidence-based practice course prepares students to use evidence derived from clinical research into designing a pharmacotherapeutic plan. Students learn how to take the clinical, ethical and economic value of the medication in consideration while managing an individual patient. This course allows students to learn how to be up to date and provide for patients using the most updated and current treatment approaches.
<b>Clinical Clerkship 0202690</b>	This Clerkship will enable the students to gain the skills required to practice clinical pharmacy, to gather, document, analyze and communicate information relevant to therapeutic interventions and rational drug therapy. This will allow students to apply pharmacotherapy knowledge to patient care, refine problem solving and decision making and communication skills; recommend and monitor the appropriate drug therapy; and further develop competency in pharmacy practice. Active learning strategies are employed in this course to encourage students to practice and apply their knowledge and skills gained during the program. Clinical training takes place throughout an inpatient setting over a six-week period. The students will work individually and in cooperation with other healthcare providers to assess, gather, analyze, identify and solve certain drug therapy problems and communicate information relating to therapeutic interventions and rational drug therapy. Students are required to document the encountered cases and discuss it with the assigned preceptor on a weekly basis.
<b>Dissertation 0202699</b>	This course aims to produce an advanced level of research skills in clinical pharmacy. Research new ideas, encourage and facilitate the development of advanced pharmacy services through primary research. Produce pharmacists capable of conceiving, implementing, and evaluating patient care services that promote the rational, safe, effective, and economical use of drug therapy



## **Policies and Procedures on Projects, Theses and Dissertations:**

This policy outlines the procedures for the submission and evaluation of a thesis presented to fulfill a portion of the criteria for acquiring a Master of Science in Clinical Pharmacy (MSCP) at AAU. The policy articulates the roles and obligations of various stakeholders, including graduate students, their supervisors, academic units, the examination committee, the Dean and Deputy Dean of the college, and the Deanship of Scientific Research and Graduate Studies (DSRGS), within the supervision process and degree conferral.

**Statement:** A student may register for the thesis only after successfully studying all required courses and elective course according to the study plan with a grade point average of at least 3.0 out of 4.0 and after getting approval from his/her academic advisor.

### **Thesis Registration Requirements:**

Students must complete the Clinical Clerkship before enrolling in thesis courses. This progression includes the sequential registration for Dissertation (6 CH).

### **Thesis Proposal Submission and Supervision:**

One semester before initiating the thesis, students are obliged to submit a detailed proposal using the "Thesis Interest Statement" form which is reviewed and validated by Postgraduate Committee. In addition, "Thesis Plan Discussion and Approval" form and 'Appointing a Supervisor' form must be completed and co-signed by prospective supervisors and accordingly re-viewed and validated to ensure alignment with academic goals and free of plagiarism. Prior to endorsements from the Program Director, Program Council, College Council, and the Dean's Council granting the final approval. Below procedures are followed:

- The student shall fill out an application of Thesis Interest Statement forms and submit it to Program Director suggesting the thesis topic and the supervisor from the teaching staff at the program.
- The Program Council discusses the application and the novelty of the research topic and suggests modification if needed.
- The Program Council appoints a member of the teaching staff to supervise the student considering the maximum number of theses the supervisor may supervise concurrently.
- Each faculty member can supervise a maximum of five (5) students concurrently, provided that the supervision is limited to the academic staff with the rank of Professor, Associate Professor or according to the College's instructions.
- The Program Council advocates for the appointment of junior faculty (Assistant Professor) in conjunction with experienced faculty members (Professor or Associate Professor) for co-supervision of theses, with designated roles as co-supervisor and advisor, respectively.
- The minutes of the Department/Program Council are submitted to the College Council to discuss the recommendations of the supervision for approval.

**Supervision following up process:**

- The supervisor shall submit a periodic report (at least once per semester) in which he/she shows the student's progress in his/her thesis to the Program Director.
- The supervisor after filling up the validity report should send the first draft of the thesis to the DSRGS to check for similarity index percentage and approval.
- The supervisor submits a request to Program Director to set a date for thesis defense and to form a committee for thesis examination.
- The Program Director studies the request and sends it with the appropriate documents to the Program council to recommend the appointment of the examination committee.
- The College Council studies the recommendation of the Program Council to approve it or amend it. The chairman of the examination committee shall be the one with the high-est rank and seniority.
- The Deanship of the College submits the student's file to the Deans 'Council for approv-al.

**The file shall include:**

- Minutes of the department where the supervisor commissioned.
- College Council minutes for supervision approval.
- A validity report from the supervisor.
- Similarity Report & Approval from DSRGS.
- Student record that proves he is a regular student.
- The minutes of the Program Council for forming the examination committee.
- Minutes of the College Council for approval by the examination committee.

**Thesis Seminar for Oral Defense Examination:**

To meet the seminar criteria, students must fulfill all thesis components and achieve a cumula-tive 36 CH.

**External Examiner Selection:**

External examiners are chosen and nominated by the supervisor based on domain-specific ex-pertise, academic integrity, and contributions to the field, ensuring a rigorous review process. Then a full procedure carried on includes the formation of an examination committee by the program council, then college then to be approved by the deans' council.

**Final Examination and Defense Protocol:**

Thesis submission necessitates successive approvals from the Program Director, Deputy Dean, Dean of the College of Pharmacy, DSRGS, followed by collective consent from the Program Council, College Council, and Dean's Council. A minimum waiting period of one-month post-approval is mandated before the final examination and defense can be scheduled. The supervi-sor,



in agreement with the members of the examination committee, sets a date and place for the discussion, with a minimum of one month from the date of the decision of the Deans' Council.

### **Thesis Examination Outcomes:**

When conducting the examination, the student shall be given enough time to present thesis, and then the chairman of the examination committee will manage the discussion. The discussion should not exceed one hour and a half including questions addressed to the student. Upon completion of the discussion, the committee will hold a closed session to discuss and evaluate the thesis and issue the result according to the evaluation form previously sent by examiners and filled by defense examination committee "Committee Decision-Thesis defence" form A and B and may determine one of the following actions:

- Accepted without changes.
- Accepted with minor changes; corrections must be submitted within three months.
- Required to be resubmitted with major changes within six months and the defense re-scheduled.
- Rejected, with justifications provided by the Committee.

### **Degree Conferral:**

Upon satisfactory revision and approval, the thesis must be re-submitted in compliance with AAU's academic regulations and quality standards after Thesis Correction Completion Form filled. In addition, the student prepares the thesis in its final form (10 copies) according to the thesis format prepared by DSRGS. Studies and with a number of 10. (6) copies for the library (Al-Ain and Abu Dhabi) – (2) copies for the Deanship of the College (headquarters in Al-Ain and Abu Dhabi) – (1) copy for the DSRGS and (1) copy for the Graduate Studies Committee. A number of steps should be completed accordingly:

- The Examination Committee informs the program director about the outcome of the discussion to confirm graduation.
- The program council recommends the graduation of the student and submits it to the college council for discussion and approval.
- After approval by the College Council, the Dean or Deputy Dean shall submit the approved recommendation of graduation along with all documents to the Deans' Council for final approval. The file shall include:
  - a. Copy of the minutes of the deans' council approval for appointing the examination committee.
  - b. Copy of the result of the evaluation granted by the examination committee. The student's record shows that he/she is a regular student.
  - c. The department's council minutes for the recommendation and graduation. The Program and College Council's minutes for the approval of graduation.
  - d. Cover letter.
  - e. Copy of the thesis in its final form.



## Structure of Clerkship Training

- **Clerkship duration**

Clerkship duration is **24 weeks divided into 6 rotations** (4 weeks each rotation). This clinical training will be conducted in Department of Health- Abu Dhabi approved clinical settings. The rotation should cover **four weeks' rotations in each of the following five mandatory clinical (core) rotations:**

- Internal Medicine-1: Endocrinology, pain management, neurology, and hepatology and hematology units,
- Internal Medicine–2: Respiratory, Gastroenterology, nephrology and cardiology units
- Critical or Intensive Care,
- Ambulatory care,
- Surgery.

In addition to another **4 weeks of elective clinical rotations**. Elective clinical rotations should fill remainder of the weeks dedicated for clinical clerkship training:

- Infectious Diseases
- Psychiatry care
- Pediatric care
- Gynecology and Obstetrics
- Oncology care

Students have to complete first year successfully and pass the pre-clerkship exam before they can proceed for training. Students have to do a total of six rotations each one will be four-weeks long. These hours will be arranged on individual bases based on hospital policies, availability of preceptors and students' timeframe.

- **Clinical Rotations**

**Table 1: Types of clinical clerkships and the corresponding contact hours**

Clinical clerkships	Credit Hours	Duration (weeks)	Duration (hours)
<b>Five mandatory clinical (core) rotations</b>			
Internal Medicine-1	1	4	160
Internal Medicine–2	1	4	160
Critical or Intensive Care	1	4	160
Ambulatory Care	1	4	160
Surgery	1	4	160
Credit hours and contact duration	5	20	800
<b>Elective (one) clinical rotation</b>			
Infectious Diseases	1	4	160
Psychiatry Care	1	4	160
Pediatric Care	1	4	160
Gynecology and Obstetrics	1	4	160
Oncology care	1	4	160
Credit hours and contact duration	1	4	160
<b>Total credit hours and contact duration</b>	<b>6</b>	<b>24</b>	<b>960</b>



## 2- Master of Science in Pharmaceutical Sciences (MSPS)

### About the Program

The Master of Science in Pharmaceutical Sciences (MSPS) is a 2-year (full-time) or up to 4-years (part-time) offered in Al Ain and Abu Dhabi Campuses, including a year-round thesis, for students interested in the following research areas:

- Drug Design and Discovery.      - Pharmaceutical Analysis.
- Pharmaceuticals, Drug Delivery, and Pharmacokinetics.
- Industrial Pharmacy.              - Natural Products.

### Vision

The vision of the MSPS program is to produce competent graduates who can provide an added value to the pharmaceutical industry and research.

### Mission

The program prepares graduates that are competent, highly skilled researchers, who can conduct a high caliber research in the field of Pharmaceutical Sciences. The graduates of this program should possess knowledge, experiences, abilities, skills, and attitudes necessary to be scientists and/or educators in pharmaceutical sciences to meet the changing problems in pharmaceutical industry, drug design and quality control laboratories. Our overall objective is to prepare experts who will lead the innovation in the national pharmaceutical industry, academic and research institutions. The college of pharmacy adopts a student-focused approach along with active learning methodologies in delivering this program.

### Programs completion requirements:

The degree of Master of Science in Pharmaceutical Sciences will be granted to a student if s/he fulfills the following requirements:

1. Successfully complete the courses, which comprise 27 credit hours followed by 9 credit hours' thesis.
2. Successfully complete the dissertation/thesis, including the defense.
3. Obtains a minimum Cumulative Grade Point Average (CGPA) of 3 out of 4.

## Postgraduate Research Scholarship Scheme (PRSS)

### Overview

Parallel to launching the Master of Science in Pharmaceutical Sciences (MSPS) program, the College of Pharmacy (CoP-AAU) adopted a scholarship scheme (PRSS) to attract and employ distinguished BPharm (Bachelor of Pharmacy) graduates, offering them an excellent opportunity to pursue their postgraduate study in the Drug Discovery, Pharmaceutical Biotechnology, and Drug Formulation fields. This dual-faceted scheme (Scholarship-Job), is open for AAU (Al Ain University) and non-AAU graduates, offers the winners a fully funded postgraduate scholarship (tuition waiver) while working at the College of Pharmacy as partially paid Research and Teaching Assistants.

### Goal

To successfully recruit the best pharmacy candidates from across the country and facilitate their progress and development through our program. To enrich our MSPS program by employing the best pharmacy graduates from different backgrounds and offering them the opportunity to pursue their postgraduate and research studies.

### Application process

The successful candidates must meet all the application acceptance criteria and then pass an interview with a specialized committee from CoP. The next step is to meet the AAU admission requirements for graduate-higher studies (MSPS).

### Requirements (Application Criteria)

The candidates must be Pharmacy graduates from AAU with a minimum GPA of 3.0. A resume, cover letter and research interest proposal should also be submitted.

### Learning outcomes (mapped to QFE)

QFE (Summary Level 9 Descriptors)	Program Learning Outcomes (PLO)
9K1, 9K2, 9SK2	Develop and integrate advanced pharmaceutical sciences knowledge into the specialized research area including drug design, pharmaceutical analysis, and drug delivery.
9K2, 9SK1, 9SK3	Identify, develop and use appropriate research theories, methodologies in basic and applied research in pharmaceutical sciences, and be able to apply innovative research concepts, techniques and procedures for carrying out particular research.
9K4, 9SK2, 9SK3	Demonstrate the ability to critically evaluate, synthesize, and integrate collected data from different sources into their research.
9AR1, 9AR2, 9RC1, 9SD1, 9SK3	Operate in a professional attitude, and work independently and as part of a team, to identify gaps, realistic targets related to specific research area, and develop suitable solutions and time-frame to achieve proposed targets.
9K3, 9SK1, 9SK4, 9SK3, 9SD3	Apply and effectively communicate ideas, challenges and scientific reasoning and data analysis in both oral and in written forums.
9RC1, 9AR2, 9SD3	Display advanced management skills to manage time and resources to complete all aspects of the program under different environments.
9SK2, 9AR2, 9SD3	Develop new skills through self-learning and implementing highly ethical and responsible practices in pharmaceutical research.

K: Knowledge, SK: skill, AR: Autonomy & responsibility, RC: Role in context, SD: Self-development



## Study Plan for Academic Year 2024/2025 (36) CR.H./ Master of Science in Pharmaceutical Sciences Program

Course No	Course Title	CR.H.	Prerequisite	Prerequisite	CR.H.	Course Title	Course No
<b>Specialization Courses (36) CR.H.</b>				<b>متطلبات التخصص (36) ساعة معتمدة</b>			
<b>(1) Core Compulsory Courses (21) CR.H</b>				<b>(1) المتطلبات الأساسية الإلزامية (21) ساعة معتمدة</b>			
0205611	Advanced Pharmaceutical Chemistry	3			3	الكيمياء الصيدلانية المتقدمة	0205611
0205612	Biostatistics and Research Methodology	3			3	الإحصاء الحيوي و منهجية البحث	0205612
0205613	Advanced Pharmaceutical Analysis	3			3	التحليل الصيدلاني المتقدم	0205613
0205614	Advanced Biopharmaceutics and Pharmacokinetics	3			3	الصيدلة الحيوية وحركية الدواء المتقدمة	0205614
0205615	Drug Discovery and Design	3			3	تصميم الدوية واكتشافها	0205615
0205616	Pharmaceutical Biotechnology	3			3	التكنولوجيا الحيوية الصيدلانية	0205616
0205617	Advanced Pharmaceutical Technology	3			3	التكنولوجيا الصيدلانية المتقدمة	0205617
<b>(2) Elective Courses (6) CR.H</b>				<b>(2) المساقات الاختيارية (6) ساعة معتمدة</b>			
0205618	Advanced Drug Delivery	3			3	توصيل الدواء المتقدم	0205618
0205620	Drug Development and Regulatory Affairs	3			3	تطوير الأدوية والشؤون التنظيمية	0205620
0205623	Artificial Intelligence in Drug Discovery	3			3	النكاء الاصطناعي في اكتشاف الأدوية	0205623
0205624	Cosmetology and Skin Care	3			3	التجميل والحماية بالبشرة	0205624
<b>Thesis (9) CR.H</b>				<b>(3) الرسالة (9) ساعة معتمدة</b>			
0205691	Thesis 1	3	0205612	0205612	3	الرسالة 1	0205691
0205692	Thesis 2	3	0205691	0205691	3	الرسالة 2	0205692
0205693	Thesis 3	3	0205692	0205692	3	الرسالة 3	0205693

\*The student is allowed to register for the Thesis courses only after completing all the core compulsory specialization courses.

\* يُسمح للطلاب التسجيل في مساقات بحث التخرج فقط عند إنهائه جميع متطلبات التخصص الأساسية الإلزامية.



## Guidance Plan / Master of Science in Pharmaceutical Sciences Program

Course Distribution (Full-Time) – 4 semesters

Year	Semester	Course Group	Course Title	Course Code	Credit Hours	Pre/Co-requisite	Total Credit Hours	
1	Fall	Compulsory-General	Biostatistics and Research Methodology	0205612	3	-	9	
		Compulsory-Drug Design	Advanced Pharmaceutical Chemistry OR Advanced Pharmaceutical Analysis OR Drug Discovery and Design	0205611 OR 0205613 OR 0205615	3	-		
		Compulsory-Drug Development	Advanced Biopharmaceutics and Pharmacokinetics OR Pharmaceutical Biotechnology OR Advanced Pharmaceutical Technology	0205614 OR 0205616 OR 0205617	3	-		
	Spring	Compulsory-Drug Design	Advanced Pharmaceutical Chemistry OR Advanced Pharmaceutical Analysis OR Drug Discovery and Design	0205611 OR 0205613 OR 0205615	3	-		9
		Compulsory-Drug Development	Advanced Biopharmaceutics and Pharmacokinetics OR Pharmaceutical Biotechnology OR Advanced Pharmaceutical Technology	0205614 OR 0205616 OR 0205617	3	-		
		Elective	Advanced Drug Delivery OR Drug Development and Regulatory Affairs OR Artificial Intelligence in Drug Discovery OR Cosmetology and Skin Care	0205618 OR 0205620	3	-		
2	Fall	Compulsory-Drug Design	Advanced Pharmaceutical Chemistry OR Advanced Pharmaceutical Analysis OR Drug Discovery and Design	0205611 OR 0205613 OR 0205615	3	-	9	
		Compulsory-Drug Development	Advanced Biopharmaceutics and Pharmacokinetics OR Pharmaceutical Biotechnology OR Advanced Pharmaceutical Technology	0205614 OR 0205616 OR 0205617	3	-		
	Dissertation	Thesis 1	0205691	3	0205612 and complete min. 12 credit hours			
Spring	Elective		Advanced Drug Delivery OR Drug Development and Regulatory Affairs OR Artificial Intelligence in Drug Discovery OR Cosmetology and Skin Care	0205618 OR 0205620	3	-	9	
		Dissertation	Thesis 2	0205692	3	0205691		
	Dissertation	Thesis 3	0205693	3	0205692			



## Guidance Plan / Master of Science in Pharmaceutical Sciences Program

### Course Distribution (Part-Time Students) – 6 to 8 semesters

- Part-time students can complete the program in 6 to 8 semesters.
- The study plan below is designed for students who wish to complete the program in 6 semesters.

Year	Semester	Course Group	Course Title	Course Code	Credit Hours	Pre/Co-requisite	Total Credit Hours
1	Fall	Compulsory-General	Biostatistics and Research Methodology	0205612	3	-	6
		Compulsory-Drug Design	Advanced Pharmaceutical Chemistry OR Advanced Pharmaceutical Analysis OR Drug Discovery and Design OR Advanced Biopharmaceutics and Pharmacokinetics OR Pharmaceutical Biotechnology OR Advanced Pharmaceutical Technology	0205611 OR 0205613 OR 0205615 OR 0205614 OR 0205616 OR 0205617	3	-	
	Compulsory-Drug Development	Advanced Pharmaceutical Chemistry OR Advanced Pharmaceutical Analysis OR Drug Discovery and Design	0205611 OR 0205613 OR 0205615	3	-		
	Compulsory-Drug Design	Advanced Biopharmaceutics and Pharmacokinetics OR Pharmaceutical Biotechnology OR Advanced Pharmaceutical Technology	0205614 OR 0205616 OR 0205617	3	-		
2	Fall	Compulsory-Drug Development	Advanced Pharmaceutical Chemistry OR Advanced Pharmaceutical Analysis OR Drug Discovery and Design	0205611 OR 0205613 OR 0205615	3	-	6
		Compulsory-Drug Design	Advanced Biopharmaceutics and Pharmacokinetics OR Pharmaceutical Biotechnology OR Advanced Pharmaceutical Technology	0205614 OR 0205616 OR 0205617	3	-	
	Compulsory-Drug Development	Advanced Pharmaceutical Chemistry OR Advanced Pharmaceutical Analysis OR Drug Discovery and Design OR Advanced Biopharmaceutics and Pharmacokinetics OR Pharmaceutical Biotechnology OR Advanced Pharmaceutical Technology	0205611 OR 0205613 OR 0205615 OR 0205614 OR 0205616 OR 0205617	3	-		
	Compulsory-Drug Design	Advanced Pharmaceutical Chemistry OR Advanced Pharmaceutical Analysis OR Drug Discovery and Design OR Advanced Biopharmaceutics and Pharmacokinetics OR Pharmaceutical Biotechnology OR Advanced Pharmaceutical Technology	0205611 OR 0205613 OR 0205615 OR 0205614 OR 0205616 OR 0205617	3	-		
3	Fall	Elective	Advanced Drug Delivery OR Drug Development and Regulatory Affairs OR Artificial Intelligence in Drug Discovery OR Cosmetology and Skin Care	0205618 OR 0205620	3	-	6
		Elective	Advanced Drug Delivery OR Drug Development and Regulatory Affairs OR Artificial Intelligence in Drug Discovery OR Cosmetology and Skin Care	0205618 OR 0205620	3	-	
	Dissertation	Thesis 1	0205691	3	0205612 and complete min. 12 credit hours		
	Dissertation	Thesis 2	0205692	3	0205691		
Spring	Dissertation	Thesis 3	0205693	3	0205692	6	

## Brief Course Descriptions

Course Title & No.	Brief Course Description
<p><b>Advanced Pharmaceutical Chemistry (0205611)</b></p>	<p>This course covers new pharmaceuticals among heterocyclic compounds integrating heterocyclic chemistry and drug discovery. This course deals also with advance applications of structure and theory to the study of organic heterocyclic compounds and their nomenclature, preparations and reaction mechanisms. It also explains the concepts and terms of combinatorial chemistry.</p>
<p><b>Biostatistics and Research Methodology (0205612)</b></p>	<p>Biostatistics and research design provide students with advanced knowledge in research methodology and statistical methods used in health related subjects. It encompasses the design of pharmaceutical and medical studies. It involves the collection, summarization, and analysis of data from those studies; and the interpretation of, and inference from, the results. The course provides an introduction to selected important topics in bio statistical concepts and reasoning</p>
<p><b>Advanced Pharmaceutical Analysis (0205613)</b></p>	<p>In this course students will gain key skills in the specialized area of pharmaceutical analysis, including good measurement and scientific practice, evaluation interpretation of data, and other professional and organizational skills. The Pharmaceutical Analysis course is designed to provide an overview of basic methods of pharmaceutical analysis including UV-visible, IR and NMR spectrophotometry, fluorescence, TLC and GC and HPLC. Methods of extraction of drugs from biological and pharmaceutical matrices are presented. Establishment of standards and specifications required for regulatory approval of drugs</p>
<p><b>Advanced Biopharmaceutics and Pharmacokinetics (0205614)</b></p>	<p>The major objective of the course is to provide the student with fundamental foundational understandings of the principles of biopharmaceutics and pharmacokinetics that can be applied to drug therapy and dispensing. Biopharmaceutics is the science that examines the interrelationships between physicochemical properties of a drug, the dosage form, specific formulation, and route by which it is administered on the one hand, and the rate and extent of drug absorption into the systemic circulation, distribution to the tissues where it produces its actions (desired and undesired), and elimination from the body on the other hand. This will enable the students to design, monitor and modify dosage regimen. It also enables them to develop interrelationship between formulation factors and pharmacokinetic aspects of drug absorption, distribution, metabolism, and excretion.</p>
<p><b>Drug Discovery and Design (0205615)</b></p>	<p>This course emphasizes general principles of drug design and drug action from an organic chemical perspective. Students will be mostly involved in discussing the whole process of drug discovery starting from lead identification and optimization until getting the drug into the market. One more aspect that this course will focus on is the role of computer in drug design, shedding some light on important topics in molecular modeling such as molecular graphics, molecular mechanics and dynamics, docking, CoMFA, and structural similarity.</p>



<p><b>Pharmaceutical Biotechnology (0205616)</b></p>	<p>As advances in technology accelerates, treatment strategies will soon involve the use of the traditional chemical entities (i.e. drugs) as well as recombinant proteins and genetic material (RNA, DNA). This course offers the students comprehensive information and insights in pharmaceutical biotechnology and the development of biopharmaceuticals in pharmaceutical industry. The students will gain an understanding in both scientific knowledge of designing and producing novel biologics.</p>
<p><b>Advanced Pharmaceutical Technology (0205617)</b></p>	<p>The course of Advanced Pharmaceutical Technology is design to provide a comprehensive knowledge of the major topics in Pharmaceutical Technology. During the course, the students will acquire basic knowledge of pre-formulating and formulation of drugs. Learn about the pharmaceutical unit operations, quality control and quality assurance of pharmaceutical dosage forms.</p>
<p><b>Advanced Drug Delivery (0205618)</b></p>	<p>The course of Advanced drug delivery Technology is designed to provide significant trends and cutting-edge advances in drug delivery system, including controlled drug delivery for specific therapeutic agents and their applications, this course also provides a well-balanced framework for understanding every major aspect of drug delivery, including drug development, production, dosage forms, administration, and therapeutic developments. In addition, the course covers advance in controlled drug delivery, muco-adhesion and bio-adhesion, aerosol drug delivery system, microencapsulation (Liposomes and Nanoparticles), transdermal drug delivery, and various implants techniques. The students will gain understanding of practical pharmaceutical dosage applications, making this an indispensable knowledge for classroom use as well as for professional reference in practice or industry.</p>
<p><b>Drug Development and Regulatory Affairs (0205620)</b></p>	<p>The course of Drug Regulatory Affairs is an introductory course that focuses on the development and commercialization of drugs, biologics, and medical device products as well as examining the rules and guidelines needed to effectively manage the FDA regulatory process, ICH guidelines and WHO in order to maintain quality system compliance.</p>
<p><b>Artificial Intelligence in Drug Discovery 0205623</b></p>	<p>This course explores the concepts of Artificial Intelligence (AI) and its applications in the field of drug discovery. It covers general introduction about the basics of AI and the drug discovery process and exploits the areas of implantation of AI and machine learning methods and tools in the different stages and fields of pharmaceutical industry that includes target identification, virtual screening, prediction of properties, activity and toxicity of different chemical entities. This module also includes a practical component where students apply these concepts and tools in form of hands-on workshops and independent projects.</p>
<p><b>Cosmetology and Skin Care 0205623</b></p>	<p>The course of cosmetology is designed to provide a comprehensive knowledge of the major topics beauty formulation and advanced technology applied. This course covers the fundamental concepts of skin care beauty product, updating theories and advanced technology used advanced formulation and evaluate the quality of product, the impact of different parameters on the selectivity, safety and preparation of finished products with safe preservative ingredients. This course provides the students to gain the knowledge and develop the skills in advanced nano-technology used for beauty product preparation.</p>





<p><b>Thesis (1, 2, 3)</b> <b>0205691/2/3</b></p>	<p>This course has been designed to enable student to develop an integrated knowledge base critical understanding of the theoretical principles, concepts and practical skills relating to the pharmaceutical sciences research. Students are required to carry out a research project drug discovery, Organic Synthesis and Medicinal Chemistry, pharmaceutical biotechnology, pharmacology, drug delivery, dosage-form formulation and pharmacokinetic assessment. A detailed knowledge of these specific scientific areas is acquired by developments at the forefront of the subject, in preparation for progress to practice in the market.</p>
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## Policies and Procedures on Projects, Theses and Dissertations

This policy outlines the procedures for the submission and evaluation of a thesis presented to fulfill a portion of the criteria for acquiring a Master of Science in Pharmaceutical Sciences (MSPS) at AAU. The policy articulates the roles and obligations of various stakeholders, including graduate students, their supervisors, academic units, the examination committee, the Dean and Deputy Dean of the college, and the Deanship of Scientific Research and Graduate Studies (DSRGS), within the supervision process and degree conferral.

