Catalog 2022-23

(Graduate Programs)

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Academic Calendar 2022-2023

Academic Calendar 2022-2023
Master of Business Administration (MBA)

FALL SEMESTER 2022

Term 1 (Maximum 2 Courses)

Date	Day	Teaching Weeks	Event
	Every Wednesday		English Proficiency Tests
05-09-2022 11-09-2022	Monday- Sunday		Registration for new and existing students
08-09-2022	Thursday		Orientation Day for new faculty members
12-09-2022	Monday	Week 1	Orientation Day for New Students
12-09-2022	Monday	Week 1	Weekday classes begin
17-09-2022	Saturday	Week 1	Weekend classes begin
12-09-2022 18-09-2022	Monday - Sunday	Week 1	Add/Drop period; late registration
25-09-2022	Sunday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)
27-10-2022	Thursday	Week 7	Last day of weekday classes
30-10-2022	Sunday	Week 7	Last day of weekend classes
31-10-2022 02-11-2022	Monday - Wednesday	Week 8	Final exam period for weekday and weekend classes
03-11-2022	Thursday		Deadline for faculty members to submit the grades
04-11-2022	Friday		Examination Board Meeting
04-11-2022	Friday		Announcement of grades

Term 2 (Maximum 2 Courses)

Date	Day	Teaching Weeks	Event
07-11-2022	Monday	Week 1	Weekday classes begin
12-11-2022	Saturday	Week 1	Weekend classes begin
07-11-2022 13-11-2022	Monday - Sunday	Week 1	Add/Drop period; late registration
20-11-2022	Sunday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)
19-12-2022 01-01-2023	Monday - Sunday		Fall semester recess for Students
05-01-2023	Thursday	Week 7	Last day of weekday classes
08-01-2023	Sunday	Week 7	Last day of weekend classes
09-01-2023 11-01-2023	Monday - Wednesday	Week 8	Final exam period for weekday and weekend classes
12-01-2023	Thursday		Deadline for faculty members to submit the grades
13-01-2023	Friday		Examination Board Meeting
13-01-2023	Friday		Announcement of grades

SPRING SEMESTER 2023

Term 1 (Maximum 2 Courses)

Date	Day	Teaching Weeks	Event
	Every Wednesday		English Proficiency Tests
09-01-2023 15-01-2023	Monday - Sunday		Registration for new and existing students
12-01-2023	Thursday		Orientation Day for new faculty members
16-01-2023	Monday	Week 1	Orientation Day for New Students
16-01-2023	Monday	Week 1	Weekday classes begin
21-01-2023	Saturday	Week 1	Weekend classes begin
16-01-2023 22-01-2023	Monday - Sunday	Week 1	Add/Drop period; late registration
29-01-2023	Sunday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)
27-02-2023	Monday	Week 7	Registration for Spring Term II 2023
02-03-2023	Thursday	Week 7	Last day of weekday classes
05-03-2023	Sunday	Week 7	Last day of weekend classes
06-03-2023 08-03-2023	Monday - Wednesday	Week 8	Final exam period for weekday and weekend classes
09-03-2023	Thursday		Deadline for faculty members to submit the grades
10-03-2023	Friday		Examination Board Meeting
10-03-2023	Friday		Announcement of grades

Term 2 (Maximum 2 Courses)

Date	Day	Teaching Weeks	Event
13-03-2023	Monday	Week 1	Weekday classes begin
18-03-2023	Saturday	Week 1	Weekend classes begin
13-03-2023 19-03-2023	Monday - Sunday	Week 1	Add/Drop period; late registration
26-03-2023	Sunday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)
27-03-2023 02-04-2023	Monday-Sunday		Spring semester recess for students and faculty members
04-05-2023	Thursday	Week 7	Last day of weekday classes
07-05-2023	Sunday	Week 7	Last day of weekend classes
08-05-2023 10-05-2023	Monday - Wednesday	Week 8	Final exam period for weekday and weekend classes
11-05-2023	Thursday		Deadline for faculty members to submit the grades
12-05-2023	Friday		Examination Board Meeting
12-05-2023	Friday		Announcement of grades

SUMMER SEMESTER 2023

Summer 1 -Term 1 (Maximum 2 Courses)

Date	Day	Teaching Weeks	Event
08-05-2023 24-05-2023	Monday-Sunday		Registration for new and existing students
11-05-2023	Thursday		Orientation Day for new faculty members
15-05-2023	Monday	Week 1	Orientation Day for New Students
15-05-2023	Monday	Week 1	Weekday classes begin
20-05-2023	Saturday	Week 1	Weekend classes begin
15-05-2023 21-05-2023	Monday-Sunday	Week 1	Add/Drop period; late registration
28-05-2023	Sunday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)
29-06-2023	Thursday	Week 7	Last day of weekday classes
02-07-2023	Sunday	Week 7	Last day of weekend classes
03-07-2023 05-07-2023	Monday - Wednesday	Week 8	Final exam period for weekday and weekend classes
06-07-2023	Thursday		Deadline for faculty members to submit the grades
07-07-2023	Friday		Examination Board Meeting
07-07-2023	Friday		Announcement of grades

Summer ll - Term 1 (Maximum 2 Courses)

Date	Day	Teaching Weeks	Event
10-07-2023	Monday	Week 1	Weekday classes begin
15-07-2023	Saturday	Week 1	Weekend classes begin
10-07-2023 16-07-2023	Monday - Sunday	Week 1	Add/Drop period; late registration
23-07-2023	Sunday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)
24-08-2023	Thursday	Week 7	Last day of weekday classes
27-08-2023	Sunday	Week 7	Last day of weekend classes
28-08-2023 30-08-2023	Monday - Wednesday	Week 8	Last day of weekend classes
31-08-2023	Thursday		Deadline for faculty members to submit the grades
01-09-2023	Friday		Examination Board Meeting
01-09-2023	Friday		Announcement of grades

Dates of official holidays will be announced by the UAE Government.

* Fall 2023 will begin on Monday September 11st.

Notes: Classes missed due to an official Holidays will be compensated on Friday and Saturday.

Makeup classes schedules will be announced by the concerned Head of Department.

Academic Calendar 2022-2023
التقويم الجامعي 2022-2023

FALL SEMESTER 2022 فصل الخريف

التاريخ Date	اليوم Day	الأسابيع التدريسية Teaching Weeks		الحدث Event
	Every Wednesday			English Proficiency Tests اختبارات الكفاءة باللغة الانجليزية
02-09-2022	Friday			Deadline for admission اخر موعد للقبول
05-09-2022 11-09-2022	Monday-Sunday			Registration for new and existing students التسجيل للطلبة الجدد والمستمرين
08-09-2022	Thursday			Orientation Day for new faculty members اليوم التعريفي لأعضاء الهيئة التدريسية الجدد
12-09-2022	Monday	Week 1	1 الأسبوع	Orientation Day for New Students اليوم التعريفي للطلبة الجدد
12-09-2022	Monday	Week 1	1 الأسبوع	Begin of weekdays classes بداية محاضرات أيام الأسبوع
17-09-2022	Saturday	Week 1	1 الأسبوع	Begin of weekend classes بداية محاضرات نهاية الاسبوع
12-09-2022 18-09-2022	Monday - Sunday	Week 1	1 الأسبوع	Add/Drop period; late registration فترة السحب والاضافه والتسجيل المتأخر
25-09-2022	Sunday	Week 2	2 الأسبوع	Late registration deadline اخر موعد للتسجيل المتأخر
25-09-2022	Sunday	Week 2	2 الأسبوع	Deadline to drop courses (no academic penalty but financial penalty applies) اخر موعد لحذف مساق بدون غرامة أكاديمية وبغرامة مالية
31-10-2022	Monday	Week 8	8 الأسبوع	Admission begins for Spring semester 2023 بداية القبول لفصل الربيع
31-10-2022 06-11-2022	Monday-Sunday	Week 8	8 الأسبوع	Midterm exam period فترة امتحانات المنتصف
06-11-2022	Sunday	Week 8	8 الأسبوع	Deadline to withdraw from courses (no academic penalty but financial penalty applies) اخر موعد للانسحاب من مساق بدون غرامة أكاديمية وبغرامة مالية
05-12-2022 11-12-2022	Monday - Sunday	Week 13	13 الأسبوع	Applications for changing specialization period فترة تقديم طلبات تغيير التخصص
12-12-2022 18-12-2022	Monday - Sunday	Week 14	14 الأسبوع	Early registration week for Spring semester 2023 اسبوع التسجيل المبكر لفصل الربيع
19-12-2022 01-01-2023	Monday - Sunday			Fall semester recess for Students and Faculty members إجازة فصل الخريف للطلبة ولأعضاء الهيئة التدريسية
06-01-2023	Friday	Week 15	15 الأسبوع	Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع
08-01-2023	Sunday	Week 15	15 الأسبوع	Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع
09-01-2023 19-01-2023	Monday - Thursday	Week 16	16 الأسبوع	Final exam period فترة الامتحانات النهائية
22-01-2023	Sunday			Deadline for faculty members to submit the grades اخر موعد لتسليم الدرجات من قبل أعضاء الهيئة التدريسية
23-01-2023	Monday			Examination Board Meeting اجتماع لجنة الامتحانات النهائية
23-01-2023	Monday			Announcement of grades اعلان الدرجات

التاريخ Date	اليوم Day	الأسابيع التدريسية Teaching Weeks		الحدث Event
	Every Wednesday			English Proficiency Tests اختبارات الكفاءة باللغة الانجليزية
29-01-2023	Sunday			Deadline for admission آخر موعد للقبول
24-01-2023 29-01-2023	Tuesday-Sunday			Registration for new and existing students التسجيل للطلبة الجدد والمستمرين
26-01-2023	Thursday			Orientation Day for new faculty members اليوم التعريفي لأعضاء الهيئة التدريسية الجدد
30-01-2023	Monday	Week 1	1 الأسبوع	Orientation Day for New Students اليوم التعريفي للطلبة الجدد
30-01-2023	Monday	Week 1	1 الأسبوع	Begin of weekdays classes بداية محاضرات أيام الأسبوع
04-02-2023	Saturday	Week 1	1 الأسبوع	Begin of weekend classes بداية محاضرات نهاية الأسبوع
30-01-2023 05-02-2023	Monday-Sunday	Week 1	1 الأسبوع	Add/Drop period; late registration فترة السحب والاضافه والتسجيل المتأخر
12-02-2023	Sunday	Week 2	2 الأسبوع	Late registration deadline آخر موعد للتسجيل المتأخر
12-02-2023	Sunday	Week 2	2 الأسبوع	Deadline to drop courses (no academic penalty but financial penalty applies) اخر موعد لحذف مساق بدون غرامة أكاديمية وبغرامة مالية
20-03-2023	Monday	Week 8	8 الأسبوع	Admission begins for Fall semester 2023 بداية القبول لفصل الخريف 2023
20-03-2023 26-03-2023	Monday-Sunday	Week 8	8 الأسبوع	Midterm exam period فترة امتحانات المنتصف
26-03-2023	Sunday	Week 8	8 الأسبوع	Deadline to withdraw from courses (no academic penalty but financial penalty applies) اخر موعد للانسحاب من مساق بدون غرامة أكاديمية وبغرامة مالية
27-03-2023 02-04-2023	Monday-Sunday			Spring semester recess for students and faculty members إجازة فصل الربيع للطلبة ولأعضاء الهيئة التدريسية
01-05-2023 07-05-2023	Monday-Sunday	Week 13	13 الأسبوع	Applications for changing specialization period فترة تقديم طلبات تغيير التخصص
08-05-2023 14-05-2023	Monday-Sunday	Week 14	14 الأسبوع	Early registration week for summer and Fall 2023 semesters اسبوع التسجيل المبكر لفصلي الصيفي والخريف 2023
19-05-2023	Friday	Week 15	15 الأسبوع	Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع
21-05-2023	Sunday	Week 15	15 الأسبوع	Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع
22-05-2023 31-05-2023	Monday - Wednesday	Week 16	16 الأسبوع	Final exam period فترة الامتحانات النهائية
02-06-2023	Friday			Deadline for faculty members to submit the grades اخر موعد لتسليم الدرجات من قبل أعضاء الهيئة التدريسية
02-06-2023	Friday			Examination Board meeting اجتماع لجنة الامتحانات النهائية
03-06-2023	Saturday			Announcement of grades اعلان الدرجات
03-06-2023	Saturday			Summer recess for students الإجازة الصيفية للطلبة

SPRING SEMESTER 2023 فصل الربيع

SUMMER I SESSION 2023 الفصل الصيفي الأول

التاريخ Date	اليوم Day	الأسابيع التدريسية Teaching Weeks		الحدث Event
05-06-2023	Monday	Week 1	1 الأسبوع	Weekday classes begin بداية محاضرات أيام الأسبوع
10-06-2023	Saturday	Week 1	1 الأسبوع	Weekend classes begin بداية محاضرات نهاية الأسبوع
05-06-2023 06-06-2023	Monday-Tuesday	Week 1	1 الأسبوع	Add/Drop period; late registration for weekday classes فترة السحب والاضافه والتسجيل المتأخر لمحاضرات أيام الأسبوع
10-06-2023 11-06-2023	Saturday-Sunday	Week 1	1 الأسبوع	Add/Drop period; late registration for weekend classes فترة السحب والاضافه والتسجيل المتأخر لمحاضرات نهاية الاسبوع
11-06-2023	Sunday	Week 1	1 الأسبوع	Deadline to drop courses (no academic penalty but financial penalty applies) اخر موعد لحذف مساق بدون غرامة اكاديمية وبغرامة مالية
24-06-2023 26-06-2023	Saturday-Monday	Week 3	3 الأسبوع	Midterm exam period فترة امتحانات المنتصف
27-06-2023	Tuesday	Week 4	4 الأسبوع	Deadline to withdraw from courses (no academic penalty but financial penalty applies) اخر موعد للانسحاب من مساق بدون غرامة اكاديمية وبغرامة مالية
13-07-2023	Thursday	Week 6	6 الأسبوع	Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع
16-07-2023	Sunday	Week 6	6 الأسبوع	Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع
20-07-2023 22-07-2023	Thursday - Saturday	Week 7	7 الأسبوع	Final exam period فترة الامتحانات النهائية
23-07-2023	Sunday			Deadline for faculty members to submit the grades اخر موعد لتسليم الدرجات من قبل أعضاء الهيئة التدريسية
23-07-2023	Sunday			Examination Board meeting اجتماع لجنة الامتحانات النهائية
23-07-2023	Sunday			Announcement of grades إعلان الدرجات

SUMMER II SESSION 2023 الفصل الصيفي الثاني

التاريخ Date	اليوم Day	الأسابيع التدريسية Teaching Weeks		الحدث Event
24-07-2023	Monday	Week 1	1 الأسبوع	Weekday classes begin بداية محاضرات أيام الأسبوع
29-07-2023	Saturday	Week 1	1 الأسبوع	Weekend classes begin بداية محاضرات نهاية الأسبوع
24-07-2023 25-07-2023	Monday-Tuesday	Week 1	1 الأسبوع	Add/Drop period; late registration for weekday classes فترة السحب والاضافه والتسجيل المتأخر لمحاضرات أيام الأسبوع
29-07-2023 30-07-2023	Saturday-Sunday	Week 1	1 الأسبوع	Add/Drop period; late registration for weekend classes فترة السحب والاضافه والتسجيل المتأخر لمحاضرات نهاية الاسبوع
06-08-2023	Sunday	Week 2	2 الأسبوع	Deadline to drop courses (no academic penalty but financial penalty applies) آخر موعد لحذف مساق بدون غرامة أكاديمية وبغرامة مالية
12-08-2023 14-08-2023	Saturday - Monday	Week 3	3 الأسبوع	Midterm exam period فترة امتحانات المنتصف
16-08-2023	Wednesday	Week 4	4 الأسبوع	Deadline to withdraw from courses (no academic penalty but financial penalty applies) آخر موعد للانسحاب من مساق بدون غرامة أكاديمية وبغرامة مالية
31-08-2023	Thursday	Week 6	6 الأسبوع	Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع
03-09-2023	Sunday	Week 6	6 الأسبوع	Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع
04-09-2023 06-09-2023	Monday - Wednesday	Week 7	7 الأسبوع	Final exam period فترة الامتحانات النهائية
08-09-2023	Friday			Deadline for faculty members to submit the grades اخر موعد لتسليم الدرجات من قبل أعضاء الهيئة التدريسية
08-09-2023	Friday			Examination Board meeting اجتماع لجنة الامتحانات النهائية
08-09-2023	Friday			Announcement of grades إعلان الدرجات

Dates of official holidays will be announced by the UAE Government سيتم الإعلان عن مواعيد العطل الرسمية من قبل حكومة دولة الإمارات العربية المتحدة

* Fall 2023 will begin on Monday September 11st سيبدأ فصل الخريف 2023 يوم الأثنين الموافق 11 سبتمبر

Classes missed due to an official Holidays will be compensated on Friday, Saturday and Sunday سيتم تعويض المحاضرات التي تصادف أيام الإجازات الرسمية في أيام الجمعة والسبت والأحد

Makeup classes schedule will be announced by the concerned Head of Departments. سيعلن جدول المحاضرات التعويضية عن طريق رؤساء الأقسام المعنية

University History

The City University Ajman , located in the emirate of Ajman, has been officially licensed since 1 August 2011, under the name of City University College of Ajman , from the Ministry of Education – Higher Education Affairs of the United Arab Emirates, to award degrees in higher education.

The University received initial accreditation in January 2012 for a Bachelor of Business Administration (BBA) degree program with two specializations: Finance and Accounting and Marketing. The semester started with 45 students and seven faculty members.

Since then, CU Ajman has expanded rapidly. In 2015, it commenced the construction of its State-of-the-Art new campus in the city of Ajman. Completed in November 2017, Phase 1 of the campus had a capacity of 3500 students. Phases 2 and 3, when completed, will have a total capacity of 7500 students. In mid-December 2017, the institution moved to its new campus. In Fall 2018, we had 60 full-time faculty members, 2050 students of diverse nationalities enrolled in 5 programs, and 17 specializations.

This tangible success has resulted from the dedication of the management, faculty, and staff members. CU Ajman had also received the initial accreditation for the Bachelors in Pharmacy in Dec. 2018 and Bachelors in Dentistry in July 2019.

City University Ajman is strongly committed to offering top-quality educational programs that will significantly and positively impact society. The strategic plan for 2018-2023 explains how it will continue on its path of success amid internal and external challenges. The plan's focus is to build on previous efforts to enhance the student experience and research and improve the effectiveness of internationalization strategy and internal processes. It defines how City University Ajman will steadfastly move with continuous improvement for all stakeholders. Delivering this plan will require responsiveness to changes on the part of the Board, faculty, administrative staff, and students in both the internal and external environments.

Vision

City University Ajman (CUA) aspires to become a distinguished comprehensive University at the national, regional, and international levels.

Mission

The mission of City University Ajman is to offer a competitive fee structure and sustainable top-quality and market-driven academic programs that foster individual growth. It facilitates a teaching and learning environment centered on critical thinking, innovation, and creativity while facilitating a high level of employability, regionally and globally, for its graduates. CU provides its students with diverse educational programs in humanities and social sciences, informatics, engineering, and health sciences. In addition, CU contributes to the development of the knowledge economy as it promotes research, scholarly activities, and community engagement.

Core Values

Excellence in all University functions including our academic programs, student support, community engagement, and other services.	**Empowerment** by delegating authority and accountability to all faculty and staff members to promote efficiency and problem-solving at all levels.
Motivation through our recognition and rewards program while ensuring everyone feels that they are an integral part of the CU team.	**Diversity** in teaching and learning for students from different cultural backgrounds to establish a top-notch learning environment.
Integrity in any activity within and outside of the University.	**Ethics** through honesty and transparency, coupled with trust, responsibility, and honor.
Respect for all individuals, along with the customs and practices of the UAE.	**Teamwork** in all University activities, especially between faculty, staff members, and students.
Preparedness by anticipating change and responding to the requirements of our stakeholders.	**Dedication** to the profession of teaching and improving the total learning experience for our students.

Strategic Goals

Goal 1: Enhance Student Success

Develop teaching and learning, and the academic support services with a strong focus on providing graduate and undergraduate students with a distinguished experience throughout their lifecycle at City University Ajman.

Strategies
1. Apply pedagogical methods that will engage students across curriculum and improve learning
2. Restructure academic and career advising to improve student employability
3. Enhance Faculty and Staff Development.
4. Provide financial scholarships and improve degree completion rates for undergraduate and graduate students.
5. Provide efficient and effective student services, including academic support to meet the student's needs to become a professional and responsible citizen in a multicultural and international setting.
6. Establish a rigorous talent management process that facilitates faculty and staff professional development and personal growth for student success.
7. Explore new program opportunities.

Goal 2: Increase Research Output

Increase creative research and scholarly works among faculty of all programs that will have an impact on the economy and society, locally, regionally and internationally.

Strategies
1. Increase resources and support to enhance research growth and demonstrate recognition for inter-disciplinary research and creative works.
2. Target research and development initiatives that impact economy and employability.
3. Encourage undergraduate and graduate students in developing innovative and creative projects and scholarly works.
4. Foster creativity based on innovation principles.

Goal 3: Broaden University Exposure

Advance the internationalization of City University Ajman, focusing on students as global citizens, and create international strategic partnerships.

Strategies
1. Articulate and prioritize internationalization of institution-wide strategic plans.
2. Develop policies to increase international enrollment, and the number of current students engaging in international higher education experiences.

Goal 4: Streamline Processes to Improve Effectiveness

Construct a professional culture that enjoys work and is characterized by effective, efficient processes and trust, to achieve greater institutional effectiveness.

Strategies
1. Improve information technology infrastructure to meet future technology-related needs of the University.
2. Develop processes that enable academic departments to efficiently update curriculum, solve problems, and work collaboratively across programs in order to better meet the needs of future learners.
3. Contribute to Sustainable Development
4. Manage the institutional infrastructure to support the mission of the institution.
5. Manage the institutional risks.

Goal 5: Enhance Community Engagement

Increase local community engagement and strengthen institutional social responsibility.

Strategy
1. Develop policies to enhance faculty and staff participation in community engagement.

Licensure and Accreditation

The City University Ajman, located in the Emirates of Ajman, was officially licensed from 1 August 2011 to 31 July 2014 and was renewed until 5 January 2024 by the Ministry of Education- Higher Education Affairs in the United Arab Emirates to award a degree in higher education. All academic programs offered by the University are accredited by the Commission for Academic Accreditation in the Ministry of Education- Higher Education Affairs.

Membership in International Organizations

CU is a permanent member of the Association to Advance Collegiate Schools of Business (AACSB) since August 2017.

QS Star Rating

The QS Stars Rating system has certified the University as a 4-star institution, including a 5-star rating in the teaching and online teaching categories. This ascent reflects our strength in quality education, research, and the extraordinary standard of our teaching and learning.

Organizational Chart
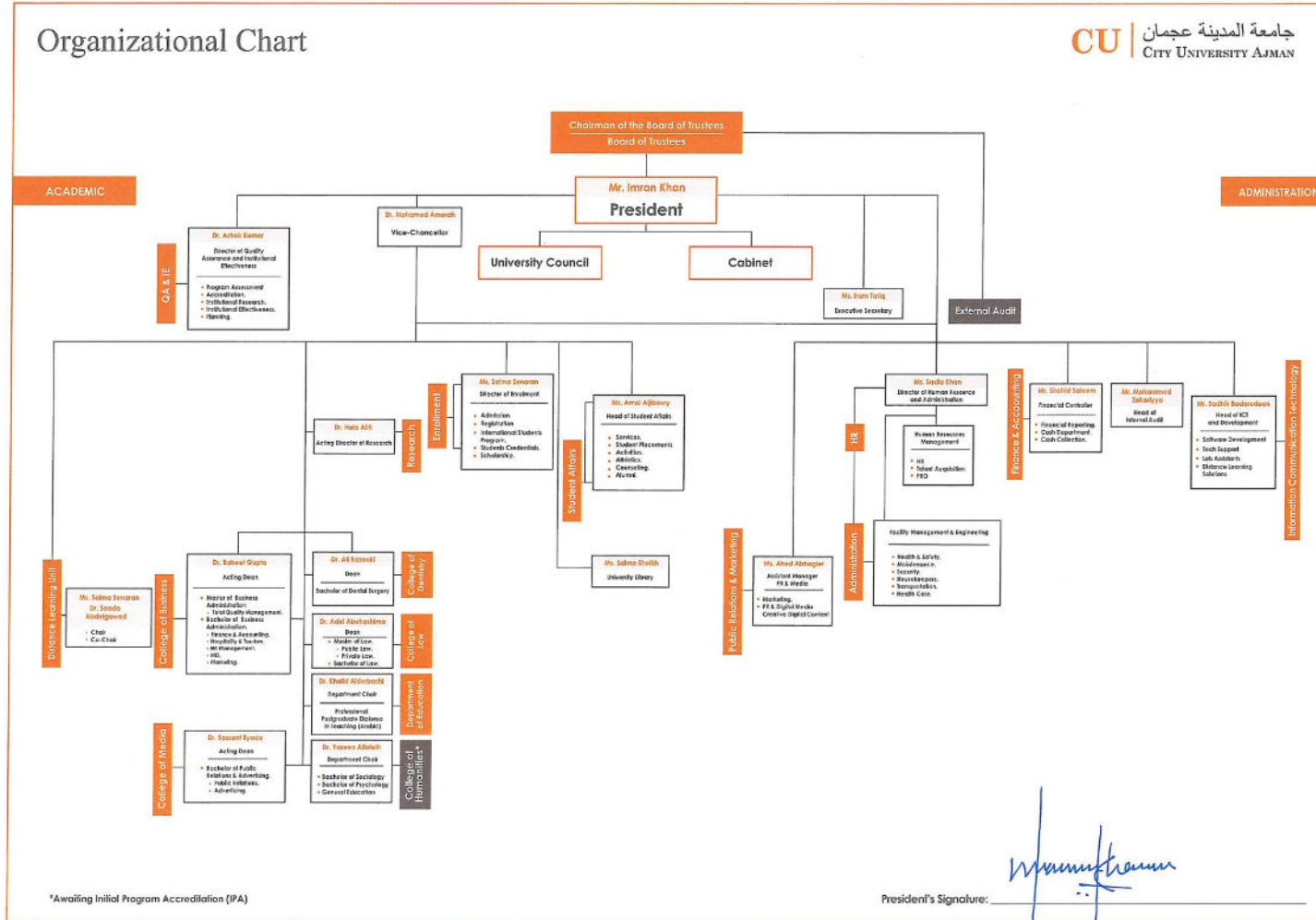
Campus Facilities and Resources

All programs are delivered at the new Campus of the City University Ajman (CUA). The existing facility one out of three phases which comprises of 660,000 square feet, with a capacity of 3500 students. The phase one of CU campus contains one building only with approximate space 660,000 square feet. This building has three floors and includes all the academic and nonacademic units, and will be described per floor and contents next.

Ground floor: The ground floor contains: Reception area, Multi-purpose hall, Student Registration, Student Admission, Career Enhancement Centre, IT Department, Health clinics, Cafeterias, Labs, Faculty offices, CCTV Control room, and Classrooms.

First floor: The First Floor contains: Library, Bookstore, Student Affairs, Student Centre, Labs, Faculty offices; Classrooms

Second Floor: The Second Floor contains: Office of the President, Office of the Vice Chancellor, QA& IE Office, HR Department, Public Relation and Marketing Department, Classrooms, Faculty offices, Classrooms, Conference Halls.

Classrooms

The classrooms at CU are allocated in the ground, first and second floor. They are all equipped with the latest visual and audio systems, which enhances the overall educational experience, and it helps the faculty members to deliver interactive sessions.

Computer Laboratories

CU provides students with access to its computer laboratories to enhance their learning experience. The labs are equipped with latest technologies and to satisfy the student needs. The IT Department operates and maintains computer labs in various locations throughout the campus with a total of seven labs (05 windows lab and 02 MAC lab)

General classroom and laboratory rules

1. Users are strictly prohibited from downloading, accessing or distributing any offensive websites (for example torrents, profane language, etc.) Internet facility is only for educational / study purpose
2. Users are not allowed to bring food and beverages inside the computer labs
3. Users are not allowed to turning off the lights inside computer labs
4. Music, Videos and Computer games are not to be played in computer labs
5. Users are strictly prohibited to attach or detach computer power sockets, Network devices, and any IT peripherals
6. Users must use their usernames and passwords to log-in the computers (students can use their Wi-Fi Id to login computers in computer labs)
7. You are responsible If your ID is misused by others so make sure you log-out the computer while leaving the labs
8. Users are recommended to back up their work. IT Department will not be responsible for any data loss on the systems
9. Messages sent from the provided email account will be the responsibility of the account holder therefore vital that all users keep their passwords absolutely confidential.
10. Eating, drinking, chewing gum and littering is prohibited inside the computer labs
11. Users are not allowed to use the Projector except Faculties

Library

CU aspires to create a student learning experience that recognizes and appreciates individual specialization with its well-equipped, and furnished two stored Library with over 8000 books in various disciplines offered ranging from Law, Business, Health Sciences Programs etc. The library is functional throughout the University operational hours which includes the weekends as well. Library also, facilitates students to access to computers in the provided units.

Opening Hours

Day	Time
Sunday	09:30 A.M.-09:30 P.M.
Monday	09:30 A.M.-09:30 P.M.
Tuesday	09:30 A.M.-09:30 P.M.
Wednesday	09:30 A.M.-09:30 P.M.
Thursday	09:30 A.M.-09:30 P.M.

Library Equipment

The library divided into two floors:
- The First floor divided into English books and Arabic books
- The Second floor is divided into Arabic Law books, Law French books, Official Gazette, Legal Reference Works and Periodicals.

Library Holdings

- Printed books: 10553 Title with 14565 books.
- Subscription databases 7 databases:
  - Al Manhal
  - EBSCO
  - E-Marefa
  - Al Mandumah
  - Qistas
  - LexisNexis - French Law journals
  - Lextenso - Gazette du Palais - French Law journals
- Print periodicals 2:
  - LexisNexis - French Law journals
  - Lextenso - Gazette du Palais - French Law journals
- Theses: 473 copies

Library Borrowing Rules
University Library Patrons:
- Faculty
- Staff
- Enrolled Students

Reference Material

The following materials cannot be borrowed these include:
- Dictionaries
- Encyclopedias
- Journals
- Periodicals
- Textbooks
- Legal Reference Works
- Research Archives

Borrowing Limits

PATRON	QUANTITY	DURATION
Faculty	10	90 days
Staff	5	30 days
Students	2	7 days

Borrowing procedure
1. Patrons must renew borrowed books at the library circulation desk.
2. The fine for overdue books is **AED 5.^{00}** per day for each book overdue
3. The University Library does not have inter-library loans
4. Guests must have proper authorization to use the library on temporary basis
5. Books that are not returned for more than one year are classified as *lost*. A replacement fee for a lost book must be paid to restore library privileges
6. Patrons may not borrow additional books until overdue books have been returned and fines paid
7. A patron who loses or severely damages borrowed library materials may either provide a suitable replacement or pay for the item.

Accommodation

CU currently does not have its own accommodation, but Student Affairs Department liaises with students seeking accommodation and makes arrangements for them based on their financial abilities.

For more details, contact Student Affairs Department.

Student Affairs Department

Telephone: +971 6 711 0000 ext 1106

Email: studentaffairs@cu.ac.ae

Student Center

Student center is the central hub to hangout and/or meet new students. There are plenty of seating options and a ton of different activities inclusive of pool tables and foosball. Students can sit around and eat as well. The operational hours are as per the University timings.

Students and Staff Lounges

CU aims to ensure both employees and students are able to relax and hence the conceptualization and building of various lounges inclusive of MBA, Male and Female. These lounges are located near the Student Center which allow the students to unwind during their class breaks.

Food Services

The Food Court is located within the campus at the ground floor. It provides the students with different dining options of food and drinks.

Prayer Rooms

The University has male and female prayer rooms conveniently located inside the campus.

Parking Space

CU provides parking slots in and around the Campus. The ample parking space is spread among three main areas, ground floor at the University's' main entrance, basement level, and the extension at the ground floor.

Children Waiting Area

CU provides its students, faculty and staff with children's waiting area to maintain a positive work-life balance. This facility is maintained in a hygienic and clean manner where, this area is sanitized on daily basis.

Transportation

CU provides transportation for students in air-conditioned shuttle buses to and from the University campus to cover the North Emirates and Dubai areas.

IT Services

- Mobile Application for Students
- Student profile portal (UMS)
- Campus wide Wi-Fi Facility
- Email
- Online Library
- Printer and scanner
- Computer Resource
- Laboratories and classroom

Mobile Application for student and Student profile portal (UMS)

City University Ajman has an In-house University management system and Mobile Application (iOS and Android) for providing various e-services for CU students. The registration

department creates the login for the student in the student portal / mobile application to use the below services.

The portal / Mobile app facilitates the students with the following services
- View and update their profile and contact information
- Generate reports and documents such as student transcript, class schedule, exam schedule, Academic calendar, study plan, attendance warnings etc.
- Single sign-on access to EBooks
- Participate in course and services surveys
- Make online course bookings
- Pay fees online through secure payment gateway
- Apply for transportation services
- Access In-house library system

UMS and mobile application are frequently updated and new services and improvements are being implemented to providing high quality service for CU students.

Web Interface

Mobile Interface

Safety

CU is committed to providing a safe and healthy environment to students, faculty, staff and its patrons. It is of utmost importance to keep a safe environment for everyone at CU

- o Safe working methods are maintained at all times in CU campus.
- o Emergency exit plan are displayed throughout the corridors.
- o Practical jokes or other behaviors which might confuse or distract people are prohibited.
- o Everyone is asked to report any unsafe condition immediately to the Campus Supervisor or Student Affairs Department.

- o All emergency lanes, corridors, fire doors, emergency exits or standard exits, firefighting equipment, first aid kits and other emergency equipment are easily accessed at all times and without hindrance. This easy access is maintained throughout the campus.
- o Personal protective equipment that meets the specified requirements is available in all locations.
- o Smoking is prohibited, except in those areas designated for smoking. Smokers are liable to find that designated smoking areas will be outside. If in doubt, do not smoke.
- o All flammable materials are not placed in close to areas of operation, especially oils, solvents and waste.
- o Fire Safety Mock-Drill Training in Health and Occupational Safety are given to all students, faculty, staff on a semester basis.
- o CU conducts mock drills once in every 6 months.
- o For Health Science Programs; a special orientation is provided in the first semester containing safety process and regulations for the use of labs and chemicals

Usage of Labs:

The following conditions are maintained to ensure safe environment in the labs:
- o The laboratory facility has an appropriate general ventilation system to avoid intake of contaminated air.
- o The stockrooms and storerooms are well ventilated.
- o The laboratories have available working hoods and laboratory sinks.

- Other safety equipment in the laboratory include fire extinguishers, safety showers, and eyewash fountains.
- Emergency signs are properly labelled on the doors of all laboratory and rooms containing all hazardous materials areas.

General Guidelines for Handling Hazardous Chemicals

Working with Allergens and Embryo Toxins:

- Students, faculty and staff wear suitable gloves to prevent hand contact with allergens or substances of unknown allergic activity.
- Embryo Toxins

- For Health Science Programs; a special orientation is given in the first semester contains safety guidelines for handling Hazards Chemicals for the use of labs and chemicals

For Emergency

The following numbers shall be contacted in case of emergency:

S/NO	Name	Contact details
1	For First Aid : University Clinic	06-7315000 Extn :1205 Mobile : 055-7160880
2	Chief Engineer –CU	06-7315000 Extn 1196 Mobile : 055-4257936
3	Ambulance	998
4	Fire Department (Civil Defense)	997
5	Civil Defense (Ajman)	06-703-5500
6	Police	999
7	Saudi German hospital (Nearby Hospital)	055-4257936

Partner Organizations and Institutions

During the past years, the University held several memoranda of understanding with the business, governments and educational sectors.

1	Ajman Private School (Placement Agreement)	66	CampusBees
2	Ajman University (Annex)	67	Cayan Group Holding LLC (Placement Agreement)
3	Al Hikmah Private School	68	Connect Resources
4	Al Shola Schools Educational Foundation	69	Emirates Association for Lawyers and Legal Consultants
5	Al Whada Private School	69	Emirates Properties
6	Athena	70	Engineering Technique Services (Placement Agreement)
7	Bin Ham Educational Group	71	EWAN Group (Placement Agreement)
8	Dubai Modern Educational School	72	Executive Solutions
9	Foundation Manar Al Iman	73	Fairmont Hotel (Placement Agreement)
10	Gulf Medical University	74	Ibn Sina Group of Pharmacies LLC
11	International Student Exchange Programs (ISEP) (Cooperative Agreement)	75	Innovations
12	Letterkenny Institute	76	Jobs for Nationals
13	Michigan-Flint (Articulation Agreement)	77	Makkah Group of Pharmacies
14	National Charity School	78	MOU Julphar Gulf Pharmaceutical Industries
16	HBMSU- Interlibrary Loan	79	Mountain Gate Realty (Placement Agreement)
17	Ajman University- Interlibrary Loan	80	Qatar Gen Insurance and Reinsuranc Company (Placement Agreement)
19	Arabic Language Educational Center	81	R Hotels (Placement Agreement)"
20	Pakistan Islamic Higher Secondary School	82	Rholding

	Ajman		
21	H.H. Sheikh Rashid Al Maktoum Pakistani School Dubai	83	Rhotels- Scholarships
22	Al Maarifa International Pvt. School	84	Safa International General Trading (Placement Agreement)
23	Cardiff Academy- Short Courses	85	Saudi German Hospital - Dentistry
24	Renewal Foundation Manar Al Iman	86	Saudi German Hospital - Pharmacy
25	University of Limerick	87	Splash (Placement Agreement)
26	University of Teknologi Mara	88	Tanfeeth
27	City School	89	"Saudi German Hospital- Ajman branch
28	City American School	90	Saudi German Hospital- New All branches"
29	Aafaq Islamic (Placement Agreement)	91	Tech Group
30	Afghanistan Consulate	92	Al Mazroui Medical & Chemical Supplies
31	Aims Group	93	Direct Trading Technologies UK
32	Ajman Bank (Internship and scholarship)	94	Saratoga
33	Ajman News (Placement Office)	95	Al Yousuf
34	Al Ansari Exchange	96	Indian Association
35	Anglo Arabian Healthcare	97	Ajman Bank
36	Aster	98	Gulf Paramaceutial Industries/ Julphar PJSC
37	Public Transport Corporation Government of Ajman (Placement Agreement)	99	Consulate General of the Islamic Republic of Afghanistan
38	Sandooq Al Watan	100	Bangladesh Association Dubai
39	Sharjah Police	101	Consulate General of Pakistan
40	Tahkeem	102	Leader Healthcare
41	UAQ Court	103	Medica
42	"Umm Al Moumineen Women's Association	104	Consulate General of the state of Palestine
43	Humaid Bin Rashid Foundation	105	Ajman Chamber Of Commerce

44	Statistics and Competitiveness Centre	106	Ajman Club for Disabled
45	Ajman society of social and cultural development	107	Ajman Department Of Tourism
46	Emirates Tourist Guide Association	108	Ajman Economic Department
47	Esa'd Privilege Card	109	Ajman Education Zone
48	Waffer Privilege Card	110	Ajman Free- Zone
49	Department of Human Resources- Govt of Ajman	111	Ajman Land and Property Department
50	Pakistan Education Academy	112	Ajman Markets Cooperative Society
51	English language private school	113	Ajman Media City Free Zone (AMCFZ) (Placement Agreement)
52	AUE - interlibrary loan	114	Ajman Municipality
53	Skyline University College	115	Ajman Municipality and Planning Department (Placement Agreement)
54	Cyperwales	116	Ajman Police
55	Amity (interlibrary loan)	117	Ajman Specialty General Hospital- Dentistry
56	GEMS School	118	Ajman Specialty General Hospital- Placement
57	Syrian Embassy	119	Armed Force
58	Yaman Embassy (READ)	120	Department of Ajman Tourism Development
59	Dubai Pharmacy College	121	"Department of Economic Development
60	Intercontinental Dubai	122	(Previous Name Ajman Economic Development)"
61	IFT	123	Emirates Creative Society (Placement Agreement)
62	Emirates Scholar Research Center	124	Fazaa LLC
63	Liberty Dental Clinic	125	House of Justice - Ajman (Placement Agreement)
64	Medical Health District Ajman	126	Human Appeal International
65	Ministry of Human Resource		

CUA Graduate Programs

Program	Specialization	Date of initial Accreditation	Medium of Instructions	Duration	Total Credit Hours
1. Master in Public Law	Public Law	Jan-2015	Arabic	2 Years	33
2. Master in Private Law	Private Law	Jan-2015	Arabic	2 Years	33
3. Master of Business Administration	Total Quality Management	Feb-2015	English	18 months	39
4. Professional Postgraduate Diploma in Teaching	Teaching	Mar-2014	Arabic	1 Year	24

Graduate Admission Requirements

General Admission Requirements

The CUA admission policy is based on a student's academic achievements in Bachelor degree or its equivalent, regardless of gender, race, color, religion, age, handicap, or national origin. CU will classify a successful candidate as either full- or part-time based on the number of credit hours attempted per semester. All documents presented by the applicant for admission purposes become the property of CU and will not be returned. If it is determined that any documents presented by the applicant are fraudulent, CU reserves the right to expel the student without refund of any fees paid.

When applying for admission to CU, the applicant must submit the following documents which will become part of the Student File:

- Each applicant must complete a CUA application form available at the Admission Office or the Online admission form. This form must be submitted by the deadline dates announced by CU and must be accompanied by a non-refundable admission fee.
- The applicant must certify that all information submitted on the application is complete and accurate at the time of submission and confirm their understanding that misrepresentation of any information or failure to provide necessary documents may result in denial or rejection of their admission to the University.
- An official copy of a four-year bachelor degree and transcript (or its equivalent) recognized by the Ministry of Education-Higher Education Affairs in one of the fields offered by CUA properly authenticated in accordance with the regulations and procedures specified by the Ministry of Education in the UAE.
- Letter of equivalency from the Ministry of Education in UAE for degrees obtained from other countries must be provided.

- One copy of a current official passport.
- Copy of a valid UAE residence visa.
- Government-issued identity card.
- Copy of family book for UAE nationals.
- Four recent passport-sized photographs.
- Certificate of a Standardized Test of Eligibility in English (EmSAT, or TOEFL, or IELTS Academic) or equivalent as approved by the Ministry of Education-Higher Education Affairs. (Certificates of TOEFL or IELTS Academic are valid for only two years, and EMSAT is valid for 18 months).
- An Emirates Standardized Test (EmSAT) for Arabic Language (for programs taught in Arabic).
- Additional requirements as specified under each program section.
- A non-refundable Admission fee.

Graduate Programs

Admissions Criteria for Graduate Programs:

1. The applicant must have a recognized Bachelor's degree earned in a discipline appropriate for the prospective graduate degree, with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale or its established equivalent, from an accredited institution by the Ministry of Education-Higher Education Affairs in the UAE (or its equivalent).
2. A degree earned outside of the UAE that is equivalent to the bachelor degree in the program applied for must be approved by the Ministry of Education-Higher Education Affairs before it can be accepted at CU.
3. A bachelor's degree awarded in a different discipline can be accepted for MBA program only, but the applicants are required to complete the Preparatory Program at CU (Remedial program).
4. For programs taught in English, a minimum score of 1400 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally-recognized tests that are approved by the CAA, such as TOEFL score of 550 (213 CBT, 79 iBT), or 6.0 IELTS academic.
5. For programs taught in Arabic:
a. a minimum score of 950 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally-recognized tests that are approved by the CAA, such as TOEFL score of 450 (133 CBT, 45 iBT), or 4.5 IELTS academic.
b. a minimum score of 1250 for the Arabic language portion of EmSAT examination.
6. Students who have completed undergraduate education in an English-medium institution might be allowed admission into MBA program without demonstrating TOEFL score of 550 (or equivalent). This exemption can be applicable only to those students who undertook all their schooling (K-12) plus a Bachelor's degree in English in a reference English speaking country (e.g. UK, USA, Australia, New Zealand).

Conditional Admission for MBA Program

First Category:

1. Students with a recognized Bachelor's degree and an EmSAT English score of 1250 or its equivalent on another standardized test approved by the CAA, such as TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS academic.
2. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
a. must achieve an EmSAT English score of 1400 or equivalent, by the end of the student's first semester of study;
b. may take a maximum of six credit hours from the MBA program in the first semester of study (two terms), not including intensive English courses.
c. must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in the first six credit hours of credit-bearing courses studied for the graduate program.

Second Category:

1. A recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.5 on a 4.0 scale or its established equivalent.
2. Such a student must take a maximum of nine credit hours of courses studied for the MBA program during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of courses studied for the MBA program or be subject to dismissal.

Third Category:

1. A recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale or its established equivalent.
2. Such a student must take a maximum of nine graduate-level credit hours as remedial preparation for the graduate program.
3. These remedial courses are not for credit within the MBA program.
4. The student must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of remedial courses in order to progress to the MBA program or be subject to dismissal.

Conditional Admission for MLAW and PDT Programs

Conditional Admission 1:
- A recognized Bachelor's degree and a minimum cumulative grade point   average (CGPA) of 2.5 on a 4.0 scale or its established equivalent.
- Such a student must take a maximum of nine credit hours of courses studied for the graduate program during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of courses studied for the graduate program or be subject to dismissal.

Conditional Admission 2:
- A recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale or its established equivalent to a maximum of nine graduate-level credit hours as remedial preparation for the graduate program.
- These remedial courses are not for credit within the graduate program.
- The student must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of remedial courses in order to progress to the graduate program or be subject to dismissal.

Transfer Student Admission (Graduate)

1. Students applying for transfer credits, have to provide and official Transcript stating they have attended at least one semester as a full-time student at another accredited University, University, or equivalent educational institution and possess a cumulative grade point average (CGPA) of 3.0 or above.
2. Transfer students to all programs must submit Certificate of a Standardized Test of Eligibility in English (EmSAT, or TOEFL, or IELTS Academic) or equivalent as approved by the Ministry of Education-Higher Education Affairs. The score as mentioned in the program admission requirements.
3. Transfer students to any program taught in Arabic must submit Certificate of a Standardized Test of Eligibility in Arabic (EMSAT-Arabic) as approved by the Ministry of Education-Higher Education Affairs. The score as mentioned in the program admission requirements.
4. Transfer students should not be admitted under specifications for conditional admission.
5. Coursework completed in the previous educational institution may be accepted in the appropriate program at CU by meeting the following provisions:
a. Applicant must submit an official transcript attested by the MoE-HEA showing all credits and grades earned, along with a detailed description of the courses to the Admission Office.
b. Only coursework with grade B and above, or its equivalent will be accepted.

c. Only coursework relevant to the study plan of the desired major will be considered.

d. Coursework should bear at least three credit hours; however, two or more can be combined to equal one three credit hour course.

e. The coursework content must be equal to approximately 75-80% of the CU course content.

f. Only 25% of total credits shall be considered as transfer credits.

g. If the student studied the same course in two different educational institutions, only one of them will be considered.

h. The coursework was not a part of the Preparatory Program.

6. The Committee of Student Transfer shall review the student's request of transfer credits and submit its recommendations to the Vice Chancellor for approval.
   Notes:

● *Grades of the transfer courses earned at the host institution are not used in calculating the student's CGPA.*

● *Student must provide a letter of medium of instruction for any transferred course taught in English.*

● *Students should not have been dismissed from their previous institutions for disciplinary reasons.*

● *Transfer credit hours will only appear on the CU transcript when the Registrar receives the official and attested transcript of the student's previous institution.*

Course Registration

1. A student may select courses and register for classes during the registration period only after receiving a Letter of Acceptance (*RM-02-Letter of Acceptance*) from the Office of the Registrar.

2. Once a student receives a Letter of Acceptance from the Registrar's Office, they are eligible to select courses and register for classes during the registration period.

3. Students are scheduled for classes only after a one-on-one meeting with their Academic Advisor. Registration and pre-registration take place each semester. The student must apply for registration on the prescribed form listing the subjects to be studied during the semester. The last date for registration is posted by the Registrar.

4. Registration will not be considered complete until the course fees and all other balances due have been paid. Students will not receive credits for courses in which they are not registered. Inquiries regarding registration should be directed to the Office of the Registrar.

5. The existing students follow the points 3, and 4 for the re-registration in every semester.

Course Load

Graduate Programs

Master in Law
1. Full-time
    a. A student credit hour load is 9 CH per regular semester.
2. Part-time
    a. A student credit hour load is less than 9 CH per regular semester.
3. A student can only register for 3 credit hours in each summer session.
4. In case of an academic probation, the student study load is reduced in accordance with the Academic Probation Policy.
5. All exceptions for the course load shall require an approval of the Vice Chancellor

Professional Postgraduate Diploma in Teaching
1. Full-time
    a. A student credit hour load is between 9 and 12 CH per regular semester.
2. Part-time
    a. A student credit hour load is less than 9 CH per regular semester.
3. A student can only register for 3 credit hours in each summer session.
4. In case of an academic probation, the student study load is reduced in accordance with the Academic Probation Policy.
5. All exceptions for the course load shall require an approval of the Vice Chancellor

Master in Business Administration
1. Full-time
    a. A student credit hour load is 6 CH per term (2 months).

2. Part-time

    a. A student credit hour load is 3 CH per term (2 months).
3. In case of an academic probation, the student study load is reduced in accordance with the Academic Probation Policy.
4. All exceptions for the course load shall require an approval of the Vice Chancellor

Transfer to a New Program or Specialization Policy

1. Students enrolled in City University may request to change their programs/specialization.

2. Transfer to the new program is subject to availability of seats and the requesting student (new or enrolled) meeting the admission requirements of the new program.

3. Students will be allowed to submit one change program/specialization request during their studies.

4. If the undergraduate student CGPA is 2.00 and above, all similar courses will be counted in the new program/specialization with a grade D and above.

5. If the undergraduate student CGPA is less than 2.00, similar courses with only grade C and above will be counted in the new program/specialization.

6. If the postgraduate student CGPA is 3.00 and above, all similar courses will be counted in the new program/specialization with a grade C and above.

7. If the postgraduate student CGPA is less than 3.00, similar courses with only grade B and above will be counted in the new program/specialization.

8. Grades and credit hours of the counted courses earned at the previous program/specialization are used in calculating the student's CGPA and total credit hours.

9. Any exception for the transfer to a new program within City University will require an approval from by the Vice-Chancellor

Late Registration

Students must register for classes by the deadline dates specified on the academic calendar. A Late Registration Form (*RM-03-Late Registration Form*) will be submitted and a late registration fee will be assessed for all students who register after the deadline for normal registration and up to the end of the second week of class, after which students will not be permitted to attend further classes.

Add/Drop Procedure

1. Students may make schedule changes without financial penalty during each term's Add/Drop Period in the first week of the semester to add or drop a course
2. Adding or dropping courses is not allowed outside of this period, and there are no refunds for classes dropped after the end of the Add/Drop Period.
3. Add/Drop Application Form (*RM-04-Add/Drop Application Form*) shall be submitted and each Add/Drop form requires a processing fee. Courses may only be added or dropped with the permission of the student's Academic Advisor.
4. No add/drop shall be allowed in the Health Sciences Program
5. The dates of the Add/Drop period for the MBA program are announced in their academic calendar.

Withdrawal Procedure

1. Students shall fill out the Withdrawal Application Form (*RM-05-Withdrawal Application Form*) and submit the same to the Registration Department.
2. There is no academic penalty for withdrawing from courses prior to the 9th week of a course offered in the Fall or Spring semester, or prior to the 4th week of a course offered in a Summer session for the Undergraduate and graduate programs with the exception to the MBA program. The MBA students may withdraw from a course(s) without academic penalty prior to the 3rd week of each term. In these cases, the grade W is noted in the student transcript. The student CGPA is not affected. However, students who withdraw *after* the 2nd week must pay the full amount for repeating the course when they take that course again.
3. Students who request to withdraw from courses after the allowed period mentioned in point 2, must submit a request to their academic advisors along with the legitimate documents supporting their requests, then the advisor and the Department Chair will provide their recommendation on those cases. The requests might be approved or rejected by the Vice Chancellor based on the documents submitted. However, if they are approved, an official approval will be sent to the Registrar to complete the course withdrawal process, and a grade W will be recorded in the student transcripts.

4. Any student leaving a course must complete a special withdrawal form (*RM-05-Withdrawal Application Form*). Failure to complete this form indicates the student is continuing in the course and he/she will be awarded grades in accordance with the academic policy. The withdrawal form must be signed by the student along with his/her Academic Advisor and submitted to the Registrar before the end of the week in which they are withdrawing during the Spring or Fall semesters and before the end of the 4th week during a Summer session.

5. Aside from voluntary withdrawal from a course as described above, a faculty member may require a student to withdraw from a course as a result of failure to complete required assignments, poor attendance, or misconduct. As in the case of voluntary withdrawal, a grade of EW is awarded, based on the withdrawal date and student performance.