**Statement:** A student may register for the thesis only after successfully studying all required courses and elective course according to the study plan with a grade point average of at least 3.0 out of 4.0 and after getting approval from his/her academic advisor.

### **Thesis Registration Requirements:**

Students must complete a minimum of 12 credit hours (CH) before enrolling in thesis courses. This progression includes the sequential registration for Thesis I (3 CH), followed by Thesis II (3 CH), and concluding with Thesis III (3 CH).

### **Thesis Proposal Submission and Supervision:**

One semester before initiating the thesis, students are obliged to submit a detailed proposal using the "Thesis Interest Statement" form which is reviewed and validated by Postgraduate Affairs Committee. In addition, "Thesis Plan Discussion and Approval" form and 'Appointing a Supervisor' form must be completed and co-signed by prospective supervisors and accordingly reviewed and validated by Postgraduate Affairs Committee to ensure alignment with academic goals and resource availability. Prior to endorsements from the Program Director, Program Council, College Council, and the Dean's Council granting the final approval. Below procedure are followed:

- The student shall fill out an application of Thesis Interest Statement forms and submit it to Program Director suggesting the thesis topic and the supervisor from the teaching staff at the program.
- The Program Council discusses the application and the novelty of the research topic and suggests modification if needed.
- The Program Council appoints a member of the teaching staff to supervise the student considering the maximum number of theses the supervisor may supervise concurrently.
- Each faculty member can supervise more than one student concurrently, provided that the supervision is limited to the academic staff with the rank of



Professor, Associate Professor or according to the College's instructions.

- The Program Council advocates for the appointment of junior faculty (Assistant Professor) in conjunction with experienced faculty members (Professor or Associate Professor) for co-supervision of theses, with designated roles as co-supervisor and advisor, respectively.
- The minutes of the Department/Program Council are submitted to the College Council to discuss the recommendations of the supervision for approval.

**Supervision following up process:**

- The supervisor shall submit a periodic report (at least once per semester) in which he/she shows the student's progress in his/her thesis to the Program Director.
- The supervisor after filling up the validity report should send the first draft of the thesis to the DSRGS to check for similarity index percentage and approval.
- The supervisor submits a request to Program Director to set a date for thesis defense and to form a committee for thesis examination.
- The Program Director studies the request and sends it with the appropriate documents to the Program council to recommend the appointment of the examination committee.
- The College Council studies the recommendation of the Program Council to approve it or amend it. The chairman of the examination committee shall be the one with the high-est rank and seniority.
- The Deanship of the College submits the student's file to the Deans 'Council for approval.

**The file shall include:**

- Minutes of the department where the supervisor commissioned.
- College Council minutes for supervision approval.
- A validity report from the supervisor.
- Similarity Report & Approval from DSRGS.
- Student record that proves he is a regular student.
- The minutes of the Program Council for forming the examination committee.
- Minutes of the College Council for approval by the examination committee.

**Thesis Seminar for Oral Defense Examination:**

To meet the seminar criteria, students must fulfill all thesis components and achieve a cumulative 36 CH.

External Examiner Selection:

External examiners are chosen and nominated by the supervisor based on



domain-specific expertise, academic integrity, and contributions to the field, ensuring a rigorous review process. Then a full procedure carried on includes the formation of an examination committee by the program council, then college then to be approved by the deans' council.

**Final Examination and Defense Protocol:**

Thesis submission necessitates successive approvals from the Program Director, Deputy Dean, Dean of the College of Pharmacy, DSRGS, followed by collective consent from the Program Council, College Council, and Dean's Council. A minimum waiting period of one-month post-approval is mandated before the final examination and defense can be scheduled. The supervisor, in agreement with the members of the examination committee, sets a date and place for the discussion, with a minimum of one month from the date of the decision of the Deans' Council.

**Thesis Examination Outcomes:**

When conducting the examination, the student shall be given enough time to present thesis, and then the chairman of the examination committee will manage the discussion. The discussion should not exceed one hour and a half including questions addressed to the student. Upon completion of the discussion, the committee will hold a closed session to discuss and evaluate the thesis according to the evaluation form previously sent by examiners and issue the result according to the evaluation form filled by defense examination committee "Committee Decision-Thesis defence" form A and B and may determine one of the following actions:

- Accepted without changes.
- Accepted with minor changes; corrections must be submitted within three months.
- Required to be resubmitted with major changes within six months and the defense re-scheduled.
- Rejected, with justifications provided by the Committee.

**Degree Conferral:**

Upon satisfactory revision and approval, the thesis must be re-submitted in compliance with AAU's academic regulations and quality standards. In addition, the student prepares the thesis in its final form (10 copies) according to the thesis format prepared by DSRGS. Studies and with a number of 10. (6) copies for the library (Al-Ain and Abu Dhabi) – (2) copies for the Deanship of the College (headquarters in Al-Ain and Abu Dhabi) – (1) copy for the DSRGS and (1) copy for the Graduate Studies Committee. A number of steps should be completed accordingly:

- The Examination Committee informs the program director about the out-



come of the discussion to confirm graduation.

- The program council recommends the graduation of the student and submits it to the college council for discussion and approval.
- After approval by the College Council, the Dean or Deputy Dean shall submit the approved recommendation of graduation along with all documents to the Deans' Council for final approval. The file shall include:
  - a. Copy of the minutes of the deans' council approval for appointing the examination committee.
  - b. Copy of the result of the evaluation granted by the examination committee. The student's record shows that he/she is a regular student.
  - c. The department's council minutes for the recommendation and graduation. The Program and College Council's minutes for the approval of graduation.
  - d. Cover letter.
  - e. Copy of the thesis in its final form.



## Faculty Members in the MSc. in Pharmaceutical Sciences Program

Faculty Name	University of PhD Degree/ Country	Rank
Prof. Mohammad Ghattas	The University of Manchester, UK	Professor
Prof. Sawsan Abuhamdah	Durham University, England	Professor
Prof. Khairi Mustafa El-Bom	Dublin University, Trinity College, Ireland	Professor
Dr. Abdullah Saleh	University of Connecticut, USA	Associate Professor
Dr. Mosab Arafat	University of Otago, New Zealand	Associate Professor
Dr. Rose Ghemrawi	Lorraine University, France.	Associate Professor
Dr. Mohammad Bostanudin	University of Portsmouth, UK	Associate Professor
Dr. Arshad Mahmood	Leopold-Franzens-Universität Innsbruck, Austria	Associate Professor
Dr. Walaa Mousa	University of Guelph, Canada	Assistant Professor
Dr. Azza Ramadan	University of Toronto, Canada	Assistant Professor
Dr. Muhammad Sarfraz	University of Alberta, Canada	Assistant Professor
Dr. Nadia Hussain	Baqai Medical University, Pakistan	Assistant Professor
Dr. Nezar Al-Bataineh	University of Vermont, USA	Assistant Professor
Dr. Taima Alqudah	University of Sydney, Australia	Assistant Professor
Dr. Saad Touqeer	University of Vienna, Austria	Assistant Professor
Dr. Ahmed Eissa	Cardiff University, United Kingdom	Assistant Professor
Dr. Kareem Abdou	University of Toyama, Japan	Assistant Professor

## Faculty Members in the MSc. in Clinical Pharmacy Program

<b>Faculty Name</b>	<b>University of PhD degree/ Country</b>	<b>Rank</b>
Prof. Faris Dahiyat	Kingston University, London, UK	Professor
Prof. Anan Jarab	Queen's University Belfast, UK	Professor
Dr. Amira Ahmed	Huddersfield University, UK	Associate Professor
Dr. Mohammad Al Ahmad	University of United Arab Emirates, UAE	Associate Professor
Dr. Asim Ahmed	Queens University Belfast, UK	Assistant Professor

**Laboratories**

#	Lab. Name
1	Pharmaceutical Analysis Laboratory
2	Chemistry & Biochemistry Laboratory
3	Microbiology Laboratory
4	Anatomy and Histology Laboratory
5	Pharmacognosy Laboratory
6	Drug Information Laboratory
7	Pharmacology & Toxicology Laboratory
8	Pharmaceutical Technology Laboratory
9	Research Laboratory
10	Chemistry Laboratory





#	Lab. Name
11	Drug modeling Lab.
12	Virtual Pharmacy Laboratory
13	Cell Culture Laboratory
14	Medical Nutrition Therapy Lab
15	Nutrition Assessment Lab
16	Food Chemistry Lab
17	Food Production and Preparation Lab



## Health and Biomedical Research Center

AAU established the Health and Biomedical Research Center (HBRC), which serves as a crucial resource for Master's students embarking on their research journeys.

With a mission deeply integrated into the strategic educational and research goals of the university, the Emirate of Abu Dhabi, and the broader UAE, the HBRC aims to significantly enhance AAU's research reputation both nationally and internationally. The center ensures that Master's students receive a well-rounded education extending beyond the traditional classroom learning. Its commitment to fostering collaborative research is particularly beneficial for students, providing them access to a broader research network. This environment encourages students to engage in interdisciplinary studies, collaborate with experts in their fields, and contribute to impactful research projects.

Within the HBRC, there are several specialized research groups including: Drug Delivery, Analysis, and Characterization; Drug Design and Discovery; Biomedical Sciences; Clinical Pharmacy and Pharmacy Practice; and Nutrition and Dietetics. These groups are invaluable for the students, offering a rich environment for engaging in cutting-edge research, shaping their scientific skills, and contributing to significant advancements in their fields. The HBRC's state-of-the-art facilities, including laboratories equipped for cell culture, chemical synthesis, drug formulation, pharmaceuticals, molecular modeling, molecular biology, biochemistry, and microbiology, serve as the backbone for these research activities. By participating in these groups, students gain hands-on experience with the latest technologies and methodologies.

Recognizing the importance of disseminating research findings and fostering scholarly exchange, the College of Pharmacy at AAU organizes an annual postgraduate symposium. This event is specifically designed for national and international master's students to present their research to a global audience, covering a broad spectrum of topics from pharmacy practice, clinical pharmacy, nutrition and food sciences, health sciences, medicine, pharmaceuticals, drug design, and discovery. The symposium not only showcases cutting-edge research but also encourages academic dialogue and collaboration amongst students.

## General Admission Requirements

- A Bachelor's degree in Pharmacy or its equivalent is approved by the UAE Ministry of Education with a minimum (GPA) of (3 out of 4) point scale, or its equivalent on the Bachelor's level.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

EmSAT	TOEFL ITP	IELTS Academic
1400	550	6
* The exception to this requirement applies to students whose mother tongue is English and who finished a Bachelor's degree from an institution where English is the language of instruction in an English-speaking country.		

## Conditional Requirements

If a holder of a bachelor's degree with a CGPA of (3.00 to 4) or equivalent, and does not meet the English language condition set above, he/she should:

- Register in no more than (6) credit hours of courses studied for the graduate program during the conditional acceptance period.
- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.
- At the end of the first semester of the program, the student will achieve at least a mark ( EmSAT 1400), TOEFL 550 or ( IELTS 6) or equivalent exams.
- If a holder of a bachelor's degree with a CGPA less than (3 out of 4) or equivalent, and meets the English language condition, he/she should:
- Register in no more than (9) credit hours of courses studied for the graduate program during the conditional acceptance period.
- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.



If a holder of a bachelor's degree with a CGPA less than (3 out of 4) or equivalent, and does not meet the English language condition set above, he/she should:

- Register in no more than (6) credit hours of courses studied for the graduate program during the conditional acceptance period.
- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.
- At the end of the first semester of the program, the student will achieve at least a mark ( EmSAT 1400), TOEFL 550 or ( IELTS 6) or equivalent exams.





COLLEGE  
OF  
LAW





## **About the College**

Since its inception in 2007, The College of Law strives to become a leading institution of legal education in the country with an outstanding academic program leading to obtaining a bachelor degree of law that enables graduates to work in various legal fields, as well as Master Programs of Public Law, Private Law and Criminal Science. In 2015 the College obtained an international accreditation from the High Council for Evaluation of Research and Higher Education (HCERES), and received the renewal accreditation in 2021.

## **Dean's Message**

The College of Law received accreditation from the Ministry of Higher Education and Scientific Research in 2007. The College has two campuses: in Al Ain and Abu Dhabi. The College of Law offers distinguished academic programs: bachelor of law, as well as Master programs in Private law, Public law and Criminal science. In 2015 the College obtained an international accreditation from the French High Council for Evaluation of Research and Higher Education. Thus, the college is the first college of Law in the United Arab Emirates to obtain such an international accreditation.

Such an achievement was only possible due to the contribution of all faculty members with many years of academic and practical experience. Indeed, the expertise of the academic staff provides a distinguished environment for contemporary legal education through active learning, well –equipped classrooms, and up- to- date library. The international accreditation attests of the ability of the college to offer high quality academic programs. It also provides the college with new opportunities to develop cooperative relationships with academic institutions and organizations connected to the legal field.

The Deanship of the college considers the international accreditation of the Bachelor of Law Program as a major step in the development of the program according to internationally recognized academic standards.

It is our firm belief that our graduates will be able to contribute to the sustained development and welfare of the country and serving its needs in the field of law.

## **Vision**

The College of Law strives to become a leading institution of legal education in the United Arab Emirates through the offering of distinguished academic programs and the application of international quality standards.

## **Mission**

The mission of the College is to disseminate legal knowledge and to consolidate an original and innovative scientific research base, thus contributing to the implementation of the State's policy in the development of qualified national cadres to assume efficiently legal and judicial functions, and meet the diverse and ever-changing labor market needs.



### Values

- Preserve national values and linking them to learning.
- Enhance patriotism and a sense of responsibility to serve the nation.
- Adhere to standards of academic conduct.
- Respect for cultural diversity and intellectual difference.
- Commitment to equality and non-discrimination between the college's family community.
- Commitment to transparency, objectivity and neutrality.

### College Council

No.	Name	Title
1	Prof. Moustafa Elmetwaly Kandeel	Chair
2	Prof. Ramzi Ahmed Madi	Member
3	Prof. Nour Hamed (Alrahoom AlHajaya)	Member
4	Dr. Ahmed Fekri Moussa	Member
5	Dr. Zeyad Mohamed Jaffal	Member
6	Prof. Maher Hussein Haswa	Member
7	Dr. Aliaa Ali Zakaria	Member
8	Dr. Suhaib Walid Sharaiyra	Member



## 1- Master of Private Law

### About the program

The Master of Private Law program is designed to prepare qualified legal professionals specializing in the field of private law. The new challenges and advances of the twenty-first century in all walks of life have given rise to the need for the law to keep up. This program offers the in-depth knowledge and qualification the students need to excel in the field of private law.

### Vision

To achieve distinction in the field of Private Law enabling graduates to assume key legal positions.

### Mission

The program seeks to contribute to the AAU's mission of the dissemination of knowledge and enriching original scientific research in the field of Private Law. It also aims at supporting the University's effort in developing human resources and meeting the needs of the UAE community as well as the GCC for specialized legal professionals who are able to keep up with the scientific advances and the accompanying development in legislation.

### Goals and Objectives

The program seeks to achieve the following objectives:

1. Enhancing the students' ability to conduct in-depth legal studies and research to achieve innovative applications;
2. Graduating qualified cadres that are able to keep up with the latest developments and the relevant modern legislation;
3. Enabling students to understand the national, Arab, and international legislations in the various fields of private law;
4. Qualifying students to contribute in developing the national legislation system in line with the latest political, social, and economic changes.

### Learning Outcomes

By the end of the Master program, the student should be able to:

S.No.	Program Learning Outcomes	Aligned with L9 QFE Descriptors
1	Analyze legal texts and practical cases in a scientific method.	QFE 1, 2
2	Assess various legislative, judicial and doctrinal orientations of the Emirati Legal system.	QFE 3, 6
3	Prepare an in-depth legal research in the various fields of Private Law using appropriate research methods	QFE 9, 4
4	Accomplish assigned tasks in light of professional and ethical rules.	QFE 3,7,9
5	Compare national legal texts in the various fields of Private Law with their counterparts in legal systems.	QFE 8, 5
6	Work within a team to solve problems in the field of Private law.	QFE 6, 7



## Admission Requirements

### General Admission Requirements

- A Bachelor's degree of law or its equivalent approved by the UAE Ministry of Education with a minimum (GPA) of (3 out of 4), or its equivalent on the Bachelor's level.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

EmSAT	TOEFL ITP	IELTS Academic
<b>950</b>	<b>450</b>	<b>4.5</b>

### Conditional Requirements

If a holder of a bachelor's degree with a GPA of (2.5 to 2.99 out of 4) or equivalent, he should:

- Register in no more than (9) credit hours of courses studied for the graduate program during the conditional acceptance period.
- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.

If a holder of a bachelor's degree with a GPA of (2 to 2.49 out of 4) or equivalent, he should:

- Register in no more than (9) credit hours as remedial preparation for the graduate program. These remedial courses are not for credit within the degree program.
- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.



## Study Plan for Academic Year 2023/2024 Master of Private Law

Course No.	Course Title	CR.H.	Prerequisite
<b>Specialization course (33) CR.H</b>			
<b>Compulsory Core Courses (18) CR.H</b>			
0301601	Civil Law	3	-
0301602	Commercial Law (one third of the course content should be delivered in English Language)	3	-
0301603	Private International Law (one third of the course content should be delivered in English Language)	3	-
0301604	Law of Civil Procedure	3	-
0301605	Jurisprudence of Transactions	3	-
0303606	Legal Research Methodology	3	-
<b>Elective Courses (6) CR.H</b>			
0301607	Intellectual Property	3	-
0301608	International Construction Contracts	3	-
0301609	Study in Arbitration Law	3	-
0301610	E-Commerce	3	-
0301611	Consumer Protection	3	-
<b>Thesis (9) CR.H</b>			
0301696	Thesis (Private Law 1)	3	24
0301697	Thesis (Private Law 2)	3	27
0301698	Thesis (Private Law 3)	3	30



## Guidance Plan/ Master of Private Law

السنة الثانية Second Year		السنة الأولى First Year		المجموع Total
الفصل الثاني Second Semester	الفصل الأول First Semester	الفصل الثاني Second Semester	الفصل الأول First Semester	
الرسالة (Thesis) 0301699	فقه المعاملات Jurisprudence of Transactions 0301605	القانون الدولي الخاص Private International Law 0301603	القانون المدني Civil Law 0301601	
	يختار الطالب مساق تخصص واحد من مجموعة المساقات الاختيارية (Elective)	قانون الإجراءات المدنية Law of Civil Procedure 0301604	القانون التجاري Commercial Law 0301602	
		يختار الطالب مساق تخصص واحد من مجموعة المساقات الاختيارية (Elective)	مناهج البحث القانوني المقارن Comparative Legal Research Methodologies 0303606	
9	6	9	9	
15		18		
33				



## Brief Course Descriptions

Course Title & No.	Brief Course Description
<p><b>Civil Law</b> <b>0301601</b></p>	<p>This course covers the general theory of obligation, sources of obligation, rules of evidence and civil contracts. The course also consists of more advanced study of a specific topic related to civil law.</p>
<p><b>Commercial Law</b> <b>0301602</b></p>	<p>This course provides review of basic principles of commercial law, commercial companies and banking transactions. The course emphasizes mastery of a specific topic within the framework of commercial law.</p>
<p><b>Private International Law</b> <b>0301603</b></p>	<p>This course covers the fundamental concept of private international law such as nationality, the legal position of aliens, conflict of law, conflict of jurisdictions and the execution of foreign judgments. It also consists of an in-depth study of a specific subject related to private international law.</p>
<p><b>Law of Civil Procedure</b> <b>0301604</b></p>	<p>This course provides review of basic principles of civil procedures, judicial system, civil action and appeals from civil judgments. It also consists of more advanced study of a specific topic related to the law of civil procedures.</p>
<p><b>Jurisprudence of Transactions</b> <b>0301605</b></p>	<p>This course introduces students to the fundamentals of Islamic transactions, their definitions and criteria, with emphasis on the theory of contracts in Islamic jurisprudence. It also consists of an advanced study of a specific topic within the framework of Islamic transactions.</p>
<p><b>Intellectual Property</b> <b>0301607</b></p>	<p>This course covers the general definition of intellectual property, commercial and industrial intellectual rights, artistic intellectual rights, and the protection of intellectual rights on national and international level. The course emphasizes mastery of a specific topic related to intellectual property.</p>
<p><b>International Construction Contracts</b> <b>0301608</b></p>	<p>This course introduces students to the concept of international constructions contracts, their specific characteristics and legal nature. The course also includes advanced study of a specific topic within the framework of international constructions contracts.</p>
<p><b>Study in Arbitration Law</b> <b>0301609</b></p>	<p>This course introduces students to the concept of Commercial Arbitration, its role in settling commercial conflicts, and the execution of foreign arbitration awards in the U.A.E. The course also includes advanced study of a specific topic related to international commercial arbitration</p>
<p><b>E-Commerce</b> <b>0301610</b></p>	<p>This course provides review of basic principles of commercial law, the definition of E-Commerce and the national and international rules regulating E-Commerce. The course also consists of an indepth study of a specific subject related to E-Commerce.</p>
<p><b>Consumer Protection</b> <b>0301611</b></p>	<p>This course includes introducing the consumer in the UAE legislation and comparative legislation, as well as defining the concept of the supplier, clarifying the criteria for distinguishing between the consumer and the supplier, protecting the consumer from arbitrary conditions and commercial fraud, and the impact of the competition law on consumer protection.</p>
<p><b>Comparative Legal Research Methodologies</b> <b>0303606</b></p>	<p>The course includes a study of the main principles of legal research, determination of the objective of the research, writing of the research plan/outline, selection of the references, drawing ideas from them and ethical reference to them, drawing of conclusions, and recommendations and ways of legal drafting. A third of the total grade is allocated to this theoretical section. The course also aims to prepare students for empirical research under the supervision of the course teacher in order to train the student on the applied scientific research methods. Two thirds of the total grade are allocated to this practical section.</p>

## 2- Master of Public Law

### About the program

The Master of Public Law program supports the AAU's role in promoting research and contributes to the sustained development and prosperity of the community. It is designed to help fill the needs arising for legislation professionals in order to handle the new complexities of the modern world.

### Vision

To achieve distinction in the field of Public Law enabling graduates to assume key legal positions.

### Mission

The program seeks to contribute to the AAU's mission of the dissemination of knowledge and enriching original scientific research in the field of Public Law. It also aims at supporting the University's effort in developing human resources and meeting the needs of the UAE community as well as the GCC for specialized legal professionals who are able to keep up with the scientific advances and the accompanying development in legislation.

### Goals and Objectives

The program seeks to achieve the following objectives:

1. Enhancing the students' ability to conduct in-depth legal studies and research to achieve innovative applications;
2. Graduating qualified cadres that are able to keep up with the latest developments and the relevant modern legislation;
3. Enabling students to understand the national, Arab, and international legislations in the various fields of public law;
4. Qualifying students to contribute in developing the national legislation system in line with the latest political, social, and economic changes.

### Learning Outcomes

By the end of the Master program, the student should be able to:

S.No.	Program Learning Outcomes	Aligned with L9 QFE Descriptors
1	Analyze legal texts and practical cases in a scientific method	QFE 1, 2
2	Assess various legislative, judicial and doctrinal orientations of the Emirati Legal system	QFE 3, 6
3	Prepare an in-depth legal research in the various fields of Public Law using appropriate research methods	QFE 9, 4
4	Accomplish assigned tasks in light of professional and ethical rules.	QFE 3,7,9
5	Compare national legal texts in the various fields of Public Law with their counterparts in legal systems.	QFE 8, 5
6	Work within a team to solve problems in the field of Public law.	QFE 6,7



## Admission Requirements

### General Admission Requirements

- A Bachelor's degree of law or its equivalent approved by the UAE Ministry of Education with a minimum (GPA) of (3 out of 4), or its equivalent on the Bachelor level.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

EmSAT	TOEFL ITP	IELTS Academic
<b>950</b>	<b>450</b>	<b>4.5</b>

### Conditional Requirements

If a holder of a bachelor's degree with a GPA of (2.5 to 2.99 out of 4) or equivalent, he should:

- Register in no more than (9) credit hours of courses studied for the graduate program during the conditional acceptance period.
- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.

If a holder of a bachelor's degree with a GPA of (2 to 2.49 out of 4) or equivalent, he should:

- Register in no more than (9) credit hours as remedial preparation for the graduate program. These remedial courses are not for credit within the degree program.
- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.