6. A faculty may recommend the student to drop from the course after the midterm exams if he/she exceeded the maximum allowed absences or poor performance. A grade of EW will be recorded against the course.

Re-admission after Academic Suspension

1. Suspended students may apply to the Registrar for one-time readmission by submitting a letter detailing their activities since the suspension took effect and providing rationale for why they believe their academic performance will improve in the future using the Application for Readmission Form (*RM-06-Application for Readmission Form*)

2. The Registrar will refer the application to the appropriate Department Chair. If the Department Chair is convinced, he/she will submit a recommendation to grant the student one last chance to raise his/her CGPA to the vice chancellor Office. Based on the Vice Chancellor approval's, the Registrar will be advised to grant the student one-time readmission for the next semester's registration. Students in this category will be reinstated on academic probation.

Final Academic Dismissal

If, after one-time readmission, a student who is on academic probation at the beginning of a semester completes that semester with a cumulative GPA less than 1.5 after 18 attempted semester credits (or less than 1.7 after 33 attempted semester credits, or less than 1.9 after 48 attempted semester credits), that student receives final academic dismissal. However, he/she may rejoin CU as a new student in a different program and no credit hours to be transferred to him/here.

Advanced Standing

CU does not offer advanced academic standing or award credits for the completion of portfolios, challenge examinations, completion of advanced secondary school courses such as A-Level or International Baccalaureate, etc.

Recognition of Prior Learning

CU follow an effective and fair procedures for granting credits to prospective undergraduate and graduate students, based on their formal, informal or non-formal prior learning as follows:

1. CU shall study recognition of prior learning experience of applicants who have acquired significant learning through work and life, which may be equivalent to some University courses. This includes credit transfer of courses taken in an accredited program (formal learning), informal learning, and non-formal learning.
2. For appropriate recognition, the learning should be current, relevant to the course and of sufficient breadth and depth to ensure university level learning.
3. For obtaining credit for prior learning experience, applicant's knowledge, skills and competencies shall be weighed against course descriptions and their learning outcomes.
4. CU's Vice Chancellor shall formulate a policy defining the credit hours which can be gained through RPL.
5. In all cases, credits granted through RPL must not exceed 50% of the total completion requirements for undergraduate programs, and 25% of the total completion requirements for graduate programs, including credit transfer of formal learning.
6. For every course that has been successfully recognized against prior learning experience, a grade of 'S' (Standing) shall appear on the transcript. For all such courses, the course classification will be coded as RPL.
7. RPL courses shall not be used in determining the Cumulative Grade Point Average (CGPA).
8. Unsuccessful applicants have the right of appeal to the Office of Admission and Registration, which will transfer the applicant's appeal to the Vice-Chancellor.
9. The Vice-Chancellor shall forward the applicant's appeal to the Appeal Committee to make a decision.

Procedures
1. An applicant shall complete an RPL application form providing complete details of his/her prior learning experience and suggest courses for which credit may be granted to the applicant.
2. The complete application form, along with all supporting documents and evidence as well as receipt of RPL processing fee, shall be submitted to the Office of Admission and Registration.
3. In filling the RPL application, the applicant can request assistance from his/her academic advisor.
4. The Director of Admission and Registration shall forward the application form along with all supportive documents to the University Dean who shall send it to the Vice Chancellor for evaluation and submission to the RPL Committee.
5. The RPL Committee shall evaluate the RPL application and determine the assessment

tools for assessing prior learning of the applicant.

6. The evidences may include authenticated certificates of informal learning, portfolio, projects, but in all cases the student has to sit for and pass a challenge exam for each course he/she is asking to be waived.

7. The RPL Committee can ask the applicant to submit other documents or evidence, as required.

8. When the applicant has been assessed, the RPL Committee shall complete an Assessment Evaluation form and submit it to the Vice Chancellor. This form will list all the courses for which credit has been granted. It shall also list separately the courses for which the applicant requested the credit, but no credit was granted by the RPL Committee.

9. The Vice Chancellor can ask the RPL Committee to explain its recommendations and reasons behind its decision.

10. The Vice Chancellor can also ask the RPL Committee to reconsider its recommendations and provide justification for their final decision.

11. The Vice Chancellor, after approving the recommendations of the RPL Committee, shall provide the Assessment Evaluation form to the University Dean.

12. The University Dean shall submit the Assessment Evaluation form to the Director of Admission and Registration.

13. The student shall be informed accordingly by the Office of Admission and Registration.

14. If an applicant is not satisfied with the decision of the RPL Committee and the HOD, he/she can file an appeal with the University Dean. The Appeal may be considered by an Appeal Committee whose decision is final.

15. Students who require additional information on RPL process, committee decision, or appeal process, can contact the Registrar Office through the email registrar@cuca.ae

Financial Information

Tuition and Fees

Fees

B. Graduate Programs

Program	Degree	Major	Medium of Instruction	Program Duration	Credit Hours	Tuition Fee per credit hour in AED	Total Tuition Fee in AED
Master of Law	Master	Public Law	Arabic	18-24 months including Thesis	24	2420	58,080
	Master	Private Law	Arabic	18-24 months including Thesis	24	2420	58,080
	.	Thesis (in Arabic)	Arabic	6 months	9	25,410*	83,490 (Courses & Thesis)
Master of Business Administration	Master	Total Quality Management	English	14 months including Thesis	33	1815	59,895
	.	Thesis	English	4 months	6	16,940**	76,835 (Courses & Thesis)
Professional Postgraduate Diploma in Teaching (in Arabic)	Higher Diploma	• Islamic Studies • Arabic Language • English Language • Science • Mathematics • Social Studies • Computer Information Technology	Arabic	2 semesters	24	15,000 (Lump-sum amount)***	

• Fees are subject to 5% Value Added Tax (VAT).
• Annual Tuition Fee excludes the registration, and text books fees.
• AED represents United Arab Emirates Dirhams.
• City University Ajman may charge fees for additional services and facilities as required, and may increase fees at anytime without prior notice.
* If the students need an extension to defend the thesis, then they must pay AED 7,623 Excluding VAT. for each extension (the period of each extension is 6 months).
** MBA thesis can not be extended. If the student fail the thesis, He/She must repeat it and pay the full fee again.
*** This scholarship is for limited period

Note: CUA may charge fees for additional services and facilities as required and may increase fees at any time without prior notice.

Other Fees

Graduate Programs

Item	Amount in AED	Description
Application and Admission Fee	3300	One-time fee submitted with the application (non-refundable)
Registration Fee (Master of Law)	550	Per semester (Fall & Spring) (non-refundable)
Registration Fee (Master of Law)	330	Per Session (Summer) (non-refundable)
Registration Fee (MBA)	275	Per Term (non-refundable)
Transfer of Credits Fee	330	One-time fee submitted with the request (non-refundable)
Late Registration	220	Per course
Visa processing Fee	2000	-
Visa Deposit	5000	Refundable at the time of visa cancelation and after
Add/Drop Processing fee	33	
Re-Test Fee (Graduate)	550	
Incomplete Exam fee (Graduate)	1650	
Graduation Fee	1375	
Transcript Fee	83	
ID Replacement Fee	55	
Degree Replacement / Extra copy fee	550	
Grade Appeal Fee	220	Per Course

Payment Schemes

Students must pay at least one-third of the total semester fees in cash and submit two post-dated checks. The date of the second check should be payable <u>before</u> the beginning of the final exams as shown on the academic calendar.

Refund Policy

1. Student shall apply for refund by submitting the specified form (*RM-09-Request for Refund Form*)
2. Application and Admission Fees are non-refundable.
3. Students who withdraw before semester commencement will be refunded 100% of the paid tuition fees.
4. Students who withdraw within one week of semester commencement will forfeit the 1/3 of the tuition fees. The University will return 2/3 of the tuition fees.
5. The entire first semester tuition fee is non-refundable for students who withdraw after one week from semester commencement. This includes the PDC.
6. A student who is suspended or expelled from the University for disciplinary reasons forfeits all rights to any refunds.

Scholarship and Financial Aids

Students can apply for Scholarships and Financial Aids using the *RM-08 Scholarship/Financial Aid Application Form*. CU offers the following discounts and scholarships for students:

1. A partial scholarship for undergraduate programs of 20%, and graduate programs of 15% on the tuition fees for brothers, sisters, or spouses studying at CU. (Both family members must register in the same semester/term in order to take advantage of this discount).
2. The *Individual Needs Scholarship* is a reduction of the tuition fee. (This type of scholarship is awarded on a case-by-case basis. Students must present evidence of financial hardship to the Scholarship Committee for approval).

3. For *Individual Needs* and *Merit Scholarships* to remain in effect, students must maintain class attendance of not less than 80% and a CGPA of not less than 3.60 in each semester.
4. Additional scholarships are announced by the Director of Enrolment Office before the beginning of every semester.
5. Students are not eligible to combine two scholarships.

For more information on Scholarship and Financial Aids, visit the Office of the Registrar or email registrar@cu.ac.ae or call +971-6-711-0000, or visit www.cu.ac.ae

Student Services

Student Affairs Department

The Student Affairs Department in City University Ajman is committed to supporting and engaging students. We mold our students to be responsible citizens and University ambassadors who are empowered, socially responsible with boundless potential.

Key Deliverables
1. Effective means of interface between the students and University faculty, administration and senior leadership.
2. Support the academic mission of the University, including the enrollment and retention of students.
3. Student Learning and Development.
4. Enhance and develop smart services for students.
5. Further Increase student engagement.

The Student Affairs Department is responsible to provides necessary support services to assist students for seamless transition to e-learning environment at CU.
1. Students are guided to familiarize regarding using the apps and online facilities provided.
2. Students get username and password to access relevant services provided through the UMS, University email and mobile apps.

The services provided by the Student Affairs Department are as follows:
1. Campus Orientation and Induction
2. Career Advising
3. Counseling
4. Student Placements & Internships
5. Student Activities
   - Sports

- Social

- Cultural

- Recreational

- Others

6. Redress of Grievance and Appeals
7. Student Services

- Parking

- Transportation

- Accommodation

Contact information for the Student Affairs Department: Location: First Floor
Email: studentaffairs@cu.ac.ae
The email domain will change to cityuniversity.ae from cuca.ae as soon as the status change is finalized

Student Placement Office (SPO)

The SPO at CU provides advice and information to students and alumni as a unit of the Student Affairs Department. Career Services strives to provide CU students and graduates with a clear purpose and solid decision-making required to be confident, selective, and competitive in managing careers and further academic pursuits.

SPO accomplishes its mission by supporting students in terms of internship, student development programs, and job search; faculty by acquiring MoU's with companies for job placements which are part of the curriculum; and the alumni through collaborating with employers and access to employer databases.

The SPO offers the best possible suggestions and advice with access to the most current employment information and career resources available. They also offer on-line interaction for clients who are off-campus.

The SPO provides the following support for students and alumni:

1. Career Selection Planning. The SPO through career guidance provide insights to students regarding different professions available for them at the time of graduation. This allows them to have clear direction on the career path they want to take.
2. Career Interest Assistance. The SPO can provide students with assistance in their career interest through arranged workshops, guests lectures and activities that will further their knowledge on specific career they are interested to pursue.

3. Career Assessment Tools. Exit, alumni and employer satisfaction surveys are conducted regularly which form basis for decisions to improve the curriculum and/or services within the University to improve employability.

Additional support of the SPO are as follows:
1. Internship Opportunities
2. Job Search Techniques
3. CVs and Cover Letters
4. Employment Interviews
5. Alumni Directory
4. Links to Employer Databases
5. Links to Employment Agencies
6. Employment Workshops
7. Career Opportunities Overseas

The SPO also cooperates with employers in these opportunities:
1. Ask employers to post key contact information for student and alumni access.
2. Invite private companies and public agencies to participate in Career Services job fairs and workshops.
3. Schedule on-campus interviews for organizations who wish to hire CU students and alumni.
4. Encourage employers to list job openings and internship opportunities with the Career Services Office.

Internship

Students shall be allowed to take internship course after completion of 90credit hours and a CGPA of 2.0. Refer to Internship Manual for more details about internship.

Internship Hours by Major
1. Law: 40 hours
2. HRM: 120 hours (Arabic & English)
3. Finance & Accounting: 120 hours
4. Marketing: 120 hours
5. Management Information System: 120 hours
6. Public Relations in Arabic: 120 hours
7. Advertising in Arabic: 120 hours
8. Hospitality Travel and Tourism: 375 hours
9. PDT: Full semester per school year.

- ❖ These hours can be divided throughout the semester as per convenience.
- ❖ Start date of the internship is flexible but within the registered semester.

Academic Advising

1. Every student is assigned an Academic Advisor for the duration of their degree program. Assignment of Academic Supervisor is system-generated at the Office of the Head of Enrollment which are reflected in the Faculty and Students' UMS.
2. The Advisor assists students in selecting courses for each semester. In addition, the Advisor is available to the student on a daily basis by appointment or, in emergency cases, non-scheduled sessions.
3. Advisors discuss professional goal setting, answer questions about academic programs, review student registration forms for classes, and make referrals to University and off-campus resources as needed.
4. The optimum advisor-to-student ratio is 1 advisor to 35 students.

Counseling Services

The purpose of counseling is to assist students in understanding and resolving their educational, vocational, and personal problems. The Student Affairs Department conducts basic counseling for students.

The Student Affairs Department provides confidential counseling services and advising to CU students. The goal is to help students reduce stress, maximize opportunities for academic and personal success, enhance personal development, and make important life changes.

All administrators, faculty, and staff should refer students to the Student Affairs Department for counselling services when necessary.

Health Services

The CU Health Care Clinic is located near the reception area on the ground floor of the campus available for use by all students, faculty, and staff.

The operating hours are Sunday through Thursday from 9:00 am to 3:00 pm, and 6:30 to 9:30 pm.

Social and Cultural Activities

The Student Affairs Department organizes, implements, and supervises all social, cultural, and entertainment programs for CU students. Its main objective is to help students to develop their interests and abilities, and to practice their hobbies through a variety of programs and activities. The University places great emphasis on these extracurricular activities. It seeks to help students to develop their many talents and abilities plus make good use of their leisure time by forming student cultural and scientific societies.

The University also encourages students to meet each other in the friendly atmosphere of its surroundings. Almost every academic department has a student society or club, the purpose of which is to unite students and have them participate to accomplish a set of academic objectives that enrich student life. To this end, the academic departments organize lectures, present book and cultural exhibits, celebrate national occasions, and support intramural sports activities.

CU emphasizes that participating in organizations and clubs is an effective means of establishing interpersonal relationships, developing leadership skills, and generally enhancing the overall academic programs.
Each active club has the right to present a plan and request for a budget that will controlled through the student affairs departments.
Club types can be changed base on the club members. The University has the right to cancel any club with less than 3 members.

Sports Activities

Indoor recreation area is available at the University campus. In addition, the Student Affairs Department organizes, implements, and supervises athletic events at the University, and develops collaboration with other institutions in Ajman and the surrounding area for various student competitions. Sports ground are rented for students' outdoor activities such as football, basketball, volleyball and the likes – pending the establishment of the sports facilities at the campus which is part of the CU infrastructure development.

New Student Orientation

The primary purpose of the CU orientation program is to help students understand the nature of the University, the educational opportunities available to them, the values and functions of the University community, and the central objectives of CU as an academic enterprise.

It is also intended to permit students to participate in the testing program, participate in academic advising, and to inform them about matters relating to student registration, campus activities, and other aspects of life at CU.

Email Activation

i. Students will receive an orientation for the use of IT facilities, during the orientation the IT Department will provide the students with their CU email ID.
ii. Students are required to activate their CU emails (*IT-01-Email Activation Form*) in order to receive information from the University
iii. Students are responsible for checking their emails as faculty may send important announcements or course related materials

Student orientation programs are designed to help freshmen, transfer, and non-traditional students adjust to the academic and social life of the University.

Health and Safety

The University believes that safety is paramount and makes its best effort to provide all faculty, staff, and students with a safe and healthy work and study place. It also determines the type of safety training required for employees and students to increase safety awareness and follow safety rules.

Employees and students are expected to comply with all Civil Defense safety rules and regulations, and to practice safe conduct whenever on University property.

Students must report all accidents or injuries immediately to a university faculty or a staff member. Security Officers are available and are moving through campus premises to keep the students, faculty and guests safe. There are two guard houses with permanent guards outside the entrance of the University who can also assist in any safety issues. CCTV cameras are installed for additional safety.

Make sure you attend the health and safety orientation as per Student Induction Checklist (*SA-Form-01-Student Induction Checklist*) that will be provided as part of your orientation.

Student Council

The main purpose of the Student Council is to serve as a recognized forum for student opinions. The Student Council is elected annually by the student body.

The Student Council operates within the laws of the United Arab Emirates and follows the procedures established and adopted by CU.

The activities of the Student Council include,to name a few are the following:

1. Assisting CU in identifying the interests, programs, and goals of the student majority.
2. Delevering those interests, programs and goals of the student majority to CU.
3. Assisting CU in providing students with programs to meet the needs of its students.
4. The elections are conducted according to the Election Code of the Student Council (*SA- Form-02-Student Council Election*)

Student Publication

1. CU supports an atmosphere of free and responsible discussion along with the use of media throughout the education process. However, all student publications financed and published by CU must conform to the standards and norms of responsible journalism.
2. These publications must not contain libelous, indecent, or harassing material in any form. These same publication policies apply when deciding what material can be included on the CU website developed and managed by CU.
3. The President has the ultimate authority to determine the acceptability of materials in student publications.
4. Approval for student publication may be applied using (*SA-Form-03-Student Publication Approval Request*)
5. Student Publications are under the purview of the Marketing Department and policies and procedures related to publication are published in the Marketing Policies and Procedures Manual.

o. a statement of student rights and responsibilities (sometimes referred to as a "Code of Conduct"), including rules for maintaining order on campus.

Student Rights and Responsibilities

Student responsibilities include but are not limited to:

1. Students must be fully acquainted with published rules, regulations, and policies of the University and to comply with them in the interest of maintaining an orderly and productive University community.
2. Students are required to follow the tenets of common decency and acceptable behavior commensurate with the aspirations implied by a University education. This includes the obligation to respect the rights and property of others.
3. Student Handbooks are provided through links sent to the students by the the Students Affairs Office, and also available in CU website.

Code of Conduct

This policy applies to all students enrolled at CU to ensure that they receive equal protection and that all practices and actions are applied equally and in a non-discriminatory manner.

CU is composed of individuals interacting with others for the mutual benefit of all, thereby developing a culture with standards of conduct and distinguishable aims. The University is a system based on the concept of freedom of choice that creates the educational and cultural conditions for the full development of students and members of the community.

It is the right of students attending CU to retain their individualism, personal freedom, autonomy, and dignity, while respecting at the same time the rights of others. Students attending the University should be provided with the opportunity to learn, to develop to their fullest potential, and to grow as individuals. All students are individuals and display different abilities, skills, interests, appreciations, attitudes, beliefs, and values.

Students who enroll neither lose their personal freedom nor rights, nor do they escape the duties of a legal UAE resident or citizen while enjoying significant educational opportunities at CU. Students have a responsibility to themselves, to their fellow students, to the laws of the UAE, and to policies of the University in which they enroll by their own choice.

Discrimination and Harassment

On campus, CU provides its students with a secure environment for learning. The University stands for the provision of equal opportunities in education and employment and will not condone any behavior that is in any way discriminatory or that constitutes harassment on the grounds of race, belief, color, national origin, religion, age, gender, or disability.

Harassment is a type of discrimination. It is defined as an act or verbal expression intended against a person's race, belief, color, national origin, religion, age, gender, or disability with the aim of interfering with the ability of that person to find employment or study, or with the aim of frightening or creating a threatening or harmful environment.

Any person engaging in discrimination or harassment is subject to disciplinary measures.

Dress Code

Faculty, staff, and students at CU are required to dress appropriately and respect the cultural and religious principles of the United Arab Emirates. This means dressing in a professional, respectful, and modest way. Inappropriate dress for males and females is completely unsuitable and prohibited at the University. Additionally, obscene, lewd, or offensive words or pictures must never be displayed on articles of clothing.

Report faculty or staff dress code violations to the Department Chair or Unit Manager of the offender. Similarly, report student dress code violations to the Student Affairs Department. Anyone who violates the CU dress code is subject to disciplinary action.

Smoking

To protect and promote the health, safety, and welfare of its employees, students, and the public, CU will provide an environment free from exposure to tobacco smoke. Smoking or the use of tobacco products is not permitted inside the University facilities.

The University ensures *No Smoking* signs are appropriately placed and visible throughout the University.

Misconduct

The following are types of misconduct which, if committed, will result in appropriate disciplinary action:

1. Academic cheating or plagiarism of any kind.
2. Furnishing false information to the University or filing or making known false charges against the University or a member of its faculty or staff.

3. Destruction, damage, unauthorized possession, or misuse of University property, including Library and Laboratory materials and equipment, or of private property on the campus.

4. Forgery, alteration, unauthorized possession, or misuse of University documents, records, or identification cards.

5. Physical or verbal abuse of another person in the University community.

6. Any verbal threat, abuse, or physical action against any CU employee or student is considered sufficient grounds for suspension from the University pending a disciplinary hearing.

7. Any act considered offensive or unauthorized by UAE law.

8. Use, distribution, or possession of alcoholic beverages, dangerous drugs, or controlled substances while on CU property or at any authorized activity sponsored by or for any CU-related organization, whether on- or off-campus, are prohibited by law and will be reported to the authorities.

9. Disorderly conduct that inhibits or interferes with the educational responsibility of the University community.

10. Disorderly conduct that disrupts the administrative or service functions of the University to include social or educational activities.

11. Malfeasance or misuse of an elected or appointed office in a student organization, endangering its members, or the welfare of the University community.

12. Incorrigible or persistently irresponsible behavior.

13. Gambling on-campus or on University property.

14. Possession of any weapon that can harm others.

15. Inappropriate behavior that disrupts teaching

Grievance and Appeals

The Students Affairs Office facilitates all complaints and grievances of the students. A student grievance and appeals policy, applicable to all students of CU, is used to provide reasonable assurance that all practices and actions are pertinent and realistic and are applied in a nondiscriminatory manner. The policy is designed to help maintain good student relations, to handle grievances efficiently at the level closest to the problem, and to establish a problem-solving academic and non-academic environment with full student participation. Grievance and appeals shall be handled based on the following principles:

1. *Confidentiality*. All grievances and complaints are confidential.

2. *Reprisal.* A student may enter a complaint or grievance without fear of interference, retaliation, or harassment from faculty or administration.

3. Processing a Complaint

i. A complaint, which is not processed through the grievance procedure, must be informally presented to the source of the problem for discussion and consideration. In the case of a complaint about an instructor, for example, each point of complaint must first be aired with that instructor before the rest of the process may be followed.

ii. If the student is not comfortable discussing his complaint with his/her instructor, he/she may seek the assistance of the Department Chair.

iii. If not satisfactorily resolved at that level, the complaint must be submitted by the student in writing to the Students Affairs Office through filling out the Student Grievance Form (*SA-07-Form-Application for Redress of Grievance)*

Non-Academic Grievance

1. Using (*SA-07-Form-Application for Redress of Grievance)* which may be obtained from the Student Affairs Office, the grievant shall address only one subject in any one grievance. A written grievance shall contain a clear and concise statement of the grievance, referring to the actual policy that is alleged to have been violated, the date the incident took place, the issue involved, and the remedy sought.

2. The students affairs office will verify that the procedure for processing the complaint has been followed (first it was discussed with the offending party, or the Department Chair). The Faculty or Department Chair shall be given 5 days to take necessary decisions.

3. If the time has lapsed and no decision was taken, or if the student was not satisfied with the decision, he/she can forward the form to the The Office of the Student Affairs shall forward the grievance to the Student Grievance Committee who will try to mediate by giving both parties the opportunity to explain their side of the story.

4. The committee shall render their decision based on the merits of the case within seven working days and will communicate the same to both parties through the Department Chairs.

5. Time Limits.

   If the grievant fails to meet the time limits at any step, the grievance is automatically considered dropped; if the administration or University personnel, at any step, fail to meet the time limits, the grievance is automatically advanced to the next step. Extension of time limits for any step may be authorized through the Dean upon written request.

General Academic Grievance

1. A student general academic grievance is any dissatisfaction or feelings of injustice a student or prospective student may have while associated with CU. A grievance may result from any academic disagreement.

2. The grievant is encouraged to resolve problems where they arise and with the parties involved. Only when the problems cannot be solved informally in conference with the teacher or staff member should the student resort to the formal grievance procedure. At this point the student should seek the advice of the Director of Student Affairs about the proper procedure. The Students Affairs Office may not interfere with academic-related grievances, except when such academic issues affect the welfare of the students.

Grade Appeals

Students are entitled to objective evaluation of their academic work and to fair, equitable treatment in the course of their academic relationships with the faculty members. These criteria are observed by the members of the CU faculty as a part of their professional responsibilities. A student who believes that he/she has a legitimate concern regarding a final course grade must inform the professor responsible for the course in writing and then discuss the matter with the professor. If a resolution cannot be reached, the student should contact the registration department in writing to file a formal grade appeal no later than 15 days after the grades announcement as per the academic calendar. If the matter cannot be resolved at the department level, a grade appeal review will be conducted by a University/department committee appointed by the Vice-chancellor. Based on the committee's formal recommendation, the VC may grant or deny the appeal and notify the student and the professor responsible for the course of the decision. If a change of grade is warranted, the VC (or appointed designee) will inform the Registrar of the grade change using an official grade change form.

Procedures:
1. Complete and submit an appeal form (*RM-07-Grade Appeal Form*) to the Registrar within 15 calendar days of final grade posting.
2. The Registrar submits the appeal form to the responsible academic department.
3. The responsible department will then respond within 7 calendar days.
4. A Committee for Grades Appeal shall review the application subject to the approval of the Vice Chancellor.
5. The decision of the Vice Chancellor is final.

Attendance

1. Students must attend each class meeting. Absence never exempts a student from the work required for satisfactory completion of courses. Excessive absences from any course will result in a:

☒ First Warning - for absence in 10% of the total class hours (i.e. 4.5 hours for a 45 credit hour course)

☒ Second Warning - for absence in 20% of the total class hours (i.e. 9.0 hours for a 45 credit hour course)

☒ Final Warning - for absence in 25% of the total class hours (the student is subject to forced withdrawal from the course) (i.e. 11.25 hours for a 45 credit hour course)

2. An Official Warning Letter (*SA-04-Attendance Warning Letter*) shall be issued to the student through the UMS

3. Any exception to the policy shown above must be approved by the Department Chair by submitting the Absence Excuse Form (*SA-05-Absence Excuse Application*) detailing the justification for the absence subject to the approval of the Department Chair.