## Study Plan for Academic Year 2023/2024 Master of Public Law

Course No.	Course Title	CR.H.	Prerequisite
<b>Specialization courses (33) CR.H</b>			
<b>Compulsory Core Courses (18) CR.H</b>			
0302601	Constitutional Law and political systems	3	-
0302602	Administrative Law	3	-
0302603	Criminal Law	3	-
0302604	Public International Law (one third of the course content should be delivered in English Language)	3	-
0302605	Public Finance and Economic Legislations (one third of the course content should be delivered in English Language)	3	-
0303606	Comparative Legal Research Methodologies	3	-
<b>Elective Courses (6) CR.H</b>			
0302606	Governance System in Islam	3	-
0302607	Protection of the Environment Law	3	-
0302608	Contemporary Crimes	3	-
0302609	Study in Human Rights Law	3	-
0302610	International Humanitarian Law	3	-
0302611	Criminal Procedure Law	3	-
<b>Thesis (9) CR.H</b>			
0302696	Thesis (Public Law 1)	3	24
0302697	Thesis (Public Law 2)	3	27
0302698	Thesis (Public Law 3)	3	30



## Guidance Plan/ Master of Public Law

السنة الثانية Second Year		السنة الأولى First Year	
الفصل الثاني Second Semester	الفصل الأول First Semester	الفصل الثاني Second Semester	الفصل الأول First Semester
الرسالة (Thesis) 0302699	المالية العامة والتشريعات الاقتصادية Public Finance and Economic Legislations 0302605	القانون الجنائي Criminal Law 0302603	القانون الدستوري والنظم السياسية Constitutional Law and political systems 0302601
	يختار الطالب مساق تخصص واحد من مجموعة المساقات الاختيارية (Elective)	القانون الدولي العام Public International Law 0302604	القانون الإداري Administrative Law 0302602
		يختار الطالب مساق تخصص واحد من مجموعة المساقات الاختيارية (Elective)	مناهج البحث القانوني المقارن Comparative Legal Research Methodologies 0303606
9	6	9	9
15		18	
33		33	
المجموع Total		المجموع Total	
المجموع Total		المجموع Total	
المجموع Total		المجموع Total	



## Brief Course Descriptions

Course Title & No.	Brief Course Description
<b>Constitutional Law and Political Systems 0302601</b>	This course is divided into two tracks. The first one deals with the general principles of constitutional law, with emphasis on the constitutional system of the U.A.E. In the second track, students are exposed to more advanced topic within the framework of the main subject matter of the course.
<b>Administrative Law 0302602</b>	This course provides review of basic principle of administrative law with emphasis on the administrative system of the U.A.E. The course also emphasizes mastery of a specific topic of special importance to student's academic and professional development.
<b>Criminal Law 0302603</b>	This course consolidates and expands upon basic knowledge of the theory of crime and punishment, the general dispositions of criminal prosecution and appeals of criminal sentences. The course also emphasizes mastery of a fundamental topic related to criminal law.
<b>Public International Law 0302604</b>	This course deals with the definition of public international law, exposes its sources and subjects, legal international relations. In addition, this course focuses on an in-depth study of a specific topic within the framework of public international law.
<b>Public Finance and Economic Legislations 0302605</b>	This course aims basically at introducing students to the basic concepts of public finance and the main economic legislations. The course focuses also on an in depth study of a specific topic related to public finance.
<b>Studies in Governing System in Islam 0302606</b>	This course aims basically at introducing students to the concept of state in Islam, the position of a head of a state in the Islamic system and the fundamentals of an Islamic political system. The course focuses also on an in-depth study of a specific topic related to governance in Islam.
<b>Environment Protection Law 0302607</b>	This course provides review of the general principles of the law of environment protection, its sources, scope and special characteristics with emphasis on the law on environmental protection of the U.A.E. The course also includes an advanced study of a specific issue related to the law of environment.
<b>Contemporary Crimes 0302608</b>	This course deals with the general principles of private criminal law with emphasis on contemporary private punitive legislations. In this course students are also exposed to more advanced study of a specific topic within the framework of contemporary crimes.
<b>Study in Human Rights Law 0302609</b>	This course covers the definition of human rights, their historic development, sources with emphasis on basic human rights and liberties in the U.A.E. constitution. The course also includes advanced study of a specific topic related to human rights.
<b>International Humanitarian Law 0302610</b>	This course deals with the definition of international humanitarian law, its special characteristics and scope of application. The course emphasizes mastery of a fundamental topic within the framework of international humanitarian law.
<b>Criminal Procedure Law 0302611</b>	This course provides review of the law of criminal procedures, the various phases of criminal prosecution, and appeals of criminal sentences; it also consists of advanced study of a specific topic related to criminal procedures.
<b>Thesis 0302699</b>	All students are required to perform an academic thesis in any branch of public law. The thesis must be written in Arabic with abstract in English. Academic supervisor follow up students progress.
<b>Comparative Legal Research Methodologies 0303606</b>	The course includes a study of the main principles of legal research, determination of the objective of the research, writing of the research plan/ outline, selection of the references, drawing ideas from them and ethical reference to them, drawing of conclusions, and recommendations and ways of legal drafting. A third of the total grade is allocated to this theoretical section. The course also aims to prepare students for empirical research under the supervision of the course teacher in order to train the student on the applied scientific research methods. Two thirds of the total grade are allocated to this practical section.



### 3- Master of Criminal Science

#### About the program

The Master of Criminal Science program supports the AAU's role in promoting research and contributes to the sustained development and prosperity of the community. It is designed to help fill meet the needs arising for legislative professionals capable to handle the modern challenges.

#### Vision

To achieve distinction in the field of Criminal Sciences enabling graduates to assume key legal positions.

#### Mission

The program seeks to contribute to the AAU's mission of the dissemination of knowledge and enriching original scientific research in the field of Criminal Sciences. It also supports the University's efforts in developing human resources and meeting the needs of the UAE community as well as the GCC for specialized legal professionals who are able to keep up with scientific developments and accompanying new legislations.

#### Goals and Objectives

The program seeks to achieve the following objectives:

1. Enhancing the students' ability to conduct in-depth legal studies and research to achieve innovative applications;
2. Graduating qualified cadres that are able to keep up with the latest developments and the relevant modern legislation;
3. Enabling students to understand the national, Arab, and international legislations in the various fields of criminal science;
4. Qualifying students to contribute in developing the national legislation system in line with the latest political, social, and economic changes.

#### Learning Outcomes

By the end of the Master program, the student should be able to:

S.No.	Program Learning Outcomes	Aligned with L9 QFE Descriptors
1	Analyze legal texts and practical cases in a scientific manner.	QFE 1, 2
2	Assess various legislative, judicial and doctrinal orientations of the Emirati Legal system.	QFE 3, 6
3	Accomplish in-depth legal research in the various fields of Criminal Sciences using adequate research methods.	QFE 9, 4
4	Prepare legal reports and memoranda using sound legal terminology and adequate research methods.	QFE 7, 6
5	Compare domestic legal texts in the various fields of Criminal Sciences with their counterpart in regional and international legal system.	QFE 8, 5
6	Suggest legal solutions leading to the development of legislative provisions to contribute to societal developments.	QFE 8, 2



## Admission Requirements

### General Admission Requirements

- A Bachelor's degree of law or its equivalent approved by the UAE Ministry of Education with a minimum (GPA) of (3 out of 4), or its equivalent on the Bachelor level.
- May accept students with a bachelor of Police Science and criminal justice in the master's program in criminal science, provided the student should have studied at least 65% of the area of law and courses related to the criminal, certified by the Ministry of education in the UAE.
- A Bachelor's degree in any discipline or area of study (1) After taking 6 remedial courses in Law (over 2 semesters). (2) Subject to meeting other admissions requirements.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

EmSAT	TOEFL ITP	IELTS Academic
<b>950</b>	<b>450</b>	<b>4.5</b>

### Conditional Requirements

If a holder of a bachelor's degree with a GPA of (2.5 to 2.99 out of 4) or equivalent, he should:

- Register in no more than (9) credit hours of courses studied for the graduate program during the conditional acceptance period.
- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.

If a holder of a bachelor's degree with a GPA of (2 to 2.49 out of 4) or equivalent, he should:

- Register in no more than (9) credit hours as remedial preparation for the graduate program. These remedial courses are not for credit within the degree program.
- Achieve at least (3 out of 4) or equivalent, in the first semester of study. Otherwise dismissed from the program.



## Study Plan for Academic Year 2023/2024 Master of Criminal Science

Course No	Course Title	CR.H.	Prerequisite
<b>Specialization course (33) CR.H</b>			
<b>(1) Compulsory Core Courses (18) CR.H</b>			
0302611	Advanced Studies in the Law of Criminal Procedure (30% of course content is taught in English)	3	
0302612	Advanced Studies in Penal Law	3	
0302613	Advanced Studies in the Science of Punishment	3	
0302614	Advanced Studies in Special Criminal Legislations	3	
0302615	Advanced Studies in International Criminal Law (30% of course content is taught in English)	3	
0303606	Comparative Legal Research Methodologies	3	
<b>(2) Elective Courses (6) CR.H (The student chooses one course from each of the following two sections)</b>			
<b>Section One: The student chooses one course (3 credit hours)</b>			
0302616	Forensic Medicine	3	
0302617	Practical criminal investigation	3	
0302618	Expertise in criminal matters	3	
<b>Section Two: The student chooses one course (3 credit hours)</b>			
0302619	Islamic criminal legislation	3	
0302620	Comparative legal systems	3	
0302621	Advanced studies in Criminology	3	
<b>Thesis (9) CR.H</b>			
0302694	Thesis (Criminal Science)	9	successfully completing (21) CR.H (with min GPA 3 out of 4) including all the Compulsory courses



## Guidance Plan/ Master of Criminal Science

السنة الأولى (First Year)		السنة الثانية (Second Year)	
الفصل الأول (First Semester)	الفصل الثاني (Second Semester)	الفصل الأول (First Semester)	الفصل الثاني (Second Semester)
مناهج البحث القانوني المقارن Comparative Legal Research Methodologies 0303806	دراسات معمقة في علم العقاب Advanced Studies in the Science of Punishment 0302813	دراسات معمقة في القانون الجنائي الدولي Advanced Studies in International Criminal Law 0302815	
دراسات معمقة في قانون الإجراءات الجزائية Advanced Studies in the Law of Criminal Procedure 0302811	دراسات معمقة في التشريعات الجزائية الخاصة Advanced Studies in Special Criminal Legislations 0302814	Elective Course (2) مستاق تخصص اختياروي (2)	الرسالة Thesis 0302894
دراسات معمقة في قانون العقوبات Advanced Studies in Penal Law 0302812	Elective Course (1) مستاق تخصص اختياروي (1)		
9	9	6	9
18		15	
33			



## Brief Course Descriptions

Course Title & No.	Brief Course Description
<p><b>Advanced Studies in the Law of Criminal Procedure</b> <b>0302611</b></p>	<p>The general Curriculum: This course includes a definition of the criminal procedure law, the lawsuits arising from the crime, the stages of the criminal lawsuit, the reasons for its expiry, the powers of the judicial officers, the criminal judgment and the ways to appeal judgments.</p> <p>Special Curriculum: An in-depth study of more than one topic of the Code of Criminal Procedures, to be determined in the light of the criteria adopted by the College Council.</p> <p>At least one third of the course is taught in English, and one-third of the course's total grade is allocated to it.</p>
<p><b>Advanced Studies in Penal Law</b> <b>0302612</b></p>	<p>General Curriculum: The study of the general theory of crime and punishment, as well as precautionary measures of all its forms, measures of deprivation of rights and material and social measures.</p> <p>Special Curriculum: This course includes an in-depth study of one or more subjects of the Penal Code to be determined in the light of the criteria adopted by the College Council.</p>
<p><b>Advanced Studies in the Science of Punishment</b> <b>0302613</b></p>	<p>The general Curriculum: Includes the definition of punishment via the study of the concept of punishment, its criteria, and method of its implementation in Punitive Institutions and means of sentence care during the penalty inside and outside these institutions as well as subsequent care to implementation of the punishment.</p> <p>Special Curriculum: An in-depth study of the major subjects of the discipline of punishment science is determined in the light of the criteria adopted by the College Council.</p>
<p><b>Advanced Studies in Special Criminal Legislations</b> <b>0302614</b></p>	<p>The general Curriculum: Includes the study of the special section of the Penal Code, especially the crimes against persons, funds and crimes prejudicial to the public interest, provided that the content of this section is determined in accordance with the topic studied in the special curriculum.</p> <p>Special Curriculum: An in-depth study of one or more topics of special penal legislation, to be determined in the light of the criteria adopted by the College Council.</p>





<p><b>Advanced Studies in International Criminal Law</b> <b>0302615</b></p>	<p>The general Curriculum: Includes the definition of international criminal law, a review of its historical development, a study of its main sources, the definition of international crimes and the nature of international criminal liability.</p> <p>Special Curriculum: Includes the in-depth study of one or more topics of international criminal law to be determined in the light of the criteria adopted by the College Council.</p> <p>At least one-third of the course is taught in English, and one-third of the course's total grade is allocated to it.</p>
<p><b>Forensic Medicine</b> <b>0302616</b></p>	<p>The general Curriculum: Includes the definition of Forensic medicine and its distinction from other evidence and its historical development, the importance of Forensic medicine and its relation to the judiciary, and the regulations and ethics of the medical profession.</p> <p>Special Curriculum: An in-depth study of one or more topics of forensic science, determined in the light of the criteria adopted by the College Council.</p>
<p><b>Practical criminal investigation</b> <b>0302617</b></p>	<p>The general Curriculum: Includes the definition of the Practical Criminal Investigation, and the statement of all legitimate measures and means to reach the truth and punish the perpetrator of the crime.</p> <p>Special Curriculum: An in-depth study of one or more topics of the Practical Criminal Investigation, determined in the light of the criteria adopted by the College Council.</p>
<p><b>Expertise in criminal matters</b> <b>0302618</b></p>	<p>The general Curriculum: Includes the definition of Expertise in criminal matters and its scope, the procedural system of expertise in criminal cases, the effects of experience in terms of the strength of the expert's testimony report in criminal evidence, include the criminal responsibility of the expert.</p> <p>Special Curriculum: An in-depth study of one or more topics of expertise in criminal matters, to be determined in the light of the criteria adopted by the College Council.</p>
<p><b>Islamic criminal legislation</b> <b>0302619</b></p>	<p>The general Curriculum: Includes the study of the general theory of crime and punishment in Islamic law.</p> <p>Special Curriculum: An in-depth study of one or more topics of Islamic criminal legislation, determined in the light of the criteria adopted by the College Council.</p>



<p><b>Comparative legal systems</b> <b>0302620</b></p>	<p>The general Curriculum: Includes a study of the main topics in the Latin and Anglo-American legal systems in terms of historical origins, sources, and the judicial and procedural system.</p> <p>Special Curriculum: An in-depth study of one or more topics of specialized criminal sciences in any of the comparative legal systems is determined in the light of the criteria adopted by the College Council.</p>
<p><b>Advanced studies in Criminology</b> <b>0302621</b></p>	<p>The general Curriculum: Includes the definition of criminology and the determination of its subjects, the interpretation of the criminal phenomenon and scientific theories that explained the criminal behavior, and the internal and external factors affecting the criminal phenomenon.</p> <p>Special Curriculum: It includes an in-depth study of one or more topics of criminology, which is determined in the light of the criteria adopted by the College Council.</p>
<p><b>Comparative Legal Research Methodologies</b> <b>0303606</b></p>	<p>The course includes a study of the main principles of legal research, determination of the objective of the research, writing of the research plan/outline, selection of the references, drawing ideas from them and ethical reference to them, drawing of conclusions, and recommendations and ways of legal drafting. A third of the total grade is allocated to this theoretical section.</p> <p>The course also aims to prepare students for empirical research under the supervision of the course teacher in order to train the student on the applied scientific research methods. Two thirds of the total grade are allocated to this practical section.</p>

## **Policies and Procedures on Projects, Theses and Dissertations**

### **[1] Master's Thesis Registration and Supervisor Appointment:**

1. A student is not allowed to register for a master's thesis until after successfully completing 21 credit hours, including all compulsory courses, and achieving a cumulative GPA of not less than (3) out of (4).
2. After registering the thesis on the admission and registration system, the student submits a request for the appointment of a supervisor for the thesis to the dean of the college, specifying the research field in which they wish to register.
3. The dean of the college refers the request to the head of Department for the department council to appoint a supervisor for the thesis.
4. The number of students registered with a single supervisor should not exceed (6) students, except in cases of necessity and with the approval of the college council.

### **[2] Approval of Thesis Title (Seminar):**

1. The student, under the guidance of the supervisor, selects the thesis topic and prepares a de-tailed proposal plan in preparation for presentation in a seminar, according to the rules outlined in the University's Scientific Theses Preparation Guide.
2. The dean of the college, in coordination with the head of Department and the student's supervi-sor, sets a date for discussing the thesis topic and study plan in a seminar attended by the super-visor, department members, and master's students.
3. The dean of the college documents the seminar in the approved form, including the thesis topic, supervisor, and sends a copy to the department head for approval at the department council meeting, as well as a copy to the thesis supervisor and the Dean of Scientific Research and Graduate Studies at the university.
4. The department council submits a recommendation to the college council for approval of the thesis topic and supervisor, and the college council submits a recommendation to the Dean of Scientific Research and Graduate Studies at the university.

### **[3] Supervisor's Follow-up for Master's Students:**

1. The thesis supervisor submits a detailed report to the dean of the college regarding the student's progress in their studies. These reports are then forwarded to the department council and then to the college council for approval or for any necessary actions.
2. If necessary, and only once, the thesis title may be modified with an



explanation of the reasons for the modification. The modification is approved through the same registration procedures.

3. If necessary, with justification provided, the supervisor for the thesis may be changed following the same procedures for supervisor appointment.

#### **[4] Thesis Writing:**

The student is required to write the master's thesis according to the guidelines provided in the University's Scientific Theses Preparation Guide, which includes all the rules regarding the text of the thesis, its margins, bibliography, appendices, and other elements.

#### **[5] Checking the Similarity Percentage in the Master's Thesis:**

According to the decision of the Dean's Council number (5) for the academic year 2019-2020, amended by decision number (71) of the same academic year in its 23rd meeting, the following steps are followed:

1. The student's supervisor is committed to checking the similarity percentage of the master's thesis using the Turnitin program, utilizing the system provided by the university.
2. The total allowed similarity percentage should not exceed 15%, and the individual similarity percentage for any single source should not exceed 3%.
3. If the individual similarity percentage is between 4% or 5%, the thesis may be accepted on the condition that the Dean of Scientific Research and Graduate Studies prepares a report on the content of the mentioned similarity percentage.
4. The department head, the deputy dean of the college, and the dean of the college sequentially verify the similarity percentage in the master's thesis after it has been checked by the supervisor using the system provided by the university for this purpose.
5. The Dean of Scientific Research and Graduate Studies rechecks the similarity percentage, and after its approval on the mentioned system, the process of forming the examination committee begins.

#### **[6] Formation of the Thesis Defense Committee:**

According to the decision of the Dean's Council number (5) for the academic year 2019-2020, amended by decision number (71) of the same academic year in its 23rd meeting, the following steps are followed:

1. The student is obliged to submit the thesis in its final form to the supervisor along with proof of linguistic review by an accredited or specialized language authority.
2. The thesis supervisor submits a report on the validity of the thesis for defense to the dean of the college and proposes the formation of the



defense committee, ensuring that only Associate Professors or Professors are members of the committee.

3. The file for the formation of the master's thesis defense committee is presented to the department council and then to the college council for approval of the formation.
4. Within a period not exceeding one month from the start of the procedures, the dean of the college submits the file for the formation of the master's thesis defense committee to the Dean's Council, including all documents related to the previous procedures, as well as the curriculum vitae of the external examiner.

#### **[7] Master's Thesis Defense:**

1. The master's thesis defense shall be conducted within a period of no less than one month and no more than two months from the date of the Dean's Council decision to form the defense committee. If the two-month period is exceeded, the formation decision is considered void, and a new formation decision must be issued.
2. The defense date is determined through coordination between the dean of the college, the department chair, the thesis supervisor, and the defense committee members, with notification sent to the Dean of Scientific Research and Graduate Studies of the defense date.
3. The defense is conducted in a public session attended by faculty members and some master's students.
4. After the defense, the committee prepares an evaluation form for the master's thesis. The committee issues its decision either (a) to accept the thesis without modifications, (b) to accept the thesis with minor revisions within a period of no less than two weeks and no more than two months, otherwise a re-defense is required, (c) to accept the thesis with substantial revisions within a period of no less than three months and no more than six months, otherwise a re-defense is required, or (d) to reject the thesis.
5. The defense committee members specify the required revisions for the student within the designated timeframe on the provided form.

#### **[8] Master's Students Graduation Procedures:**

1. After the student completes the required revisions, they submit the final version of the thesis to the defense committee members for verification of the revisions.
2. After the defense committee members confirm the student's completion of the required revisions, they sign the thesis and complete the corresponding form.
3. The student submits eight copies of the thesis bound in black according to the instructions provided in the University's Scientific Theses Preparation Guide.



4. The dean of the college presents the student's graduation file, including previous reports, to the department council and college council to issue a recommendation for the student's graduation.

The dean of the college submits the student's graduation file to the university council for approval of graduation.

**Academic Staff - College of Law**

No.	Name	University/Country	Rank
<b>College of Law (Al Ain)</b>			
1	Prof. Moustafa Elmetwaly Kandeel	Paris University, Sorbonne, France	Professor
2	Prof. Ali Hadi Al Obaidi	Baghdad University, Iraq	Professor
3	Prof. Nour Hamed (Alrahoom AlHajaya)	De Rouen University, France	Professor
4	Prof. Tariq Abdel Rahman Kameel	5th Mohammed University, Morocco	Professor
5	Prof. Ibrahim Suleiman Alqatawneh	Amman Arab University, Jordan	Professor
6	Prof. Mohammad Amin AlKarisheh	Ain Shams University, Egypt	Professor
7	Dr. Faisal Abdelhafez Shawabkeh	Abdel malik Alsaadi University, Morocco	Associate Prof.
8	Dr. Zeyad Mohamed Jaffal	Mohammed 5 <sup>th</sup> University, Morocco	Associate Prof.
9	Dr. Fayez Mohammad Al Nusair	Strasbourg III, France	Associate Prof.
10	Dr. Firas Abdel-Mahdi Al Massadeh	University of Newcastle, UK	Associate Prof.
11	Dr. Aliaa Ali Zakaria	Paris 5 University, France	Associate Prof.



### Academic Staff - College of Law

No.	Name	University/Country	Rank
<b>College of Law (Abu Dhabi)</b>			
1	Prof. Ramzi Ahmed Madi	Aberdeen University of , UK	Professor
2	Prof. Ziad Khalif Al-Enzy	Ain Shams University, Egypt	Professor
3	Prof. Tayil Mahmoud Shiyab	Poitiers University, France	Professor
4	Prof. Maher Hussein Haswa	Jordan University, Jordan	Associate Prof.
5	Dr. Suhaib Walid Sharaiyra	International Islamic University, Malaysia	Assistant Prof.
6	Dr. Ahmed Fekri Moussa	Cairo University - Egypt	Assistant Prof.





### **Moot Court**

The Moot Court is a simulation of a real trial in both civil and criminal matters. It is offered in a classroom equipped as a court of law. The relevant cases are carefully selected and students are assigned different judicial roles (judges, prosecutors, defence, etc...) and graded according to their practical performance.

### **Community Engagement**

In support of the overall University policy for Community Engagement and in an attempt to give back to the society that has incorporated AAU as an integral part of it, the College of Law has been involved in a number of community service activities which reflect the level of conscientiousness at the college.

The events and activities carried out include:

- ◆ Launching a website with the purpose of providing the society at large with Islamic 'Fatwa'.
- ◆ Inaugurating the "AAU Center for Legal Consultancy" aiming to provide the members of the community with legal advice on matters of their concern.
- ◆ Organizing a "Cultural Season" whereby faculty members deliver presentations to the AAU community and Al Ain society members on contemporary legal problems and issues.
- ◆ Conducting a seminar on International Humanitarian Law for legal trainees and faculty members of other academic institutions at the Institute of Training and Judicial Studies.
- ◆ Taking part, through students, in the UN project "Ship of Youth" aiming at strengthening communication among the youth of different cultures.
- ◆ Holding an awareness seminar on International Humanitarian Law in collaboration with the International Committee of the Red Cross, Geneva.



COLLEGE  
OF  
EDUCATION,  
HUMANITIES AND  
SOCIAL SCIENCES





### **About the College**

The College of Education, Humanities and Social Sciences, is one of the first three colleges that were established at Al Ain University in 2005. The College is dedicated to providing high-quality teaching, learning and scientific research in various domains of teacher education, in the humanities and social sciences and in special education. The college has proudly espoused a culture of university and community service. It has committed itself to providing services to the university and to the community, as well as communicating with other educational institutions locally, regionally, and internationally.

Currently, the College offers ten programs; six at the undergraduate level; namely Language and Translation, Arabic Language and Literature, Islamic Studies, Applied Sociology, Applied Psychology and Special Education. The programs are characterized by covering academic, educational, and professional aspects. On the graduate level, the college offers three programs: Master of Education in Arabic Language Curricula and Instruction, and Master of Education in Islamic Education Curricula and Instruction and The Postgraduate Professional Diploma in Teaching.

In order to achieve its mission and to make its vision tangible, the College employs highly qualified faculty who possess extensive teaching experience in different fields of specialization; an aspect which is congruent with the accreditation standards of the Ministry of Education in the UAE. The College also emphasizes the use of technology and active learning in its academic and applied activities.

### **Dean's Message**

Founded as one of three colleges in 2005, the College of Education, Humanities and Social Sciences at Al Ain University provides high-quality programs of teacher education. I invite you to learn about the college via our website and the AAU various handbooks. Reading our vision and mission statements would help in understanding the dedication of our faculty, staff and students to the improvement of the lives of people. As you explore our programs, you will recognize a network of individuals with common goals of quality in teaching, research, and community engagement involving a wide range of educational issues. We believe that every individual is unique and we foresee that research as well as collaboration with the community professionals would lead to knowledge, skills, and dispositions, which could improve lives.

As the faculty members are from diverse cultures, we strive to serve the needs of the diverse student population and convey the values along with knowledge to provide outstanding educational experiences. We are devoted to training our students to become effective leaders in addition to in-service practitioners who can make a difference in the lives of others.

### **Vision**

The College of Education, Humanities and Social Sciences at AAU aspires to be a leader in the preparation of prospective professional practitioners. teachers and leaders in education and human sciences who are committed to life-long learning in a changing world and who seek to offer exemplary educational services to improve the quality of life in the UAE and the lives of the individuals the college serves.

### **Mission**

The mission of the College of Education, Humanities and Social Sciences is to prepare professional practitioner teachers and leaders in education, human and social sciences to advance the profession of education, human and social sciences through emphasis on active learning and practice through research, technology, empirical processes in collaboration with related establishments: locally, regionally and internationally.



### Values

- |                        |                               |                |
|------------------------|-------------------------------|----------------|
| 1. Knowledge Mastery   | 5. Diversity                  | 9. Ethics      |
| 2. Clinical Practice   | 6. Utilizing Technology       | 10. Assessment |
| 3. Reflective Thinking | 7. Collaborative Partnerships |                |
| 4. Inquiry             | 8. Communication              |                |

### Goals

The College of Education, Humanities and Social Sciences aims to:

- I. Provide teacher candidates with quality education which offers central concepts and knowledge to enable them to make successful decisions as educators.
- II. Prepare highly skilled teachers and educators who can use teaching and assessment strategies as well as effectively utilize instructional technology to ensure continuous intellectual and social development of the learners.
- III. Provide teacher candidates with life-long skills to ensure their professional development as reflective teachers and educators.
- IV. Help prospective teachers build professional values necessary to positively impact learners.

### Objectives

Upon graduation, teacher candidates should be able to:

- I. Create interdisciplinary learning experiences that allow students to integrate knowledge, skills, and methods of inquiry from several subject areas.
- II. Design instruction that meets learners' current needs in each domain (cognitive, social, emotional, moral, and physical) and that leads to the next level of development.
- III. Use multiple teaching and learning strategies to engage students in active learning opportunities that promote the development of critical thinking, problem solving, and performance capabilities and that help students identify and use learning resources.
- IV. Create a learning community in which individual differences are respected.
- V. Use formal and informal assessment strategies to evaluate and ensure continuous intellectual and social development of the learners.
- VI. Reflect on their practices, continually evaluate the effects of their choices and actions on others and actively seek out opportunities to grow professionally.
- VII. Foster relationships with schools, colleagues, parents, and agencies in the larger community to support students' learning and well-being.
- VIII. Apply instructional technology, variety of media communication tools, in order to support instruction, assessment and professional growth as well as productivity. In addition, promote equitable, ethical and legal use of computer technology resources.
- IX. Monitor their own teaching strategies and behaviour in relation to students' success, as well as modifying their plans and instructional approaches accordingly.



### College Council

No.	Name	Title
1	Dr. Emad Mohammad Alghazo	Chair
2	Dr. Hanene Mukhtar Al Lahiani	Member
3	Dr. Mona Kamal Ibrahim	Member
4	Dr. Sumaya Tawfeeq Daoud	Member
5	Dr. Samir Jabra Duqmaq	Member
6	Dr. Abdelghani A. Remache	Member
7	Dr. Mohammad H. Faqeeh	Member
8	Dr. Dina Naser Tahat	Member
9	Dr. Eman Ali Zaitoun	Member
10	Dr. Suad A. Alwaely	Member
11	Dr. Mohammad Issa AL Hourani	Member
12	Dr. Salwa Abdallah AL Majali	Member
13	Dr. Khaled Khamis Nasr	Member
14	Dr. Suzan Mahmoud Al Abidi	Member
15	Dr. khawlah Altkhayneh	Member
16	Dr. Shirin Alamoor	Member
17	Dr. Imad Mostafa	Member
18	Dr. Enas AbuLibdeh	Member
19	Dr. Ahmed Khaled Ahmed	Member
20	Dr. Wafa Hazaymeh	Member

## 1- The Postgraduate Professional Diploma in Teaching Program

### Program Overview

The Postgraduate Professional Diploma in Teaching program has been designed for teachers and educators who already hold undergraduate degrees but wish to obtain a professional qualification in teaching. The period of study in the Professional Diploma in Teaching is one year. The program is fully accredited by The Commission for Academic Accreditation (CAA) of the Ministry of Education. Furthermore, the program has been granted international accreditation by the Council for the Accreditation of Educator Preparation (CAEP) in October 2022.

### Vision

The Postgraduate Professional Diploma in Teaching Program at Al Ain University aspires to become a pioneer in preparing teachers and educational leaders who are committed to life-long professional development in a changing world. It also aspires to provide outstanding learning services to improve the lives of individuals in particular and human life in general.

### Mission

The mission of the Postgraduate Professional Diploma in Teaching Program is represented in its efforts to prepare teachers and educational leaders and in improving the teaching-learning process through focusing on active learning, research and technology by using clinical experiences and by cooperation with individuals and organizations concerned with education locally, regionally and internationally.

### Program Goals and Program Learning Outcomes

#### Program Goals

The Professional Diploma in Teaching program aims to:

1. Demonstrates mastery of knowledge, skills, and values related to the academic field of specialization, learning and teaching processes, curriculum, teaching strategies, assessment, and management.
2. Apply knowledge, skills and acquired values to improve their students' performance by using research, experimentation, analysis, critique, comparison and evaluation.
3. Employs educational, scientific and technical developments in designing effective teaching plans as well as safe and attractive learning environments.
4. Utilize available scientific resources and practical experiences to develop instructors' and their students' skills self-learning, cooperative learning, effective communication, problem solving, decision-making and responsibility undertaking.
5. Use academic ethical practices in learning and teaching situations to promote their professional performance and to reinforce the social values and culture of the Emirati society.



### Program Learning Outcomes\*

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

No.	Program Learning Outcomes	Aligned with L8 QFE Descriptors
1	Demonstrates mastery of knowledge, skills, and values related to the academic field of specialization, learning and teaching processes, curriculum, teaching strategies, assessment, and management.	1, 2
2	Apply knowledge, skills and acquired values to improve their students' performance by using research, experimentation, analysis, critique, comparison and evaluation.	1, 3, 6, 7, 8
3	Employs educational, scientific and technical developments in designing effective teaching plans as well as safe and attractive learning environments.	4, 8
4	Utilize available scientific resources and practical experiences to develop instructors' and their students' skills self-learning, cooperative learning, effective communication, problem solving, decision-making and responsibility undertaking.	3, 5, 6, 7
5	Use academic ethical practices in learning and teaching situations to promote their professional performance and to reinforce the social values and culture of the Emirati society.	3, 9

*\*Consistent with the National Qualifications Framework*



## Study Plan for Academic Year 2023/2024 (24) CR.H./ Postgraduate Professional Diploma in Teaching Program

Course Code	Course Title	CR.H.	Prerequisite
<b>First: Compulsory Requirements (18 CR.H.)</b>			
0402521E	Educational Psychology	3	---
0402522E	Instructional Technology	3	---
0402523E	Classroom Management	3	---
0402524E	School Curriculum and UAE Curriculum	3	---
0402550E	Practicum	6	"Elective Course (#1)" + 12 CR.H.
<b>Second: Elective Requirements (6 CR.H.)</b> The student is required to choose ONLY ONE course from each of the following groups			
<b>Elective (#1) – (3 CR.H.)</b> Depending on the student's specialization			
0402529	Methods of Teaching English	3	---
0402531	Methods of Teaching IT	3	---
0402532	Methods of Teaching Science	3	---
0402534	Methods of Teaching Math	3	---
<b>Elective (#2) – (3 CR.H.)</b>			
0402525E	Teaching Diversified Groups	3	---
0402526E	Foundation of Education	3	---
0402527E	Research Methodology	3	---

(\*) Language of instruction - English

رقم المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
<b>أولاً: المتطلبات الإلزامية (18 ساعة معتمدة)</b>			
0402521	علم النفس التربوي	3	---
0402522	تقنيات التعليم	3	---
0402523	الإدارة الصفية	3	---
0402524	المنهج المدرسي والمنهج في الإمارات	3	---
0402550	التدريب الميداني	6	مساق المتطلب الاختياري (#1) + 12 ساعة معتمدة
<b>ثانياً: المتطلبات الاختيارية (6 ساعات معتمدة)</b> على الطالب اختيار مساق واحد على الأقل من كل المجموعتين التاليتين:			
<b>المتطلب الاختياري (#1) - (3 ساعات معتمدة)</b> بحسب تخصص الطالب			
0402528	طرق تدريس اللغة العربية	3	---
0402530	طرق تدريس التربية الإسلامية	3	---
0402533	طرق تدريس الدراسات الاجتماعية	3	---
---	---	---	---
<b>المتطلب الاختياري (#2) - (3 ساعات معتمدة)</b>			
0402525	تعليم الفئات الخاصة	3	---
0402526	أصول التربية	3	---
0402527	مناهج البحث التربوي	3	---

(\*) لغة التدريس - العربية



### Guidance Plan / Professional Diploma in Teaching

الفصل الأول: الفصل الأول			الفصل الثاني: الفصل الثاني		
رمز المساق Course Code	اسم المساق Course Title	الساعات المعتمدة CR. H.	رمز المساق Course Code	اسم المساق Course Title	الساعات المعتمدة CR. H.
0402521	علم النفس التربوي Educational Psychology	3	0402550	التربية العملية الميدانية Practicum	6
0402521E			0402550E		
0402522	تقنيات التعليم Instructional Technology	3	=	مساق المتطلب الاختياري (#2) Elective Course (#2)	3
0402523	الإدارة الصفية Classroom Management	3			
0402523E					
0402524	المنهج المدرسي والمنهج في الإمارات School Curriculum and UAE Curriculum	3			
0402524E					
=	مساق المتطلب الاختياري (#1) Elective Course (#1)	3			
	المجموع Total	15		المجموع Total	9

**Brief Course Descriptions**

<b>Course Title &amp; No.</b>	<b>Brief Course Descriptions</b>
<b>Educational Psychology 0402521 &amp; 0402521E</b>	This course aims to introduce the psychological principles and theories of the teaching process and effective learning. Through the presentation of psychological theories, case studies, and practical implementations, students are expected to understand educational psychology, and apply psychological principles in educational settings to enhance teaching and learning experiences. The educational psychology course focuses on students cognitive, emotional, social, moral, and language development and the characteristics of each stage of development. In this course, behavioral, cognitive learning theories and cognitive social learning theories are also studied, and the contributions of these theories to teaching strategies and curriculum development. The topic of motivation is also addressed in this course based on theories that explain motivation, the factors affecting it, and strategies for enhancing the level of motivation among students. This course also presents psychological principles and theories to create an effective and supportive educational learning environment, in addition to the topics of intelligence and its use in the classroom environment, diversity and inclusion in the learning environment.
<b>Instructional Technology 0402522 &amp; 0402522E</b>	This course aims to introduce instructional technology as an essential and integral component of the teaching and learning process and to highlight the different roles it plays in improving the effectiveness of learning and instruction. It also covers the learning principles and strategies for integrating technology into teaching, and introduces the teacher's role in selecting, designing, developing, utilizing, and evaluating instructional technology effectively.
<b>Classroom Management 0402523 &amp; 0402523E</b>	This course is designed to assist candidates in employing classroom management concepts and skills to maximize appropriate behavior and student learning. This course demonstrates the necessary research and counseling skills to address academic and behavioral issues within the classroom. Moreover, it focuses on building a positive relationship with colleagues, students, and parents. The course also helps candidates to utilize strategies to adjust to work pressure with a commitment to professional ethics.
<b>School Curriculum and Curriculum in The UAE 0402524 &amp; 0402524E</b>	This course examines the concept of the school curriculum, its foundations in terms of the philosophical, psychological, social and cognitive bases. The course also discusses the components of the curriculum in terms of objectives, content selection and organization, selection of modern teaching methods, learning activities and finally curriculum evaluation. The course focuses on the different ways of organizing the planning of the curriculum and how to approach its development. Finally, it relates theory to the UAE context.



Course Title & No.	Brief Course Descriptions
<p><b>Teaching Diversified Groups</b>  <b>0402525</b>                      &amp;  <b>0402525E</b></p>	<p>This course aims at introducing Candidates to the concept and characteristics of diversified groups of students, identifying their academic and psychological needs, studying cultural diversity, the sources of differences and individual differences for these groups of students, from the physical, mental, psychological, economic and cultural aspects. Introducing Candidates to theoretical aspects and practical practices related to how to deal with students with diverse backgrounds, students with learning difficulties, mental disabilities and the gifted and talented. And touch on how to teach these classes. Such as: comprehensive inclusion and dealing with diversity. And ways to adapt the curricula to suit the characteristics of these students.</p>
<p><b>Foundations of Education</b>  <b>0402526</b>                      &amp;  <b>0402526E</b></p>	<p>This course seeks to investigate concepts, themes, and frameworks of the foundations of education with an emphasis on the philosophical, cultural, and social foundations of education. Additionally, it defines the function of societal organizations that support teaching and learning, such as families and schools, in the educational process.</p> <p>This course also covers a variety of theories related to education, human nature, and morals. In addition to educational curriculum and its aims and objectives. It also intends to introduce candidates to various educational philosophies' viewpoints on the role of the teacher in the classroom as well as new roles for teachers in the globalization and information age.</p>
<p><b>Research Methodology</b>  <b>0402527</b>                      &amp;  <b>0402527E</b></p>	<p>This course provides students with a comprehensive introduction to research methods in education and educational psychology with more focus on descriptive and experimental studies. The course covers the main features of educational research principles, functions, characteristics, objectives, and ethics of educational research. This course aims at providing students with basic skills and knowledge of forming and writing research problems, research questions, hypothesis, scientific research steps. The students will be introduced to research proposal as well as research report components in details. The course will also provide the students with basic knowledge of citation according to APA style</p>
<p><b>Methods of Teaching Arabic</b>  <b>0402528</b></p>	<p>This course aims to deeply explore the core aspects of the Arabic language, covering its basic principles, importance, roles, and key features. It also examines the strategies related to designing, implementing, and evaluating methods critical to teaching Arabic effectively. A focus is given to developing and refining language abilities, such as auditory comprehension, verbal communication, literacy, and composition (inclusive of penmanship and orthography), all the while maintaining the linguistic norms relevant to each ability. Additionally, the course emphasizes the use of microteaching as a fundamental part of the educational experience.</p>



Course Title & No.	Brief Course Descriptions
<b>Methods of Teaching English 0402529</b>	This course aims at developing students' skills and competencies in teaching English as a foreign language. The course intends to introduce students to the nature of English, goals of teaching English, and the methods of teaching English. Students will learn the theory and practical skills for teaching the four English language skills (listening, speaking, reading, and writing) in addition to other skills such as teaching vocabulary and grammar. Furthermore, this course addresses questioning and discussion techniques. Students will plan, evaluate, and practice teaching English learning tasks. Microteaching is an integral part of this course.
<b>Methods of Teaching Islamic Education 0402530</b>	This course delves into the realm of Islamic education, emphasizing its significance, foundational texts, and pedagogical approaches. Participants will gain insights into the essence of Islamic education, its syllabus content, and instructional strategies. Exploration will encompass diverse techniques for imparting knowledge on Islamic topics such as the Quran, Hadith, Islamic doctrines, and the biography of the Prophet. Contemporary educational strategies will be reviewed, coupled with hands-on tasks such as evaluating Islamic educational content, orchestrating lesson plans, and devising evaluation measures. This course is designed for educators in the United Arab Emirates.
<b>Methods of Teaching Information Technology 0402531</b>	The purpose of this course is to help candidates construct a comprehensive understanding of effective Information Technology instruction. This course covers both technological applications and the methods for teaching these applications. Candidates will develop pedagogical skills such as planning instruction, using different instructional tools and strategies to promote student understanding, thinking, engagement and managing lesson delivery and assessing and reporting students' performance. Major emphasis will be placed on using hands-on activities and practicing microteaching to gain experience teaching information technology.
<b>Methods of Teaching Science 0402532</b>	This course is designed to equip candidates with effective strategies and pedagogical approaches for teaching science at various educational levels (biology, chemistry, and physics). Participants will explore contemporary methods and best practices in science education, emphasizing hands-on, inquiry-based learning to foster students' curiosity and critical thinking skills. Topics include lesson planning, the integration of technology in science instruction, assessment techniques, and addressing diverse learning styles. Through practical applications and case studies, participants will develop the skills necessary to create engaging and inclusive science learning environments. Moreover, it discusses the nature of science, technology applications, safety standards, and different instructional tools and strategies to achieve learning outcomes. The course aims to empower candidates to inspire a passion for scientific inquiry and discovery in their students, fostering a lifelong appreciation for the wonders of the natural world.



Course Title & No.	Brief Course Descriptions
<b>Methods of Teaching Social Studies</b> <b>0402533</b>	<p>The course aims to understand social studies better, including its goals and characteristics. It helps teachers plan and set educational targets for teaching social sciences like history, geography, and civic education. Emphasis is on linking these topics to students' lives and using practical teaching methods. Participants will also learn about evaluating social studies learning effectively. The course combines theory with hands-on teaching practice.</p>
<b>Methods of Teaching Mathematics</b> <b>0402534</b>	<p>This course aims at introducing candidates to the recent and contemporary strategies and methods in the teaching of mathematics at the Elementary, Preparatory and Secondary levels. Among the topics covered are: the basic strands of mathematical content, instructional planning, teaching strategies, and assessment techniques relevant to mathematics, and the role of technology as a teacher resource and classroom tool. Emphasis is placed on knowledge and applications of different perspectives on teaching mathematics at the Elementary, Preparatory and Secondary levels.</p>
<b>Practicum</b> <b>0402550</b> <b>&amp;</b> <b>0402550E</b>	<p>This course aims to introduce student teachers to the school function and the role of teachers by providing them opportunities for actual teaching practice in real classrooms under the supervision of academic and professional experts such as the cooperating teacher and the academic supervisor. The course focuses on domains of planning and preparation, classroom environment, instruction, and professional responsibilities. The course enhances the student teachers' ability to use research and technological techniques and practice the profession's ethics by providing them with continuous feedback.</p>



## **2- Master of Education in Arabic Language Curricula and Instruction**

### **Program Overview**

The Master of Education in Arabic Language Curricula and Instruction program aims at providing candidates with comprehensive, central and profound knowledge in the field of Arabic language curricula and teaching methodologies, enabling them to develop their epistemological, linguistic and educational abilities, providing them with research, analysis, design and evaluation skills, in addition to using technology in the field of Arabic language curricula and teaching methodologies. This program is not designed to obtain any professional qualification in teaching.

### **Vision**

Leadership in training, scientific research, curriculum developing and providing the scientific knowledge specialized in Arabic Language curricula and its teaching methodologies.

### **Mission**

Developing training abilities, scientific research, educational supervision, curricula designing, educational and learning program for Arabic Language curricula and its teaching methodologies.

### **Program Goals and Program Learning Outcomes**

#### **Program Goals:**

The M.Ed. in Arabic Language Curricula and Instruction program aims to:

1. Provide candidates with comprehensive, central and profound knowledge in the field of Arabic language curricula and teaching methodologies.
2. Provide candidates with research, analysis, design, evaluation skills and using of technology in the field of Arabic language curricula and teaching methodologies.
3. Develop the ability of candidates to work independently and take responsibility in the management of professional practices related to the designing of Arabic language curricula and Teaching Education.
4. Enhance the moral awareness of the candidates in order to qualify them to take objective decisions with scientific methodology.
5. Develop the academic and professional self-concept among the candidates, helping them to continue their professional development.



### Program Learning Outcomes\*

Upon completion of the M.Ed. in Arabic Language Curricula and Instruction program, students will be able to:

S.No.	Program Learning Outcomes	Aligned with L9 QFE Descriptors
1	Demonstrate a knowledge of the concepts, principles and theories related to Arabic language curricula and its teaching methodologies.	QFE (2,8)
2	Employ the skills of scientific research and the use of technology in curriculum planning, designing, analysis and evaluation.	QFE (1,4,6)
3	Design performance models showing candidate's proficiency in many skills such as planning, analyzing and evaluating Arabic language curricula.	QFE (4,6,7)
4	Develop performance models showing proficiency in the skills of preparing and training Arabic Teaching Education.	QFE (1,4,6,8)
5	Demonstrate the ability to objectively and reasonably deal with social and ethical issues related to Arabic language curricula and the Teaching Education.	QFE (3,5,7,9)
6	Employ self-learning strategies to follow up developments in the field of Arabic language curricula and Teaching Education.	QFE (4,7,8)
7	Write a thesis within the criteria and ethics of scientific research for the purpose of obtaining a master's degree in the field of Arabic language curricula and methods of teaching.	QFE (4,5,7,8)

*\*Consistent with the National Qualifications Framework.*



## Study Plan for Academic Year 2023/2024 (33) CR.H.\ Master of Education in Arabic Language Curricula and Instruction

Course No.	Course Title	CR.H.	Prereq.
<b>Compulsory College Requirements (18) CR.H.</b>			
0402601	Educational Curriculum Theories	3	
0405601	Arabic Language Skills	3	
0405602	Methods of Teaching Arabic Language Skills	3	0405601
0405603	Arabic Language Education and Thinking Development	3	0402601
0405608	Educational Technology and its Applications in Arabic Language Education	3	0402601
0408601	Educational Research and Statistical Methods	3	
<b>Elective Courses (6) CR.H.</b>			
0402603	Learning and Teaching Environment	3	
0405604	English Language Readings in Arabic Language	3	0405602 &0402601
0405605	Assessment in Arabic Language Education Curriculum	3	0402601
0405606	Contemporary Issues in Arabic language Curricula and Teaching Methods	3	
0405607	Teaching Arabic Language to Other Speakers	3	0402601
<b>Thesis (9) CR.H.</b>			
0405699	Masters Thesis in the Arabic Language	9	>= 24



## Guidance Plan \ Master of Education in Arabic Language Curricula and Instruction

السنة الثانية		السنة الأولى	
Second Year	First Year	Second Semester	First Semester
الفصل الثاني	الفصل الأول	الفصل الثاني	الفصل الأول
رسالة ماجستير <b>Master's Thesis in the Arabic Language</b> 0405699*	تفكروجا التعليم وتطبيقاتها في Educational Technology and its Applications in Arabic Language Education 0405605	مناهج البحث والإحصاء التربوي Educational Research and Statistical Methods 0408601	نظريات المناهج التربوية Educational Curriculum Theories 0402601
	يختار الطالب مساق واحد من مجموعة المساقات الاختيارية (Elective)	طرائق تدريس مهارات اللغة العربية Methods of Teaching Arabic Language Skills 0405602	مهارات اللغة العربية Arabic Language Skills 0405601
9	6	9	9
15		18	
33			
المجموع Total		المجموع Total	
المجموع Total		المجموع Total	

\* حسب أنظمة الدراسات العليا المتبعة بجامعة العين للعلوم والتكنولوجيا.



## Brief Course Descriptions

Course Title & No.	Brief Course Description
<p><b>Educational Curriculum Theories</b> 0402601</p>	<p>The course aims at introducing candidates to the theories of the educational curricula and their designing models. It includes the definition of the concept of the curriculum in ancient and modern times, the curriculum's theory, types, characteristics, elements and foundations. It also presents different design models of the curriculum such as Taylor, Hilda Taba ,Zais, Macdonald, John Dewey, Bushamp and Stenhouse and others. It addresses design processes, development, implementation and evaluation of curriculum, and its relation to modern methodological theories, and focuses on the models of curriculum evaluation and criteria of identifying its elements and formulation. The course comprises the study of modern educational curricula design and development models both locally and internationally. It aims at providing candidates with the skills of curriculum design and development, starting from identifying requirements, defining general and specific objectives, analyzing candidates' characteristics and the characteristics of the educational environment, to defining the appropriate design or development strategy for the curriculum, and ending with the structural and final evaluation of the curriculum design and development.</p>
<p><b>Learning and Teaching Environment</b> 0402603</p>	<p>This course aims to introduce candidates to basic concepts and theories related to the educational and learning environment and to deal with the various educational issues facing a candidate and / or teacher in the classroom and / or in the school and / or teaching and learning situations outside the school, which are supervised by the school. It also aims to provide the candidate and / or teacher with various skills such as advising, classroom management, adapting to work pressure and different management styles inside and outside the classroom. The course also focuses on the classroom environment, verbal and nonverbal interaction forms, and different classroom environment elements.</p>
<p><b>Arabic Language Skills</b> 0405601</p>	<p>This course aims at developing the skills of the language candidate and introducing the basics skills of the Arabic language system. The course addresses the four language skills (listening, speaking, reading and writing) in terms of their characteristics and psychological and behavioral effects. The course also introduces these skills through selected texts that enrich the candidates' linguistic and cognitive outcomes.</p>
<p><b>Methods of Teaching Arabic language skills</b> 0405602</p>	<p>This course aims to introduce candidates to the old and modern teaching methods in teaching language skills and provide them with the necessary expertise in the field of pre-lesson planning and the teaching process. It covers the process of lesson planning and the methods of evaluation, as well as training candidates to teach the language skills and to develop their competencies as well as their ability to use up-to-date teaching methods in the teaching process.</p>
<p><b>Arabic Language Education and Thinking Development</b> 0405603</p>	<p>This course provides an introduction to basic thinking strategies and skills in line of teaching Arabic language, and includes brief definitions of thinking and intelligence skills. It covers the basis of the application of critical and creative thinking in teaching Arabic language, and focuses on the implementation of strategies for problem solving and decision-making and their application. The course shows the impact of teaching creative thinking skills in the Arabic language on the creative abilities and achievement of candidates by integrating skills such as rhetoric and debate, and oral expression classes. The course also includes the definition of the Kurt program to train Arabic candidates to develop higher-order thinking skills and their integration in the Arabic language curriculum.</p>
<p><b>English Language Readings in Arabic Language Curricula and its teaching methods</b> 0405604</p>	<p>This course introduces candidates to some of the scientific studies and research published in specialized scientific journals, and to some chapters of English books that are related to curricula and methods of teaching the Arabic language. Scientific concepts and terms related to the Arabic language curriculum and teaching methods are also introduced with the purpose of helping candidates make use of them in their research and thesis writing</p>



<p><b>Assessment in Arabic Language Education Curriculum</b> <b>0405605</b></p>	<p>This course introduces evaluation as being a "component" of the Arabic language curriculum and a practical process that can be based on the Arabic language curriculum in all its components. Thus, it aims to introduce the candidate to the concept of evaluation - and its related concepts and terminology - in general and the concept of evaluating the curriculum in particular. More specifically, it aims to provide candidates with the knowledge, skills and values related to the evaluation of Arabic language curricula on the one hand, and the knowledge, skills and values related to the effective classroom assessment of candidates' learning of Arabic language skills on the other. The course also discusses the methods of constructing the evaluation tools used in Arabic language curricula, analyzing and developing them, and diagnosing Arabic language teachers' evaluating procedures within a professional and ethical framework.</p>
<p><b>Contemporary issues in Arabic Language, Curricula and Teaching Methods</b> <b>0405606</b></p>	<p>This course introduces contemporary and modern trends in Arabic language curricula and methods of teaching through the most prominent studies in this regard. It aims to familiarize candidates with the most prominent global trends that have been developed and promoted to teach language skills in general, with the need to link them to any particular skill to be developed through such trends. The course addresses the role of the teacher in adopting these trends in the best way that helps candidates acquire language skills in the best possible manner. It also includes topics related to the Arabic language curricula and the methods of teaching them in line of candidates' interests which may include such controversial issues as globalization, the features of modernization, the development of thinking and creativity, the employment of technology and self-learning.</p>
<p><b>Teaching Arabic language to other speakers</b> <b>0405607</b></p>	<p>This course focuses on deepening the candidates' knowledge in the field of teaching Arabic to speakers of other languages of Arabic language sciences, and discussing its various aspects, including: the difference between language acquisition and learning a second language through such methods as the Audio-Lingual method, the Total Physical Response Method and others. The course covers the objectives and trends of learners, the specifications of the teachers of Arabic to speakers of other languages. The course introduces the Arabic language teaching curricula, including skills training, teaching and learning issues, teaching institutes and centers as well as teaching approaches and methods. The course also introduces methods of designing public and private curricula based on cognitive, behavioral and social frameworks on which the modern teaching models are based, as well as designing assessment tools.</p>
<p><b>Educational Technology and its applications in Arabic Language Education</b> <b>0405608</b></p>	<p>This course covers the concepts and foundations of educational technology and its practical applications in Arabic language curricula. It includes the theoretical and practical foundations of intelligent learning applications, cloud learning, e-learning, blended learning, and technology integration skills in Arabic language curricula that include planning, implementation, evaluation and development. It also provides educational models used for teaching designing such as cognitive models like Dick and Carey model, KWL model and its applications in Arabic language curricula. Candidates are also trained on education designing models using technology such as ASURE model.</p>
<p><b>Master thesis in the Arabic Language</b> <b>0405699</b></p>	<p>All Students are required to perform an academic thesis in Arabic Language Curricula and instruction. The Thesis must be written in Arabic with an English abstract, Academic supervisor follows up Students progress.</p>
<p><b>Educational Research and Statistical Methods</b> <b>0408601</b></p>	<p>This course aims at introducing candidates to the methods of acquiring and exploring knowledge based on specific curricula through making additions or modifications in educational fields, which results in their development and progress. The course introduces the basic concepts and principles that underpin the educational research, its functions, characteristics, objectives and ethics, and the stages of educational research, including the identification of the research's problem, formulation, questions, hypotheses, and types of educational research such as basic, applied and evaluative research, and others. The course also presents the information resources in the educational research, the elements of its plan, and the different variables and methods of control. Moreover, it provides the methodology of designing educational research, along with its samples and tools. Finally, the course addresses the process of educational statistics and hypothesis testing, how to use the Statistical Package for Social Sciences (SPSS), and how to write a research report.</p>



### **3- Master of Education in Islamic Education Curricula and Instruction**

#### **Program Overview**

The Master of Education in Islamic Education Curricula and Instruction program aims at providing candidates with comprehensive, central and profound knowledge in the field of Islamic Education curricula and teaching methodologies, enabling them to develop their epistemological, linguistic and educational abilities, providing them with research, analysis, design and evaluation skills, in addition to using technology in the field of Islamic Education curricula and teaching methodologies. This program is not designed to obtain any professional qualification in teaching.