4. Students will be marked absent but allowed into the classroom if they are:

☒ More than 10 minutes late from the start of the class. He/she will be marked "Late" but will be allowed to sit inside the class for the remaining lessons.

☒ The teacher should mark the student Absent on the 3rd time the student is "Late". This should be reflected in the UMS.

☒ Students who remain absent on the pretext of attending rehearsals for University or intercollegiate programs, etc., will be marked absent unless they obtain written permission from the appropriate faculty member or the Student Counselor.

5. Leaving the classroom to answer telephone calls is not allowed.

6. Under extraordinary circumstances where a student's attendance falls below 80% but not less than 70%, they may be permitted to take part in final examinations with permission from the Department Chair. An administrative fee may be assessed in these cases.

7. Department Chairs and faculty members must ensure compliance with the above rules by managing daily attendance records.

Academic Integrity

One of the main objectives of CU is to provide quality undergraduate education. All members of the University community are required to show commitment to this objective, including an obligation to promote the highest standards of integrity in study, instruction, and evaluation.

Dishonesty or unethical behavior has no place at CU. The integrity of the academic process requires fair and impartial evaluation by the faculty and honest academic conduct and effort by its students.

Therefore, students are expected to conduct themselves at the highest levels of responsibility while fulfilling the requirements of their studies. Similarly, the faculty has a responsibility to make clear to students the evaluation standards that apply and the resources that students may use in a given course.

Plagiarism

(Refer also to Policy on Plagiarism in Appendix A of the Student Handbook)
This violation occurs when a student takes the words or ideas of another and uses them as if they were their own. This can happen in three ways:
1. A student copies the words of another person without using quotation marks and without giving reference to the source
2. A student puts the ideas of another person into the student's own words but does not give reference to the source
3. A student duplicates the structure of thought or organization of another person but does not give reference to the source.

Use of Plagiarism Detection Software

CU uses *TurnItIn* plagiarism detection software to verify the originality of student work. This software provides an important first step for instructors in their evaluation of student work. The process for the use of *TurnItIn* is as follows:
1. The CU IT staff conducts initial training on the use of *TurnItIn* for all faculty members in the computer labs. They are also available to assist with any questions or technical problems encountered.
2. Instructors provide brief instructions to students on how they use *Turnitin* to verify the originality of written work.
3. Faculty members are responsible for providing students with an explanation of the freedom they may exercise in collaboration with other students or in the use of

outside sources. This includes the student's own work prepared and submitted for another course, during group study sessions, and in take-home examinations.

4. Any doubts on the part of students about what constitutes academic dishonesty should be discussed with and will be resolved by the course instructor.

Academic Dishonesty

The policy for academic dishonesty is outlined below.

1. All academic work and materials submitted for assessment must be the work of the student.

2. Cheating is not only limited to copying from the work of others and providing unauthorized assistance, but also includes the use of devices or other surreptitious means for the purpose of obtaining falsely-derived passing scores on examinations.

3. Students are prohibited from submitting assignments and research papers or projects prepared by or purchased from another person or company. This is considered as a form of cheating subject to disciplinary actions.

4. All students are expected to take the process of advanced education seriously and act responsibly. Students who violate examination or assignment rules are subject to disciplinary action.

Collusion

Collusion occurs when someone else writes all or any part of a student's paper.

Cheating

1. Cheating includes, but is not limited to, a student looking at another's work or using unauthorized materials during a test or written assignment.

2. Cheating, plagiarizing, or otherwise falsifying the results of study is prohibited. These policies apply not only to examinations, but to all work handed-in, such as papers, reports, solutions to problems, tapes, films, and computer programs, unless authorized by the instructor.

3. Bringing mobile phones during examinations is considered cheating.

Penalties for Academic Dishonesty

If a faculty member has reasonable grounds to conclude that a student has plagiarized, committed collusion, or cheated, the faculty can submit an allegation of academic dishonesty to the Department Chair recommending any of the following actions:

1. Report a grade of F for the work submitted (exam or assignment).

2. Report a grade of F for the course.

3. Apply other disciplinary action against the student which may lead to the student's suspension or dismissal from the University.

Procedure

1. The faculty member who discovers the academic integrity violation completes a report describing the disciplinary infraction incident.
2. Submit the report to the Dean through the Department Chair. Student shall be notified of such allegations.
3. After review, the Dean shall constitute an Investigation Committee to decide on the merits of the allegations and to recommend the appropriate action to take based on the particular case (as shown in the options listed in the preceding section).
4. The Dean shall endorse the decision to the Vice Chancellor for final approval and implementation.
5. Distribute copies of the violation report to the student, faculty member, Department Chair, and the Registrar.
6. The Registrar places a copy of the report in the student file.
7. *A student has the right to appeal the decision on allegations.*
8. For full details, refer to the Policy on Academic Misconduct in the Academic Handbook.

Verification Process

1. Students who deny academic dishonesty must reconstruct or reproduce the suspected work in a way agreeable to and under the supervision of the faculty member to prove that no dishonesty has occurred.
2. If the student declines the opportunity to reconstruct or reproduce the suspected work, the matter is ended, and the faculty may impose one or more of the penalties listed above as decided by the Investigation Committee.
3. Students who produce what constitutes proof that the work is indeed their own, and the faculty still disagrees, the student may then file a grievance at the Office of the Student Affairs.

Disciplinary Sanctions

The University may impose any one or more of the listed disciplinary sanctions. Written sanctions shall be given to students using (*SA-06-Form-Disciplinary Actions*)

1. Verbal or written warning
2. Loss of privileges
3. Removal from an elected or appointed office
4. Disciplinary probation with or without loss of privileges for a specified period
5. Violating the terms of disciplinary probation or any subsequent infraction (results in automatic suspension)
6. Suspension from the University for a specified period
7. Expulsion from the University

Degree Completion Requirements

Completion Requirements (Graduate)

To be eligible for graduation, students must satisfy each of the following requirements:

1. Satisfactorily complete the curriculum in which the student is registered.
2. Achieve a CGPA of at least 3.00.
3. The student becomes a degree candidate when the Department Chair, at the request of the Student Advisor, certifies the student has completed all program and University requirements for graduation and consequently recommends the student to the faculty to confer the appropriate degree.
4. If a failed course has been removed from the curriculum or is an elective, the student may meet graduation requirements by the substitution of another course only with the written approval of the Department Chair.
5. With the written approval of the Department Chair of the degree-granting department or program, a student who has completed all but six hours for graduation may complete them off-campus.
6. Students must satisfy all financial obligations to the University within the time specified by the Registrar. Certificates for graduation and transcripts will be withheld on past-due accounts and loans.
7. The Head of Enrolment prepares a degree audit and prepares the degree/certificates for signature and issuance to the graduate. The list of graduates is presented to the BoT for confirmation one week before the graduation ceremony.

Credit Hours

Courses are calculated in credit-hours. Each course carries a certain number of credits which are awarded after its successful completion. Credit hours usually equal the number of hours spent in class per week. One credit hour is typically 50 minutes of lecture given weekly for a minimum of fifteen weeks. Two or three hours of tutorial or laboratory work per week is the equivalent of one credit hour.

Definitions of Academic Terminologies

Sr.	University Terminologies	Description
1	Academic Program	Is defined as a combination of courses and/or requirements leading to a degree or certificate, or to a major or concentration
2	Major	Is a group of courses required by a University in order to receive a degree - an area the student specializes in, like Accounting or IT. There are certain "core courses" in the specialization that everyone is required to take, along with several "elective courses"
3	Specialization	Is a focused area of study which is attached to a specific major, with specific coursework beyond major requirements.
4	Concentration	Is a structured plan of study within a major. The number of credit hours for a concentration varies, but is included within the credit hours for the major. The concentration appears on the official transcript.
5	Academic Advisor	Is a Faculty member assigned to counsel students towards selecting their courses by providing them details about the University's academic requirements, policies and procedures.
6	Academic Calendar	Is a Schedule indicating important academic dates, activities and deadlines of the entire academic year.
7	Student	A person who has been admitted and has taken registration in a University for the purpose of gaining an educational degree in his/her chosen specialization. A person is considered a student once the acceptance letter is issued.

Sr.	University Terminologies	Description
8	Transfer Student	Is a particular student that has previously attended a different educational institute and has taken admissions at CU. The courses completed by the transfer student in the former institution may be considered for credit transfer but must meet CU's standard of requirements, and Ministry of Education policies.
9	Enrollment	The process where the student has been officially accepted into the University, and therefore chooses to register courses as a new or continuing student.
10	Admission	The procedure in which a student is accepted in a University
11	Registration	Is a procedure where a student registers for courses in a given semester.
12	Regular Semester	Is an academic mandatory term in a University which is typically a duration of 15 weeks of classes plus one week of exams
13	Summer Session	Is a shorter term, consists of 5 weeks, and it is optional for students.
14	Add/Drop	is an important procedure where students are advised or choose to change their previously selected courses/time table; the process is usually made during the beginning of the semester.
15	Course Withdrawal	Is a process of cancelling a course after the drop period. The withdrawn course will be marked on the student transcript as "W" or "EW"
16	Graduation Ceremony	Awarding/Graduation Ceremony; Recognition Program created to award students with their academic accomplishments.
17	Alumni	Former student who have accomplished their university requirements and have graduated with a degree
18	Transcript	The official records of a student which outlines the courses taken, grades obtained and credit hours earned in a specific academic period.
19	GPA	Grade Point Average that a student obtains in a semester
20	CGPA	Cumulative Grade Point Average obtained by a student during their entire academic journey.
21	Credit Hour	Pertains to the number of teaching hours in a week during an academic term.

22	Academic Honors	Is a recognition of outstanding academic achievement
23	Academic Probation	Is a warning that the student has fallen into academic difficulty where he/she needs to improve his/her grades

		in order to reach "Good Standing" status to avoid risk of disqualification from the University
24	Academic Dismissal	Is the end result of a pattern of multiple semesters of grades below the university's standards for Good Standing. Academic Dismissal only occurs after the student has been warned about his/her academic performance through being placed on Academic Probation.
25	University Withdrawal	Is the act of leaving the University for reasons besides graduation.
26	Prerequisite	A course that is required before proceeding to any further courses.
27	General Education Course	Is group of courses or basic University skills which are related to a wide-range of comprehension such as critical thinking skills, humanities, arts, social sciences, and sciences. These integral courses are required to study before studying subjects relating to your desired major.
28	Free course	Is a course that typically falls outside of the student required courses and area of study, but it calculates towards the degree completion.
29	Elective Course	Is an optional course in which the student can choose from group identified courses, and it is calculated towards the degree completion.
30	Core Courses	refers to a series or selection of courses that all students are required to complete before they can move on to the next level in their education, and before taking the specialization courses.
31	Internship	Is a practical experience in which a student has gained over a period working in such activities related to their course of study in a reputable organization, corporation or agency. Such applied internship by a student must be connected with his/her major in the University

The QFE Mapping

The QF Emirates guideline for ERT states, "There is an expectation that all programs delivered in the UAE will be designed and delivered in a way that ensures that all strands in the Framework will be addressed. The balance of emphasis between the strands will vary between individual programs. It will be important to demonstrate how significant each strand is to the program and be able to reflect on why some strands have much less significance." This statement provides a better understanding of mapping the QFE descriptors to the learning outcomes in an academic program.

The QFE has ten levels of descriptors, of which levels 7, 8, and 9 directly map to the programs offered at CU. The note in the guideline clearly articulate the following:

- The descriptor statements defining any particular level should be read concurrently across all strands of learning outcomes to affirm a level.
- The Level Descriptors are cumulative, e.g., the descriptor for Level 5 assumes all of the outcomes in the preceding levels.
- For academic programs in Higher Education, not all aspects of "competence" will be satisfied by the program outcomes. The suggestion is to take a balanced view across the three sub-strands of competency.

In addition, the guideline provides Summary Level Descriptors that are indicative and support interpreting the overall meaning of the level, with a caveat that they are not definitive of the levels and not to use for reference. The mapping of the descriptors to the learning outcomes depends on their interpretation. Therefore, CU decided to establish a transparent process for QFE-CLO-PLO mapping by adding the justifications.

Another unique approach by CU was to, instead of mapping to the PLOs, map the more specific CLOs to the QFE Descriptors. CU believes that mapping the broad PLO to QFE descriptors yields mapped tables without justifications. If necessary, with the base mapping done, each can be tweaked for better correlation.

The justification of CLOs with QFE descriptor mapping comes from two pedagogical aspects: 1) on how to teach the CLO and 2) how to evaluate to determine the achievement of the CLO.

CU has automated the process, and as such, it is easier to focus on the justification aspects of the mapping. All programs have progressed through the mapping process and have generated corresponding CLO-QFE and PLO-QFE maps.

More importantly, CU has found a mapping process that is practical and pragmatic. By directly mapping the CLOs, the program curriculum is better connected to the QFE. Also, having the mapping justified adds more meaning to the process. Moreover, the inclusion of teaching strategy and assessment tools in the justification helps to strengthen the mapping. CU has established a robust QFE mapping for each program. Through a rigorous process, the faculty achieve optimal alignment of the program learning outcomes with the appropriate Level Descriptors of the QFEmirates.

Master of Business Administration

Program Mission

To prepare students in the various domains of business administration for successful professional careers in knowledge-based economies and to assume leadership roles in dynamic global business environments. By promoting innovation and entrepreneurship, and collaboration with all stakeholders, the program strives to create impact on local and regional communities.

Program Goals

The MBA program aims to provide its students with:

1. Advanced business management knowledge to succeed in rapidly-changing business environments.
2. Critical thinking and collaborative skills to serve national and multinational enterprises that create value in a dynamic global economy.
3. Leadership and interpersonal skills to become agents of organizational development, change and corporate social responsibility.
4. Opportunities for self-assessment, continuous learning and career growth to become exemplary future business leaders.
5. Applied research and industry exposure to help identify opportunities for contributing to a knowledge economy.

Program Learning Outcomes

Students who successfully complete the MBA program should be able to:

1. Develop an integrated approach to improve organizational performance by using current and emerging management concepts, research methodologies, and technology.
2. Apply advanced problem-solving skills to analyze and solve business problems in different organizational contexts.
3. Articulate ethical strategic decisions to demonstrate leadership and responsibility.
4. Manage professional activities both independently and collaboratively within organizational contexts.
5. Design TQM programs using internationally recognized quality management systems and frameworks.
6. Evaluate the effectiveness of total quality management systems and recommend feasible and innovative improvements.

Total Quality Management

1. Design TQM programs for individuals and teams using appropriate internationally recognized quality management systems.
2. Evaluate the effectiveness of total quality management systems and recommend feasible and innovative improvements.

Degree requirements

The Master of Business Administration in Total Quality Management (MBA TQM) requires that a student complete 39 credit hours and attain a minimum cumulative GPA of 3.00.
The Program Completion Requirements are as follows:

Category	Courses	Credit Hours
Core Courses	7	21
Specialization Courses	4	12
Dissertation Course	1	6
TOTAL	**12**	**39**

Graduation Requirements

To be eligible for graduation, students must satisfy each of the following requirements:

- Satisfactorily complete the MBA curriculum
- Achieve a CGPA of at least 3.00.

MBA Core Courses

The below MBA Remedial courses are for the students conditionally admitted with a CGPA less than 2.5 out of 4.0, and for the students with non-business background.

Course Code	Course Name	Credit Hours
MGT-302	Management & Organizational Behavior	3 CH not counted towards the MBA program credits or CGPA
FIN-301	Financial Management	3 CH not counted towards the MBA program credits or CGPA
BUS-102	Business Statistics	3 CH not counted towards the MBA program credits or CGPA

MODULE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
1	MGT 565	Organizational Behavior and Leadership	3	
	MGT 550	Management Research Methods	3	

2	MKT 570	Advanced Marketing Management	3	
	FIN 505	Managerial Finance	3	
3	MGT 505	Advanced Operations Management	3	MGT 550
	TQM 600	Designing organizations for Quality	3	
4	BUS 502	Business Strategy and Ethics (Capstone)	3	FIN 505, MGT 505, MGT 565, MGT 550, MKT 570
	TQM 601	Planning and Continuous Improvement	3	TQM 600
5	TQM 602	Strategic Performance Measurement Systems	3	TQM 600, BUS 502
	TQM 603	Statistical Quality Control	3	MGT 505, MGT 550
6	MIS 501	Advanced Management Information Systems	3	
	TQM 607	Dissertation	6	Completion of 30 credit hours
7	TQM 607	Dissertation (continued)		
Cumulative Credit Hours			39	

Study plane

Course	Course Name	Credit	Prerequisite
Semester1			
MGT565	Organizational Behavior and Leadership	3	
MGT550	Management Research Methods	3	
Semester2			
MKT570	Advanced Marketing Management	3	
FIN 505	Managerial Finance	3	
Semester3			
MGT505	Advanced Operations Management	3	MGT550
TQM 600	Designing Organizations for Quality	3	
Semester4			
BUS 502	Business Strategy and Ethics (Capstone)	3	MGT505, FIN 505, MKT570, MGT565, MGT550
TQM 601	Planning and Continuous Improvement	3	TQM 600
Semester5			
TQM 602	Strategic Performance Measurement Systems	3	BUS 502, TQM 600
TQM 603	Statistical Quality Control	3	MGT505, MGT 550
Semester6			
MIS 501	Advanced Management Information Systems	3	
TQM 607	Dissertation	6	

Course Descriptions

Course Management and Organizational Behavior	Course Code MGT -302	Credit Hours 3
Pre-requisite(s) None		
This course provides an overview of the major functions of management like planning, organizing, staffing, leading, and controlling. It also provides a balanced coverage of all the key elements comprising the discipline of Organizational Behavior in a style that students will find both informative and interesting. Students will learn about the relation between structure and culture; leadership, motivation, teamwork, and communication.		
Course Title Financial Management	Course Code FIN -301	Credit Hours 3
Pre-requisite(s) None		
The course gives an understanding and perspective on the financial management functions in an organization. It provides the ability to use tools like financial statement analysis, financial planning and working capital management. It enhances long term investment decisions through the use of valuation principles and equips students with the ability and confidence to tackle common financial problems in practice.		
Course Title Business Statistics	Course Code BUS -102	Credit Hours 3
Pre-requisite(s) None		
This course introduces students to statistical analysis and how it relates to business decision making. Students will learn how to apply statistical tools for the collection, presentation, description, analysis and interpretation of data in business contexts. Topics covered include variables, levels of measurements, basic survey design, descriptive measures, probability analysis, sampling methods, confidence interval and hypothesis testing, and correlation and regression analysis. The course includes theoretical and practical lectures.		
Course Title Organizational Behavior and Leadership	Course Code MGT 565	Credit Hours 3
Pre-requisite(s) None		
This course focuses on the study of human behavior in organizations. Students will learn to apply various theoretical concepts and practical methods for understanding, analyzing, and predicting individual and group behavior, teamwork, motivation, interpersonal conflict, and communication. In addition, students will learn various leadership theories and practices in the organization and global leadership. Students will also conduct critical analyses of various models and issues related to employee behavior within organizations, analyze cases, and apply theories innovatively and ethically.		
Course Title Management Research Methods	Course Code MGT 550	Credit Hours 3
Pre-requisite(s) None		
This course provides students with the opportunity to identify and apply appropriate research methodologies, including quantitative and qualitative methods approaches, to		

design, analyze, interpret, and report research results. The main goal of this course is to enable students to make informed decisions using advanced statistical analysis based on accurate, reliable, and timely information, just like managers in a corporate setting.

Course Title Advanced Marketing Management	Course Code MKT 570	Credit Hours 3
Pre-requisite(s) None		

This course provides an understanding of the application of marketing theories, concepts, and practices as they relate to the management of the marketing function in a complex organization. Emphasis will be on the managerial aspects of marketing plans, including analysis of the external environment. A key element of the course will include the relationship of the "marketing mix" to strategic planning. A clear understanding of the importance of marketing, as well as a grasp of effective marketing practices, will be examined. Students will gain a working knowledge of both marketing theory and the practical application of innovative marketing strategies. They will also come to understand how product, price, place, and promotion contribute to the marketing mix as they explore research-based insights into consumer behavior.

Course Title Managerial Finance	Course Code FIN 505	Credit Hours 3
Pre-requisite(s) None		

This course provides an introduction to managerial finance, financial statements and analysis, cash flow and financial planning.
Students will also explore the time value of money, capital budgeting techniques, the cost of capital, capital structure, and working capital management.

Course Title Advanced Operations Management	Course Code MGT 505	Credit Hours 3
Pre-requisite(s) MGT 550		

This course helps students to apply the operations management principles and strategies for improving the service/product innovation. Focus is laid on analyzing the design of operations processes from the product-process matrix viewpoint and developing a global supply chain management strategy through the usage of information technology (IT) and inventory management techniques. By studying this course, students will be able to analyze the improvement processes from various perspectives of lean and six sigma tools and apply them successfully in managing projects.

Course Title Designing organizations for Quality	Course Code TQM 600	Credit Hours 3
Pre-requisite(s) None		

This course will cover the principles of total quality management and emphasizes the high-performance management practices, such as those reflected in the ISO 9000 and Six Sigma. Topics will include: foundations of quality management, Design for quality, process improvement, quality management systems and managing for performance excellence.

Course Title Business Strategy and Ethics (Capstone)	Course Code BUS 502	Credit Hours 3
Pre-requisite(s) FIN 505, MGT 505,MGT 565, MGT 550,MKT 570		

This is a capstone course and it enables students to learn about the dynamics of strategic management process and strategy formulation in an applied manner. It equips students to critically analyze, interpret, and evaluate both internal and external environments in local and global contexts. By studying this course, students will develop hands-on skills of strategic decision- making frameworks and approaches and be able to apply them successfully at personal, organizational, and societal levels. Focus will be laid on critically analyzing the corporate ethical principles and ethical issues in the workplace, and training students to apply in the dynamic organizational scenarios.

Course Title Planning and Continuous Improvement	Course Code TQM 601	Credit Hours 3
Pre-requisite(s) TQM 600	Co-requisite None	

This course covers the necessary tools and techniques for continuous improvement and problem solving. Students will learn how to develop their interpersonal skills and work effectively in teams. In addition, this course helps students and guides them through the effective use of problem-solving tools and helps them apply the quality improvement process in all aspects of their work.

Course Title Strategic Performance Measurement Systems	Course Code TQM 602	Credit Hours 3
Pre-requisite(s) TQM 600, BUS 502		

This course focuses on various types of performance indicators for continuous improvements and how to identify indicators that achieve organizations goals and objectives. Students will learn how to develop and design effective performance measurement systems. Topics will include: quality and process indicators, indicators criticalities and curiosities, performance indicators properties, designing a performance measurement system and indicators, measurement, preferences and evaluation.

Course Title Statistical Quality Control	Course Code TQM 603	Credit Hours 3
Pre-requisite(s) MGT 505, MGT 550		

This course introduces students to modern quality control techniques for statistical process monitoring and control. Students will
advance their knowledge of the benefits of process improvement tools and apply statistical process control for continuous quality
improvement. Topics for the course include Six Sigma processes, control charts for variables and attributes, Process and
Measurement System Capability Analysis, Control Charts for Detecting Small Shifts, and Multivariate Process Monitoring and
Control techniques.

Course Title Advanced Management Information Systems	Course Code MIS 501	Credit Hours 3
Pre-requisite(s) None		

The course provides the students with the knowledge and skills required to utilize information systems for organizations effectively. Students will explore information technology components, information systems in organizations, web-enabled enterprises, and information systems security. The topics are related to the specified areas of

business and management.		
Course Title Dissertation	Course Code TQM 607	Credit Hours 6
Pre-requisite(s) Students must have completed 30 credit hours		
The MBA-TQM dissertation course involves the investigation of a quality management problem by the student. The student has to choose the research topic from the area of TQM and carry out applied research in quality related issues. The MBA-TQM dissertation course enables the student to demonstrate their overall understanding of the courses studied in the MBA program. Under the guidance of a supervisor, the student will be able to apply appropriate methodologies to articulate the identified problem and critically analyze the issues involved. The student will be able to present the outcomes of the analysis and recommend solutions appropriate to the field of work.		

ماجستير في القانون

الرؤية

تركز رؤية برنامج الماجستير في القانون على التميز والمعاصرة والإبداع في مجال القانون والقدرة على المنافسة في الأسواق المحلية والإقليمية.

رسالة البرنامج

تعتمد مهمة البرنامج على نشر المعرفة ، وكذلك لتعزيز وتقوية البحث العلمي الهادف والمثمر في مجال القانون   وتنمية الموارد البشرية وإعادة التأهيل ، لتلبية احتياجات المجتمع على المستويين المحلي والإقليمي.

أهداف البرنامج

1. تعزيز قدرة الطالب على الإسهام في تطوير النصوص التشريعية في مجال القانون العام لدولة الإمارات.
2. تحليل وبيان طبيعة الوقائع والتصرفات القانونية وتقسيماتها في إطار القانون العام.
3. تشجيع الطلبة المتميزين من حملة شهادة البكالوريوس في القانون أو ما يعادلها على مواصلة دراساتهم العليا في مجال القانون العام داخل الدولة.
4. إيجاد دور أكاديمي متميز للجامعة على كافة المستويات العلمية والأكاديمية المحلية والإقليمية والعالمية في مجال القانون العام.
5. تطوير البحث العلمي في كافة فروع القانون العام وتمكين الطلبة من إعداد بحوث متخصصة.

متطلبات التخرج

- أن يجتاز الطالب ما لا يقل عن 24 ساعة معتمدة من المقررات الإجبارية والاختيارية المطلوبة التي يقدمها القسم.
- ينجح الطالب في مناقشة الرسالة التي تعادل 9 ساعات معتمدة ويحقق معدل تراكمي 2 من 4 كحد أدنى.
- الحد الأدنى لمدة إنهاء الرسالة من تاريخ الانتهاء من جميع المواد المكونة من 24 ساعة معتمدة ستة أشهر.
- أكمل أي متطلبات مسبقة مطلوبة عند القبول.
- استكمال جميع الإجراءات الإدارية المطلوبة عند القبول.
- يحصل الطالب على معدل تراكمي 3 من 4 على الأقل.
- مدة الدراسة القصوى في البرنامج أربع سنوات.

ماجستير في القانون العام

مخرجات التعلم من البرنامج

يتيح برنامج الماجستير في القانون العام للخريجين:

- يطبق المبادئ الأساسية التي تتضمنها مختلف فروع القانون العام.
- يربط بين الدراسات القانونية في مجال القانون العام وقضايا المجتمع.
- يفسر النصوص التشريعية في مجال القانون العام.
- يحلل الأحكام القضائية الصادرة في مجال القانون العام.
- يحلل القضايا التي تواجه المجتمع في مجال القانون العام.