#### **Vision**

Leadership in training, scientific research, curriculum developing and providing the scientific knowledge specialized in Islamic Education curricula and its teaching methodologies.

#### **Mission**

Developing training abilities, scientific research, educational supervision, curricula designing, educational and learning program for Islamic Education curricula and its teaching methodologies.

### **Program Goals and Program Learning Outcomes**

#### **Program Goals:**

The Master of Education in Islamic Education Curricula and Instruction program aims to:

1. Provide candidates with comprehensive, central and profound knowledge in the field of Islamic Education curricula and teaching methodologies.
2. Provide candidates with research, analysis, design, evaluation skills and use of technology in the field of Islamic Education curricula and teaching methodologies.
3. Develop the ability of candidates to work independently and take responsibility in the management of professional practices related to the designing of Islamic Education curricula and Teaching Education.
4. Enhance the moral awareness of the candidates in order to qualify them to take objective decisions with scientific methodology.
5. Develop the academic and professional self-concept among the candidates, helping them to continue their professional development.



### Program Learning Outcomes\*

Upon completion of the M.Ed. in Islamic Education Curricula and Instruction program, students will be able to:

S.No.	Program Learning Outcomes	Aligned with L9 QFE Descriptors
1	Demonstrate a knowledge of the concepts, principles and theories related to Islamic Education curricula and its teaching methodologies.	QFE (2,8)
2	Employ the skills of scientific research and the use of technology in curriculum planning, designing, analysis and evaluation.	QFE (1,4,6)
3	Design performance models showing candidate's proficiency in many skills such as planning, analyzing and evaluating Islamic Education curricula.	QFE (4,6,7)
4	Develop performance models showing proficiency in the skills of preparing and training Islamic Education teachers.	QFE (1,4,6,8)
5	Demonstrate the ability to objectively and reasonably deal with social and ethical issues related to Islamic Education curricula and preparing teachers.	QFE (3,5,7,9)
6	Employ self-learning strategies to follow up developments in the field of Islamic Education curricula and Teaching Education.	QFE (4,7,8)
7	Write a thesis within the criteria and ethics of scientific research for the purpose of obtaining a master's degree in the field of Islamic Education curricula and methods of teaching.	QFE (4,5,7,8)

*\*Consistent with the National Qualifications Framework.*

## Study Plan for Academic Year 2023/2024 (33) CR.H.\ Master of Education in Islamic Education Curricula and Instruction

Course No.	Course Title	CR.H.	Prereq.
<b>Compulsory College Requirments (18) CR.H.</b>			
0402601	Educational Curriculum Theories	3	
0406601	Methods of Teaching the Quran and Hadith	3	
0406602	Methods of Teaching Doctrine Dogma and Prophets Biography	3	
0406603	Teaching Thinking concepts and values in Islamic Education	3	0402601
0406608	Educational Technology and its Applications in Islamic Education	3	0406601
0408601	Educational Research and Statistical Methods	3	
<b>Elective Courses (6) CR.H.</b>			
0402603	Learning and Teaching Environment	3	
0406604	English Language Readings in Islamic Education Curricula & its Teaching	3	
0406605	Assessment in the Islamic Education Curriculum	3	0402601
0406606	Contemporary Issues in Islamic Education Curricula and Teaching Methods	3	
0406607	Research Seminar in Islamic Education Curricula and Teaching Methods	3	0402601
<b>Thesis (9) CR.H.</b>			
0406699	Masters Thesis in the Islamic Studies	9	>= 24



## Guidance Plan \ Master of Education in Islamic Education Curricula and Instruccion

السنة الثانية		السنة الأولى	
Second Year	First Year	Second Semester	First Semester
الفصل الثاني <b>Second Semester</b>	الفصل الأول <b>Second Semester</b>	<b>الفصل الثاني</b>	<b>الفصل الأول</b>
الرسالة ماجستير <b>Master's Thesis in the Islamic Studies</b> 0406699 *	تكنولوجيا التعليم وتطبيقاتها في التربية الإسلامية <b>Educational Technology and its applications in Islamic Education</b> 0406608	مناهج البحث والإحصاء التربوي <b>Educational Research and Statistical Methods</b> 0408601	نظريات المناهج التربوية <b>Educational Curriculum Theories</b> 0402601
9	طرق تدريس الفقه والعقيدة والسيرة النبوية <b>Methods of Teaching Doctrine, Dogma and the Prophets Biography</b> 0406602	طرق تدريس الفقه والعقيدة والسيرة النبوية <b>Methods of Teaching Doctrine, Dogma and the Prophets Biography</b> 0406602	طرق تدريس القرآن الكريم والحديث النبوي الشريف <b>Methods of Teaching the Quran and Hadith</b> 0406601
15	يختار الطالب مساق واحد من مجموعة المساقات الاختيارية (Elective)	تعليم التفكير والمفاهيم والقيم في التربية الإسلامية <b>Teaching thinking, concepts and values in Islamic Education</b> 0406603	يختار الطالب مساق واحد من مجموعة المساقات الاختيارية (Elective)
<b>9</b>	<b>6</b>	<b>9</b>	<b>9</b>
<b>15</b>		<b>18</b>	
<b>33</b>		<b>33</b>	
<b>المجموع Total</b>		<b>المجموع Total</b>	
<b>المجموع Total</b>		<b>المجموع Total</b>	
<b>المجموع Total</b>		<b>المجموع Total</b>	

\* حسب أنظمة الدراسات العليا المنتهية بجامعة العين للعلوم والتكنولوجيا.



**Brief Course Descriptions**

Course Title & No.	Brief Course Description
<b>Educational Curriculum Theories 0402601</b>	The course aims at introducing candidates to the theories of the educational curricula and their designing models. It includes the definition of the concept of the curriculum in ancient and modern times, the curriculum's theory, types, characteristics, elements and foundations. It also presents different design models of the curriculum such as Taylor, Hilda Taba ,Zais, Macdonald, John Dewey, Bushamp and Stenhouse and others. It addresses design processes, development, implementation and evaluation of curriculum, and its relation to modern methodological theories, and focuses on the models of curriculum evaluation and criteria of identifying its elements and formulation. The course comprises the study of modern educational curricula design and development models both locally and internationally. It aims at providing candidates with the skills of curriculum design and development, starting from identifying requirements, defining general and specific objectives, analyzing candidates' characteristics and the characteristics of the educational environment, to defining the appropriate design or development strategy for the curriculum, and ending with the structural and final evaluation of the curriculum design and development.
<b>Learning and Teaching Environment 0402603</b>	This course aims to introduce candidates to basic concepts and theories related to the educational and learning environment and to deal with the various educational issues facing a candidate and / or teacher in the classroom and / or in the school and / or teaching and learning situations outside the school, which are supervised by the school. It also aims to provide the candidate and / or teacher with various skills such as advising, classroom management, adapting to work pressure and different management styles inside and outside the classroom. The course also focuses on the classroom environment, verbal and nonverbal interaction forms, and different classroom environment elements.
<b>Methods of Teaching the Qur'an and Hadith 0406601</b>	This course aims at introducing methods of teaching the Holy Quran and Hadith. It includes defining the mission of the teacher of Islamic Education , his/her professional responsibilities, roles, characteristics, duties, teaching competencies, behavioral goals and their application in teaching the Quran's recitation, interpretation and memorization. The course also includes planning for teaching the Holy Quran and Hadith, general teaching methods and their implementation in the teaching process. The course also introduces teachers of Islamic Education to various instructional methods and their application in teaching the Holy Quran and Hadith, and to various teaching principles relevant to teaching the Quran, its recitation, interpretation and memorization. The course also clarifies the objectives of teaching Hadith and the principles underlying its teaching, the procedures and methods for formulating the teaching objectives and teaching the science of Hadith Terminology.
<b>Methods of Teaching Doctrine, jurisprudence (Fiqh) and the Prophet's Biography 0406602</b>	This course aims at introducing teaching methods Doctrine, jurisprudence (Fiqh) and the Prophet's Biography (Sirah). It elucidates the importance of the objectives and principles of its teaching, the behavioral goals and their applications in teaching Doctrine, jurisprudence (Fiqh) and Sirah, and the planning of teaching Doctrine and Sirah, modern teaching methods, along with teaching procedures and methods for each of them. The course presents the following methods: problem solving, cooperative learning, questioning, teaching concepts, inquiring, project, storytelling, concept maps, active learning and its applications in learning, Doctrine, Fiqh and Sirah.
<b>Teaching thinking, concepts and values in Islamic Education 0406603</b>	This course aims at addressing the most important issues related to the teaching of thinking, concepts and values in Islamic Education. It includes the definition of thinking, its importance and characteristics, teaching of thinking skills, creative thinking and critical thinking in Islamic Education, and the employing of thinking programs in Islamic Education teaching such as Kurt model and the Six Hats. It also deals with the teaching of Islamic concepts in terms of their characteristics and methods of teaching. It presents some models of teaching such as Hilda Taba, Klausmeier and Brunne. The course also introduces the definition of values, their sources, characteristics and classifications, as well as the meaning and basis of Islamic values, their designing and teaching models such as the four (Ts) (↵) the values trial strategy, and the strategic ethical growth.



<p><b>English Language Readings in Islamic Education Curricula and its teaching methods</b> 0406604</p>	<p>This course aims at developing candidates' skills and competencies in analyzing and critiquing ideas and concepts related to specific topics and issues in Islamic education curriculum and its methods of teaching. The course intends to expose candidates to the writings of Muslims and non- Muslims on educational and controversial Islamic issues. It helps candidates understand the debate of Islamic ideas and concepts from Islamic and non-Islamic points of view. The course covers a variety of issues and topics that are related, but not limited, to Islamic educational issues and topics. It introduces ideas such as Islamic pluralism, Islamic globalization and Islamic moderation. It discusses the role of teachers in presenting Islamic ideas of tolerance and global humanitarian compassion.</p>
<p><b>Assessment in the Islamic Education Curriculum</b> 0406605</p>	<p>The aim of this course is to deepen the candidates' knowledge of the approaches used to evaluating the Islamic Education curricula and their types. The course intends to enhance candidate' ability to design the curriculum and apply them to the curricula of Islamic Education and use the results obtained to achieve the desired educational goals. The course also tackles the types of tools necessary to evaluate the progress of candidates in all branches of Islamic Education, and raise their competencies in constructing these tools to build sound methodology, analyze data and draw conclusions, in order to improve Islamic Education curricula and enhance candidate learning. The course also enhances the ability of candidates to diagnose the assessment habits of Islamic Education teachers within the professional and ethical framework of evaluation.</p>
<p><b>Contemporary issues in Islamic Education, Curricula and Teaching Methods</b> 0406606</p>	<p>This course aims at presenting a number of contemporary educational issues related to the curricula of Islamic Education and the methods of teaching. The course covers such methods as: designing curricula of Islamic Education, curricula of Islamic Education and globalization, the role of Islamic Education in promoting identity and belonging, moderation and tolerance, coexistence and acceptance of others, renouncement of violence, extremism and terrorism, Islamic Education in health, aesthetic, national, environmental and family education. The course also discusses modern issues related to the methods of teaching Islamic Education.</p>
<p><b>Research seminar in Islamic Education Curricula and Teaching Methods</b> 0406607</p>	<p>This course aims at defining the methods of scientific research in descriptive and experimental Islamic Education, its applications, examples of research and studies. The course intends to introduce candidates to the basics of scientific research and its fields in Islamic Education. It defines the steps of preparing a research plan in terms of: title selection, problem identification, hypotheses, procedures, references, scientific documentation, and research writing. In this course, the candidates are assigned to prepare and conduct a research project. The detailed research steps of the candidates are discussed in order to achieve a precise understanding of the methodology of scientific research and its applications in Islamic Education.</p>
<p><b>Educational Technology and its applications in Islamic Education</b> 0406608</p>	<p>This course covers the concepts and foundations of educational technology and its practical applications in Islamic Education curricula. It includes the theoretical and practical foundations of intelligent learning applications, cloud learning, e-learning, blended learning, and technology integration skills in Islamic Education curricula that include planning, implementation, evaluation and development. It also presents educational models used for designing lessons and their application in Islamic education curricula. Examples include cognitive models like Dick and Carey model and KWL model. Candidates are also trained on education designing models using technology such as ASSURE model.</p>
<p><b>Master thesis in the Islamic Studies</b> 0406699</p>	<p>All Students are required to perform an academic thesis in Islamic Education Curricula and instruction. The Thesis must be written in Arabic with an English abstract . Academic supervisors follow up students progress.</p>
<p><b>Educational Research and Statistical Methods</b> 0408601</p>	<p>This course aims at introducing candidates to the methods of acquiring and exploring knowledge based on specific curricula through making additions or modifications in educational fields, which results in their development and progress. The course introduces the basic concepts and principles that underpin the educational research, its functions, characteristics, objectives and ethics, and the stages of educational research, including the identification of the research's problem, formulation, questions, hypotheses, and types of educational research such as basic, applied and evaluative research, and others. The course also presents the information resources in the educational research, the elements of its plan, and the different variables and methods of control. Moreover, it provides the methodology of designing educational research, along with its samples and tools. Finally, the course addresses the process of educational statistics hypothesis testing, how to use the Statistical Package for Social Sciences (SPSS), and how to write a research report.</p>



## **Policies and Procedures on Projects, Theses and Dissertations**

### **1. Title Selection:**

- o The title is chosen collaboratively by the student and their supervisor. It must be contemporary, original, and relevant to the field of specialization. The proposed title is then submitted to the program council and the graduate studies committee for review and approval following a discussion with the supervisor.

### **2. Completion of the Study Plan:**

- o The study plan, designed by the Deanship of Scientific Research and Graduate Studies, must be completed. It provides a concise overview of the study's five chapters, organized as follows:

#### **Chapter One: Background and Significance**

This chapter includes an introduction, the study's problem and research questions or hypotheses, objectives, scope and limitations, and operational definitions of key terms.

#### **Chapter Two: Theoretical Framework and Literature Review**

This chapter is divided into two sections: theoretical literature and related studies, both Arabic and international.

#### **Chapter Three: Methodology and Procedures**

This chapter details the study's methodology, the population and sample, study instruments, procedures for ensuring validity and reliability, study variables, data collection procedures, and concludes with the appropriate statistical methods.

#### **Chapter Four: Results**

This chapter presents the study's findings, addressing the research questions or hypotheses, and includes tables and charts to illustrate the results.

#### **Chapter Five: Discussion and Recommendations**

This chapter discusses the findings in relation to the research questions or hypotheses, incorporating the researcher's interpretation and linking the results to the theoretical framework and related studies, highlighting agreements and discrepancies.

#### **References**

A comprehensive list of sources in both Arabic and English is provided.

### **3. Submission and Approval:**

- o Upon completion, the study plan is submitted to the program council and the graduate studies committee for review and approval. Once approved, the student may commence writing the thesis.



## Academic Staff - College of Education, Humanities and Social Sciences

Name	University of Graduation	Rank
<b>Master of Education in Arabic Language Curricula and Instruction</b>		
Ibtehal Mahmoud Aburezeq	University of Washington, USA	Professor
Suad Abdelkareem Al Waely	Bagdad University, Iraq	Professor
Mohamed Elsayed Elzeiny	Mansoura University, Egypt	Professor
Omran Ahmad Musleh	International Islamic University - Malaysia	Associated Professor
Eman Abed Al Fattah Ababneh	Yarmouk University	Associated Professor
Hatem Ahmed Alqudah	The University of Huddersfield/ UK	Associated Professor
<b>Master of Education in Islamic Education Curricula and Instruction</b>		
Majed Zaki Aljallad	The University of Manchester	Professor
<b>Postgraduate Professional Diploma in Teaching Program</b>		
AbedelHakeem yasin hejazi	Kazan State Pedagogical University, Russia	Professor
Mahmoud Fisal Ali Alquraan	The University of Alabama - USA	Professor
mohammad salman alkhazaleh	University of Jordan	Professor
Hani yousef jarrah	Amman Arab University	Associated Professor
Enas Saeed AbuLibdeh	University of Malaysia, Malaysia	Associated Professor
Wafa' Abdelmahdi Hazaymeh	Yarmouk University	Associated Professor
Eman Ali Zaitoun	University of Jordan	Assistant Professor
Suzan Mahmoud Alabidi	Plymouth State University/USA	Assistant Professor
Jihan M I Yousef	Al Mansoura University (EGYPT)	Assistant Professor
Azhar Hasan Shater	University of Jordan	Assistant Professor
Munther Yousef Balawi	Yarmouk University	Assistant Professor



Maram Salah Jaradat	Wichita State University- USA	Assistant Professor
Sherin M.S. Abushamon	United Arab Emirates University (UAE)	Assistant Professor
Hanan Shaheer Almarashdi	United Arab Emirates University (UAE)	Assistant Professor
Khaleel Shehadeh Alarabi	United Arab Emirates University (UAE)	Assistant Professor
Asmaa al mahdawi	Yarmouk University	Assistant Professor
Abdellateef Abdelhafez ALQawasmi	Amman Arab University	Assistant Professor
Abdeldjalil Bouzenoun	University of the West of Scotland - United Kingdom	Assistant Professor
Tareq Najeeb Alkhasawneh	Amman Arab University	Assistant Professor
Bilal Fayiz Obeidat	Wichita State University- Kansas- USA	Assistant Professor
Sura Sami Qiqieh	University of Liverpool, United Kingdom	Assistant Professor
Rami Abdallah	UAE/ British university in Dubai with partnership from university of Glasgow	Assistant Professor
Dima Farhat	University of Exeter (United Kingdom)	Assistant Professor
Abdoulaye Kaba	Pondicherry University, India	Assistant Professor
Samer Adnan Abdel Hadi	University of Jordan- Jordan	Associated Professor
Mona Kamal Ibrahim	The University of Manchester- United Kingdom	Associated Professor
Dr. Majed Saleem El-Saleh	University of Jordan	Associated Professor
Abdelghani Amar Remache	Cardiff University. UK	Associated Professor
Hanene Lahiani	University of Manouba Tunisia	Associated Professor
Elham Taha Hussein	Purdue U/USA	Associated Professor
Jamal H. Abu-Attiyah	Miami University of Ohio, Oxford, Ohio, USA	Assistant Professor
Shirin saleh alodwan	Yarmouk University	Assistant Professor



## Laboratories

No	Laboratory	Covered Courses	Contents
1	Digital Language Labs	This laboratory covers the practical part related to listening, speaking, writing, linguistics, phonetics, phonology, morphology, translation, and instructional technology courses	Each digital language laboratory is air conditioned and fully equipped with 25 multimedia computers with necessary seats and furniture for the instructor and students, data show device, screen and other related equipment, items, and language software. All computers are connected to the Internet.
2	Microteaching Lab	This laboratory covers the practical part of the methods of teaching courses	The laboratory is divided into two separate air conditioned sections for males and females. The laboratory also contains an isolated small room with blind observation window that has console with mixing, editing, and recording functions. Each separate section of the lab has a digital monitor, camera; data show device, and screen, as well as necessary seats and furniture for instructor and students.
3	Multimedia Computer Labs	This laboratory covers practical parts of instructional technology courses	Each computer laboratory is air conditioned and fully equipped with 25 multimedia computers with necessary seats and furniture for the instructor and students, data show device, screen and software. All computers are connected to the Internet.



## Community Engagement

As part of its social responsibility towards the UAE society, the College of Education, Humanities and Social Sciences at AI Ain University is rendering high-standard services for the local community. In order to achieve this, the College of Education, Humanities and Social Sciences provides several activities including training, workshops, seminars, and others. The following items are part of the continuing effort by the College of Education, Humanities and Social Sciences members to serve the community.

- Establish a cooperative program of activities with AI Ain Center for Special Needs, including:

- ◆ Workshops for special needs teachers.
- ◆ Workshops about inclusion at schools for special needs students.
- ◆ Joint educational and psychological research.
- ◆ Special home visits to identify social and psychological problems that affect special need students and provide advisement for remedy.

- Workshops about educational assessment that include the following:

- ◆ Educational outcomes.
- ◆ Comprehensive evaluation in schools.
- ◆ Educational feedback.
- ◆ Student homework.
- ◆ Portfolios.

- A program of workshops about integrating educational technology in the curricula of governmental and private schools:

- ◆ Build and maintain school websites.
- ◆ E-learning applications.
- ◆ Cloud computing in education.
- ◆ Web 2.0 applications in education.
- ◆ Using internet for educational research.
- ◆ Using free online services for educational purposes.
- ◆ New trends in ICT applications for educators.

- General workshops for different purposes which include:

- ◆ Multiple intelligences.
- ◆ Strategic planning.
- ◆ Action research.
- ◆ Active learning.
- ◆ Common mistakes in Arabic language.
- ◆ Knowledge management.

- Field trips to local institutions and companies that include the following:

- ◆ Abu Dhabi Department of Education and Knowledge.
- ◆ Zayed Cultural and Heritage Center
- ◆ Family Development Foundation



COLLEGE  
OF  
BUSINESS







## About the College

The College of Business (COB) was established in September 2005 at the Al Ain Campus (2008 at the Abu Dhabi Campus). The College of Business grew rapidly and is now the University's second-largest College. Currently, COB offers a Bachelor of Business Administration (BBA) in six majors to provide excellent business education to the builders of tomorrow, the men and women who will shape the future of business locally and internationally. The six majors in the bachelor program are Management, Accounting, Finance and Banking, Marketing, Human Resource Management, and Management Information Systems.

The College also offers an MBA program in general management with three focus areas: Business Analytics, Healthcare Management, and Project Management. All of our programs are fully accredited by the Ministry of Education.

COB has obtained accreditation from the world's most coveted accreditation agency in business education, i.e., The Association to Advance Collegiate Schools of Business (AACSB). AACSB accreditation represents the highest standard of achievement for business schools in teaching, scholarship, and community engagement worldwide. With a very strong sponsorship of the AAU administration, COB is actively working to take its teaching, scholarly, and community engagement activities to the next level.

COB keeps in touch with its alumni and is always keen to keep the lines of communication open. Many of our alumni have found good jobs, and most already working were promoted. Some of our alumni returned to pursue their graduate studies.

## Dean's Message

I am excited to announce that Al Ain University earned AACSB International Accreditation in February 2022. This is a significant achievement as less than five percent of the world's schools offering business degree programs hold AACSB business accreditation. Al Ain University has now joined the ranks of the world's leading universities across 60 countries and territories, which are recognized for delivering quality business education.

AACSB accreditation results from years of perseverance and teamwork by exceptionally hardworking and dedicated College of Business faculty and staff. AACSB Accreditation supports what we have recognized: the Al Ain University business students are among the best and brightest, with a drive and determination to become entrepreneurs, business leaders, and life-long learners.

The College of Business (COB) at Al Ain University prepares students for leadership roles, fosters entrepreneurial growth, and conducts impactful research that helps improve business practice. Undergraduate and graduate students acquire transferable skills and knowledge that prepare them to lead from the front.

The College's strong faculty from around the world achieves rigorous standards for teaching effectiveness, quality research productivity, and impactful community service. The College attracts motivated students and engages them in the highest level of state-of-the-art business education.

Recognizing that career paths change, the College offers a Bachelor's program in six majors: Management, Accounting, Finance and Banking, Marketing, Human Resources, and Management Information Systems. We also offer an MBA program in general



management with three focus areas: Business Analytics, Healthcare Management, and Project Management. Our faculty involves undergraduate and graduate students in their research and provides them with experiential learning opportunities, including case studies, client projects, and internships, to prepare students as leaders in their field of study.

Furthermore, students are encouraged to develop and test their business ideas through support in our Foundation of Entrepreneurship and Innovation Course through an incubation facility. The College of Business at Al Ain University is dedicated to providing our students with a highly engaging educational experience so that they can use their enhanced knowledge, skills, abilities, and confidence to become entrepreneurs and business leaders of tomorrow and can make a noticeable impact on the local and regional community.

I am delighted to welcome you to the College and encourage you to make the most of the opportunities it offers.

### **Vision**

“To be a leading provider of high-quality business education in the UAE.”

### **Mission**

“We develop responsible business leaders in a student-centric environment through innovative teaching, impactful research, and engaging community service.”

### **Values**

- Students come First: The students' success is our COB success.
- Innovation and Excellence: We are committed to continuous development.
- Accountable Educators: Academic management is achieved by knowing how to do the right things and doing things right in an atmosphere of open disclosure.
- Collegiality: We encourage transparency in our decision-making through a shared governance process based on faculty, staff, and student interactions.
- Business Partnership: Involve the business community as our partners in developing cutting-edge business education.
- Diversity: We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas.
- Integrity and Ethics: We are committed to ethical and responsible behavior in our actions and to developing the same commitment in our students by promoting the awareness of professional ethical responsibilities.
- Responsibility: We commit to being responsible and accountable in our operations at all levels, including assessment and continuous improvement of our academic programs and transparency in our strategic and operational levels.

### **Strategic Goals**

- Strengthen the commitment to deliver quality academic programs in a learner-centric environment.
- Attract, retain, and graduate highly diverse and employable learners.
- Recruit, retain, and develop diverse and qualified faculty members.
- Develop a strong COB academic brand.
- Engage with the local and regional communities through need and aspiration-based activities.
- Promote impactful research and scholarly activities addressing the needs of the dynamic business environment.



## Objectives

1. To promote needed curriculum reforms and innovation in both undergraduate and graduate programs of the COB.
2. To offer undergraduate and graduate programs consistent with the COB's vision and mission.
3. To acquire needed resources for effective learning and teaching process.
4. To promote and support the efficient and effective use of technology in the academic and administrative process to enhance curricular needs.
5. Provide more effective orientation, advising, and registration services for new and continuing students.
6. Enhance students' capabilities, opportunities for real-world experiences, and career placement.
7. Support and enhance the professional stature of the COB faculty for their recruitment and high retention.

## College Council

No.	Name	Title
1	Prof. Zafar Husain	Chair
2	Dr. Iffat Sabir	Member
3	Dr. Jamil Razmak	Member
4	Dr. Mohammad Al-Omari	Member
5	Dr. Umar Kayani	Member
6	Prof. Belkacem Athamena	Member
7	Prof. Rania Mostafa	Member
8	Dr. Kholoud AlQiesi	Member
9	Dr. Maha Rahrouh	Member



## **Master of Business Administration (MBA)**

Welcome to our esteemed Master of Business Administration (MBA) Program, where innovation meets expertise to shape future leaders. Our program is designed to provide a comprehensive and dynamic learning experience, equipping students for success in the ever-evolving business landscape. With the option to focus on Business Analytics, Healthcare Management, or Project Management or choose a general MBA track, we offer education to match your professional goals and take your career to the next level.

### **General MBA Track**

The General MBA Track is an ideal program for individuals who want a comprehensive business education without focusing on a specific area. The General MBA track equips students with a versatile skill set that can lead to various career opportunities across different industries.

### **Business Analytics Focus Area**

Explore the realm of data-driven decision-making with our Business Analytics Focus. This program helps students gain proficiency in statistical analysis, data mining, predictive modeling, and business intelligence. The curriculum is designed to enhance quantitative skills, enabling graduates to utilize data for strategic insights, promoting innovation, and driving organizational success in the digital age.

### **Healthcare Management Focus Area**

If you're interested in pursuing a career in the healthcare industry, our Healthcare Management focus area courses are designed to equip you with a specialized skillset that combines business acumen with healthcare expertise. Through this program, you will explore a variety of topics, such as AI Applications in Healthcare, Healthcare Marketing, and Healthcare Analytics. By the time you graduate, you'll be well-prepared to take on leadership positions in healthcare organizations, navigate regulatory landscapes, and drive improvements in patient outcomes as well as operational efficiency.

### **Project Management Focus Area**

Master the art and science of effective project execution with our Project Management focus area. This track equips students with the skills to successfully initiate, plan, execute, monitor, and close projects. From risk management to stakeholder communication, participants understand project management methodologies and tools, positioning them as leaders in project-driven industries.



## Goals and Objectives

### MBA Program Goals

- Prepare students to integrate theories and practice to analyze business situations critically.
- Encourage students to develop leadership and communication skills to work effectively with diverse team members.
- Motivate students to develop research and analytical skills to understand and resolve complex challenges in the business environment.
- Help students build a personal and professional value system to make decisions according to high ethical standards, keeping social responsibility and sustainability perspectives in mind.

### Learning Outcomes:

No.	Program Learning Outcomes (PLOs)	QFE L9 Descriptors
1	Examine business situations in the local and global environment based on comprehensive knowledge and recent developments in the field of work or discipline.	K1-4, SK4, AR1, RC2
2	Demonstrate effective communication skills using state-of-art technology to present, explain, and critique complex business issues.	K3-4, SK5, AR1, RC1, SD3
3	Synthesize critical thinking and problem-solving skills to develop feasible and innovative solutions to complex business problems.	K3, SK1-4, AR1, RC1
4	Manage professional teams and build relationships reflecting on socio-cultural norms to achieve strategic goals.	K3-4, SK4-5, AR1,3, RC1-2, SD1-3
5	Appraise practices of ethics, corporate social responsibility, and sustainability in business decision-making.	K1-2,4, SK1-2, AR1-3, RC1, SD3
6	Apply integrated knowledge and advanced skills needed in General Management.	K1-4, SK1,3,4, AR2-3, RC2, SD1
7	Develop research and analytical skills to address complex challenges in the business environment.	K2-4, SK1-5, RC1, SD 2
8	Develop skills to lead and manage organizational change initiatives in a dynamic local and global business environment.	K1,4, SK2,3,5, AR3, RC1-2, SD3

**MBA  
Study Plan for Academic Year 2024/2025 (33 CR.H)**

Course No.	Course Title	CR.H	Prerequisite
<b>Total Credit Hours 33</b>			
<b>(I) Compulsory (Core) Courses (21) CR.H</b>			
0501604	Leadership and Organizational Behavior	3	--
0501608	Quality and Operations Management	3	--
0501609	Strategic Management	3	0501604, 0504606, 0509603
0502603	Managerial Accounting	3	--
0503605	Financial Management	3	--
0504606	Marketing Management	3	--
0509603	Managerial Economics	3	--
<b>(II) Capstone Projects Compulsory (6) CR.H</b>			
0501690	Capstone Project (I)- Business Research Methods*	3	--
0501691	Capstone Project (II) – Graduation Project	3	0501690



<b>(III) Elective Courses (6 CR.H) A Student Can Choose Two Courses from or across any of the following Focus Areas</b>			
<b>A. Focus Area I – Business Analytics (6) CR.H</b>			
0506641	Business Analytics	3	--
0506642	Artificial Intelligence Applications in Contemporary Management	3	--
0506643	Supply Chain Analytics	3	--
0502641	Accounting Analytics	3	0502603
<b>B. Focus Area II – Healthcare Management (6) CR.H</b>			
0507610	Healthcare Management	3	--
0507630	Healthcare Economics	3	0509603
0507640	Healthcare Information Systems	3	--
0507650	Artificial Intelligence for Healthcare Applications	3	--
<b>C. Focus Area III – Project Management (6) CR.H</b>			
0508610	Project Management	3	--
0508620	Global Project Management	3	0508610
0508630	Project Risk Management	3	0508610
0508640	Project Management Analytics	3	0508610





**Guidance Plan / MBA**

YEAR 1		YEAR 2	
Semester 1	Semester 2	Semester 1	Semester 2
Leadership and Organizational Behavior 0501604	Financial Management 0503605	Strategic Management 0501609	
Managerial Accounting 0502603	Quality and Operations Management 0501608	Elective 1	
Managerial Economics 0509603	Marketing Management 0504606	Elective 2	
	(Capstone (I) 0501670	(Capstone (II) 0501680	
<b>CH 9</b>	<b>CH 12</b>	<b>CH 12</b>	
<b>CH 21</b>		<b>CH 12</b>	
<b>Total = 33 CH</b>			



## Brief Course Descriptions

Course Code	Course Description
<b>Core Courses</b>	
<p><b>Leadership and Organizational Behavior</b></p> <p><b>0501604</b></p>	<p>This course delves into the study of human behavior within organizational contexts, exploring the intricate relationship between individuals and the organization itself. This comprehensive course encompasses three interconnected domains, namely human behavior, organizational dynamics, and their mutual influence. For gaining a holistic understanding of organizational behavior, the students will critically examine the theories and practical applications of interpersonal and group processes, considering their impact on the overall performance of organizations. Emphasis will be placed on the essential topics such as individual differences, attitudes, personality, value system, perceptions, motivation, communication, leadership styles, organizational culture, organizational structure, and group dynamics. By mastering these concepts and implementing them effectively, individuals can significantly enhance their credibility as leaders and success of their organizations.</p>
<p><b>Quality and Operations Management</b></p> <p><b>0501608</b></p>	<p>The Quality and Operations Management course comprehensively explores key concepts, principles, strategies, and tools that underpin operational excellence and quality management within an organizational context. Students will analyze the critical aspects of operations, process design, and quality management, focusing on how these elements contribute to an organization's competitive advantage. This course equips students with the skills and knowledge to make informed decisions, drive continuous process improvement, and enhance sustainability while adhering to corporate social responsibility.</p>
<p><b>Strategic Management</b></p> <p><b>0501609</b></p>	<p>Strategic management is the process and practice of managerial decision-making and implementation that seeks to create and maintain competitive advantages. This course aims to expose students to basic theories, conceptual frameworks, methodologies, and business strategies. Based on what students studied in the MBA courses, this course is designed to be a capstone course. Students will examine various theoretical constructs to become more aware of their leadership styles, decision-making skills, and analytical abilities. The students will focus on polishing their ability to analyze external and internal environments and apply strategic business models to formulate, implement, and evaluate Business and Corporate Strategies. Students will identify and apply strategic models to analyze business problems, develop strategic solutions, and make sound decisions.</p>
<p><b>Managerial Accounting</b></p> <p><b>0502603</b></p>	<p>This course uses accounting information to plan and control operations and make sound business decisions. The course aims to enable students to gain an appreciation for emerging ideas, techniques, procedures, and practices in the field of management accounting. The comprehensive objective of the course is to provide students with a linkage between concepts and tools needed in planning, control, and decision-making. Traditional cost behavior concepts, cost-volume-profit (CVP) analysis, performance evaluation, and budgeting are updated with real-world examples and decision cases. New measures for relevant costs and benefits in the decision-making process.</p>
<p><b>Financial Management</b></p> <p><b>0503605</b></p>	<p>The main focus of this course is to provide students with the required knowledge and skills in financial management and the corporate decision-making process at the corporate level. The course demonstrates the role of financial management in maximizing the firm's value and shareholders' wealth. The course emphasizes both theoretical and practical perspectives. Students can take an active part in the class via case study discussions, student-to-student discussions, and project presentations that will simulate the real-world decision-making of a professional financial manager. UAE context will also be emphasized wherever appropriate by using different case studies and projects. This course will deal with several related topics, including the financial environment, analysis of financial statements and financial decision-making, time value of money, capital budgeting, bond valuation, stock valuation, and risk and return.</p>



<b>Marketing Management</b> <b>0504606</b>	This course introduces students to the fundamental theories and practices in the marketing process and the impact of the marketing environment on different marketing activities. The course covers the challenges confronting the marketing manager. It also introduces the students to marketing managers' target marketing and positioning processes. The course also presents the strategies applied by marketing managers related to product, distribution, sales, pricing, promotion, and consumer behavior in the context of an integrated marketing strategy to develop an ideal marketing mix.
<b>Managerial Economics</b> <b>0509603</b>	This course provides an understanding of various economic analytical and theoretical approaches to managers for effective decision-making. It includes various topics such as market forces analysis, production, pricing, market structure, and a firm's decisions in risk and rivalry. The main objective of this course is to develop an economic perspective for students aspiring to manage a wide range of firms and business units. In addition, this course will further help equip the students to design effective economic policies to avoid uncertainties in a competitive global business environment.
<b>Capstone Project-I</b> <b>0501670</b>	This course aims to give students the fundamental knowledge and skills necessary for conducting research. The course is designed to cover three phases. At first, students will be familiarized with the research process, design, and methodologies to formulate a research problem. Second, students will learn some tools and instruments needed to conduct research (data collection, sampling, and analysis). Finally, in phase three, students will work with assigned faculty members according to their research interests in selecting a research topic in General Management and finalizing a research proposal.
<b>Capstone Project-II</b> <b>0501680</b>	The course aims to provide students with skills, autonomy, and self-development to conduct research and report findings. Students will work on the research proposals developed in the Capstone Project (I)- Business Research Methods course to produce a full research report that includes a comprehensive literature review, data collection and analysis, discussions, interpretations, and study implications. Students will communicate their results and recommendations and defend their research work orally.
<b>Focus Area: Business Analytics</b>	
<b>Business Analytics</b> <b>0506607</b>	This course aims to provide students with the skills and knowledge to effectively apply various analytical and statistical models to analyze large amounts of data. Students will learn to analyze large amounts of data to uncover new information and insights and effectively present results through visualizations to support the business operations and decisions of various functional areas, such as Accounting, Marketing, and Sales. This course will be delivered through lectures, case discussions, and lab sessions.
<b>Artificial Intelligence Applications in Contemporary Management</b> <b>0506608</b>	This course aims to introduce students to AI concepts and technologies, providing them with the knowledge and skills necessary to integrate AI into the modern business environment. Students will explore its applications in various business functional areas and across diverse business sectors. Throughout the course, students will participate in case studies and collaborative projects to develop a practical understanding of AI concepts and its influence on business. Additionally, students will be well-prepared to make informed decisions about AI applications adoption and to assess the ethical implications of AI technologies in the business context.
<b>Supply Chain Analytics</b> <b>0506610</b>	This course explores the critical role of operations and supply chain analytics in modern business management. It provides a comprehensive understanding of the concepts, tools, and techniques used in optimizing operations and supply chain processes to improve organizational performance. Students will learn to make data-driven decisions, enhance efficiency, and gain a competitive edge in supply chain management.



<p><b>Accounting Analytics</b></p> <p><b>0506630</b></p>	<p>This advanced accounting analytics course is tailored for MBA students seeking a comprehensive understanding of accounting data analytics and its practical applications in business decision-making. In our modern, data-driven business landscape, there is a substantial demand for accounting analytics professionals. The course is meticulously crafted to give students the necessary skills and knowledge to thrive in this dynamic field. Upon successfully completing this course, students will possess the requisite skills and knowledge to leverage data analytics in accounting. Whether their career ambitions lie in financial analysis, consultancy, or corporate strategy, this course prepares students for success in today's data-driven business landscape.</p>
<p><b>Focus Area: Healthcare Management</b></p>	
<p><b>Healthcare Management</b></p> <p><b>0507610</b></p>	<p>This Healthcare Management course offers a comprehensive examination of the profession that leads and guides organizations that deliver personal health services and divisions, departments, and units within those organizations. Students will develop a framework for addressing management challenges within healthcare organizations through a critical analysis of healthcare managers' roles, functions, and responsibilities. By the end of the course, students will have a solid understanding of various management theories, ideas, and applications and be able to implement them in real-world scenarios.</p>
<p><b>Healthcare Economics</b></p> <p><b>0507630</b></p>	<p>This Healthcare economics course provides a comprehensive overview of the field by combining economic theory, recent research, and health policy issues. The course focuses on the relationship between utility and health, allowing learners to analyze medical supply and demand on a domestic, regional, and international level. It begins by exploring essential methodological foundations through recent empirical studies and progresses to more advanced topics, such as the impact of medical reform, insurance plans, and new technologies in the healthcare industry.</p>
<p><b>Healthcare Information Systems</b></p> <p><b>0507640</b></p>	<p>This course provides a broad overview of the role of information systems within healthcare settings, considering both patient and practitioner perspectives and the technology used to serve both. Students critique healthcare information systems' impact on decision-making, managing healthcare costs, reporting, and improving patient outcomes. International legislation, regulatory requirements, and policies that affect Healthcare IT, such as HIPAA (USA), electronic health records, and healthcare policy, are explored and evaluated. Furthermore, the course covers innovations in health informatics and explores their impact on current practice.</p>
<p><b>Artificial Intelligence for Healthcare Applications</b></p> <p><b>0507650</b></p>	<p>This MBA course in Artificial Intelligence applications in Healthcare aims to provide students with a comprehensive understanding of AI's current and future applications in the healthcare industry. In addition, the course will equip students with the knowledge and skills necessary to develop personalized, patient-centered healthcare solutions using AI technologies. Emphasis will be placed on learning how to safely and ethically implement AI in clinical settings and effectively utilizing the vast amounts of existing healthcare data. By the end of the course, students will be able to identify and apply AI technologies to real-world healthcare challenges and develop innovative solutions that improve patient outcomes and overall healthcare delivery.</p>
<p><b>Focus Area: Project Management</b></p>	
<p><b>Project Management</b></p> <p><b>0508610</b></p>	<p>The rapid growth in the use of project management processes, techniques, tools, and disciplines to successfully initiate, plan, manage, control, and implement a broad range of projects has gained significant momentum at all levels of an organization worldwide—techniques and application of managing projects as guided by PMBOK E7, emphasizing project management principles and domains. Students will be able to work on case studies and group projects to gain hands-on experience in project management. The course will also cover the latest trends and updates in PM, keeping students updated with industry standards.</p>



<p><b>Global Project Management</b></p> <p><b>0508620</b></p>	<p>This course focuses on issues surrounding the management of global projects. This is achieved by providing a fundamental understanding of project management and how projects are managed in a global context. The course is designed for projects that span functional and geographic divides, and it expands the basic project management concepts into the worldwide area of cultural differences, environmental factors, and virtual project management. Topics include Introduction to traditional, distributed, and virtual project work; Global projects and requirements; Cross-cultural collaboration; Global project leadership; Coaching over a distance; Global communication and channels; implementing collaborative tools; and Implementing a Global Project Management Framework.</p>
<p><b>Project Risk Management</b></p> <p><b>0508630</b></p>	<p>This course offers a thorough coverage of the practice of project risk management in the context of risk management concepts and practices. This course aims to acquaint students with the practical aspects of risk management procedures and techniques concerning their application in different business projects paying particular attention to how a project manager must assess each risk and develop the appropriate strategy to manage risk. In addition, this course introduces students to widely accepted risk identification, assessment, management, and control practices using effective tools and techniques.</p>
<p><b>Project Management Analytics</b></p> <p><b>0508640</b></p>	<p>This course focuses on the role of Data Analytics (DA) in Business Analytics and its application in Project Management (PM). The course covers the evolution of analytics from Analytics 1.0 to Analytics 2.0, the importance of the data warehouse in the analytical process, the value that project DA brings to key players in PM, the risks associated with DA in PM, the communication of results and risks, the evolution of Project Management Offices (PMOs) towards analytical maturity, the concept of PMO as a multilevel data analysis center, and the delivery of data to project, portfolio, and organizational levels. The course includes relevant examples and business cases to explain the concepts and discussions on the near future of Analytics 3.0, including real-time analytics and the use of artificial intelligence and machine learning.</p>



**Academic Staff - College of Business**  
**Al Ain Campus**

No.	Faculty Member Name	University/Country	Rank
1	Dr. Abdelhafid Belarbi	University of Cincinnati, USA	Professor
2	Dr. Belkacem Athamena	Annaba University, Algeria	Professor
3	Dr. Mohanad Halaweh	De Montfort University, UK	Professor
4	Dr. Ahmed Abou Samak	University of Birmingham, UK	Associate Professor
5	Dr. Bayan Farhan	Calgary University, Canada	Associate Professor
6	Dr. Kholoud Al Qeisi	Brunel University, UK	Associate Professor
7	Dr. Mahmoud Askari	Calgary University, Canada	Associate Professor
8	Dr. Mosab Tabash	University of Delhi, India	Associate Professor
9	Dr. Shorouq El- Etter	University of Tenaga National, Malaysia	Associate Professor
10	Dr. Tahira Yasmin	University of Tenaga National, Malaysia	Associate Professor
11	Dr. Maha Rahrouh	University of Durham, UK	Assistant Professor
12	Dr. Mohamed Elmaghrabi	University of Stirling, UK	Assistant Professor
13	Dr. Mohammad Al Omari	Universiti Sains, Malaysia	Assistant Professor

**Academic Staff - College of Business  
Abu Dhabi Campus**

No.	Faculty Member Name	University/Country	Rank
1	Dr. Amer Qasim	University of Aberdeen, UK	Professor
2	Dr. Habib Chabchoub	Laval University, Canada	Professor
3	Dr. Zafar Husain	Indian Institute of Technology, Delhi, India	Professor
4	Dr. Rania Mostafa	Universities in Leeds, UK	Professor
5	Dr. Abdallah Al Shawabkeh	University of Greenwich, UK	Associate Professor
6	Dr. Ibrahim Niankara	Oklahoma State University, USA	Associate Professor
7	Dr. Iffat Sabir	University of Hull, UK	Associate Professor
8	Dr. Jamil Razmak	Laurentian University, Canada	Associate Professor
9	Dr. Mahieddine Ghecham	Manchester Metropolitan University, UK	Associate Professor
10	Dr. Mariam Farooq	Aix-Marseille University, France	Associate Professor
11	Dr. Mohammad Sharairi	University of Canberra Australia	Assistant Professor
12	Dr. Riham Muqattash	Amman Arab University, Jordan	Associate Professor
13	Dr. Umar Kayani	Lincoln University, New Zealand	Assistant Professor
14	Dr. Wejdan Farhan	Laurentian University, ON, Canada	Associate Professor
15	Dr. Yasin Karsoo	University of Strathclyde, UK	Assistant Professor



## Labs

Several computer labs are available for the College of Business faculty members and students. Each lab is equipped with computers and essential software to deliver business classes. These labs are used to teach Math for Business courses, Statistics for Business Decision Making courses, and MIS courses such as programming, web engineering, DBMS, project management, and accounting information systems.

## Community Engagement

We believe no man/woman is an island at the College of Business. Every individual carries a responsibility toward society. Congruent with this, the College of Business grabs every opportunity to reach out to the local community and to actively engage in community service through workshops, seminars, services, and consultation. The College emphasizes the impact of community engagement activities on the program, faculty members' research, students, and the business community.

Examples of community engagement activities include:

- ◆ The College of Business organizes "The Annual Environmental Day" to promote environmental awareness among the students' community. The theme is chosen based on the current global business and economic scenario. In addition, speakers from the industry, academia, and research community shared ideas with the audience. The event also included other activities for students.
- ◆ Online Open Lecture delivered by Dr. Mosab Tabash, organized by Onism Consultancy, Malaysia, entitled "How to Select a High Impact Academic Journal?"
- ◆ The online open lecture by Dr. Mahmoud Askari, organized by Innovation Dome Consulting and Training - Jordan, is entitled "The Role of Research on Institutional Innovation."







## (20) DEANSHIPS

- Deanship of Student Affairs
- Deanship of Scientific Research and Graduate Studies





DEANSHIP  
OF  
STUDENT AFFAIRS



### **About the Deanship**

Al Ain University provides many services and facilities to students during their university studies, and these services are provided through the Deanship of Student Affairs, which seeks to interest the students not only academically, but from all other aspects that develop their personality and develop their skills and talents, as the Deanship of Student Affairs believes that its programs and services contribute to the success and excellence of students academically and refine their various personalities and skills.

It is worth noting that these services are variant for students, whether inside or outside the university campus, and help to create a suitable environment for student interaction and enrich the general experiences of students.

Students can contact the Deanship of Student Affairs at both campuses by visiting the Deanship of Student Affairs building or via email.

**(Studentservices@aau.ac.ae), (Studentservices\_ad@aau.ac.ae).**

### **Dean's Message**

Welcome to Al Ain University (AAU). We are happy you have chosen to become a member of AAU Family.

Since you are going to start your academic life, it is the time when you start a new direction in your life which is going to be full of promises and hope. The Deanship of Student Affairs is committed to work with you and face all challenges you might face during your upcoming journey.

We are dedicated to meet your needs, abilities, and hobbies through our caring staff. AAU is working as one team to provide the appropriate atmosphere to help you to achieve your academic goals.

We encourage you all to join us and be an active member at the university life by using one of our opportunities which we offer during the academic year. You will have the chance to organize or involve in many activities related to leadership development, personal growth and community engagement.

Take your chances, ask questions, study hard, get involved, be creative, build new friendships, and have fun.

This stage in your life is going to be the best one in your life, it is the stage when you will have the best memories you might ever have in your life so do not lose it.

Visit us at the Deanship of Student Affairs, we are here to help you in any way we can. We hope you succeed and be special in your academic achievements.

### **Vision**

Outstanding reference for the university students in the United Arab Emirates and the Arab world.

### **Mission**

Fulfilling the student's cognitive, affective and physical needs, as well as discovering and developing their skills and talents through practicing the university life and community engagement.



## Values

Respect, diversity, creativity and innovation, self-reliance, independence, volunteer work, belonging to the nation.

## Goals and Objectives

The Deanship of Student Affairs seeks to achieve several goals including:

1. Facilitating the progress of university students and providing them with services that enable them to practice their university life in the best way possible.
2. Introducing the freshmen to the AAU facilities as well as guiding and helping them overcome the first and most difficult stage in their university life.
3. Activating the role of students in decision-making through their participation in the preparation and organization of sports, cultural, artistic and social development activities.
4. Refining the students' personalities educationally, psychologically, emotionally, and socially through supporting their ideas, interests and talents.
5. Organizing meetings, lectures and participating in religious and national occasions and events.
6. Supervising and organizing all student extra-curricular activities whether sports, cultural, or social.
7. Supporting efforts at the university level which call for an environment of physical, psychological, and social well-being.
8. Strengthening the bonds of national unity and sense of belonging to the nation and culture.
9. Supporting the positive values and habits in developing a new generation of university youth.
10. Developing a culture of democracy, justice, equality, and respect for others in an embodiment of the idea of the student parliament.
11. Establishing student associations to facilitate the participation of students in various activities.
12. Preparing students for the job market by providing them with the necessary skills, offering opportunities for training and rehabilitation, and assisting them in identifying suitable jobs in their fields.
13. Staying in touch with the alumni to help them find suitable job opportunities.
14. Developing and expanding health programs so that they meet the needs of all students.
15. Fostering a spirit of teamwork and the importance of innovation, creativity as well as adapting to the changing circumstances.
16. Fostering volunteer work, social cooperation, and the spirit of public service among students.
17. Realizing that both a clear vision and hard work are necessary for a better future.

### Deanship Council for the academic year 2023-2024:

Name		Title
Prof. Ibtehal Mahmoud Aburezeq	Dean of Student Affairs	Chair
Dr. Nuha Hamed Hamada	Deputy Dean of Student Affairs/ Abu Dhabi	Member
Dr. Bayan Aref Abu Shawar	College of Engineering Representative/ Abu Dhabi	Member
Dr. Fayez Mohammad Al Nusair	College of Law Representative	Member
Dr. Shirin Abdallah AlAmoor	College of Education, Humanities and Social Sciences Representative	Member
Dr. Riham Suleiman Muqattash	College of Business Representative/ Abu Dhabi	Member
Dr. Sawsan Mohammad Taha	College of Communication and Media Representative	Member



## **Student Well-Being**

Al Ain University is keen to promote and develop the quality of university life for students, by providing various services during their university journey, which aim to entertain them in all aspects that develop their personalities, needs, skills and talents.

The Deanship of Student Affairs looks forward to creating a sustainable and appropriate environment for students to interact and enrich their experiences.

## **Student Services**

### **• Student Activities Office.**

This office seeks to activate the students' role in extracurricular college life by organizing events and various scientific, cultural, artistic, sports, and health activities that contribute to the student's academic and extracurricular needs, as well as the development of multiple skills leading to refine his/ her character in a positive direction. To achieve these goals, the office ensures that students have an active role in choosing activities and participating in certain events.

### **• Health Care Office.**

The University's clinic provides primary health services, nursing care in addition to handling simple emergencies. In case of critical situations, a student would be transported to the nearest hospital by ambulance so that a specialized doctor would ascertain the situation and complete the necessary tests. Also, the clinic provides general guidelines and continuing health education for students as healthy food, attention to personal hygiene and how to get enough rest and sleep to achieve greater academic results.

Through the clinic, AAU provides their students with different services including first aid for emergencies and minor cases such as measuring blood pressure and temperature. They also provide first notice if any cases require hospital attention for follow up tests, and examination. The nurse at the clinic coordinates with relevant organizations to arrange for various awareness lectures and programs.

The University Clinic arranges lectures on various awareness programs, in cooperation with external health institutions. Additionally, it participates in many global health events and celebrations.

One of the main services provided by the Health Care office is the health insurance service for students. The office issues health insurance cards for the students whose residency is issued by the University.





In order to get a health insurance, students must submit the following documentation:

1. A valid 'To whom it may concern' certificate issued from AAU.
2. One personal photo.
3. A copy of the Emirates ID.
4. A copy of valid passport.
5. A copy of valid visa.

• **Psychological and Social Counseling Office.**

This office is responsible for following up with students in non-academic problems and providing them with appropriate solutions, including psychological and social problems that they may encounter through their University life. This office also provides individual and group counseling to students while maintaining the highest degree of confidentiality. This office helps new students to overcome the difficulties they may face in their first academic year at the University. To accomplish these goals, AAU ensuring the availability of specialized counsellors who provide personal assistance to students.

• **Career Development Office.**

The career placement services are provided by the career development office through offering several services to students which develop some skills they need for their future career. One of these services is the Work-Study program which offer part-time jobs on campus for eligible undergraduate students.