متطلبات التخرج

تمنح الجامعة درجة الماجستير في القانون العام بعد أن ينهي الطالب متطلبات الدرجة العلمية بنجاح. وتتكون من ثلاث
وثلاثين   (33) ساعة معتمدة مقسمة على النحو التالي:

- المقررات الإجبارية (18) ساعة معتمدة.
- المساقات الاختيارية (6) مساقات معتمدة يختار الطالب مقررين من المقررات الاختيارية المعروضة.
- رسالة تعادل (9) ساعات معتمدة.

عدد الساعات	المساقات	الفئة
18	6	مساقات مواد التخصص
6	2	المتطلبات الاختيارية
9	–	الرسالة
33		المجموع

القبول المشروط الفئة الأولى:

1. درجة البكالوريوس المعترف بها والحد الأدنى لمتوسط المعدل التراكمي 2.5 من 4.0 أو ما يعادلها
2. يجب أن ينجز الطالب بحد أقصى تسع الساعات المعتمدة من المساقات المطروحة لبرنامج الدراسات العليا خلال فترة القبول المشروط ويجب أن يحقق الحد الأدنى من المعدل التراكمي 3.0 من 4.0 ، أو ما يعادله ، أو أن يكون عرضة للفصل.

القبول المشروط الفئة الثانية:

1. درجة البكالوريوس المعترف بها والحد الأدنى لمتوسط الدرجات التراكمي 2.0 من 4.0 أو ما يعادله
2. يجب أن ينجز الطالب بحد أقصى تسع الساعات المعتمدة من المساقات التأهيلية لبرنامج الدراسات العليا. هذه المساقات التأهيلية غير محسوبة الساعات من ضمن برنامج الماجستير.
3. يجب أن يحصل الطالب على معدل تراكمي لا يقل عن 3.0 من 4.0 ، أو ما يعادله ، أو سيكون عرضة للفصل.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	الشركات والإفلاس	LAW-217	1
لا يوجد	3	أحكام الالتزام	LAW-204	2
لا يوجد	3	قانون الاجراءات الجزائية	LAW-425	3

الخطة الدراسية

1- مساقات البرنامج الإلزامية (6 دورات تغطي 18 ساعة معتمدة)

عدد الساعات	اسم المساق	رمز المساق ورقمه
3	القانون الدستوري والنظم السياسية مع التعمق	LAW 641
3	القانون الإداري مع التعمق	LAW 671
3	القانون الجزائي مع التعمق	LAW 631
3	القانون الدولي العام باللغة العربية والإنجليزية	LAW 651
3	التشريعات المالية والاقتصادية باللغة العربية والإنجليزية	LAW 672
3	مناهج البحث القانوني	LAW 680
18	المجموع	

مساقات البرنامج الاختيارية (2 مساقات تغطي 6 ساعات معتمدة)

عدد الساعات	اسم المساق	رمز المساق ورقمه
3	النظم القانونية المقارنة	LAW 663
3	قانون حماية البيئة مع التعمق	LAW 652
3	التشريعات الجزائية الخاصة – دراسة مقارنة	LAW 632
3	التنظيم القانوني لحقوق الإنسان	LAW 653
3	قانون الإجراءات الجزائية مع التعمق	LAW 633
	يختار منها الطالب مساقين	

الخطة الدراسية

البرنامج :	الماجستير في القانون	**التخصص :**	القانون العام

متطلب سابق	الساعات	اسم المساق	رمز المساق
الفصل 1			
	3	القانون الدستوري والنظم السياسية مع التعمق	LAW 641
	3	القانون الجزائي مع التعمق	LAW 631
	3	مناهج البحث القانوني	LAW 680
الفصل 2			
	3	القانون الدولي العام باللغة العربية والإنجليزية	LAW 651
	3	التشريعات المالية والاقتصادية باللغة العربية والإنجليزية	LAW 672
	3	القانون الإداري مع التعمق	LAW 671
الفصل 3			
	3	قانون حماية البيئة مع التعمق (اختياري)	LAW 652
	3	التشريعات الجزائية الخاصة – دراسة مقارنة (اختياري)	LAW 632
	3	التنظيم القانوني لحقوق الإنسان (اختياري)	LAW 653
	3	قانون الإجراءات الجزائية مع التعمق (اختياري)	LAW 633
	3	النظم القانونية المقارنة (اختياري)	LAW 663
الفصل 4			
	9	الرسالة العلمية	LAW 699
	0	تمديد الرسالة	LAW/699

وصف المساقات

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	**3**	الشركات والإفلاس	LAW-217	

وصف المساق:
يتناول هذا المساق الاحكام العامة للشركات من حيث مفهومها وتطورها وتكوين الشركة وأركانها وشروط انعقادها والشخصية المعنوية للشركة وإدارتها وتصفيتها. كذلك تتضمن دراسة شركات الاشخاص وشركات الاموال والشركات ذات الطبيعة المختلطة، بالاضافة إلى دراسة الشركات الاجنبية. كما يتضمن هذا المساق دراسة احكام الافلاس فيما يتعلق بصدور الحكم وآثاره، وإدارة موجودات المفلس، والصلح البسيط وشروطه، ورد الاعتبار وجرائم الإفلاس والتصفية، كما يتضمن الصلح الواقي من الافلاس وشروطه.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	**3**	أحكام الالتزام	LAW-204	

وصف المساق:
يتناول هذا المساق دراسة كل ما يتعلق بالالتزام المدني والطبيعي من حيث آثاره، أوصافه، انقضاؤه وكيفية التنفيذ الاختياري والجبري للالتزام، كما يتضمن المساق دراسة الوسائل المشروعة لحماية التنفيذ عن طريق الدعوى غير المباشرة، ودعوى الصورية، ودعوى عدم نفاذ التصرفات ودعوى الحجر، وبيان أوصاف الالتزام الجل والشرط و التضامن بين المدينين التضامن بين الدائنين والالتزام البدلي والالتزام التخييري وحوالة الدين واسباب انقضاء الالتزام وكذلك دراسة الاحكام العامة لإثبات وأدلة الاثبات وهي: الادلة الكتابية والشهادة واليمين والاقرار والقرائن والمعاينة والخبرة وقوتها القانونية، وحجيتها في الاثبات.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	**3**	قانون الاجراءات الجزائية	LAW-425	

وصف المساق:
يتناول هذا المساق دراسة التعريف بقانون أصول المحاكمات الجزائية، العام، دراسة مرحلة استقصاء الجرائم وجمع الأدلة والتحقيق الابتدائي، ومن ثم دراسة تفصيلية للدعوى الجزائية من حيث القواعد القانونية المتعلقة بإقامتها وتحريكها والأصول والإجراءات الجزائية في التحري والاستدلال والتحقيق الإبتدائي والمحاكمة وسبل الطعن في الأحكام الجزائية.
ملاحظة: تدرس نسبة 30 ٪ من هذا المساق وفقا لمناهج الدراسة العملية، وتتضمن محاضرات تطبيقية تشمل تحليل الاحكام القضائية، والنصوص القانونية من خلال تدريب الطالب على كيفية تطبيق المبادئ القانونية على الوقائع وتحليلها وإبداء رأيه فيها مدعما بالاسانيد القانونية فضلا عن تعلم فن الصياغة القانونية

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	القانون الدستوري والنظم السياسية مع التعمق	LAW 641	1

وصف المساق:
يتناول هذا المساق دراسة مبادئ القانون الدستوري والنظم السياسية المعاصرة، والنظام الدستوري لدولة الإمارات العربية المتحدة، والحقوق والحريات العامة. ويتضمن دراسة معمقة لموضوع – أو أكثر- من موضوعات القانون الدستوري والنظم السياسية. مثل نظام الحكم في دولة الإمارات العربية المتحدة، الرقابة على دستورية القوانين، نماذج من الحقوق والحريات العامة.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	القانون الإداري مع التعمق	law 671	2

وصف المساق:

يتناول هذا المساق دراسة المبادئ العامة للقانون الإداري، التنظيم الإداري المركزي واللامركزي، وتطبيقاته في دولة الإمارات العربية المتحدة، الضبط الإداري، المرافق العامة، وسائل الإدارة العامة، الوظيفة العامة. ويتضمن دراسة معمقة لموضوع أو أكثر من موضوعات القانون لإداري في دولة الإمارات العربية المتحدة مثل: القرار الإداري، العقد الإداري، الضبط الإداري، الوظيفة العامة، التأديب الوظيفي، الرقابة الرئاسية الإدارية، الحماية الإدارية للبيئة، العقود الإدارية الإلكترونية، التحكيم في منازعات العقود الإدارية الدولية. كذلك مفاوضات إبرام عقد المشاركة بين القطاعين الحكومي والخاص كأحدث أنماط العقود الإدارية والمسؤولية الناجمة عن الإخلال بها.

3	Law 631	القانون الجزائي مع التعمق	3	لا يوجد

وصف المساق:

يتناول هذا المساق دراسة النظرية العامة للجريمة والعقوبة، ودراسة النصوص القانونية الخاصة بالتجريم والعقاب في إطار قانون العقوبات الاتحادي، ودراسة معمقة لموضوع – أو أكثر – من موضوعات القانون الجزائي الإماراتي مثل المسؤولية الجزائية للأشخاص المعنوية – القصد الجزائي الخاص – المساهمة الجزائية في التشريعات الوطنية والتشريع الإسلامي.

4	law 651	القانون الدولي العام باللغة العربية والإنجليزية	3	لا يوجد

وصف المساق:

المنهج العام :يتناول هذا المساق في المنهج العام التعريف بالقانون الدولي العام المعاصر ومصادرة وطبيعته وقواعده، والمسؤولية الدولية والوسائل السلمية لتسوية المعاهدات الدولية.

وفي المنهج الخاص، يتعرض لدراسة معمقة في أحد فروع القانون الدولي كالقانون الدولي الجنائي، أو القانون الدولي الإنساني، أو القانون الدولي للفضاء، أو غيرها من الفروع التي تعالج قضايا القانون الدولي تلبية لاحتياجات المجتمع الدولي المعاصرة.

5	law 672	التشريعات المالية والاقتصادية باللغة العربية والإنجليزية	3	لا يوجد

وصف المساق:

يتناول هذا المساق دراسة موضوعات المالية العامة للدولة، والتشريعات المالية والاقتصادية مع الإشارة إلى أهم القوانين السارية في دولة الإمارات العربية المتحدة في المجال الاقتصادي والمالي. ويشمل دراسة معمقة لموضوع – أو أكثر – من موضوعات التشريعات المالية والاقتصادية في دولة الإمارات يتم تحديده في ضوء المعايير التي يعتمدها مجلس القسم.

6	law 680	مناهج البحث القانوني	3	لا يوجد

وصف المساق:

يتناول هذا المساق محورين أساسيين، المحور الاول يتضمن التعريف العام بمناهج البحث العلمي في مفهومه العام وأهميته وأهدافه وعوائقه والمحور الثاني ويتحدث عن البحث القانوني بمفهومه الخاص ومراحل وخطوات إعداد البحث وتعريف الطالب على استخدام المصادر والمراجع في الصفحات ويتناول بشكل متخصص تعليم الطالب طرق ومصادر البحث القانوني وكيفية استعمال هافي كتابة الأوراق البحثية وأيضا تسليط الضوء على الجوانب الشكلية والموضوعية في الكتابة القانونية وتنمية مهارات الطالب في الصياغة والتحليل واعداد البحوث والدراسات المستقبلية.

7	LAW 663	النظم القانونية المقارنة	3	لا يوجد

وصف المساق:

المنهج العام :يتناول التعريف بالقانون المقارن والنظم القانونية المعروفة في العالم، وتطورات القانون المقارن وانعكاسات أحكامه على النظم القانونية الوطنية، ومتعارضات الأنظمة القانونية الوطنية فيما بينها، وتطبيقات المبادئ القانونية المستقرة في القانون المقارن.

المنهج الخاص :يتناول دراسة معمقة لموضوع – أو أكثر -من موضوعات القانون المقارن مع التعمق، يتم تحديده في ضوء المعايير التي يعتمدها مجلس الكلية :القانون المقارن وانعكاساته على القانون الوطني لدولة الإمارات العربية المتحدة، وتتضمن دراسة مفهوم القانون المقارن وطبيعته وسماته، عائلات مدارس النظم القانونية اللاتينية والأنجلو أمريكية ومدرسة القانون الإسلامي والمدرسة المختلطة، والاتجاهات التقليدية والحديثة في القانون المقارن، وموقع النظام القانوني الإماراتي من هذه المدراس، وأهم المشاكل التي تواجهه، ومدى الاستفادة من القانون المقارن في حلها.

8	law 652	قانون حماية البيئة	3	لا يوجد

وصف المساق:

المنهج العام: ويتضمن التعريف بقانون حماية البيئة، وعناصر البيئة المختلفة التي يحميها القانون، والحماية الإدارية والجنائية للبيئة، والجهات العامة التي تختص بحماية البيئة.

المنهج الخاص: ويتضمن دراسة معمقة لموضوع – أو أكثر- من موضوعات قانون حماية البيئة في دولة الامارات العربية المتحدة، مثل حماية البيئة البحرية والبرية والجوية من التلوث، المخاطر البيئية والوقاية منها، تشريعات حماية التنوع البيئي والتلوث بالإشعاع النووي، دور السلطات العامة في الوقاية من المخاطر البيئية.

9	law 632	التشريعات الجزائية الخاصة – دراسة مقارنة	3	لا يوجد

وصف المساق:

يتناول هذا المساق القسم الخاص من قانون العقوبات، وبصفة خاصة الجرائم الواقعة على الأشخاص والأموال، على أن يتحدد هذا المنهج بما يتوافق والموضوع محل الدراسة في المنهج الخاص. ويتضمن دراسة معمقة لموضوع- أو أكثر –من موضوعات التشريعات الجزائية الخاصة في دولة الإمارات العربية المتحدة، على سبيل المثال الجرائم المستحدثة في نطاق تكنولوجيا الاتصالات الحديثة، جرائم تقنية المعلومات، جرائم الإرهاب، جرائم الاتجار بالبشر.

10	law 653	التنظيم القانوني لحقوق الإنسان	3	لا يوجد

وصف المساق:

المنهج العام: يشمل دراسة المواثيق الإقليمية والدولية، مع الإشارة إلى أهم الحقوق والحريات العامة المنصوص عليها في دستور دولة الإمارات العربية المتحدة، كما يتناول وسائل وأساليب حمايتها في النظام القانوني الدولي.

المنهج الخاص: يتضمن هذا المساق دراسة متعمقة لموضوعات حقوق الإنسان والقضايا المعاصرة التي تواجه تطبيق المعايير الدولية المعترف بها لحمايتها على المستوى الوطني، سواء في مجالات الحقوق الاجتماعية أو الثقافية أو الاقتصادية أو السياسية أو المدنية.

11	law 633	الإجراءات الجزائية مع التعمق	3	لا يوجد

وصف المساق:

المنهج العام: يشمل دراسة المواثيق الإقليمية والدولية، مع الإشارة إلى أهم الحقوق والحريات العامة المنصوص عليها في دستور دولة الإمارات العربية المتحدة، كما يتناول وسائل وأساليب حمايتها في النظام القانوني الدولي.

المنهج الخاص: يتضمن هذا المساق دراسة متعمقة لموضوعات حقوق الإنسان والقضايا المعاصرة التي تواجه تطبيق المعايير الدولية المعترف بها لحمايتها على المستوى الوطني، سواء في مجالات الحقوق الاجتماعية أو الثقافية أو الاقتصادية أو السياسية أو المدنية.

11	law 699	الرسالة العلمية	9	إنهاء جميع المساقات الإجبارية

وصف المساق:

يعد الطالب" الرسالة العلمية "في أحد موضوعات القانون العام، وذلك باللغة العربية على أن تتضمن ملخصاً باللغة الإنجليزية، ويعين له مشرفاً من قسم القانون العام. ويجوز، عند الاقتضاء أن يعين له مشرفاً مساعداً من غير قسم القانون العام. ولا يجوز تسجيل " الرسالة العلمية "إلا بعد أن ينهي الطالب بنجاح دراسة المساقات الإجبارية 18) ساعة معتمدة.(

ماجستير في القانون الخاص

مخرجات تعلم البرنامج

يتيح برنامج الماجستير في القانون الخاص للخريجين:

- يطبق المبادئ الأساسية التي تتضمنها مختلف فروع القانون الخاص.
- يربط بين الدراسات القانونية في مجال القانون الخاص وقضايا المجتمع.
- يفسر النصوص التشريعية في مجال القانون الخاص.
- يحلل الأحكام القضائية الصادرة في مجال القانون الخاص.
- يحلل القضايا التي تواجه المجتمع في مجال القانون الخاص.

متطلبات الحصول على الدرجة

تمنح الجامعة درجة الماجستير في القانون الخاص بعد أن ينهي الطالب بنجاح متطلبات الدرجة العلمية. وتتكون من   ثلاث وثلاثين (33) ساعة معتمدة مقسمة على النحو التالي:

- المقررات الإجبارية (18) ساعة معتمدة.
- المقررات الاختيارية (6) ساعات معتمدة (يختار الطالب مقررين من المقررات الاختيارية المعروضة).
- رسالة ما يعادل (9) ساعات معتمدة

عدد الساعات	المساقات	الفئة
18	6	مساقات مواد التخصص
6	2	المتطلبات الاختيارية
9	–	الرسالة
33		المجموع

القبول المشروط الفئة الأولى:

1. درجة البكالوريوس المعترف بها والحد الأدنى لمتوسط المعدل التراكمي 2.5 من 4.0 أو ما يعادلها
2. يجب أن ينجز الطالب بحد أقصى تسع الساعات المعتمدة من المساقات المطروحة لبرنامج الدراسات العليا خلال فترة القبول المشروط ويجب أن يحقق الحد الأدنى من المعدل التراكمي 3.0 من 4.0 ، أو ما يعادله ، أو أن يكون عرضة للفصل.

القبول المشروط الفئة الثانية:

1. درجة البكالوريوس المعترف بها والحد الأدنى لمتوسط الدرجات التراكمي 2.0 من 4.0 أو ما يعادله
2. يجب أن ينجز الطالب بحد أقصى تسع الساعات المعتمدة من المساقات التأهيلية لبرنامج الدراسات العليا.
   هذه المساقات التأهيلية غير محسوبة الساعات من ضمن برنامج الماجستير.
3. يجب أن يحصل الطالب على معدل تراكمي لا يقل عن 3.0 من 4.0 ، أو ما يعادله ، أو سيكون عرضة للفصل.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	الشركات والإفلاس	LAW-217	4
لا يوجد	3	أحكام الالتزام	LAW-204	5
لا يوجد	3	قانون الاجراءات الجزائية	LAW-425	6

- مقررات البرنامج الإلزامية (6 دورات تغطي 18 ساعة معتمدة)

عدد الساعات	المتطلب السابق	اسم المساق	رمز ورقم المساق
3	لا يوجد	قانون المعاملات المدنية مع التعمق	LAW 611
3	لا يوجد	قانون المعاملات التجارية باللغة العربية والانجليزية	LAW 621
3	لا يوجد	القانون الدولي الخاص باللغة العربية والانجليزية	LAW 614
3	لا يوجد	قانون الإجراءات المدنية والتجارية مع التعمق	LAW 613
3	لا يوجد	الشريعة الاسلامية	LAW 662
3	لا يوجد	مناهج البحث القانوني	LAW 680

2- مقررات البرنامج الاختيارية (2 مساقات تغطي 6 ساعات معتمدة)

عدد الساعات	المتطلب السابق	اسم المساق	رمز ورقم المساق
3	لا يوجد	قانون الملكية الفكرية والصناعية	LAW 622
3	لا يوجد	تشريعات منع الاحتكار وحماية المستهلك	LAW 624
3	لا يوجد	قواعد التحكيم	LAW 623
3	لا يوجد	قانون المعاملات الاليكترونية	LAW 625
3	لا يوجد	النظم القانونية المقارنة	LAW 663

الخطة الدراسية

البرنامج :	الماجستير في القانون	التخصص :		القانون الخاص

متطلب سابق	الســـاعات	اسم المساق	رمز المساق
الفصل 1			
	3	قانون المعاملات المدنية مع التعمق	LAW 611
	3	مناهج البحث القانوني	LAW 680
	3	القانون الدولي الخاص باللغة العربية والانجليزية	LAW 614
الفصل 2			
	3	قانون الإجراءات المدنية والتجارية مع التعمق	LAW 613
	3	قانون المعاملات التجارية باللغة العربية والانجليزية	LAW 621
	3	قانون الملكية الفكرية والصناعية (اختياري)	LAW 622
	3	قواعد التحكيم (اختياري)	LAW 623
	3	تشريعات منع الاحتكار وحماية المستهلك (اختياري)	LAW 624
الفصل 3			
	3	الشريعة الإسلامية	LAW 662
	3	قانون المعاملات الالكترونية (اختياري)	LAW 625
	3	النظم القانونية المقارنة (اختياري)	LAW 663
الفصل 4			
	9	الرسالة العلمية	LAW 699
	0	تمديد الرسالة	LAW /699

وصف المساقات

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	**3**	الشركات والإفلاس	LAW-217	

وصف المساق:
يتناول هذا المساق الاحكام العامة للشركات من حيث مفهومها وتطورها وتكوين الشركة وأركانها وشروط انعقادها والشخصية المعنوية للشركة وإدارتها وتصفيتها. كذلك تتضمن دراسة شركات الاشخاص وشركات الاموال والشركات ذات الطبيعة المختلطة، بالاضافة إلى دراسة الشركات الاجنبية. كما يتضمن هذا المساق دراسة احكام الافلاس فيما يتعلق بصدور الحكم وآثاره، وإدارة موجودات المفلس، والصلح البسيط وشروطه، ورد الاعتبار وجرائم الإفلاس والتصفية، كما يتضمن الصلح الواقي من الافلاس وشروطه.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	**3**	أحكام الالتزام	LAW-204	

وصف المساق:
يتناول هذا المساق دراسة كل ما يتعلق بالالتزام المدني والطبيعي من حيث آثاره، أوصافه، انقضاؤه وكيفية التنفيذ الاختياري والجبري للالتزام، كما يتضمن المساق دراسة الوسائل المشروعة لحماية التنفيذ عن طريق الدعوى غير المباشرة، ودعوى الصورية، ودعوى عدم نفاذ التصرفات ودعوى الحجر، وبيان أوصاف الالتزام الجل والشرط و التضامن بين المدينين التضامن بين الدائنين والالتزام البدلي والالتزام التخييري وحوالة الدين واسباب انقضاء الالتزام وكذلك دراسة الاحكام العامة لإثبات وأدلة الاثبات وهي: الادلة الكتابية والشهادة واليمين والاقرار والقرائن والمعاينة والخبرة وقوتها القانونية، وحجيتها في الاثبات.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	**3**	قانون الاجراءات الجزائية	LAW-425	

وصف المساق:
يتناول هذا المساق دراسة التعريف بقانون أصول المحاكمات الجزائية، العام، دراسة مرحلة استقصاء الجرائم وجمع الأدلة والتحقيق الابتدائي، ومن ثم دراسة تفصيلية للدعوى الجزائية من حيث القواعد القانونية المتعلقة بإقامتها وتحريكها والأصول والإجراءات الجزائية في التحري والاستدلال والتحقيق الإبتدائي والمحاكمة وسبل الطعن في الأحكام الجزائية.
ملاحظة: تدرس نسبة 30 % من هذا المساق وفقا لمناهج الدراسة العملية، وتتضمن محاضرات تطبيقية تشمل تحليل الاحكام القضائية، والنصوص القانونية من خلال تدريب الطالب على كيفية تطبيق المبادئ القانونية على الوقائع وتحليلها وإبداء رأيه فيها مدعما بالاسانيد القانونية فضلا عن تعلم فن الصياغة القانونية

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	قانون المعاملات المدنية مع التعمق	Law611	1

وصف المساق:
المنهج العام: يتناول هذا المساق التعريف بمصادر الالتزام الإرادية وغير الإرادية، والتي تشمل العقد والتصرف الانفرادي والفعل الضار والفعل النافع والقانون كما يتناول أيضاً أحكام الالتزام وأحكام الإثبات كقواعد عامة لنظرية الالتزام .
المنهج الخاص: يتضمن دراسة متعمقة لموضوع في القانون الإماراتي لموضوعات من موضوعات العقود والمسؤولية المدنية، ومنها موضوع عقد البيع والإيجار والتأمين والمقاولة وقواعد حماية المستهلك في العقود العادية والعقود الإلكترونية والعقود المستحدثة.

2	LAW 621	قانون المعاملات التجارية مع التعمق باللغتين العربية والإنجليزية	3	لا يوجد

وصف المساق:

لمنهج العام: يشمل دراسة المبادئ العامة للقانون التجاري والشركات التجارية والأوراق التجارية.

المنهج الخاص: يتضمن دراسة معمقة لواحد أو أكثر من موضوعات قانون المعاملات التجارية الإماراتي، مثل: نظرية الأعمال التجارية، شركة الشخص الواحد، مسؤولية الناقل البحري، مسؤولية الناقل الجوي، التصادم البحري، الحساب المصرفي، النقل المصرفي، الشيك، الشركة المساهمة.

3	LAW 614	القانون الدولي الخاص باللغتين العربية والإنجليزية	3	لا يوجد

وصف المساق:

المنهج العام: يشمل دراسة مختلف موضوعات القانون الدولي الخاص وهي: الجنسية والمركز القانوني للأجانب وتنازع القوانين وتنازع الاختصاص القضائي الدولي وتنفيذ الأحكام الأجنبية.

المنهج الخاص: يتضمن دراسة معمقة لموضوع أو أكثر من موضوعات القانون الدولي الخاص وموقف المشرع الإماراتي، مثل: القانون الواجب التطبيق في مسألة ما والقضاء المختص وكذلك إشكالات جنسية الأشخاص الطبيعية والمعنوية والإحالة وإجراءات الخصومة المدنية الدولية والقضاء المستعجل في المنازعات الخاصة الدولية وموضوع إنكار العدالة، وتاريخ القوانين في مجال الالتزامات التعاقدية، والقانون الواجب التطبيق على عقود خدمات المعلومات الإلكترونية، والقانون الواجب التطبيق على عقود إطلاق الأقمار الصناعية، والقانون الواجب التطبيق على عقد الضمان المقابل

4	LAW 613	قانون الإجراءات المدنية والتجارية مع التعمق	3	لا يوجد

وصف المساق:

المنهج العام: يتناول هذا المساق التعريف بقانون الإجراءات المدنية والتجارية الإماراتي ونطاق تطبيقه من حيث الزمان، والمبادئ الأساسية التي يقوم عليها النظام القضائي، وأنواع المحاكم ودرجتها في دولة الإمارات، والأشخاص الذين لهم دور في العمل القضائي من قضاة وأعوانهم، والضمانات المختلفة للقضاة، وقواعد الاختصاص القضائي المختلفة، والدعوى ووسائل استعمالها من طلبات ودفوع، والخصومة القضائية منذ بدايتها وحتى نهايتها، والأحكام والأوامر وطرق الطعن.