These opportunities help to refine student's personality and acquire various skills by engaging in the practical field. The office also works on organizing lectures and various workshops concerned with how to search for a job, preparing a resume, preparing for job interviews, and other matters related to the career of the student after graduation.

• **People of Determination Support Office.**

This office works to integrate people of determination with the University community by creating a sustainable learning environment throughout their studies and until their graduation from the University. It contributes to empowering this category of students and arranging their own educational provisions to ensure a fair opportunity to meet all their learning requirements. The office conducts an orientation day in the beginning of each semester to introduce the students to the available services and University facilities. In addition, taking comments or suggestions from their side to improve or provide any services that might help them during their study. There is also a follow up with them each semester in all the courses they register to identify any special needs during the term related



to the teaching methods used and to provide any special requirements based on their health condition.

### **Community Engagement Office.**

This office aims to strengthen the University's ties with the community and to help advance it in all aspects so as to cater for the various needs and requirements. The University also exerts all effort to establish its place in the local community to enhance the society's realization of AAU's significance as an academic institution well- deserving of the community's support to achieve its goal of providing the nation with a mature, intellectual generation that will serve the community in all aspects. The activities which help accomplish these goals include, but are not restricted to:

- Offering high school top scoring students scholarships.
- Delivering seminars and workshops for various institutions such as schools and colleges.
- Contacting other universities to exchange experience and student activities.
- Taking part in events organizations hold such as awareness campaigns.
- Preparing for national events in line with the nation's celebrations.
- Organizing awareness campaigns for numerous issues of relevance and importance to the whole community such as breast cancer, smoking, and safe driving.
- Arranging different visits to social organizations such as orphanages, and special needs' centers.

### **Clubs at the Deanship of Student Affairs for undergraduate and postgraduate students**

The Deanship of Student Affairs oversees a variety of clubs for both undergraduate and postgraduate students. These clubs serve different interests and purposes, providing students with opportunities for social interaction, personal development, and academic enrichment.





DEANSHIP  
OF  
SCIENTIFIC RESEARCH  
AND  
GRADUATE STUDIES

## **About the Deanship**

The Deanship of Scientific Research and Graduate Studies (DSRGS) is the organizational unit of Al Ain University responsible for the planning, management, promotion, and support of research activities that are carried out by the academic departments through internal and external funding. DSRGS is responsible for the administration of programs of instruction leading to graduate degrees. The graduate courses are taught by AAU faculty and are delivered within the university physical facilities.

The Deanship is managed by the Dean of Scientific Research and Graduate Studies who has the primary responsibility of the academic direction and administration of the Deanship, and the functional responsibilities of scientific research including research activities such as funded research projects, professional conferences, sabbatical leaves, release time, research scholarship programs and research awards. In addition, the Deanship manages workshops related to the research needs of the colleges. The Deanship plans and manages research and other scholarly activities through the Scientific Research Council.

## **Dean's Message**

The Deanship of Scientific Research and Graduate Studies at Al Ain University works closely on the regulations of research and graduate studies with the six colleges within the University. AAU offers graduate students the opportunity to pursue their degrees and professional development in an inspiring atmosphere. Students choose AAU to pursue their graduate studies because they are looking for a high-caliber program delivered by highly motivated faculty who are recognized experts in their research and teaching.

The close relationship between the DSRGS and the different colleges draws the production of high-quality scientific services contributing to the development of society. A high emphasis is placed on continuously improving and working on the potential and capabilities available to maximize the options, capacity building, provision of education, and continuous change toward a better society. The DSRGS is committed to providing remarkable academic and administrative support to our faculty, staff, and students.

The University focuses on supporting projects and research through the publication of academic journal articles and books and attending conferences, seminars, and workshops. It also evaluates and submits proposals to establish new graduate programs. The third focus is formulating policies and procedures and sustaining the quality of scientific research.

## **Vision**

To establish a conducive research environment and graduate programs that enable Al Ain University (AAU) to be one of the leading higher institutions on the national, regional as well as international levels in research quality and graduate programs and their relevance to the local society.



### **Mission**

To provide a stimulating environment and continuous support that reinforce AAU faculty members to enhance their national, regional, and international levels in quality research and graduate programs in different disciplines of pharmacy, information technology, engineering, education, business, and other related fields of significant importance to the UAE.

### **Value**

- 1- To engage in a continuous process of increasing the stock of useful knowledge.
- 2- Teamwork and to collaborate in research with other institutions.
- 3- To ensure high quality Education for Graduate students.
- 4- To ensure Integrity and transparency of scientific research activities.
- 5- To create new scientific instrumentation and methodologies.

### **Goals and Objectives**

- 1- To help produce research and generate innovative activities by encouraging Research proposals from faculty and staff.
- 2- To engage and encourage research competitiveness by providing seed funding for early-stage research projects.
- 3- To link research initiatives to the university mission.

### **Research Policy Statement for AAU:**

In line with the UAE 2030 vision and Abu Dhabi's socio-economic and cultural needs, Al Ain University (AAU) is committed to achieving excellence in education, research, and innovation. AAU aims to be a leading research institution in the UAE and the region by fostering a strong research culture among faculty and students, ensuring sustainable research programs, and producing distinguished graduates. To achieve this, AAU focuses on recruiting highly active scholarly faculty, encouraging interdisciplinary research across its five colleges, and providing necessary funding and incentives for research activities. The university allocates 5% of its operational expenditure annually to support research, ensuring adherence to international standards of excellence and ethics while promoting sustainable practices. AAU's strategy includes organizing international conferences, supporting internal and external funding applications, facilitating conference participation, and developing facilities to gain recognition. The establishment of the AAU–Health and Biomedical Research Center (AAU-HBRC) and the Artificial Intelligence Research Centers (AIRC) aims to co-ordinate interdisciplinary research, enhance AAU's national and international reputation, and support its educational and research missions. Additionally, AAU offers internal grants to faculty and staff to promote innovative projects, reinforcing AAU's commitment to impactful research.

### Scientific Research and Graduate Studies Council

No.	Name	Title
1	Prof. Haythem Bany Salameh	Chair
2	Prof. Mohammad AlHassan	Member
3	Prof. Faris El-Dahiyat	Member
4	Prof. Moustafa Kandeel	Member
5	Prof. Mahmoud Alquraan	Member
6	Dr. Mosab Tabash	Member
7	Prof. Abdulkrim Ziani	Member

### Scientific Research Support Fund (SRSF)

AAU has adopted the “Scientific Research Support Fund (SRSF)” as one of its key principal strategies to contribute to a productive society through the enhancement of Research and Development (R&D). The SRSF’s main goal is to fund scientific R&D projects of excellence -within and across all disciplines- that will build capacity and expertise and develop collaborative relationships for AAU researchers. This will invest in the development of a highly-skilled, highly productive, and competitive research community and enable AAU researchers to compete nationally and internationally for other competitive research funding.

### Scientific Research Incentives System

AAU provides financial research rewards for an unlimited number of published research documents. These financial rewards are regulated based on specific criteria that are announced to all faculty members, students, and staff, known as the “Research Incentives Guidelines.” AAU has adopted a new incentive system to encourage faculty members to continuously publish high-quality research in eminent journals. These incentives include a one-time monetary award for each publication.

Incentives are based on the quality and rank of the journal, according to the journal Scopus CiteScore applied in the university Scientific Research Incentives System. Therefore, faculty members are encouraged to publish in first-tier journals indexed in outstanding databases, e.g., Scopus, and WoS.



## Community Engagement

As part of its philosophy, Al Ain University has asserted that it is “a symbol of the society’s renaissance and a significant pivot around which cultural life revolves on the intellectual, scientific, academic, and technological levels.” The University has worked to accomplish these principles as part of its commitment to catering for the UAE’s need for highly-qualified leaders who possess a profound and comprehensive understanding of the requirements and challenges of the twenty-first century in all fields and in all walks of life.

To verify its course and to assess the needs of the community at large, the University has engaged in a range of services, studies, and activities to communicate with the stakeholders to help serve the educational process and the local community. This is congruent with the University’s vision to maintain contact with alumni and stakeholders through actively taking part in efforts directed towards achieving compatibility between the learning outcomes of higher education and the needs of the job market fitting the qualification framework. Consequently, through community engagement, the Deanship aims at:

- 1- Following up alumni and evaluating their level of knowledge in the job market.
- 2- Building a database related to the alumni and the needs of the job market.
- 3- Building bridges of cooperation with different stakeholders in the local community.
- 4- Identifying the needs of the local community and the challenges facing it especially in relation to ‘globalization’.
- 5- Establishing joint accords with various organizations to investigate the problems facing the local community and find effective remedies.

It is worth noting, that the Deanship of Scientific Research and Graduate Studies emphasizes the impact of community engagement activities on three components:

- 1- Impact on faculty members in terms of their shifting paradigm from teaching to learning. Most courses involve study cases relevant to community engagement activities.
- 2- Impact on students in terms of raising their awareness about solving real-life problems, practices, and how to apply theoretical concepts to real-world situations.
- 3- Impact of community engagement in terms of advancing suggestions and recommendations to enrich program learning outcomes or/and offering courses to fit specific job market qualifications.







## (21) UNIVERSITY CENTERS

- **Information Technology Center**
- **English Language Center**
- **Quality Assurance & Institutional Research Center**
- **Continuing Education Center**
- **Innovation and Entrepreneurship Center**
- **Professional Development Center**



## **Information Technology Center (ITC)**

### **1. ITC Manager Welcome Message**

The Information Technology Center (ITC) supports the university's mission and vision by providing the necessary services to support teaching, learning, and research processes, as well as all administrative activities, through the implementation of innovative technology solutions.

We recognize that information technology is an integral part of the University; thus, we are committed to developing and maintaining a student-centric culture that preserves and improves today's technology services by creating and developing a strong information technology portfolio that serves AAU's and its future needs.

The IT Center is proud of all its initiatives that have been integrated into the teaching and learning environment to help our students and faculty members with their duties and tasks.

As IT Center, we are committed to implementing the best and most recent technological integrated solutions that are aligned with the University's mission and vision in order to meet your needs effectively and efficiently.

The IT Center invites you to explore and comprehend all of our services by visiting our website at [www.aau.ac.ae](http://www.aau.ac.ae).

### **2. Mission and Vision**

#### **2.1. Mission**

Our mission is to establish and maintain an effective operational environment, as well as to deliver quality, timely, cost-effective, and dependable technology services to promote and support the university's effective use of information technology. Our objectives are well-aligned with the University's mission, objectives, and strategic plan.

To achieve this mission, the IT Center collaborates with the university community to provide technological leadership, assistance, and support to all of our students, faculty members, and administrative staff.

#### **2.2. Vision**

Our vision is to create an environment in which all students, faculty, and administrative staff have easy access to technology resources and information, as well as to provide an infrastructure that supports the University's Strategic Plan goals.

**This vision is achievable by:**

- Managing the growth of integrated online academic and administrative information systems effectively.
- Providing students, faculty, and staff with universal access, training, and support to enable effective technology use.
- Improving the performance, security, usability, and dependability of the University's networks, systems, and services on a continuous basis.
- Assisting in the design, acquisition, and implementation of technology that supports individual departments' academic and administrative missions.
- Defining and promoting new opportunities through the use of cutting-edge and emerging technologies

**3. Goals and Objectives****3.1. Goals**

- Implementing the Go-Green principle by automating all university educational and administrative activities (Functional and Operational).
- Support smart learning methodologies by implementing new solutions and improving existing ones.
- Enforce smart access to university facilities for all students, faculty members, and staff members using their smart ID cards.
- Align all our IT services to the best business practices in the educational sector.
- Implement and enforce business continuity plan to reduce downtime by enabling high system availability.
- Implement and enforce a disaster recovery plan to mitigate risk and maintain data integrity.
- Maintain a high level of network accessibility across all campuses.
- Ensure that all University labs have the necessary IT resources to assist students and instructors in their learning and teaching processes.
- Improve and empower the virtual learning environment.
- Develop and maintain a comprehensive documentation set.
- Monitor all network equipment, network services, and core applications on a regular basis.

**3.2. Objectives**

- Develop and implement automation systems to expedite the task's completion.
- Develop and implement new systems, as well as improve existing ones used by administrative staff.
- Provide students with access to informational resources.
- Provide network access (wired and wireless) across all campuses.



- Facilitate technology-enhanced teaching.
- Collaborate with faculty members to enhance and support teaching and learning processes.
- Collaborate with the campus community to provide effective solutions that support enrollment growth.
- Utilize technology to improve educational processes.
- Maintain a single authentication method for all university services.
- Ensure that all faculty, staff, and students have access to all online services provided by the university.
- Maintain a technologically integrated environment that supports educational strategic initiatives.
- Zero downtime goal by maintaining failover servers of all the University's services.
- Increase network accessibility to cover both campuses areas.
- Maintain the latest stable releases of all our applications.

#### **4. Duties and Responsibilities**

ITC is in charge of providing all types of technological help and support to all university members. These services include, but are not limited to, the following:

- Deploy cutting-edge, intelligent solutions in support of the university's IT strategy.
- Maintain high availability, reliability, and security of all the university's IT services.
- Maintain the best information technology standards in the University's Data Center.
- Maintain proper BC and DR plans for all the information technology services.
- Maintain high availability of the University technological services and resources.
- Provide the university's management with the necessary reports and statistics.
- Attend to and resolve all technical issues reported to the IT Center via the ticketing system.
- Maintain the readiness of all computer labs.
- Provide technical support during any online exams (competency exams, midterm, and final exams).
- Maintain high availability connectivity between the two campuses.

#### **5. Community Engagement**

Al Ain University's IT Center offers a wide range of competencies and learning programs that benefit both the university and the surrounding community. The IT Center interacts with both communities in a variety of ways, including:



- Online Learning Portal that facilitates student-instructor communication.
- Professional development courses for instructors and students.
- Deliver lectures to high school students.
- Participate in university events to raise awareness of IT-related challenges.
- Provide all necessary technical support and services for hosting events on the university campus.

## 6. Quick Glance of provided eservices & Online Resources

Al Ain University IT Center provides a diverse range of online services to students, academic staff, administrative staff, and visitors; these services are:

### ► Password Reset Portal:

This portal enables students to reset the password for their online service accounts without requiring assistance from IT team members.

Password reset portal: <http://mypassword.aau.ac.ae>

### ► Self-Service Portal:

This portal allows students to monitor their academic level and progress, view their grades, transcripts, financial status, and study plan, register for courses online, and pay their fees electronically. Through the Edugate portal. Furthermore, the admission process is completely automated.

Portal: <https://banner-self-service.aau.ac.ae/StudentSelfService/>

### ► Online Learning Portal:

This portal provides students with access to a variety of academic activities and resources, including course materials, assignments, forums, workshops, quizzes, and the ability to view recorded lectures at any time.

Online Learning Portal: <https://online-learning.aau.ac.ae>

### ► Online Learning Portal Archives:

This portal gives students access to the Online Learning Portal's archived Data from previous semesters. Archival portal: <http://vle-archive.aau.ac.ae/index.html>

### ► Online Exam Proctoring System:

The IT center deployed an exam proctoring system (Lockdown Browser) that



uses artificial intelligence to record and flag any cheating attempts to ensure the integrity of online exams and Safe Exam Browser for computer-based exams.

► **University Email:**

The University provides an email account to all of its family members (students and faculty); This account serves as the official method of internal and external communication.

The email service link: <http://www.google.com/a/aau.ac.ae>

► **Technical Support Portal:**

Members of Al Ain University can use this portal to request any technical help and support. The OS Ticketing portal: <https://osticket.aau.ac.ae>

► **Booking of Computer Labs and Conference Rooms:**

The IT center has successfully designed and implemented a booking system to facilitate the scheduling of the University's Computer Labs and Conference Rooms.

► **Telepresence solution in Classrooms and Conference Rooms:**

This solution was implemented by the IT Center on both campuses; it is a value-added tool used by management and staff to facilitate meetings between campuses and to provide a professional tool for blended learning as well.

► **Internet Services:**

The IT Center provides high broadband Internet access throughout the University campuses, with both wired and wireless connectivity.

► **Technical Support:**

The IT Center is committed to providing the university community with technical support to enhance work performance, decrease downtime, and improve communications, the department offers responsive and efficient technical support services from 8 am till 8 pm.

► **Secure Shared Storage for Admin and Academic Staff:**

The IT Center provides secure storage with a maximum storage capacity of 50 GB for academic and administrative staff. This service allows all employees to access their files from any device that is connected to the University's network. This facility eliminates the use of pen drives / flash drives to avoid any security breaches and data loss.



► **Printing Services:**

The IT Center provided a centralized printing service to manage all network printers deployed across all faculties at the university.

► **Virtual Desktop Environment (VDI) Service:**

The IT department has implemented a virtual desktop infrastructure (VDI) that allows faculty to access their files from off-campus using a virtual machine technique which is linked to specific file shared locations that are configured to access a respective folder based on a user's login to the university's file server. To access the virtual desktop system from outside the university, go to: <https://vdi.aau.ac.ae>

► **Plagiarism Detection Tools:**

The IT Center has integrated plagiarism detection tools to the Online Learning Portal, which allows instructors to maintain academic integrity, streamline grading and feedback, deter plagiarism, and improve student outcomes while also providing detailed reports and statistics on uploaded files via the "Turnitin" plugin.

## 7. FAQs

► **What is the use of my University ID (Domain User Account)?**

When a student enrolls at Al Ain University and registers for classes, an automated process begins to create their accounts (logins); once their account is created, they will receive an SMS message with their login credentials and information about the online services (portals) they can use, such as the Edugate Portal, the Online Learning Portal (Moodle), in addition to the University's website.

► **I have joined Al Ain University, but my university accounts were not created, what to do?**

There are two scenarios in which your account might not be created automatically; in either case, you should contact the ITC Center immediately to have it set up for you and to prevent any problems:

- a. A technical issue occurred while the automated process was being executed.
- b. Registering for courses one or more semesters after the date of enrollment.





► **What are the user accounts associated with my student ID number??**

There are three main accounts that every student at Al Ain University uses throughout their time there:

**1. Online Learning Account:**

This account allows you to access the Online Learning Portal, where you can find course materials, slides, and assignments, as well as take online exams and view your results.

**2. Self-Service Account:**

This account provides access to the Edugate Portal, where you can track your academic progress, view grades, transcripts, financial status, the study plan, register for courses, and pay your fees online.

**3. University Email Account:**

University email accounts are hosted by Google; students and faculty can use the regular Gmail interface to send and receive email, but the accounts will be identified by the university's domain name.

**4. Teams Account**

This account can be used to access virtual classes via the Microsoft Teams application, attend lectures, and interact with faculty members and other classroom students.

**How to change my university accounts password?**

► **Your online services account:**

1. Navigate to the university's website
2. Click on the online courses link
3. Click on the "Forgotten your username or password?" link
4. Enter your student ID number and click on the "search" button
5. Enter the unique values from your Emirates ID Number as explained on the website then click on the "check response" button
6. Enter your new password and re-enter it to confirm then click on the "change password" button to complete the process

► **Your university email account:**

1. Visit the IT center and present your student ID card and request to reset your password from the IT representative.



2. Issue an online support ticket or the IT center using the Technical Support portal and one of the IT team will follow up with you.

▶ **How can I ask for technical support from the ITC (OSTicket)?**

Both students and staff members can issue online support tickets by following the below steps:

1. Navigate the university's website
2. Click on the online courses link
3. Login by your account details
4. Click on the OS Ticket system.
5. Enter your credentials and login.
6. Click on "Open a New Ticket"
7. Choose the right help topic and then enter the details of your issue
8. Finally click on "Create Ticket" to submit your ticket.

▶ **How to access my Self-Service portal**

1. Navigate to the university's website and click on the Self-Service link.
2. Click on the login icon on top of the page.
3. Login with your credentials

▶ **How to access my Online Learning Portal**

1. Navigate to the university's website
2. Click on the Online Courses link
3. Login with your credentials (student ID or staff username)

▶ **How to access previous semesters' files?**

1. Navigate to the university's website.
2. Click on the online courses link
3. Click on the "Archive" Link
4. Select the semester you want to access
5. Login with your credentials as if you are accessing the Online Learning Portal.

▶ **How to access my University Email**

1. Navigate to the university's website
2. Click on the AAU Email link
3. Enter your university email ID (student ID followed by "@aau.ac.ae" or staff username followed by "@aau.ac.ae")
4. Enter your password and login



▶ **What will happen to my university's email services when I leave?**

When a student leaves AAU, whether for graduation or withdrawal, the IT Center deactivates all accounts associated with that user but does not delete them, so they can be used as a reference in the future.

▶ **How to access the Course File System?**

1. Navigate to the university's website.
2. Click on the online courses link
3. Click on the online services menu and choose the "E-Course File System" option
4. Enter your university email ID (staff username followed by "@aau.ac.ae").
5. Login with your credentials

▶ **How to access my Online Learning Portal?**

1. Navigate to the university's website.
2. Click on the Online Courses link.
3. Login with your credentials.



### ► **How do I access my Microsoft Office 365 Licenses and its benefits?**

AAU Provides free licenses for Microsoft Office 365 to the university community, this not only facilitates productivity and collaboration but also equips individuals with essential tools and skills necessary for academic and professional success in today's digital age.

#### **Logging in to Microsoft Office 365:**

To access Microsoft Office 365, follow these simple steps:

1. **Visit the Office 365 Login Page:** Open your web browser and navigate to the Office 365 login page. The URL may vary depending on your institution, but it typically follows the format: <https://www.office.com>.
2. **Enter Your Credentials:** To log in, use your university-provided email address and password. Enter your university email ID (staff/student username and password)
3. **Authenticate:** According to AAU University's security settings, you may need to complete an additional step for authentication, such as entering a password and having a verification code sent to your phone or email.
4. **Access Office 365 Apps:** Once logged in, you'll have access to a suite of Microsoft Office applications and services, including Word, Excel, PowerPoint, Outlook, OneNote, Teams, and more.
5. **Start Using Office 365:** Click on the desired app icon to launch the application or explore the various tools and services available within the Office 365 portal.
6. **Installation (Optional):** You can also download and install desktop versions of Office applications on your computer by clicking on the "Install Office" button and following the prompts.
7. **Stay Logged In (Optional):** For convenience, you can select the "Keep me signed in" option to stay logged in, but exercise caution when using shared or public computers.

#### **Benefits of Having Free Licenses for the AAU University Community:**

8. **Accessibility:** With free licenses for Microsoft Office 365, every member of the university community, including students, academics, and staff, gains access to essential productivity tools from anywhere with an internet connection. This accessibility fosters collaboration and enables individuals to work on projects both on and off campus.



9. **Productivity:** The Office 365 suite offers a comprehensive set of applications tailored for academic and professional tasks. From drafting essays in Word to creating presentations in PowerPoint, managing schedules in Outlook, or collaborating in real-time with colleagues through Teams, Office 365 enhances productivity across various academic and administrative functions.
10. **Compatibility:** By using Microsoft Office 365, the university community ensures compatibility and consistency in document formats and tools. This compatibility streamlines communication and collaboration, as files can be seamlessly shared and edited across different devices and platforms.
11. **Cloud Storage:** Office 365 provides cloud storage through OneDrive, offering each user ample space to store documents, presentations, and other files securely. This feature enables easy access to files from any device and facilitates sharing and collaboration among students, faculty, and staff.
12. **Updates and Support:** With Office 365, users benefit from regular updates and patches, ensuring access to the latest features, security enhancements, and bug fixes. Additionally, Microsoft's robust support infrastructure provides assistance and troubleshooting resources to address any technical issues encountered by users.
13. **Educational Resources:** Microsoft Office 365 offers a range of educational resources, tutorials, and training materials to help users maximize their productivity and proficiency with the software suite. These resources are particularly valuable for students learning essential digital skills and for faculty and staff seeking to incorporate technology into their teaching and administrative tasks.



## English Language Center

### Vision

To be a leader in English Language teaching and learning. We will achieve desired improvement by the dedication and innovation of ELC staff.

### Mission

The English Language Center at Al Ain University exists to serve the language needs of students who are in a transitional period as they are about to embark on a learning experience where the medium of instruction is English. The staff of the ELC is committed to creating and maintaining an organized and trusting environment where teaching and learning are exciting and students are assisted as they develop their language skills. All aspects of the teaching activities are student centered and designed to accommodate individual differences and learning styles in order for all to experience success.

### Goals and Objectives

1. Provide English Language instruction to enhance students' proficiency and enable them to attend college courses offered in English as a medium of instruction.
2. Prepare students to sit for international standardized tests such as TOEFL or IELTS and obtain the test scores required by the University and Ministry of Higher Education.
3. Offer language instruction to members of the wider community to help them acquire communicative skills in specific areas such as Academic English.

## English Language Proficiency Policy

### Undergraduate Programs

In accordance with the Ministry of Education requirements, the students applying for admission in the undergraduate and graduate programs (listed below) need to meet one of the English proficiency requirements:

<b>Postgraduate Programs</b>	<b>EmSAT</b>	<b>TOEFL ITP</b>	<b>TOEFL iBT</b>	<b>TOEFL CBT</b>	<b>IELTS</b>
Master of Science in Clinical Pharmacy	1400	550	79	213	6
Master of Science in Pharmaceutical Sciences	1400	550	79	213	6
Master of Public Law	950	450	--	--	4.5
Master of Private Law	950	450	--	--	4.5
Master of Criminal Science	950	450	--	--	4.5
Master of Education - Arabic Language Curricula and Instruction	950	450	--	--	4.5
Master of Education - Islamic Education Curricula and Instruction	950	450	--	--	4.5
Master of Business Administration - MBA	1400	550	79	213	6

In the undergraduate programs, if students do not have TOEFL or IELTS (satisfactory) scores, they will do the AAU Placement Test to determine their English Language proficiency level. Based on their results on the Placement Test, students are placed in the Intensive Remedial English (IRE) course. They can also be enrolled in General University Education (GUE) courses subject to University Registration rules and procedures. The students, who obtain a score of 90 or above, are exempted from taking the IRE course and are allowed to register for GUE courses, depending on University Registration rules and procedures. In all cases, students are not allowed to enroll into the college or the specialization courses without obtaining a satisfactory score in an officially approved English Language Proficiency Test.



## Testing Services

### - AAU English Placement Test

The purpose of the placement test is to assess the English proficiency of AAU freshmen who do not have a valid English language proficiency score.

It assesses the student's knowledge of grammar, vocabulary, and reading skills.

### -The Emirates Standardized Test (EmSAT) Definition

The EmSAT is a national system of standardized computer-based tests, based on United Arab Emirates national standards.

## EmSAT Achieve

- **Test description**

A Standardized Electronic Test to assess candidates' skills and knowledge in targeted

**subjects:** English – Mathematics – Arabic – Physics – Biology – Chemistry – Computer science based on institutional requirements.

- **Test objectives**

To ensure that students are equipped with the necessary knowledge and skills to effectively participate in the modern knowledge based global society.





<b>IELTS Academic</b>	<b>EmSAT</b>
8	1925-2000
7.5	1800-1900
7	1675-1775
6.5	1550-1650
6	1400-1525
5.5	1250-1375
5	1100-1225
4.5	950-1075
4	825-925
*	800>

<b>TOEFL iBT Total Score (0-120)</b>	<b>IELTS Total Score (0-9)</b>	<b>EmSAT</b>
115-117	8.5	
110-114	8	1925-2000
102-109	7.5	1800-1900
94-101	7	1675-1775
79-93	6.5	1550-1650
60-78	6	1400-1525
46-59	5.5	1250-1375
35-45	5	1100-1225



TOEFL ITP Total Score (310-677)	EmSAT
627-677	1675-1775
543-623	1250-1375
460-540	825-925
337-457	<800

For more information and registration please visit the link below:

**<https://emsat.moe.gov.ae/emsat/Default.aspx>**

#### **-IELTS Test**

IELTS is the world's most popular English language test. Taking an IELTS test can help you achieve your goals academically and professionally. Al Ain University provides IELTS on paper and on computer in partnership with the British Council.

- **Test Format**

IELTS has four modules – Listening, Reading, Writing and Speaking.

- **Total Test Time**

The total test time is 2 hours and 45 minutes. The Listening, Reading and Writing tests are done in one sitting. The Speaking test may be on the same day or up to seven days before or after the other tests. You will be advised of the time for your speaking interview when you apply.



Total time for each part		
Listening	questions 40	Approximately 30 minutes
Reading	questions 40	minutes 60
Writing	tasks 2	minutes 60
Speaking	parts 3	minutes 14–11

### Registration and Payment

The IELTS candidate may apply online through this link:

<https://affiliates-britishcouncil.org/?a=10&c=135&p=r&s1=>



### - TOEFL ITP

The purpose of the TOEFL ITP is to evaluate the English proficiency of candidates whose native language is not English. AAU administers the test to students who are enrolled at Al Ain University.

The ITP TOEFL test is given in a single session of about two and a half hours which includes the time required for test directions. The ITP test consists of three sections:

1. Listening Comprehension which measures the ability to understand spoken English;
2. Structure and Written Expression which measures the ability to recognize standard written English;
3. Reading Comprehension which measures the ability to read and understand nontechnical material.

### Registration and Payment

The TOEFL ITP candidate may apply online through this link:

**<https://apply.amideast.org/onlinetestPurchase/uae/AvailableTests/AI%20Ain/AAUA-AL%20AIN%20UNIVERSITY-AL%20AIN/TOEFL%20ITP%20Test%20840%20Dh-229%20USD>**

**Academic Staff**

No.	Name	University/Country	Rank
<b>(Al Ain)</b>			
1	Dr. Abdel Ghani Remache	University of Wales, UK	Assistant Prof
2	Mrs. Ream Fathi Odetallah	University of Jordan, Jordan	Instructor
<b>(Abu Dhabi)</b>			
4	Dr. Hanan Chebchoub	Mannouba University-Tunisia	Assistant Prof
5	Mr. Amjad Kamal Owais	University of Technology - Sydney, Australia	Instructor



## Quality Assurance and Institutional Research Center (QAIRC)

### Vision

To foster a culture of evidence-based on continuous quality improvement and ensures institutional effectiveness towards the achievement of international quality standards in Teaching, Scientific Research, and Community Engagement.

### Mission

To implement an effective quality assurance system, support local and international accreditation endeavors, conduct high-quality institutional research, and provide accurate, relevant, and timely institutional data to the university administration and the external constituencies.

### Goals

1. Promote a culture of quality and continuous improvement among members of the university.
2. Provide needed support to achieve the objectives of the university related to quality, academic accreditation and to improve its national and international ranking among the top universities.
3. Generate and disseminate the reports to the relevant stakeholders on a timely basis.

### Responsibilities

1. Organize seminars and workshops, for the academic and admin staff, on quality assurance, assessment, and accreditation.
2. Assist the colleges (self-studies) in national and international accreditation processes and in benchmarking against local and international practices.
3. Prepare & compile the data for the (Worldwide and Regional) universities ranking and formulate the recommendations for continuous improvement. Formulate & conduct relevant institutional research.
4. Develop & maintain a university-wide outcome assessment processes and accompanying templates, handbooks, and guides.
5. Evaluate the effectiveness of its quality assurance system.
6. Refine & proofread the institutional /programs/ self-studies documents based on the MoE/CAA/ADEK standards and other external organizations.

## **Continuing Education Center**

### **Vision**

"At the Continuing Education Center of Al Ain University, our vision is to lead a transformative approach to learning. By seamlessly integrating practical training with cutting-edge technology, we create an environment where innovation and creativity flourish. We are dedicated to surpassing the expectations of both our Al Ain University students and our corporate partners. Through tailored programs and resources, we aim to enhance students' skills, broaden horizons, and prepare them for successful careers in today's rapidly evolving world. Simultaneously, we collaborate closely with our corporate partners to address their specific needs, providing customized solutions to drive growth and success. Together, we foster lifelong learning and unlock limitless potential."

### **Mission**

At the Continuing Education Center of Al Ain University, our mission is to serve as a hub for comprehensive training and consultation services, covering administrative, technical, legal, and language fields. We are dedicated to empowering university students, academic and administrative staff, as well as individuals from both the public and private sectors, and the wider community, by enhancing their personal and professional skills to excel in their workplaces. We are committed to excellence and quality, utilizing the best available capabilities, top-tier training competencies, and cutting-edge methods.

### **Goals and Objectives**

Our primary objective is to train, rehabilitate, and enhance the efficiency of individuals and institutions by developing their human capacity building skills. Through our programs, we aim to positively impact business performance and productivity rates, fostering growth and success for our clients and partners alike.

### **Training Programs**

The Continuing Education Center, as the training and development arm of Al Ain University, is dedicated to meeting the diverse needs of public and private institutions and companies. We offer a comprehensive array of ACTVET accredited training programs aimed at enhancing the skills and capacities of individuals and organizations. Our training activities include:

- Leadership and Business Management.
- Creativity and Institutional Innovation.



- Marketing.
- Law.
- Information Technology and Digital Transformation.
- English and Foreign Languages.
- Media and Communication.
- Medical Training.
- Teacher Training.
- Finance and Accounting.
- Safety and Security.

We also provide high quality customized courses as per our clients' needs.

### **Community Engagement.**

The Continuing Education Center contributes to societal service and community development through:

- Delivering workshops to different sectors of the Community, AAU staffs and students, to strengthen their skills and knowledge in various skills;
- providing voluntary training to certain sectors of the community such as persons with special needs or orphans, within the applicable regulations;
- Cooperating with the registered charities to provide training for the individuals on how to learn about the job market;
- Voluntary consultancy in coordination with the registered charities.
- Conducting workshops aimed at enhancing the skills and knowledge of various sectors within the community, as well as Al Ain University staff and students, in diverse areas.
- Providing voluntary training programs to specific groups within the community, such as individuals with special needs or orphans, in strict compliance with relevant regulations.
- Collaborating with registered charities to offer training sessions designed to educate individuals about navigating the job market.
- Offering voluntary consultancy services in partnership with registered charities to provide valuable guidance and support to individuals seeking assistance.



## **Innovation and Entrepreneurship Center**

### **Vision**

AAU's Innovation and Entrepreneurship Center aims to become an inspiring and supportive center for successful entrepreneurs of AAU's students and graduates.

### **Mission**

- The center is committed to nurture the entrepreneurial potential of all AAU students and graduates by developing the entrepreneurial mindset and building the supportive ecosystem.
- The center is committed to attract students and graduates who have innovative ideas and have the entrepreneurial potential. The center seeks to be a platform that promotes the entrepreneurial spirit and the culture of innovation among students and graduates of all colleges of AAU by offering education and training, and assist them to start up their small businesses.

The following are the goals and objectives of the center:

### **Goals**

- To prepare AAU students and graduates who become job creators instead of being job seekers and equip them with the necessary entrepreneurial skills.
- Encourage and support talented students and graduates to start their own business(es).
- Provide a platform to the UAE local community to start small business based on innovative ideas.
- Promoting the UAE National Innovation Strategy and embodiment of the sixth item of the fiftieth document Transforming Universities into Free Economic and Creative Zones".
- Embodiment of Abu Dhabi and UAE government initiatives on supporting innovation-based economy.
- Promote startup business for potential entrepreneurs of students and graduates.

### **Objectives**

- To promote the culture of technology led entrepreneurship and small business development in UAE among the students and graduates of AAU.
- To initiate and pursue meaningful research projects in the areas of entrepreneurship and small business development with emphasis on



local and regional challenges.

- To involve government and private agencies / firms in a meaningful dialogue towards fulfilling corporate social responsibility.
- To offer educational programs to enable budding entrepreneurs to write business plans and deal with financial institutions and venture capitalists.
- To channelize the energies and enthusiasm of the young and fertile minds in the appropriate direction and encourage them to convert 'innovative ideas' into small businesses.

### **Duties and Responsibilities**

In order to achieve its mission and accomplish its goals and objectives the center is entrusted to perform activities including:

- Encourage and meaningfully involve students and graduates in entrepreneurial activities and motivate them to think of new and innovative ideas and turn them into successful startups.
- Identify and initiate research studies in problems and aspirations of the local young men and women in setting up small businesses on innovative ideas
- Provide incubation / basic infrastructure facilities to new start-ups
- Encourage applied research projects of AAU faculty to be converted into products or services
- Offer certificate programs to the students of AAU to help them develop entrepreneurial and innovation skills and make them think about creating jobs rather than looking for one.
- Hold workshops and invite experts from local and international organizations and successful persons and entrepreneurs to share their experiences with the young and budding entrepreneurs.
- Engage in consulting services to local government and private firms on issues related to entrepreneurship, innovation management, small business development, corporate social responsibility.

### **Community Engagement**

Although the main objective of the center is to provide a platform to budding entrepreneurs (students and graduates of AAU) to give life to their innovative and creative ideas in terms of startups, the center also engages itself in disseminating policy information on the UAE and Abu Dhabi government on promotion of entrepreneurship and (job-oriented) small businesses. In its activities on dissemination of policy information on entrepreneurship and small businesses the center engages with local community and encourage members of the local community to take initiatives and start their own businesses.

## **Professional Development Center (PDC)**

### **Overview**

The Professional Development Center (PDC) serves as a central hub organization for coordinating and delivering specialized programs aimed at professional development, learning and upskilling of professionals.

The PDC operates in collaboration with the Colleges, the Deanship of Students Affairs and units such as HR, IT, Library, Admission, Registration, Finance, Administration etc. intending to enhance University faculty and staff learning experience and to offer growth opportunities for academic faculty and staff.

The PDC's learning and development initiatives focus on three key areas:

1. Teaching & Learning,
2. Research & Scholarly Activities, and
3. Community Engagement

### **Welcome Message**

Professional Development Center at Al Ain University welcomes you to a wide spectrum of joyful learning!

At Al Ain University, we believe that; the university's faculty and staff's contribution plays a key role in shaping the future growth and success of the University. The Professional Development Center is committed to providing tailored learning and development solutions to both our academic and administrative faculty and staff, spanning across our campuses in Al Ain and Abu Dhabi.

Professional Development Center offers a range of learning modes and resources; which includes face-to-face courses, online learning, customized events, experiential learning and recommended reading that help the participants enhance their professional learning and career development.

The Professional Development Center undertakes Induction and courses for new recruits to the University. A variety of short courses are designed to help University staff develop their professional and technical skills and make the most effective use of technology for their work and research.



## **Vision**

The vision of the Professional Development Center (PDC) is to:

- Empower faculty and staff to make positive contributions to the learning community.
- Provide adequate support and resources to faculty and staff so they can effectively fulfill their roles.
- Align the PDC's offerings with the business needs of the university and the ever-changing landscape of higher education.

## **Mission**

The mission of the Professional Development Center is to develop the skills, competencies and knowledge of the AAU community; that are relevant to changing demands of the higher education environment and are based on current and future requirements of the university and community in general.

## **Goals and Objectives**

- Align individual and team development needs with organizational needs.
- Engage all faculty and staff in learning and development.
- Equip faculty and staff with the knowledge, skills, and expertise to perform their roles effectively.
- Develop effective systems and processes for identifying learning and professional development needs.
- Ensure that staff development priorities are aligned with the university's diversity and equality frameworks.
- Create a learning culture where all staff, regardless of grade, experience, length of service, or level within the organization, are valued and supported in their development.

## **Roles and Responsibilities**

The Professional Development Center (PDC) at Al Ain University operates across three distinct levels of responsibility: the University level, the College or Department level, and the Individual level.

The PDC's specific roles and responsibilities include:

- Providing a range of learning and development opportunities that are relevant to the needs of all faculty and staff.
- Ensuring that learning and development provision is aligned, coherent, and comprehensive.
- Supporting professional development in support of the university's Performance Development Review process.



- Benchmarking development provision against the sector and good practices.

### **Core Principles and Values**

- The importance of professional development is to serve as a driving force for organizational growth and change.
- The engagement of all staff in learning and development.
- The maintenance of high standards of performance by individuals, teams and the organization.
- The encouragement of a partnership approach to professional development is shared by individuals/teams, their line managers and the organization.
- The provision of flexible opportunities and approaches to professional development to meet individuals, teams, and the university's changing needs.
- The adoption of a strategic approach to professional development to respond to both internal and external drivers for change.

### **Collaborative Learning & Community Engagement**

At the Professional Development Center (PDC) of Al Ain University, our commitment to community engagement extends beyond our campus borders. We actively collaborate with faculties and staff from other universities, fostering a culture of knowledge exchange and diverse learning experiences.

Through partnerships with academic institutions both locally and internationally, the PDC facilitates joint initiatives, collaborative research projects, and shared resources, enriching the educational landscape for all involved.

Additionally, we organize workshops led by experts from other universities, providing participants with access to a wide array of perspectives and expertise. These workshops cover a diverse range of topics, from cutting-edge research methodologies to innovative teaching strategies, empowering attendees to broaden their horizons and stay at the forefront of their respective fields.

By actively engaging with faculties and staff from other universities, the PDC reinforces its commitment to excellence, collaboration, and lifelong learning, ultimately contributing to the collective advancement of higher education and academic excellence. Join us in our journey to foster a culture of collaboration, innovation, and excellence in education.



## (22) UNIVERSITY UNITS

- **Human Resources Unit**
- **Admission and Registration Unit**
- **Finance Unit**
- **Administrative Unit**
- **Students Recruitment Unit**





## Human Resources Unit

### Vision

To serve AAU by providing, retaining, and developing qualified, diverse and highly motivated staff.

### Mission

The mission of Human Resources Unit is to develop, practice, and facilitate the processes which create an environment where the entire staff can make a vital contribution to achieve the AAU's mission.

### Goals and Objectives

In Alignment with AAU Goals, following are HR Unit's Goals and Objectives.

1. To make AAU an "Employer of Choice" through continuous image improvement by providing best HR services.
2. To cultivate the culture of trust and welfare; where employees are fully engaged as efficient individuals to AAU and social community.
3. To motivate existing staff by inspiring long-term commitment, career development in order to achieve and sustain higher retention rate.
4. To ensure the compliance of HR policies with (MOHRE) employment laws in order to make AAU a workplace that has all the necessary support for productive relationships.

### Duties and Responsibilities

The Human Resources Unit at AAU renders a wide range of services. The key services are mentioned below:

1. Job identification, advertisement, screening selection and recruitment.
2. Job evaluation and grading.
3. Issuance of employment visas, contracts, and associated paper work.
4. Employee Relations Management.
5. Provision of advisory service on employment legislation/terms and condition of service.
6. Management of pre and post-arrival arrangements for new staff orientation and onboarding etc.
7. Designing Training and development programs according to the requirements of the organization and Units.
8. Management of compensation and benefits.
9. Overseeing Time and Leave management.
10. Performance management and Career Development.
11. Development and review of HR policies and procedures.
12. Budgeting and Periodic Reporting.
13. Provision of support on conflict management i.e. disciplinary and grievance advice.
14. Employees Separation management.

### Community Engagement

In support of the AAU's long-term, extensive plan of Community Engagement, the Human Resources Unit carries out its social responsibility in the best manner possible. The Human Resources Unit welcomes interns and provides them with top-training to aid them with their future careers. Moreover, the Human Resources Unit is supportive of other HR and personnel departments at various academic institutions and companies who require assistance or consultancy. The HR Unit is also ready to arrange for awareness talks on the MOHRE laws and employee rights.





## Admission and Registration Unit

### Vision

Commitment to contribute in achieving the university vision as well as promote the admission and registration procedures in the most effective and efficient ways in terms of quality and timely manner.

### Mission

The Unit seeks to attract and admit students with different educational background across the region, through providing a variety of academic programs that meet their desires and requested by work demand. Also following up the academic development of AAU students the moment they enter till their graduation. Hereby the Unit strongly emphasizes on AAU regulations and the confidentiality of the academic records.

### Goals and Objectives

1. Promoting a variety of academic programs that meet the applicant and work demand expectations.
2. Facilitate the admission and registration procedures.
3. Ensure that AAU students are fully academically guided and advised.
4. Facilitate the process and procedure for AAU students as much as possible.
5. Transparency in communication with students, staff, academic faculty and the outside community.
6. Treat AAU student academic records with highest level of integrity and confidentiality.
7. Provide the highest quality services by continuance enhancements and using advanced technology.

### Duties and Responsibilities

1. Student admission in accordance with the requirements of AAU.
2. Preparing and updating student records.
3. Announcing timetables in accordance with the Academic Calendar.
4. Taking all necessary arrangements for students' course registration, adding, and dropping.
5. Issuing AAU student ID cards.
6. Following up and the implementation of all study plans.
7. Following up and the implementation of AAU's regulations of conferring academic degrees.
8. Receiving, checking, and keeping final exam results.
9. Calculating CGPA and SGPA as well as announcing students' results.
10. Providing students with transcripts and relevant documents.
11. Checking the files of students, study plans, and CGPA when students are close to graduation.
12. Preparing graduation documents in both Arabic and English.
13. Preparing student-related statistics for the AAU as well as cultural attaches and the Ministry of Higher Education and Scientific Research.

### Community Engagement

Although the Admission and Registration Unit is all about serving the students, it does not mean it is enough. The Unit exerts all its effort in trying to find windows of opportunities through which it can help out in the betterment of the local community. These activities include:

1. Exchanging information with embassies and public bodies regarding statistics and prospects.
2. Accepting interns and working closely with them to provide them with the best training possible.
3. Cooperating with other academic institutions regarding registration systems and processes.



## Finance Unit

### Vision

We aspire to be the leading example in providing financial services and logistics in higher education in the UAE for other institutions to follow.

### Mission

Our role is to ensure that AAU benefits from the highest standard of financial, administrative, and resource management. To that end, the Finance Unit is committed to utilizing our expertise to deliver advanced services that offer excellent value to the faculty, staff, and students and ensure an environment which demonstrates respect and encourages the success of each individual in our institution.

### Goals and Objectives

1. Promote financial responsibility.
2. Provide quality services.
3. Support the teaching, research, and community service goals of AAU.
4. Maintain safe, clean, and accessible facilities.
5. Provide quality auxiliary services.
6. Promote and maintain the fiscal state of AAU through rational budgets, financial reports, and purchasing policies.
7. Maximize the satisfaction of faculty, staff, and students.

### Duties and Responsibility

The main responsibilities of the Finance Unit are:

1. Coordinating the annual budget for AAU;
2. Implementing aspects of sound financial management;
3. Processing Annual, Mid-year, and Quarterly reports;
4. Perform auditing tasks;
5. Handling student payments and tuition fees;
6. Contributing to managing the financial aid fund;
7. Coordinating the purchasing and procurement policies; and, carrying out day-to-day financial matters.

### Community Engagement

Like all other units and colleges at AAU, the Finance Unit contributes to the betterment of the society. The Unit welcomes interns from other institutions to learn and train at the different departments of AAU. In addition, it constantly provides advice and consultancy to other institutions as well as companies of the community in matters related to event preparation, budgeting, etc.



## **Administrative Unit**

### **Vision**

The AAU administrative unit pursues to provide the best resources, services and facilities; as well as the latest means of technology in the UAE, region and the Middle East to all AAU members and students leading to an ideal educational environment in which everyone will excel.

### **Mission**

The administrative unit offers essentials services supporting AAU in its pursuit of excellence in teaching, research and community by innovation and action in the development and management of the university physical resources by means of a well-qualified team.

### **Duties and Responsibility**

The Administrative Unit is the backbone of the AAU. The Unit delivers a wide range of services to faculty, staff, and students alike. These include, but are not limited to:

1. supervising student dormitories and transportation services;
2. performing general maintenance for all AAU buildings and equipment;
3. coordinating around the clock security services;
4. renewing buildings' and vehicles' leases;
5. processing purchase orders;
6. running the photocopying centers;
7. supervising distribution and equipping of offices;
8. ensuring the cleanliness, and suitability of the environment on campus and in the surrounding areas;
9. and, providing all other forms of logistic support to facilitate the smooth running of teaching, research, and Community Engagement activities.

### **Community Engagement**

As part of the AAU, the administrative unit seeks all possible means to continuously develop the team and build awareness of the services on campus for students and faculty. As well as to extend the University's support and services to the benefit of the local community.



## **Students Recruitment Unit**

### **Vision**

Our vision is to define the AAU community in terms of its academic programs and various specializations. It looks to create a system of recruiting and communicating with students in an effective way that leads the university to be one of the competitive universities in the country.

### **Mission**

Upgrading the skills and methods of recruitment and communication, maintain strong relation with AAU students, following up with students academic affairs, responding to inquiries, and receiving complaints from students.

### **Goals and Objectives**

- Recruiting and communicating with students in the most effective ways.
- Keep up with the growing technological development in the areas of recruitment and communication.
- Develop the staff skills and improve their knowledge.

### **Duties and Responsibilities**

- Organizing visits to schools, universities and various institutions,
- Participating in educational fairs through which students inquire on the programs offered by the University.
- Guiding and advising students on appropriate specialties to their preferences and the requirements of the labor market.
- Resolving students' problems.
- Responding to students' inquiries and questions.
- Maintaining a strong relationship with the Media.
- Developing healthy relation with other institutes and sectors.
- Exchanging experiences and consulting with various training and development institutions

### **Community Engagement**

We try to be part of the community through several activities such as, participate in extracurricular activities in the community to strengthen the relationship among students. In addition, we participate in national events within the country and try to introduce and develop unique programs to meet the needs of the community.





(23) LIBRARY

## **(22) Library**

### **About the Library**

Khalifah Library provides information in both print and electronic forms and offers guidance, loans and reservations, among other services to the users.

The library houses over 96,000 volumes of books, periodicals, and multimedia. It also has several subscriptions to electronic databases such as e-book central, IEEE, Scopus, etc.

The library follows the Anglo-American Cataloguing Rules and the Library of Congress Classification System. All library services are computerized using an integrated system, MEDAD, which facilitates access to the library catalogues inside and outside the AAU Campus. The main library building in Al Ain provides a spacious and conducive study environment. It has a seating capacity for 210 visitors. In addition to the wireless connection, the library has 56 computers for the internet use and database search, and 17 discussion rooms. For Abu Dhabi branch, the library is equipped with 227 seats, 42 study or discussion rooms, 58 computers with full internet access, and wireless connection. Connection to high Internet speed, availability of management systems, and provision of online databases for digital books and digital journals allow AAU libraries to satisfy information needs of faculty members and students at any time. Therefore, AAU students and faculty members are advised to make use of library digital resources and services provided on AAU library website.

### **Library Regulations**

AAU faculty members, administrative staff, and students are entitled to take advantage of the services offered by the library. Visitors from outside the university are allowed to make use of the library services for a registration fee of AED 10 and AED 1000 refundable deposit.

The library offers its services from 8:00 am to 5:30 pm Monday through Thursday; on Friday the library is open until 12:00 noon. The library is closed on Saturdays, Sundays, and public holidays.

All library users are to abide by the followings:

- I. Maintain a quiet environment in the library;
- II. Present the student's ID when required;
- III. Leave the books on the table when done with them;
- IV. Not to use mobile phones inside the library;
- V. Not to smoke inside the library;
- VI. Not to eat or drink inside the library.



## **Library Services**

The library conducts courses and training programs to enable users to effectively use the resources and services available at the library. The library offers the following services:

### **Lending Services**

Users can borrow from the library as follows:

- I. A faculty member can borrow 15 books for 120 days;
- II. A graduate student can borrow 12 books for 14 days;
- III. An undergraduate student can borrow 7 books for 7 days.

Users are to abide by the regulations governing lending services as follows:

- I. Borrowed materials are to be returned by the end of the lending period to avoid paying a fine. Users will not be allowed to borrow library materials until the fine is paid.
- II. Borrowed materials can be renewed through the library website, email, by phone, or by bringing the materials into the library before the end of the lending period.
- III. If the material borrowed is lost or damaged, an amount of double the price of the material is to be paid, or the damaged material is to be replaced by the user.

### **Reservation of Library Materials**

Library users may reserve available resources by visiting the library, through the website, or by telephone. The validity of the reservation is three days only.

### **Inter-library Loan(s)**

The library offers Inter-library loan and document delivery services to the members. Some materials especially articles which are not available locally may be obtained from overseas. The service may be charged for where necessary.

### **E-search Services in the Library**

Library users may search the library collections through the use of automated catalogues to obtain the location of the required book or article by the classification number, and to get all the information on this item and whether it is on loan, reserved, etc.

### **Databases and the Internet Search Service**

The library has subscriptions to databases that support all the university disciplines and users can take advantage of these databases at any time both on-campus and off-campus.

### **Library Collections**

The library contains seven (7) categories of collections: general references, textbooks, basic references, multimedia, reserved books, periodicals, and digital resources.





**General References:** This category represents the major part of Library's collections. It includes items that can be checked out and used in research and scientific projects.

**Textbooks:** Include all the textbooks and related materials.

**Basic references:** These include dictionaries, encyclopedias, manuals, handbooks, bibliographic data, yearbooks, etc...

**Multimedia:** These include audio-visual materials (cassettes, videos, CD-ROM, DVD, etc...)

**Reserved materials:** These are rare or very important materials, such as theses, research papers, illustrated books, official publications, and small-sized publications.

**Periodicals:** These include scientific and non-scientific, local and international journals, magazines, newsletters, newspapers...etc.

**Digital Library:** Consists of e-books, e-journals, e-magazines, e-newspapers, accessible through the library website.

## Glossary of Terms

**Bibliographies:** Reference publications which compile intellectual output and categorize (books, periodicals, printed, and non-print materials) at the national, regional, and international levels.

**Biographies:** Publications containing a brief or detailed account of the lives of people and their achievements.

**Indexes:** Reference publications concerned with articles and materials of scientific journals, both general and specialized, as well as newspaper articles, writers, and themes. Indexes facilitate obtaining articles, studies and news for readers and researchers quickly and easily.

**Call Numbers:** a call number represents an item's subject matter and indicates the location on the shelf.

**Manuals:** Publications providing information on institutions, organizations, and scientific bodies.

**Periodical:** A publication published at regular intervals, and has one clear and distinct title which appears on the first page of each of its issues. A number of writers and scholars take part in writing the articles of the periodical.

**Theses/Dissertations:** Scientific work submitted by a graduate student to obtain a Masters or a Doctorate degree.



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