المنهج الخاص: ويتضمن دراسة متعمقة لقانون الإجراءات المدنية والتجارية الإماراتي من خلال طرح موضوعات مثل الإجراءات القضائية للدعوى المدنية وطرق الطعن والتنفيذ للأحكام المدنية ومنها على سبيل المثال قواعد الاختصاص القضائي والأحكام والأوامر وطرق الطعن والخصومة القضائية وأحكام الإعلان القضائي، والقضاء المستعجل، وضمانات التقاضي.

5	LAW 662	الشريعة الإسلامية	3	لا يوجد

وصف المساق:

المنهج العام: يتضمن مراجعة عامة لمقررات المدخل لدراسة الشريعة الإسلامية والفقه الإسلامي وأصوله.

المنهج الخاص: يتناول دراسة معمقة في موضوع من موضوعات الشريعة الإسلامية والفقه الإسلامي، ولا سيما في مجال المعاملات المالية المعاصرة، ويكون مخصصاً للاختبار التحريري. كما يتناول تحليل إحدى النظريات القانونية من وجهة نظر الشريعة الإسلامية، مثل نظرية الملكية، ونظرية العقد، ونظرية الحق والتعسف في استعماله، ويكون مخصصاً للاختبار الشفهي.

6	law 680	مناهج البحث القانوني	3	لا يوجد

وصف المساق:

يتناول هذا المساق محورين أساسيين، المحور الاول يتضمن التعريف العام بمناهج البحث العلمي في مفهومه العام وأهميته وأهدافه وعوائقه والمحور الثاني يتحدث عن البحث القانوني بمفهومه الخاص ومراحل وخطوات إعداد البحث وتعريف الطالب على استخدام المصادر والمراجع في الصفحات ويتناول بشكل متخصص تعليم الطالب طرق ومصادر البحث القانوني وكيفية استعمال هاي كتابة الأوراق البحثية وأيضا تسليط الضوء على الجوانب الشكلية والموضوعية في الكتابة القانونية وتنمية مهارات الطالب في الصياغة والتحليل واعداد البحوث والدراسات المستقبلية.

7	LAW 622	الملكية الفكرية والصناعية	3	لا يوجد

وصف المساق:

المنهج العام: يشمل مفهوم الملكية الفكرية والصناعية بوجه عام، وتحديد عناصرها، وحقوق الملكية الصناعية

والتجارية، وحقوق الملكية الأدبية والفنية، بالإضافة إلى القواعد القانونية الخاصة بحماية الملكية الفكرية على الصعيدين المحلي والدولي.

المنهج الخاص: يتضمن دراسة معمقة لإحدى مفردات الملكية الفكرية والصناعية في القانون الإماراتي والمقارن، مثل: براءات الاختراع، الرسوم والنماذج الصناعية، العلامة التجارية، الاسم التجاري، المصنفات الأدبية والفنية المشمولة بالحماية، الحماية القانونية لبرامج الحاسوب وقواعد البيانات.

8	LAW 624	تشريعات منع الاحتكار وحماية المستهلك	3	لا يوجد

وصف المساق:

المنهج العام: دراسة أحكام قانون المعاملات التجارية والعقود التجارية والمصادر الإرادية.

المنهج الخاص: يهدف إلى بيان مفهوم المستهلك في التشريع الإماراتي، والتعريف بعقود الاستهلاك، وأهمية حماية المستهلك، ويكون ذلك من خلال طرح موضوع محدد للدراسة مثل: دراسة حقوقه المستهلك المتعارف عليها دوليا، السلامة، الصحة عند استعماله العادي للمنتجات، الحصول على المعلومات والبيانات الصحيحة عن المنتجات التي يشتريها أو يستخدمها أو تقدم إليه، الاختيار الحر لمنتجات تتوافر فيها شروط الجودة المطابقة للمواصفات، مواجهة الشروط المجحفة في العقد، وكيفية حمايته بموجب القواعد العاملة في القانون بصفة عامة، الحق في رفع الدعاوي القضائية، حالات دفع المسؤولية، والتأمين عليها، القواعد الجزائية لضمان سلامة المنتج، اقتضاء تعويض عادل عن الأضرار الشخصية والمادية.

9	LAW 623	قانون التحكيم	3	لا يوجد

وصف المساق:

المنهج العام: يتضمن عرضاً لماهية التحكيم التجاري وأهميته ودوره في حل المنازعات التجارية على الصعيدين الداخلي والدولي، وإجراءات التحكيم، والقانون الواجب التطبيق على التحكيم، وتنفيذ أحكام التحكيم في القانون الإماراتي.

المنهج الخاص: يشمل دراسة معمقة لموضوع أو أكثر من موضوعات التحكيم وموقف التشريع الاماراتي منها مثل: اتفاق التحكيم، اختيار المحكمين، القانون الواجب التطبيق على التحكيم، إجراءات التحكيم، تنفيذ حكم التحكيم، الطعن في حكم التحكيم، خصومة التحكيم، التعويض في التحكيم.

10	Law 625	قانون المعاملات الإلكترونية	3	لا يوجد

وصف المساق:

المنهج العام: تتضمن الدراسة مبادئ قانون المعاملات المدنية الاتحادي ومبادئ القانون التجاري وعقد البيع التجاري وقواعد الإثبات في المسائل المدنية والتجارية.

المنهج الخاص: يتضمن دراسة معمقة لموضوع من الموضوعات ذات الصلة بالمعاملات المدنية الإلكترونية، وموقف المشرع الإماراتي منها: مفهوم المعاملات الإلكترونية، التعاقد الإلكتروني - شروط العقد وآثاره وطرق الوفاء في المعاملات الإلكترونية، كما يتضمن عقود خدمات المعلومات الإلكترونية المستحدثة، إثبات عقود التجارة الإلكترونية، حجية التوقيع الإلكتروني، النظام القانوني للعقود الإلكترونية.

11	LAW 663	النظم القانونية المقارنة	3	لا يوجد

وصف المساق:

المنهج العام: يتناول التعريف بالقانون المقارن والنظم القانونية المعروفة في العالم، وتطورات القانون المقارن وانعكاسات أحكامه على النظم القانونية الوطنية، ومتعارضات الأنظمة القانونية الوطنية فيما بينها، وتطبيقات المبادئ القانونية المستقرة في القانون المقارن.

المنهج الخاص: يتناول دراسة معمقة لموضوع – أو أكثر -من موضوعات القانون المقارن مع التعمق، يتم تحديده في ضوء المعايير التي يعتمدها مجلس الكلية: القانون المقارن وانعكاساته على القانون الوطني لدولة الإمارات العربية المتحدة، وتتضمن دراسة مفهوم القانون المقارن وطبيعته وسماته، عائلات مدارس النظم القانونية اللاتينية والأنجلو أمريكية ومدرسة القانون الإسلامي والمدرسة المختلطة، والاتجاهات التقليدية والحديثة في القانون المقارن، وموقع النظام القانوني الإماراتي من هذه المدارس، وأهم المشاكل التي تواجهه، ومدى الاستفادة من القانون المقارن في حلها.

11	law 699	الرسالة العلمية	9	إنهاء جميع المساقات الإجبارية

وصف المساق:
يعد الطالب" الرسالة العلمية "في أحد موضوعات القانون العام، وذلك باللغة العربية على أن تتضمن ملخصاً باللغة الإنجليزية، ويعين له مشرفاً من قسم القانون العام .ويجوز، عند الاقتضاء أن يعين له مشرفاً مساعداً من غير قسم القانون العام .ولا يجوز تسجيل " الرسالة العلمية "إلا بعد أن ينهي الطالب بنجاح دراسة المساقات الإجبارية 18) ساعة معتمدة.(

دبلوم الدراسات العليا المهني في التدريس

رسالة البرنامج

يعمل البرنامج على تحقيق معايير الأداء المطلوبة لإعداد وتكوين المعلم المؤمن برسالته والقادر على مواكبة متطلبات سوق العمل وخطط التطوير التربوي المعاصرة؛ من خلال التركيز على التعلم البنائي، والبحث التربوي وتوظيف التكنولوجيا والنظريات النفسية والإدارية مع مراعاة الثقافة المحلية والعالمية في العملية التعليمية و التعاون مع الأفراد والجهات التي تهتم بالتعليم وتوفير الخدمات والاستشارات التربوية بما يسهم في تطوير التعليم في دولة الإمارات العربية المتحدة

أهداف البرنامج

يهدف برنامج دبلوم الدراسات العليا المهنية في التدريس إلى مساعدة الطلاب في الحصول على المعرفة التربوية المتخصصة وكذلك المهارات والتوجهات الأساسية المطلوبة للتدريس في التعليم الأساسي والثانوي من خلال ما يلي:

1. اكتساب مهارات التدريس الحديثة في المباحث التالية (الدراسات الإسلامية، واللغة العربية، واللغة الإنجليزية، والدراسات الاجتماعية، والعلوم، والرياضيات، وتكنولوجيا المعلومات).
2. توظيف الخبرات المكتسبة من دراسة المناهج وأساليب التدريس في مواقف تعليمية تفاعلية.
3. استخدام استراتيجيات مختلفة في المواقف التعليمية المرتبطة في المباحث التالية (الدراسات الإسلامية، واللغة العربية، واللغة الإنجليزية، والدراسات الاجتماعية، والعلوم، والرياضيات، وتكنولوجيا المعلومات).
4. التقييم العلمي والموضوعي للمنهاج المدرسي وأساليب تدريسه.
5. تطوير مهارات الاتصال والتفاعل مع الطلبة.

مخرجات التعلم من البرنامج:

بنهاية هذا البرنامج ، سيكون الطلاب قادرين على:

1. يستخدم الطرائق والاستراتيجيات الحديثة في تدريس المباحث التالية (الدراسات الإسلامية، واللغة العربية، واللغة الإنجليزية، والدراسات الاجتماعية، والعلوم، والرياضيات، وتكنولوجيا المعلومات).
2. يستخدم مهارات تكنولوجيا التعليم في تدريس المباحث التالية (الدراسات الإسلامية، واللغة العربية، واللغة الإنجليزية، والدراسات الاجتماعية، والعلوم، والرياضيات، وتكنولوجيا المعلومات).
3. يوظف استراتيجيات إدارة الصف بشكل فعال في المواقف التعليمية.
4. يربط بين النظرية التربوية والتطبيق العملي مراعيا الجوانب الفكرية والاجتماعية والنفسية للمتعلمين.
5. يقترح مناهج دراسية مطورة على أساس المداخل والاستراتيجيات والنظريات التربوية الحديثة.
6. يقوّم العلاقات المهنية والأكاديمية بين الطلاب والمعلمين وأولياء الأمور والمعنيين بالعملية التعليمية.

متطلبات التخرج

المواد الاستدراكية للطلبة الحاصلين على تقدير مقبول في درجة البكالوريوس ويرغبون في الالتحاق بالبرنامج:

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	المدخل إلى التربية	EDU 467	7
لا يوجد	3	المعلم ومهنة التعليم	EDU 468	8
لا يوجد	3	تطور التعليم في دولة الإمارات العربية المتحدة	EDU 469	9

متطلبات البرنامج الإجبارية (18 ساعة معتمدة)

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	المنهاج المدرسي	EDU 471	1
لا يوجد	3	تكنولوجيا التعليم	EDU 472	2
لا يوجد	3	علم النفس التربوي	EDU 473	3
لا يوجد	3	البحث التربوي	EDU 493	4
اجتياز 9 ساعات معتمدة	6	التربية العملية	EDU 490	5

المساقات الإجبارية التخصصية (3 ساعات معتمدة)

يختار الطالب واحداً من المساقات التالية وفقا لتخصصه:

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	أساليب تدريس التربية الإسلامية	EDU 481	1
لا يوجد	3	أساليب تدريس اللغة العربية	EDU 482	2
لا يوجد	3	أساليب تدريس اللغة الإنجليزية	EDU 483	3
لا يوجد	3	أساليب تدريس الدراسات الاجتماعية	EDU 484	4
لا يوجد	3	أساليب تدريس الرياضيات	EDU 485	5
لا يوجد	3	أساليب تدريس العلوم	EDU 486	6
لا يوجد	3	تكنولوجيا المعلومات وأساليب تدريسها	EDU 487	7

المساقات الاختيارية (3 ساعات معتمدة)

يختار الطالب مساقا واحداً من المساقات التالية:

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	الإدارة الصفية	EDU 474	1
لا يوجد	3	القياس والتقويم	EDU 492	2
لا يوجد	3	التربية الخاصة	EDU 491	3

خطة تقديم البرنامج:

الساعات المعتمدة	المتطلب السابق	اسم المساق	رمز المساق	م
الفصل الدراسي الأول				
3	لا يوجد	المنهاج المدرسي	EDU 471	1
3	لا يوجد	تكنولوجيا التعليم	EDU 472	2
3	لا يوجد	علم النفس التربوي	EDU 473	3
المجموع = 9 ساعات معتمدة				

الساعات المعتمدة	المتطلب السابق	اسم المساق	رمز المساق	م
الفصل الدراسي الثاني				
3	لا يوجد	البحث التربوي	EDU 491	1
3	لا يوجد	مساق تخصصي إجباري	-------	2
6	إنهاء 9 ساعات معتمدة	التربية العملية	EDU 490	3
3	لا يوجد	مساق اختياري	-------	4
المجموع = 15 ساعة معتمدة				

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وصف المساقات

أولا: المساقات الاستدراكية للطلبة الحاصلين على تقدير مقبول في درجة البكالوريوس ويرغبون في الالتحاق بالبرنامج:

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	المدخل إلى التربية	EDU 467	10

وصف المساق:
مساق المدخل إلى التربية هو مساق تأهيلي لكل طالب معدله في الشهادة الجامعية الأولى أقل من جيد ويرغب بالالتحاق ببرنامج الدبلوم المهني في التدريس بكلية المدينة الجامعية بعجمان، ويعادل هذا المقرر ثلاث ساعات معتمدة.
يبحث هذا المساق الأصول الفلسفية للتربية الحديثة وتعريف الطالب بأصول العملية التربوية، وأنها تعود في جملتها إلى ثقافة المجتمع وإلى العوامل الاقتصادية والنفسية، والثقافية، والتربوية. وإن لكل مجتمع تربيته وفق ثقافته وأوضاعه الحالية وطموحاته المستقبلية، كما يسعى هذا المقرر إلى التعرف على آراء بعض التربويين من الشرق والغرب، إضافة إلى واقع التربية في المجتمعات العربية والمحلية وكيفية الاستفادة من الغرب؛ بحيث لا يتعارض مع قيمنا ومبادئنا وعاداتنا وتقاليدنا.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	المعلم ومهنة التعليم	EDU 468	11

وصف المساق:
يهدف هذا المساق إلى تعريف الطالب بمهنة التعليم وتبصيره بالعوامل المؤثرة في مهنة التعليم، وكذلك تعريفه بمقومات مهنة التعليم ومعايير جودة أدائها، وتزويده بالتطور التاريخي لمهنة التدريس، وتحديد أدوار المعلم ومسئولياته، وتكوين اتجاهات إيجابية نحو مهنة التعليم وتقدير مكانة المعلم، وأخلاقيات مهنة التدريس والتبصر بمستقبل مهنة التعليم.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	تطور التعليم في دولة الإمارات العربية المتحدة	EDU 469	12

وصف المساق:
يهدف هذا المساق إلى التعريف بالتطور التاريخي لنظام التعليم في دولة الإمارات، كما يهدف إلى إكساب الدارسين مجموعة من المعارف الخاصة التي وضعتها وزارة التربية والتعليم لترخيص المعلمين والتنمية المهنية لهم، والتعريف بنظام التعليم في دولة الإمارات العربية المتحدة بشكل عام، وتلمس مناحي التطوير التي طرأت على مسيرة التعليم في الدولة، وذلك من خلال الوقوف على الأسس الفلسفية والمعرفية، والاجتماعية والنفسية التي بُني عليها نظام التعليم في الدولة وفق المعايير الوطنية، ويسعى لتغطية الجهود لرعاية الكبار وتعليمهم، كذلك للعناية بالطلبة ذوي الهمم والموهوبين، ويتناول أيضا مساعي الدولة لتشجيع أبنائها للمضى قدما في مجال التعليم لتحقيق التميز والريادة.

ثانيا: المساقات الإجبارية (18 ساعة معتمدة)

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	المنهاج المدرسي	EDU 471	6

وصف المساق:
يتناول هذا المساق دراسة المفاهيم الأساسية لعملية التربية وتطورها وعلاقتها بالمنهج المدرسي، مفهوم

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المنهج وتطوره، ودراسة المفهوم التقليدي والحديث للمنهج والمقارنة بينهما، كما يتناول المساق دراسة وتحليل العوامل التي أدت إلى تطوير المنهج، والأسس الفلسفية، والاجتماعية، والنفسية ، والمعرفية له، والتعريف بأنواع المناهج الدراسية وتنظيماتها، ويتناول كذلك عناصر المنهج الدراسي بما تشمله من الأهداف، والمحتوى، والأنشطة، إلخ ...، وكذلك مفهوم التدريس والطرائق العامة فيه، والتقويم والاختبارات المدرسية، وتقويم المناهج، كما يتناول المساق دراسة أنواع المنهج المدرسي، بالإضافة إلى دراسة عملية التخطيط للمناهج والرؤية المستقبلية لتطويرها.

7	EDU 472	تكنولوجيا التعليم	3	لا يوجد

وصف المساق:

يعرض هذا المساق أصول تكنولوجيا التعليم الملائمة للتطبيقات التربوية بما في ذلك الكمبيوتر وغيره من الوسائط التعليمية، وتصميم التدريس، كما يعرض المساق بعض نماذج المستحدثات التكنولوجية، التي تم توظيفها في مجال التعليم، وأصبحت تمثل أحد الركائز الأساسية، التي تعتمد عليها الاستراتيجيات التعليمية في سعيها للتغلب على ما يقابلها من مشكلات نظراً لما لها من إمكانيات هائلة في تطوير العملية التعليمية. ويركز المساق على المعرفة والمهارات والاتجاهات الضرورية لاستخدام التكنولوجيا في البيئات التعليمية المختلفة. كما يؤكد المساق على الخبرات العملية ودور المعلم والطالب في العالم الرقمي من خلال مختبر تقنيات التعليم. ويتطلب المساق من الطلبة تخطيط وتصميم وتطبيق وتقويم تكنولوجيا التعليم في تدريس التخصص والاستخدام التربوي.

8	EDU 473	علم النفس التربوي	3	لا يوجد

وصف المساق:

يعنى هذا المساق بجوانب المعرفة النفسية المرتبطة بالعملية التربوية، وتطبيق أسس علم النفس في مجال اكتساب العلوم وتسهيل العملية التربوية، وكيفية التعلم واسترجاع المعلومات بعد دراستها، من خلال التركيز على الأسس النفسية لعمليات التعليم والتعلم، والاستخدام الأمثل لطرق التعلم. ويتناول هذا المساق: تعريف علم النفس التربوي - الأهداف التربوية - نظريات التعلم المعرفية السلوكية، وتطبيقاتها التربوية - الأسس النفسية لعملية التعلم – الدافعية للتعلم - الفروق الفردية (تقويم النواتج التربوية) - نظريات الذكاء وانتقال أثر التعلم - الاختبارات التي يبنيها المعلم في الصف الدراسي مع التعرض لكافة أنواع الاختبارات التحصيلية: مزاياها وعيوبها وكيفية بنائها، تعريف الطلبة بأساليب التعلم المتنوعة.

9	EDU 493	البحث التربوي	3	لا يوجد

وصف المساق:

يتناول هذا المساق توضيح أهمية البحث التربوي كوسيلة من وسائل تحسين العملية التعليمية، واستخدام مناهج البحث التربوي (الوصفي، التجريبي، التاريخي، التقويمي والتحليلي، إلخ ...) في المجالات التربوية من خلال إكساب الطلبة المهارات الأساسية للبحث في مجال تخصصه وأسس عناصر البحث العلمي ومعايير صياغتها من مشكلات وفرضيات وإجراءات البحث مثل اختيار العينات، وأدوات جمع البيانات الميدانية والنظرية وأساليب التحليلات الوصفية للبيانات، وكيفية التعامل مع مصادر المعلومات المتنوعة وطرق الاقتباس بالإضافة إلى التوثيق، مع تدريبهم على الاستفادة من بعض نماذج الدراسات لربط الجانب النظري مع الجانب العملي، وخطوات إعداد خطة البحث وأسس كتابة التقرير النهائي للبحث العلمي في التربية.

10	EDU 490	التربية العملية	6	اجتياز 9 ساعات معتمدة

وصف المساق:

يتناول هذا المساق تعريف الطلبة بواقع عمليتي التعليم والتعلم في المدارس، وتطبيقاتهما العملية داخل غرفة الصف، ومناقشة المشاهدات الصفية، والتدرب على تطبيق مهارات التدريس مثل: التهيئة للدرس، واستثارة التعلم السابق للطلبة، وإعداد خطط التدريس اليومية والفصلية، إدارة النشاط، توجيه الأسئلة، إدارة المجموعات، طرق تدريس متنوعة، طرق التقويم المختلفة، إعداد أوراق العمل، استثارة الدافعية، ومراعاة الفروق الفردية. وتطبيق ما اكتسبوه من معرفة ومهارات، وطرق حديثة في التدريس، والتقييم، ودمج ذوي الاحتياجات الخاصة، واستخدام التقنيات الحديثة وتنفيذ التدريس بكافة عناصره.

ثالثاً: المساقات الإجبارية التخصصية (3 ساعات معتمدة)

يختار الطالب مساقا واحداً من المساقات التالية وفقا لتخصصه:

م	رمز المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
8	EDU 481	أساليب تدريس التربية الإسلامية	3	لا يوجد

وصف المساق:

يهدف هذا المساق إلى التعريف بالتربية الإسلامية من حيث مفهوم التربية الإسلامية، وأهمية تدريسها في هذا العصر، أهدافها، مصادرها، الفرق بينها وبين التربية الغربية، وتحليل عملية التربية وأساليب التدريس. كما يشتمل المساق على تدريب الدارسين على عملية التخطيط لتدريس التربية الإسلامية، وتحديد عناصر الدرس وأهدافه، واختيار المحتوى والنشاطات التعليمية. كما يشمل المساق التدريب على أساليب تدريس فروع التربية الإسلامية المختلفة، وطرق التقويم التي يمكن استخدامها في تدريس التربية الإسلامية، ويضم ذلك فروع التربية الإسلامية، وتشمل: القرآن الكريم، الحديث الشريف، التوحيد، الفقه، التفسير، التجويد، السيرة النبوية، التهذيب والموضوعات الرئيسة في مناهج التربية الإسلامية للمراحل التعليمية المختلفة. كما يتم تدريب الدارسين على استخدام التقنيات الحديثة في تدريس التربية الإسلامية بفروعها المختلفة، وكذلك التقويم في التربية الإسلامية.

م	رمز المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
9	EDU 482	أساليب تدريس اللغة العربية	3	لا يوجد

وصف المساق:

يتناول هذا المساق دراسة اللغة العربية؛ من حيث أصلها، ونشأتها وعوامل نموها وخصائصها وبنيتها، ووظائفها ومناهجها، وأهدافها، والنظريات النفسية التي تحكم تعلمها، من خلال تزويد الطالب بالمعارف والمهارات المتعلقة بالأساليب المتبعة في تدريس مهارات اللغة العربية) الاستماع، التحدث، القراءة، الكتابة "المخطوطات والتعبير والإملاء("، كما يسعى المساق إلى تعريف الطالب بمناهج اللغة العربية في المراحل التعليمية المختلفة وفروع اللغة العربية وأساليب وطرائق تدريسها بأنواعها؛ كالقراءة والإملاء والنحو والتعبير والأناشيد والمخطوطات العربية، بحيث يكتسب الطالب المهارات الأدائية في تدريس اللغة العربية باتجاهاتها الحديثة، والمنهج العلمي، والاستراتيجيات المناسبة، والتطبيق العملي لنقد وتقييم تعلم اللغة العربية لدى الطلاب.

م	رمز المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
10	EDU 483	أساليب تدريس اللغة الإنجليزية	3	لا يوجد

وصف المساق:

This course critically examines the contemporary approaches to English language teaching, in comparison with the traditional ones. Aspects of classroom practice will be analysed, including the role of teachers and learners, classroom management, and teaching language skills in both an integrative and separate manner. The issues of language learning strategies and cooperative learning will also be covered. The course will address the four macro-language skills and their sub-skills: the teaching of vocabulary, reading, writing, speaking, grammar, and texts. Additional focus is on the latest approaches, methods, and techniques for teaching the four language skills as well as on grammar. It will also cover lesson planning, classroom management, and interactive language teaching.

م	رمز المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
11	EDU 484	أساليب تدريس الدراسات الاجتماعية	3	لا يوجد

وصف المساق:

يتناول هذا المساق الأساس النظري والعملي لطرق تدريس الدراسات الاجتماعية ويتضمن الأساس النظري

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م

تعريفاً لمفهوم الدراسات الاجتماعية والعلوم الاجتماعية، والفروق بينهما، والتعريف بمناهج الدراسات الاجتماعية؛ من حيث طبيعتها وخصائصها وتحليلها، والطرق والأساليب المتبعة وأهم الاتجاهات المعاصرة في تدريسها، إضافة إلى دراسة خصائص معلم الدراسات الاجتماعية، والمشكلات التي تواجهه، وسبل التغلب عليها، وتوظيف التكنولوجيا في تدريس الدراسات الاجتماعية.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	أساليب تدريس الرياضيات	EDU 485	12

وصف المساق:

يهدف هذا المساق إلى تعريف الطلاب بطبيعة مناهج الرياضيات بالمرحلة الابتدائية، والمرحلتين المتوسطة والثانوية، كذلك طبيعة الرياضيات وخصائصها، وأهداف تدريس الرياضيات في كافة المراحل التعليمية، وفق معايير المحتوى الرياضي، وتصميم المنهاج، وإعداد الخطط الفصلية والدراسية، وطرق وأساليب تدريس عناصر المعرفة الرياضية، كذلك التقويم وتوظيف التكنولوجيا في عملية التعليم. والتأكيد على المعرفة العملية من خلال تدريب الطلاب على إعداد حصص نموذجية وتنفيذها.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	أساليب تدريس العلوم	EDU 486	13

وصف المساق:

يهدف هذا المساق إلى تعريف الدارسين بطبيعة العلم، وأهداف تدريس العلوم في المرحلة الأساسية والثانوية، والمعايير العالمية حول تدريس العلوم، كما يركز على تحليل مناهج العلوم، وكيفية إعداد الخطة الفصلية واليومية، والاتجاهات الحديثة في تدريس العلوم، ويستعرض طرق تدريس العلوم وكيفية تقويم عملية تعلم الطلبة في العلوم.

ويتناول هذا المساق الجوانب التطبيقية لطرائق تدريس العلوم والتفكير العلمي، والتقويم النوعي في تدريس العلوم، وتأهيل معلم العلوم، كما يتم طرح هذه الموضوعات من الجانبين النظري والتطبيقي خلال التدريس.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	تكنولوجيا المعلومات وأساليب تدريسها	EDU 487	14

وصف المساق:

يتناول هذا المساق أساليب تدريس التكنولوجيا وخصائص هذه الأساليب، وظروف استخدام كل منها، تعريف كل من تكنولوجيا المعلومات، والحاسوب التعليمي، وتحديد أساليب التقويم المناسبة في المجالات الثلاثة "المعرفية، والوجدانية، والنفس حركية"، وكذلك مهارات المعلم في تدريس التكنولوجيا، كما يتناول المساق أهمية التجهيزات والمستلزمات الفنية للتربية التكنولوجية، وتحديد مواصفات ومحتويات معمل التكنولوجيا في المدرسة، كما يتضمن أهم المعوقات التي تواجه معلم تكنولوجيا المعلومات؛ وكيفية التغلب عليها.

رابعاً: المساقات الاختيارية (3 ساعات معتمدة)

يختار الطالب مساقا واحداً من المساقات التالية:

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	الإدارة الصفية	EDU 474	4

وصف المساق:

يهدف هذا المساق إلى تدريب الطلاب على كيفية إدارة الصف بأسلوب علمي، وذلك من خلال تزويدهم بالمعارف والمهارات اللازمة لذلك من خلال التعريف بمفهوم وأهمية ومهارات إدارة الصف، ويتناول المساق مفاهيم تنظيم إدارة الصف، والبيئة الصفية، والتفاعل الصفي، والمشكلات الصفية، والاستراتيجيات المستخدمة في علاجها. كما يهدف المساق إلى تزويد الطلاب بمهارات ضبط السلوك من خلال تنفيذ واجبات ومهام المعلم وتطبيق قواعد وآليات الضبط، وتطوير البيئة التعليمية الفعالة؛ من خلال استخدام الاستراتيجيات، والمبادئ الحديثة في الإدارة الصفية.

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	م
لا يوجد	3	القياس والتقويم	EDU 492	5

| | | | | وصف المساق: |

وصف المساق:
يهدف هذا المساق إلى مساعدة الطلاب على تحديد المفاهيم الأساسية المتعلقة بالقياس والتقويم والعلاقة بينهما، والتمييز بين مفهومي القياس والتقويم، وتوضيح العلاقة بين عملية التقويم الصفي وعملية التعلم، والأهداف التعليمية وعلاقتها بالتقويم، وإعداد الاختبارات التحصيلية، وإخراجها، وتطبيقها، وتصحيحها، والضبط الإحصائي لها، وتقييم اختباراً تحصيلياً وفقاً لمواصفات الاختبار الجيد، والتمييز بين الاختبارات محكية المرجع ومعيارية المرجع، وتحليل نتائج الاختبارات التحصيلية، وتفسير نتائجها، والتعرف على أشكال التقييم النفسي وتفسيرها، واختبارات الأداء، ومقاييس الاتجاهات والسجلات القصصية، ومقاييس العلاقات الاجتماعية وفق معايير وإرشادات ومؤشرات إحصائية.

6	EDU 491	التربية الخاصة	3	لا يوجد

وصف المساق:
يهدف هذا المساق إلى تعريف الطلاب بمفهوم التربية الخاصة، مما يساعدهم على تحديد الأطفال ذوي الاحتياجات الخاصة، وكيفية التعامل معهم، ودمجهم في الفصول الدراسية العادية، ويشمل ذلك الطلاب ذوي التخلف العقلي، والجسمي وضعف البصر والصم وضعاف السمع، كما يشمل تعليم الطلاب ذوي الاضطرابات السلوكية والعاطفية، بالإضافة إلى تعليم الطلاب الموهوبين والمتفوقين، ومناقشة أساليب التعليم وإعادة التأهيل. وكذلك تناول مهارات التدخل المبكر لحل مشكلات الأطفال ذوي الاحتياجات الخاصة، ويركز على الجوانب النفسية، والخصائص التعليمية والطبية، والجسمية، والاجتماعية للأشخاص الذين يصنفون على أنهم ذوي الاحتياجات الخاصة، كما يتم مناقشة كيفية تدريسهم في المدارس العامة، وتوفير الخدمات المجتمعية. وتشمل المواضيع الرئيسة أسباب الإعاقة، والوقاية من التخلف العقلي، والإعاقة الجسدية، والحسية، وإجراءات التقييم، وتخطيط البرامج التعليمية المناسبة لهؤلاء الطلاب، ومشاركة الأسرة بالإضافة إلى أساليب التدريس الخاصة بكل فئة من فئات التربية الخاصة.

Academic Policies

Grading System

1. Students are awarded letter grades for each course in which they have enrolled. The letter grade reflects student performance in a particular course.
2. The minimum passing grade in an undergraduate course is D; for a graduate course the minimum passing grade is C.
3. Grades are awarded as shown in Table below:

Table 2: Grading System

Grade Range	Symbol	Grade Points	Description
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	
Below 60	F	0.0	Failed
N/A	W	N/A	Withdrawal
N/A	EW	N/A	Enforced Withdrawal
N/A	WF	0.0	Withdrawal with Fail
N/A	I	N/A	Incomplete

The Grade Point Average (GPA)

The grade point average (GPA) reflects student achievement in one semester. The cumulative point average (CGPA) reflects student achievement in all semesters of coursework attempted. GPA and CGPA are evaluated as shown in Table below:

Table 3: Grade Point Average

Grade Points	Evaluation
4.00	Excellent with Highest Honors
3.80-3.90	Excellent with Honors
3.50-3.79	Excellent
3.00-3.49	Very Good
2.50-2.99	Good
2.00-2.49	Satisfactory
Less than 2.00	Unsatisfactory

The Cumulative Grade Point Average (CGPA)

The GPA is calculated by multiplying the grade of each course by the number of its credit hours and dividing the total by the number of total credit hours taken in the semester. The CGPA is calculated by multiplying the grade of each course by the number of its credit hours and dividing the total of all courses by the number of total credit hours taken for all semesters. By contrast, the GPA is the average of grade points for all courses in one semester, whether the course was passed or failed. As mentioned earlier, the CGPA is the average of grade points for all courses in all semesters. Both GPA and CGPA are rounded to the nearest decimal units. Calculate the GPA and CGPA using the following formula:

$$GPA = \frac{\text{Total credit hours per course x Grades received per course}}{\text{Total credit hours per semester}}$$

$$CGPA = \frac{\text{Total credit hours per course x Grades received per course}}{\text{Total credit hours taken during all semesters}}$$

Table 4: Example GPA and CGPA Computation

Semester 1			
Course	Number of Credits	Grade	Grade Points
College Mathematics	3	4.00	12
English 1	3	4.00	12
UAE Studies	3	2.00	6
Islamic Studies	3	3.00	9
Computer Fundamentals	3	3.00	9
Introduction to Sociology	3	2.00	6
Total	18		54
Semester 2			
Course	Number of Credits	Grade	Grade Points
Critical Thinking	3	3.00	9

Environmental Science	3	4.00	12
English II	3	3.00	9
Study Skills	3	4.00	12
Accounting 1	3	3.00	9
Total	15		51

$$\text{GPA}_{(S1)} = \frac{(12) + (12) + (6) + (9) + (9) + (6)}{3 + 3 + 3 + 3 + 3 + 3} = \frac{54}{18} = 3.00$$

$$\text{GPA}_{(S2)} = \frac{(9) + (12) + (9) + (12) + (9)}{3 + 3 + 3 + 3 + 3} = \frac{51}{15} = 3.40$$

$$\text{CGPA} = \frac{54 + 51}{18 + 15} = \frac{105}{33} = 3.18$$

Releasing of Grades

Faculty submits the students' marks 2 days after the last day of examination. Grade marks are submitted to the Vice Chancellor for approval. The signed copies of students' marks are submitted to the Head of Enrolment and the marks are released by the office to the students through the UMS.

Change in Grades

The following procedure will be followed by all faculty members when it becomes necessary to change a student grade previously submitted to the Registrar's Office:
1. Grades for a course must be based only on work performed before the end of each semester. Grade changes are permitted only in cases of errors in calculating or recording grades.
2. The change of grade desired, together with adequate explanation, will be submitted by the faculty member concerned to the Department Chair.
3. If the Department Chair approves the request for change of grade, the request will be submitted to the QA&IE Director and then to the Dean, then the Vice Chancellor for final approval.

4. If the request is approved by the Dean, the change of grade will be reported to the Registrar to make the appropriate change on the student record and notify both the student and the faculty member.

Incomplete Coursework

An instructor may award a grade of **I** (Incomplete) for a class during the semester in accordance with the following procedures:

1. When the reason for non-completion of the course is illness, accident, etc., the student must provide the appropriate certificates which will then be attached to the application for award of an **I** grade.
2. An **I** grade is awarded only if a student has the possibility of passing the course.
3. An instructor who awards an **I** grade will write a "Memorandum for the Record" (MFR) and issue one copy to the student and one copy to the Registrar for placement in the student file. The MFR will explain:
   - ☒ Reasons for awarding the I grade
   - ☒ Assignments or other coursework required to complete the course
   - ☒ Method for submitting the coursework to the instructor
   - ☒ Both the faculty member and student must sign and date the MFR
4. Responsibility for submitting the required work to complete the course falls on the student. If the work is not completed within eight weeks of the last day of the semester or the mutually-agreed upon date, the student's grade in the course will automatically be changed to F.

Academic Progress Policy

Students at CU are expected to meet the satisfactory academic standard. The Academic Progress Policy is intended to provide a benchmark for students of minimal academic achievement and a transparent and equitable process for students with weak academic performance

Students who are not achieving satisfactorily across their course of study will receive specifically-targeted advice and assistance at an early stage, and the opportunity to be involved in planning their future study carefully with a Designated Adviser. However, if they fail to show improvement over a specified period of time, they will not be dismissed.

Academic Probation

Graduate Programs

1. A student whose CGPA falls below 3.0 by the end of the first semester and after studying 3 courses (9 credit hours), or in any subsequent semester, is placed on academic probation.
2. Students on academic probation are expected to raise their CGPA to at least 3.0 in the following semester and may not register for more than 9 credit hours, and they will be asked to repeat one or two courses with C or F marks in order to improve the CGPA.
3. Students who fail to raise their CGPA to 3.00 and remove the academic probation by the end of the following semester, they will be dismissed from the program.
4. The University academic council may grant a final chance for the students who fail to raise their GGPA to 3.00 after the academic probation by allowing them to repeat 3 courses (9 credit hours) with C, or F marks.

MBA Program

5. A student whose CGPA falls below 3.0 by the end of the second term and after studying 4 courses (12 credit hours), or in any subsequent semester, is placed on academic probation.
6. Students on academic probation are expected to raise their CGPA to at least 3.0 in the following term and may not register for more than 3 credit hours, and they will be asked to repeat one course with C or F marks in order to improve the CGPA.
7. Students who fail to raise their CGPA to 3.00 and remove the academic probation by the end of the following term, they will be dismissed from the program.
8. The University academic council may grant a final chance for the students who fail to raise their GGPA to 3.00 after the academic probation by allowing them to repeat 1 course (3 credit hours) with C, or F marks.

Re-admission after Academic Suspension

1. Suspended students may apply to the Registrar for one-time readmission by submitting a letter detailing their activities since the suspension took effect and providing rationale for why they believe their academic performance will improve in the future using the Application for Readmission Form (*RM-06-Application for Readmission Form*)
2. The Registrar will refer the application to the appropriate Department Chair. If the Department Chair is convinced, he/she will submit a recommendation to grant the student one last chance to raise his/her CGPA to the vice chancellor Office. Based on the Vice Chancellor approval's, the Registrar will be advised to grant the student one-time readmission for the next semester's registration. Students in this category will be reinstated on academic probation.

Good Academic Standing

Graduate Programs

A student is considered to be in good academic standing if they maintain at least a 3.0 CGPA for all degree credit courses attempted at CU. A CGPA of 3.0 or above is required for graduation

Academic Honors

The Registrar issues the Student Academic Honors List at the end of each semester. To be placed on this list, a student must have:

1. Registered for at least 15 credit hours for undergraduate, 9 credit hours for graduate, and 12 credit hours in the last two terms for MBA program and receive no failing grades
2. A minimum semester/term GPA of 3.6
3. No recorded or pending disciplinary action Academic Suspension

Award of Degrees

A student who has fulfilled all of the academic requirements of the program and has settled all of monetary and administrative obligations with CU will receive a student copy of their Academic Transcript together with an official Diploma from the University. This will occur only after all scores and relevant material for graduation have been provided to the Registrar's Office.

Honorary degrees and degrees in course which the University is authorized to grant, and rewards, shall be conferred only pursuant to the approval of the Board of Trustees granting the same.

Student Records

Student File

1. Each Student Permanent Record maintained at CU includes (*RM-10-Student Information Checklist*):

   ☒ Basic student identification information

   ☒ Listing of all coursework accepted by CU for transfer

   ☒ Current listing of CU courses attempted and completed

   ☒ Grades, credits, and GPAs earned each semester

   ☒ Required entries for academic probation, suspension, or dismissal

   ☒ Notation of degree completion for a student who has graduated

2. This student record is considered to be permanent in that it will be kept as an active record perpetually, i.e., it will never be disposed of by the institution. It is the permanent and official record of all grades, credits, and diplomas earned by the student at CU.

3. Back-up (scanned) copies of student records are maintained electronically through the network server system at the University and on CD-ROMs which are safely stored at an off-site location.

4. Permanent student records are kept in fireproof file cabinets on the CU campus.

5. Students must notify the Registration Department on changes related to address, status, or contact numbers.

Academic Transcripts

Transcripts created from a student's permanent record are either official or unofficial.

1. An official transcript is a copy of the student's permanent record, printed on an CU transcript form, bearing its official seal or stamp, and signature of the Registrar.

2. The official transcript is mailed directly to the individual who needs official confirmation of the student's academic achievements at CU.

3. Official transcripts are typically sent to a College or University, a state authority, an employer, or to an organization providing financial aid. Only in extraordinary circumstances will an official copy be sent directly to a student.

4. An unofficial transcript is a copy of the permanent record made for the personal use of the student which does not bear the University's stamp or seal and is sent directly to the student.

Student Information Release Policy

1. No one shall have access to, nor will the institution disclose, any information from a student's permanent academic record without the written consent of the concerned student.

2. Student record access is granted only to authorized individuals at CU who have an official requirement to view information about courses completed and grades earned by the student in order to fulfil their administrative responsibilities and assist students with registration, advising, degree completion, and career counselling.

3. Students who would like to request for documents (i.e. Diploma, Transcripts) shall submit the request to the Office of the Registrar using *RM-11-Document Request Form.*

General Class Guidelines

1. Students should be familiar with the University policy on academic dishonesty. "Just say no" to cheating and plagiarism, which is claiming to be the author or originator of the work or ideas of someone else.

2. Instructors will not accept late assignments. Please do not ask for or expect extensions on deadlines unless there are extenuating circumstances and arrangements have been made IN ADVANCE. Extracurricular activities, such as a scheduled athletic competition, seminar, or other academic event could conflict with a course deadline. Make arrangements to submit the coursework before NOT after the due date. Instructors formally set assignment deadlines far enough in advance to allow students ample time for scheduling and prioritization.

3. Please do not miss a scheduled test, exam, or other course-related activity. Each student must provide an *official* medical excuse or other objective verification to receive an excused absence.

4. Students are responsible for contacting their classmates to find out what material was covered and discussed in class while they were absent.

5. All courses require a certain amount of effort and often, a lot of reading. Students who find it difficult to balance academics with workplace and family responsibilities should consider reducing their academic workload. Check with the Registrar's Office for final drop deadlines. Instructors usually recommend *enforced withdrawal* for students with excessive unexcused absences in a course.

6. Instructors cannot issue an incomplete or **I** grade unless a student makes arrangements before the last day of class. In addition, the University will not award a withdrawal or **W** grade for students who disappear from classes. Instead, a student will receive a failing or **F** grade for the course. There are no exceptions. Students who must temporarily leave their studies for any reason should drop the course officially through the Registrar's Office.

7. Finally, students should never have questions or doubts about what they should be doing and learning in a course. It is the responsibility of students to contact their instructor <u>first</u> before anyone else, to answer questions or solve problems related to that particular course.

8. Everything is negotiable except for these syllabus instructions. University policies ensure that all students in every class receive fair and equal treatment.

Specific Academic Information

Written Assignments

Most courses require students to prepare a formal written assignment during the semester. The task usually involves writing a report or paper and submitting it by a specified deadline date. Students can work together on assignments but **MUST** produce their own work. If there is any evidence of plagiarism, the student receives a failing grade and may also be subject to disciplinary action. Instructors will discuss specific details in class and provide written assignment instructions for each student.

Examinations

Courses typically have two semester tests and a final exam. Students will encounter different types of questions including multiple-choice, fill-in-the-blanks, matching, short answer, essay, and others. Instructors design test questions to assess what students have learned from material in the course textbook and what was presented in class. To succeed in any course, students **MUST** use a combination of assigned textbooks, their own notes taken in class, presentations, hand-outs, and other academic resources. If anything is not clear, be sure to ask the instructor.

Course and Instructor Feedback

Students have an opportunity to provide feedback for their classes every semester with the Course-Instructor Survey. The survey gives students the chance to share their thoughts on all aspects of the course. Using this information, academic departments or instructors may change certain aspects of a course. The University also relies on the data collected through these surveys to monitor and continuously improve its academic programs.

Zero-Tolerance Policies

Scholastic Dishonesty

All instructors follow the faculty duties and responsibilities described in the University *Catalog, Faculty Handbook,* and other directives. Each student must also comply with rules and procedures in the *Catalog, Student Handbook,* and similar publications.

Students who violate any University rules on scholastic dishonesty are subject to disciplinary measures, including the possibility of failing a course or dismissal from the University. Dishonesty harms not only the individual, but all students, and the integrity of the University. Therefore, strict enforcement of policies on scholastic dishonesty is necessary.

Refer to the *Catalog* for official policies and procedures on scholastic dishonesty including the definition of scholastic dishonesty. Remember: **Plagiarism of any kind is strictly forbidden.**

Classroom Protocol

Each class session includes a lecture and discussion about the assigned chapter topic. There may be other activities such as viewing videos and other multimedia presentations during some class sessions. Students **MUST** bring the course textbook, a notebook, and pen or pencil to each class.

Late Arrival

Students **MUST** be on time for all class sessions. Students who are late for class may be denied entry.

Mobile Phones

Students **MUST SWITCH-OFF** mobile phones **before** entering classes. The instructor will decide if any other electronic devices such as laptops or tablets may be used during classes.

Other Disruptions

It is extremely impolite and disruptive when several students constantly talk to each other during lectures and class sessions. This behavior is completely unacceptable and very distracting to other students in the class who want to concentrate and learn. Faculty members have full authority to dismiss disruptive students from the class, mark them absent, and report them to the Student Affairs Department for counseling.

Research Policy Statement

CU actively supports research and scholarly activities through conference attendance, research funding, information technology, special scheduling arrangements for faculty, rewards, and other considerations.

CU faculty are encouraged to conduct research in Humanities, Informatics, Engineering, and Health Sciences, and attend educational or business conferences throughout the academic year. The Research Committee and faculty members coordinate the selection of and attendance at conferences.

CU Strategic Plan 2018-2023 includes specific goal on research with strategies, actions, and KPIs.

Graduate Research Thesis Policy

Scope

The graduate research thesis policy applies to all research candidates (Students), supervisors, Graduate Affairs Committee, examiners, and any other faculty or administration who are related to the management of a graduate research thesis at CU.

Purpose

To provide precise and clear guidelines and procedures for preparing, supervising, submitting, and examining graduate thesis.

Responsibilities

Graduate Affairs Committee

1. To ensure that the student has satisfied requirements for the development of thesis.
2. To nominate expert examiners of the thesis to the VP Academics based on the recommendations of the supervisor.
3. To ensure that the nominated examiners are appropriate and that the examination can be carried out without bias or conflict of interest.
4. To ensure that the ranks of the supervisors' and the external examiner, are Associate Professor or higher.
5. To review the examiners' reports and make a recommendation to the VP Academics about the outcome of the examination.

The Student

1. The student is responsible for preparation and submission of his/her thesis for examination.
2. The student must ensure that the research described in his/her thesis was completed during the period of enrolment for the degree at CU, and that it is an account of his/her own research.
3. The student must adhere to CU's policies and procedures on research integrity and academic honesty.
4. The student shall not be allowed to commence the development of his/her graduate thesis, if he/she is not in a good academic standing.
5. The student shall consult with his/her advisor before selecting the thesis subject and title.

The Supervisors

1. The main supervisor shall be a faculty member of CU.
2. In some cases, where the area of research is of interest to CU, there could be an external co-supervisor.
3. The supervisor shall provide the student with formal advice on the progress of his/her thesis throughout the development period.
4. The supervisor shall ensure that the thesis subject is related to the program and of interest to CU.
5. The supervisor shall provide recommendations to the Graduate Affairs Committee on the nomination of thesis examiners.

Thesis Format

The thesis must be a coherent, scholarly body of work and must meet the following minimum requirements:

1. An introduction that describes the research in relation to the current knowledge in the field.
2. Thesis chapters must be arranged in a logical and coherent sequence presenting an argument that supports the main findings of the thesis.
3. A conclusion that summarizes the findings and articulates clearly the new contribution to knowledge in the discipline.
4. A candidate may submit work as part of the thesis that has been published or accepted for publication or manuscripts submitted for publication that contribute directly to their argument and support their findings.
5. In some cases, the candidate may adopt alternative formats for the thesis that suits his/her field of research but must follow the minimum requirement described in items 1,2, and 3.

Plagiarism

CU encourages researchers to produce work that is free of plagiarism and in accordance with the CU Code of Conduct. It is expected that the thesis supervisor shall use TurnitIn to verify plagiarism in the student's work. The following guidelines should be observed:

1. The thesis, when completed, shall be inspected by TurnitIn for similarity.
2. The percentage of similarity must not exceed 15% and it should be in section(s) related to literature review.
3. If the 15% similarity or higher is in one continuous block of text, then it is considered "Plagiarism".
4. The supervisor must ensure that the final version thesis is free of plagiarism and suitable for examination.

Examining Committee

1. The thesis shall be examined by 3 examiners, including the supervisor and the co-supervisor, if applicable.

2. At least one examiner shall be external to the University.

3. The nominated examiners must:

   a. Be experts in the discipline, academically reputable in the field of the thesis (except the examiner external to the program), with a significant body of published work, or other publicly recognized output as appropriate for their discipline;

   b. Hold a qualification at least equivalent to the level of the award being examined;

   c. Have previous experience in graduate thesis supervision and/or thesis examination; and

   d. Be willing to serve as the examiner on the Oral Examination Panel if an oral examination has been requested.

4. The identity of approved examiners shall not be revealed to the candidate at any stage of the examination process, including the nomination process.
5. Examiners' identities shall be revealed after the conclusion of the thesis examination.
6. The thesis supervisor shall be the Examining Committee Chair.
7. Once the examination committee have been formed, it can only be changed with the consent of the VP Academics.

Examiners Who Cannot Attend

1. If an examiner cannot attend the defense, he/she must submit their written report and a list of questions to be raised on their behalf to the Graduate Affairs Committee at least two weeks before the defense.

2. The GAC shall select a delegate that is familiar with the student's field, to the attend the defense, on behalf of the absent examiner.

3. The delegate shall read questions on behalf of the absent examiner at the examination and vote on his/her behalf.

Appointment of Examiners

1. Examiners must be appointed using the appropriate forms and must be approved by the VP Academics and the President.

2. The honorarium amount of the external examiner shall be granted as per the University policy.

Change of Thesis Supervisor

1. In circumstances in which a supervisory relationship cannot continue, the candidate may request either an alternate supervisor or an administrative supervisor for the purpose of defense.

2. Request to change a supervisor should be submitted to the GAC, who will make a recommendation to the VP Academics.

3. Every effort should be made by the program, supervisor, and GAC so that the student is not penalized if a change in supervisor becomes necessary.

Thesis Process

The thesis process consists of 3 stages: Initial Submission, Examination and Defense, and final submission.
The following procedures shall be followed by all graduate programs that have graduate thesis as part of the completion requirements:

General Notes

1. The thesis format and structure shall follow the scientific structure adopted in the University. A copy of the format and structure requirements are available in the Student Affairs Office.

2. The period required to develop, advise, and defend the thesis shall not exceed the period specified in the program graduation requirement.

3. In some cases, extension may be granted with the consent of the VP Academics.

Initial Submission

1. After the student completes his/her thesis, the student shall submit it to the supervisor.

2. An electronic and hard copies shall be submitted to GAC.

3. TurnitIn similarity repot shall be attached to the thesis.

4. The supervisor shall submit the electronic and hard copies of the thesis to the Graduation Affairs Committee for examination, 6 weeks before the expected date of defense.

Examination and Defense

1. The examiners shall be asked to examine the thesis based the following criteria:
   a. Does the candidate demonstrate a significant and original contribution to knowledge (relative to the level of the degree being sought)?
   b. Does the candidate engage with the literature and the work of others?

c. Does the candidate show an advanced knowledge of research principles and methods related to the applicable discipline?

d. Is there a clarity, coherence in the research, its arguments and conclusions?

e. Is the thesis clearly, accurately and logically written?

2. The defense shall occur 6 weeks after the date of the in initial submission, and 2 weeks after receiving the examination reports.

3. One member from the Graduate Affairs Committee (GAC) and one member from the QA&IE office shall attend the defense, as observers.

4. The evaluation reports, after the Oral Examination, shall be submitted to the GAC member.

Examination Outcomes

1. The examination reports shall be sent by the examiners to the Graduate Affairs Committee, two weeks before the date of defense.

2. The examiner's reports must contain a recommendation regarding the thesis and a strong justification for his/her recommendation.

3. The examiners must provide guidance to the candidate regarding any changes required.

4. The GAC shall review the examiners' reports and the oral examination reports and shall send the examiners' decision to the VP Academics.

Decision for the Thesis

1. The final decision of the examining members shall be handed to the GAC member who is attending the defense. The decision may be one of the followings:

a. Accepted as submitted. This may include corrections that do not require the supervisor's approval.

b. Accepted with minor modifications. This may include corrections that can be made immediately and to the satisfaction of the thesis supervisor.

c. Accepted with major modifications. The examiners' reports shall include detailed descriptions of the modifications along with a date for their completion of no more than 2 months.

　　i. The Examining Committee shall examine the modified thesis and, by majority vote, determine if the modifications specified in their reports have been completed to the Examining Committee's satisfaction.

　　ii. ii. If they have, the thesis may be accepted, and the supervisor shall confirm the Examining Committee's approval to the GAC.

iii. iii. If the Examining Committee is not satisfied that the specified modifications have been made, then they must reconvene to decide if the thesis is rejected or an additional period of modifications is to be granted.

iv. iv. The Examining Committee Chair shall report in writing to the Director of Graduate Affairs Committee the outcome of the Examining Committee meeting.

d. Rejected. This notation is used when the work shows serious deficiency, or its validity is in question. Such a thesis may be re-submitted only once, in revised form. Such a resubmission can only be made six (6) months from the date of the original defense.

Modification and Final Submission

1. Student shall be responsible to make the modifications required by the Examining Committee and submit within the time period specified above.
2. The thesis supervisor has the authority to grant approval when the required minor modifications have been made by the student.
3. The Thesis Supervisor oversees required major modifications and insures that they are submitted to the Examination Committee for approval.
4. Student must submit an electronic and hard of the final version of his/her thesis to the Graduate Affairs Committee.

Appeal of the Decision

1. In case the examination process results in a "Non-Award" outcome, the candidate has the right to appeal to the Student Affairs Office, within 5 working days.
2. The Student Affairs Office shall submit the appeal to the VP Academics, who in turns shall submit the appeal to the GAC for investigation.
3. The GAC shall submit its report to the VP Academics within 10 working days.
4. The VP Academics shall submit the University response to the appeal to the Office of Student Affairs and the Graduate Affairs Committee, within ten working days from the date the appeal was received.
5. The Office of Student Affairs shall send the University response to the student within one working day.
6. The University response at this stage is final.

Copyright and Reproduction

1. When submitting the final and complete version of his/her thesis, the student acknowledges and agrees to grant City University Ajman a non-exclusive license. This license stipulates that the student owns the copyright to the thesis.

2. By agreeing to this license, City University Ajman and its Library shall preserve and make the thesis widely available, usually via the Internet and other searchable databases.

3. Students may request a deferment on the publication of his/her thesis.

4. Upon final submission of the thesis, the student shall be deemed to have granted the University a non-exclusive, royalty free license to reproduce, archive, preserve, conserve, communicate to the public by telecommunication or on the internet, loan, and distribute the thesis worldwide for non-commercial purposes, in any format.

Graduate Affairs Committee

Purpose

To supervise the University, graduate affairs on matters related to the post-graduate programs, and advise the VP Academics on policies and procedures to improve the quality of the graduate programs at CU.

Structure

This committee is formed annually, at the beginning of an academic year. The VP Academics appoints the chair and members of the committee. It consists of 5 members from the academic departments and the QA&IE office, and two outstanding graduate students (one male and one female).

Reporting Line

This committee reports to the VP Academics.

Responsibilities

1. Monitor students' progress, based on input from the student and advisor, and provides written feedback to students.

2. Evaluate student feedback and concerns about the graduate program.

3. Review and categorize student applications for admission to CU graduate programs.

4. Review and rank graduate student needs for scholarship.

5. Develop policies and procedures for master thesis preparation and defense.

6. Develop methods and procedures to improve current graduate programs.

7. Propose new graduate programs in line with CU mission and strategic goals.

8. Submit periodic reports to the VP Academics.

9. Maintain a Committee File of Records and meeting minutes.

Copyright and Intellectual Property

Intellectual Property

Intellectual property is a term used to refer to the various rights which the law gives for the protection of creative effort and especially for the protection of economic investment in creative effort. It covers not only patentable inventions covered under the United Arab Emirates patents act, but also any innovative work covered by the virtue of other copy rights. For the purpose of these regulations, intellectual property includes the rights relating to literary, artistic and scientific innovations, discovery and inventions in all fields of human endeavor.

CU will retain all rights, title, and interest in intellectual properties generated, created, or developed in facilities operated or controlled by the University, supported by funds administered by the University, and/or performed in the course of regular duties by University members, unless exempted by other provisions of this policy.

The President has the right to exercise broad discretion necessary for the encouragement, development, and protection of inventions, patents, and other intellectual property.

Research Categories

1. Research carried out in the University which results in commercially exploitable findings falls into one of three categories:
2. Research carried out by academic staff as part of their customary activities as members of the academic community. In this category, the exploitation of research results is a matter between the University as employer, and the member of staff, as employee alone.
3. Research carried out with the support of grants from an external body, governmental or private. In this category, the member of staff remains the employee of the University, but the exploitation of research results is handled under the conditions of the research grants.
4. Research carried out by students. The student is, of course, not an employee of the University, although the supervisor will be, and where a student is supported entirely by external body, it is important that the student should be a party to a contract which includes provision for the protection, publication and exploitation of the research results and the proper sharing of any profit.

Intellectual Property Ownership

All intellectual property which is created by faculty members in pursuit of the terms of their employment with the University vests in the University. This includes:

1. Intellectual property created in connection with a project to which the University has made a specific contribution of funding or other resources
2. Patentable inventions including computer programs, designs, and software modifications
3. Copyright in original course and teaching or learning materials published by the University for use in continuing education programs offered by the University
4. Copyright in videos, sound recordings, and multi-media to which the University has made a specific contribution in funding, resources, facilities or apparatus
5. Databases with potential commercial value
6. Projects which have incorporated intellectual property belonging to the University
7. All academic programs and syllabi and related materials developed by faculty during their employment at CU, becomes the property of CU with all copyrights reserved by CU.

Where the University owns the copyright, the University grants the originator a non-exclusive, royalty-free, and irrevocable license to use the work for the originator's teaching and research at the University and, with the approval of the University, at other institutions.

Where the originator is the owner of intellectual property created in the course of employment with the University, the originator must grant the University a non-exclusive and irrevocable license to use the intellectual property for teaching and research without the payment of any fees.

In the case of intellectual property created by a student, that property is owned by the student. However, the student may assign the property to the University, in which case such property will be treated in the same manner as property generated by faculty member of the University.

At the commencement of a research project, the student and their supervisor may be required to meet with the Department Chair in order to determine an arrangement for the ownership of any intellectual property arising from the student's project.

Where the University publishes or causes to be published a copyrighted work owned by the University without adaptation or modification, the University will ensure that the authorship is acknowledged in the publication. If adaptation or modification is proposed, the University will consult with the originator concerning possible acknowledgment.

Where the University assigns or licenses a copyright which it owns, the University will ensure that the assignment or licensing agreement requires the purchaser or licensee

to consult with the originator concerning whether the authorship of the work should be acknowledged and the form that any acknowledgment should take.

The University may enter into agreements with external sponsors of research whereby the University agrees to relinquish or share all or part of intellectual property that results from externally sponsored or contract research with that sponsor or another party. In such cases, the ownership of intellectual property will be governed by that agreement.

Obligations of Originators

An originator of intellectual property must promptly report in writing to both the head of department any invention or other work which, in the judgment of the originator, is a patent-worthy discovery or invention or intellectual property of commercial value.

whole by the originator in order for the University to demonstrate or prove ownership to third parties or secure intellectual property protection. An originator must assist as required in work necessary to patent, market, license, register or otherwise commercialize intellectual property for registration.

An originator must not apply for any form of protection for, or commercially exploit, any intellectual property which the property of the University without the prior approval of the University is.

Where the University owns intellectual property, which may be the subject of a patent application or subject to protection of confidential information, the originator may not disclose it or information about it, other than reasonable disclosure to persons employed by or contracted with the University.

Protection of Intellectual Property

To protect the interests of the originator and the University, the University may require a reasonable delay in making public the nature of intellectual property which can be registered until an application is filed to protect the interests of the originator and the University.

Commercialization of Intellectual Property

The University may enter into an agreement with the originator, another person, or an outside organization with respect to the commercialization of intellectual property. The University may also enter into an agreement with the originator for intellectual property to be sold or for a license agreement to be entered into. In such cases, the University will ensure that the originator is consulted at all stages.

Where the University owns or partly owns intellectual property, any agreement with respect to the distribution of revenue will follow policies determined by the University Board. This applies to copyright of original course and teaching materials published

City University Ajman

by the University for use in award and continuing education programs offered by the University as well as to other intellectual property owned by the University.

The University and its partnerships have an obligation to make a determination as soon as possible whether there is an interest in pursuing a patent or registration concerning intellectual property owned by the University.

Faculty and Student Responsibilities

It is the responsibility of each student to read and understand the Intellectual Property Policy of CU.

Every Faculty member has a specific responsibility to explain the implications of the statement for each of his or her courses and that must include a specification of the conditions under which academic work in those courses is to be performed.

Listing of the Graduate Faculty with Degrees Held and the Conferring Institution, and Research Interest

	City University Ajman						
	FT Faculty Details Qualification Report						
	Spring 2023						
Sr. #	Full Name	Hire Date	Nationality	Administration Position /Academic Rank	Qualification	Year of Graduation	University	Specialization - PHD
	DENTISTRY							
1	Dr. Ali Abdul Wahab Razooki Al- Shekhli	19-Jan-20	Iraqian	Dean & Porfessor	PHD	2005	University of Baghdad	Conservative Dentistry
2	Dr. Sabrin Ali Azim	31-Jan-21	Azerbaijan	Assistant professor	PHD	2016	Azerbaijan Medical University	Oral and maxillofacial surgery
3	Dr. Ban Ahmed Abdulhameed Al Mudarris	13-Sep-21	Australian	Assistant professor	PHD	2006	University of Baghdad	Prosthodontic Dentistry
4	Dr. Syed Kuduruthullah	12-Sep-22	Indian	Lecturer	Master	2012	Minakshi University	Oral Pathology & Microbiology
5	Dr. Meharunneesa Aboobacker Sidheeq	12-Sep-22	Indian	General Practitioner	Master	2021	Rajeev Gandhi University	Periodontology
6	Dr. Ahmed Tarek Abdellattif	12-Sep-22	Egyptian	General Practitioner	Bachelor	2020	Ajman University	Dental Surgery
7	Dr. Ridhima Suneja	13-Sep-22	Indian	Lecturer	Master	2009	Pt. B.D. Sharma University of Health Sciences, Haryana	Endodontics and Conservative Dentistry
8	Dr.Nader Nabil Rezallah	19-Sep-22	Egyptian	Assistant professor	PHD	2019	Cairo University	Oral & Maxillo-facial Radiology
9	Ms. Farah Saed Akram	12-Sep-21	Comoros	General Practitioner	Bachelor	2018	Ajman University	Dental Surgery
10	Dr. Hala Afifi	6-Sep-20	UK	Associate Professor	PHD	2011	King's College London	Pharmaceutical Sciences

		LAW DEPARTMENT						
11	Dr. Adel Abouhashema Mahmoud Hashima	14-Feb-13	Egyptian	Dean and Professor	PHD	2010	Cairo University	General Specialization: Private Law
								Specialization: International Private Law
12	Dr. Khalid Hussain Khalid	1-Sep-13	Syrian	Associate Professor	PHD	2011	Damascus University	General Specialization: Islamic Law
								Islamic Jurisprudence
13	Dr. Fouad Qasem Musaeed Qasem	8-Sep-13	Yemeni	Professor	PHD	2012	Cairo University	General Specialization: Private Law
								Specialization: Civil Law
14	Dr. Muayed Hasan Mohammad Al Tawalbeh	15-Feb-14	Jordanian	Associate Professor	PHD	2001	University of Baghdad	General Specialization: Private Law
								Specialization: Commercial Law
15	Dr. Ahmed Hassan Fouly	1-Sep-15	Egyptian	Acting Deputy Head and Associate Professor	PHD	2011	Zagazig University	General Specialization: General Law
								Specialization: General International Law
16	Dr. Hala Amin Ahmed Ghaled Bahr	1-Sep-16	Egyptian	Professor	PHD	2002	Cairo University	General Specialization: General Law
								Specialization: Criminal Law
17	Dr. Omar Mohamed Fares	5-Sep-18	Syrian	Professor	PHD	2015	Universite Clermont Ferrand	General Specialization: Private Law
								Specialization: Commercial Law
18	Dr. Mahmoud Mokhtar Abdelmoghies	1-Sep-19	Egyptian	Associate Professor	PHD	2012	Cairo University	Civil and Commercial Procedures Law
19	Dr. Akmal Ramadan Abdelkader Amin	27-Sep-21	Egyptian	Professor	PHD	1997	Zagazig University	Civil Law
20	Dr. Raghda Raafat Elsayed Ahmed	20-Sep-21	Egyptian	Assistant professor	PHD	2019	Cairo University	Public law

		BUSINESS ADMINISTRATION						
21	Dr. Babeet Gupta	1-Sep-16	Indian	Dean & Associate Professor	PHD	2013	Bhagwant University	Management
22	Dr. Mohammad Abu Faiz	11-Jun-17	Indian	Assistant Professor	PHD	2005	University of Allahabad	Commerce
23	Dr. Riktesh Srivastava	6-Sep-20	Indian	Associate Professor	PHD	2009	Dr Ram Manohar Lohia Avadh University	Electronics
24	Dr. Deepanjana Varshney	11-Feb-21	Indian	Professor	PHD	2009	University of Lucknow	Business Administration
25	Dr.Harish Uppilappatta Chennelleri	21-Mar-22	Indian	Assistant Professor	PHD	2017	Anna University	Management Science
26	Dr. Fanar F H Shwedeh	1-Sep-21	Palestinian	Assistant Professor	PHD	2020	Utara University Malaysia	Technology, operations and Logistics Management
27	Dr.Ahmad Mohammad Aburayya	12-Sep-22	Jordanian	Assistant Professor	PHD	2020	Teesside University	Business Administration

ACCOUNTING AND FINANCE									
28	Dr. Jaishu Manavalan Antony	15-Sep-13	Indian	Deputy Head and Associate Professor	PHD	2012	Mahatma Gandhi University	Commerce	
29	Dr. Zaheda Ronak Daruwala	14-Feb-16	Indian	Assistant Professor	PHD	2013	Banasthali University	Management	
30	Dr. Faisal Khan	1-Oct-16	Pakistani	Acting Deputy Head & Associate Professor	PHD	2014	University Technology Malaysia	Philosophy (Management)	
31	Ms. Shatha Hussain Mustafa	4-Feb-18	Syrian	Lecturer	Master	2005	Teshireen University	Management Accounting Systems and Managerial Performance	
32	Dr. S. Edmund Christopher	1-Mar-20	Indian	Assistant Professor	PHD	2009	Manomaniam Sundaranar University	Commerce	
33	Dr.Mohammad Saad El Dine Knio	4-Sep-21	Lebanese	Assistant Professor	PHD	2018	Cardiff Metroplitan University	Economics	
34	Dr. Said Hajjar	21-Nov-21	Lebanese	Assistant Professor	PHD	2005	United Nations University for Global Peace	Social Statistics	

HUMAN RESOURCE MANAGEMENT									
35	Dr. Marwan Rushdi Abdulaziz Yousef	1-Sep-14	Jordanian	Assistant Professor	PHD	1977	Karachi University	Economics	
36	Dr. Zainab Esmaeel Ibrahim Al Ghurabli	12-Jun-15	Emirati	Assistant Professor	PHD	2013	Menoufia University	Human Resource Management	
37	Dr. AbdelKarim Fuad Kitana	1-Sep-15	Jordanian	Department Chair and Associate Professor	PHD	2015	Girne Amercian University	Human Resource Management	
38	Dr. Tamadher Abdulwahhab	20-Sep-18	Iraqi	Assistant Professor	PHD	2000	Al mustansiriyah University	Business Administration Management Science	
39	Dr. Mohamed Ahmed Elbadawi Ali Abdellatif	8-Sep-19	Sudanese	Assistant Professor	PHD	2017	University od Science & Technology	Business Administration- Thesis Title: HRM	
40	Dr. Brihan Fatin Yehia Hassan	8-Sep-19	Egyptian	Assistant Professor	PHD	2018	Ain Shams University	Business Administration- Thesis Title: HRM	
41	Dr. Mahmoud Mohamed Ragab Elsawy	11-Mar-19	Egyptian	Assistant Professor	PHD	2015	Sadat Academy for Management Sciences	Human Resource Management	
42	Dr. Kalpana Solanki	7-Oct-20	Indian	Assistant Professor	PHD	2011	Banasthali University	Management- HRM	
43	Dr. Hima Parameswaran	12-Feb-20	Indian	Assistant Professor	PHD	2015	University of Madras	Public Administration- HRM	
44	Dr. Siham Haider	10-Feb-20	Sudanese	Assistant Professor	PHD	2019	Omdurman Islamic Universirty	Business Administration- HRM	

HOSPITALITY AND TOURISM MANAGEMENT									
45	Dr. Varinder Singh Rana	18-Sep-21	Indian	Department Chair & Assistant Professor	PHD	2019	Amity University	Hospitality	

MANAGEMENT INFORMATION SYSTEM									
46	Dr. Ayman Bassam Abdelraheem Nassoura	1-Sep-14	Jordanian	Department Chair and Associate Professor	PHD	2010	University of Utara	Information Technology	
47	Dr. Arif Mushtaq	13-Jan-19	Pakistani	Assistant Professor	PHD	2012	Universiti Teknologi Petronas	Information Technology	
48	Dr. Saada Abdelgawad Mohamed Khadragy	16-Sep-17	Egyptian	Assistant Professor	PHD	2020	British University	Computer Science	

								MARKETING	
49	Dr. Rameshwaran Byllopilly	1-Feb-16	Indian	Deputy Head & Assistant Professor	PHD	2010	Kannur University	Marketing Management	
50	Dr. Beenish Shameem	28-Feb-20	Indian	Assistant Professor	PHD	2012	University of Jammu	Business Management	

				PUBLIC RELATION AND ADVERTISING				
51	Dr. Bassant Mohamed Said Mohamed Eyada	26-Jan-20	Egyptian	Acting Dean and Associate Professor	PHD	2010	Helwan University	Advertising
52	Dr. Sameer A.O Bani Yassen	20-Sep-15	Jordanian	Assistant Professor	PHD	2020	United Arab Emirates University	Mass Communication
53	Dr. Rabab Abdel Moniem Mohamed Mahmoud	14-Jul-19	Egyptian	Assistant Professor	PHD	2014	Al Minia University	Advertising - Media
54	Dr. Dawood Salman Mutar	1-Sep-16	Iraqi	Assistant Professor	PHD	1996	University of Baghdad	الاتصال الجماهيري (Mass communication)
55	Dr. Samar Abdelhalim Gamaleldin	20-Feb-17	Egyptian	Assistant Professor	PHD	2012	Minia University	Advertising - Media
56	Dr. Nashwa Ahmed Ali	9-Sep-18	Egyptian	Assistant Professor	PHD	2014	Helwan University	Design
57	Dr. Mahmoud Idrees Mahmoud Kaleem	5-Feb-17	Sudanese	Deputy Head & Associate Professor	PHD	2010	Tilak Maharashtra University	Political Science
58	Ms. Faten Zakari Al Jazzar	1-Feb-15	Palestinian	Lecturer	Master	2006	University of Technology	Computer Science/ Digital Video and Image Processing
59	Dr. Mohanad Ahmed Elamin	1-Sep-21	Sudanese	Assistant Professor	PHD	2014	Om Durman Islamic University	Public Relations

				PROFESSIONAL DIPLOMA IN TEACHING				
60	Dr. Khaled Younis El Derbashi	1-Sep-14	Jordanian	Department Chair & Associate Professor	PHD	2007	University of Jordan	Curricula and Teaching
61	Dr. Mohammad Mahmoud Mahdi Al Rabeei	17-Mar-19	Jordanian	Assistant Professor	PHD	2011	Amman Arab University	Educational psychology
62	Dr. Maher Ibrahim Tawadrous	6-Sep-18	Egyptian	Assistant Professor	PHD	2004	Ismaliya University	Education/ Curriculum & Methdology of Teaching Mathematics
63	Dr. Moustafa Kamal	23-Sep-21	Egyptian	Assistant Professor	PHD	2012	Ain Shams University	Educational Technology
64	Dr. Khamis Negm	5-Apr-21	Egyptian	Associate Professor	PHD	2010	Kafrelsheikh University	Curricula and Teaching Methods of Arabic Language

			GENERAL EDUCATION					
65	Dr. Yassen Alftah Alfoteih	14-Aug-19	Syrian	Department Chair & Associate Professor	PHD	2008	University of Hohenheim	Environmental Biology
66	Dr. Awad Nawafleh	29-Oct-17	Jordanian	Assistant Professor	PHD	2007	University of Jordan	Geology
67	Dr. Mohamed Hadei Najdawi	5-Feb-17	Jordanian	Assistant Professor	PHD	2014	Université Mohammed V de Rabat	Public Law and Political Science
68	Dr. Nafeza Nibal Ahmed Muallem	2-Feb-20	Syrian	Assisstant Professor	PHD	2018	International Islamic University Malaysia	(Education) Teaching Arabic for non-native speakers
69	Dr. Ammar Mustafa Harmouch	16-Apr-17	Syrian	Assistant Professor	PHD	2014	Omdurman University	Interpretation and Holy Quran Sciences
70	Dr. Ahmed Abdelzaher Ezzat	1-Sep-14	Egyptian	Associate Professor	PHD	2011	Ain Shams University	Curricula and teaching methods
71	Ms. Namita Das	20-Sep-15	Indian	Lecturer	Master	2011	Mahatama Gandhi University	Environmental Science
72	Ms. Wafaa Mahdi Mahdi Abedi	1-Sep-13	Iraqi	Deputy Head & Assistant Professor	PHD	2020	Technology University	Computer Science
73	Dr. Meriem Kaddouri	5-Sep-22	Algria	Assistant Professor	PHD	2019	Oran university2	Urban Sociology
74	Mr. Mahmoud Sultan Nafa	9/10/2017	Jordanian	Lecturer	Master	2013	British University	TESOL
75	Mr. ElSayed Mahmoud	9/20/2015	Egyptian	Lecturer	Master	2014	British University	TESOL
76	Ms. Faiza Bent Mohammed Tabib	8/9/2019	Tunisian	Lecturer	Master	2011	American University of Sharjah	Teaching English to Speaker of Other Languages

Listing of Senior Administrators and their Titles

SN	Name	Designation
1	Mr. Imran Khan	President
2	Dr. Mohamed S. Amerah	Vice-Chancellor
3	Dr. Ashok Kumar Kabi Satpathy	Director in Quality Assurance & IE
4	Salma Senaran	Director of Enrollment
5	Sadia Khan	Director of HR & Administration
6	Leeni Wilson	HR Manager
7	Shahid Saleem	Financial Controller
8	Farhan Parvez	Asst Financial Controller
9	Amal Al-Jiboury	Head of Student Affairs
10	Yasir Saleem	Manager-IT/Network
11	Ahed Alzghaier	Assistant Manager, Marketing

Overall Student Satisfaction Rate

Student Satisfaction Rate

In line with the pursuit for continuous improvement, City University Ajman (CUA) carried out a Student Satisfaction Survey for 2021-22 academic year to gauge overall Student satisfaction under the Department of Quality Assurance and Institutional Effectiveness (QA&IE) supervision. The survey followed a continuous quality improvement process. QA&IE administered this survey to measure students' experiences with CUA Admission & Registration Department, Student Affairs Department, quality of campus facilities, Health and Medical Services, and the availability of IT and Library and Learning Resource Center resources. Additionally, the survey assessed student's overall satisfaction levels with their experiences at CUA. The survey design assured respondents of their anonymity in an attempt to facilitate candor.

In April 2022, the Department of Quality Assurance and Institutional Effectiveness administered the survey. The survey consists of 80 questions and covers the following key areas:

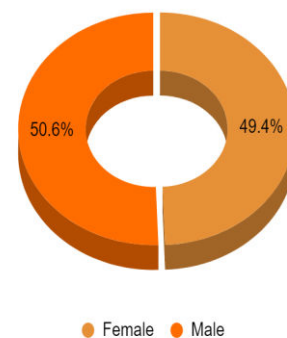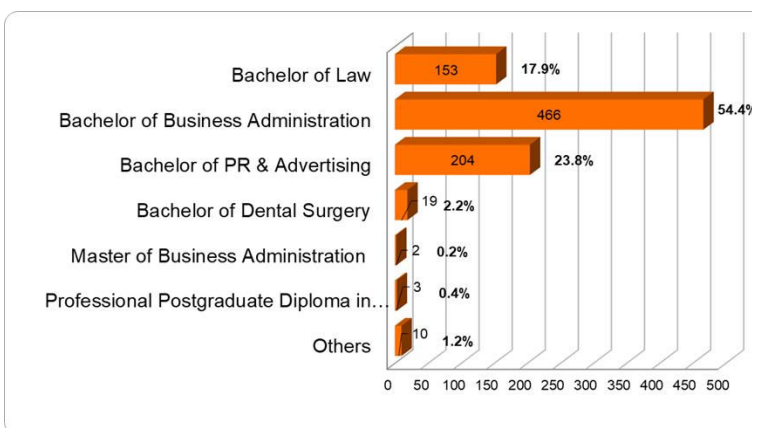| Admission Registration | Academic Advising | Career Guidance | Campus life | Library | Information Technology | Facilities and Safety | Health Services | General (Overall satisfaction) |

An initial email letter from the Student Affairs Office, including the electronic link of the survey, was sent to all the Students on April 1st, 2022, inviting them to participate in the survey. The QA&IE department sent two email reminders and an update on the number of responses every week to encourage the students to participate.

The survey results will be integrated with CUA's annual institutional effectiveness report and shared with the Leadership Team to improve the CUA's effectiveness.

Respondents Demographics

Figures III-1 and III-2 show the number of responses by department and gender. With a total of 1391 registered students during the Spring Semester 22, the number of responses received is 857, representing 62% of the total student body.

Figure 1:
Number of Responses by Department

Department	Responses	Percentage
Bachelor of Law	153	17.9%
Bachelor of Business Administration	466	54.4%
Bachelor of PR & Advertising	204	23.8%
Bachelor of Dental Surgery	19	2.2%
Master of Business Administration	2	0.2%
Professional Postgraduate Diploma in…	3	0.4%
Others	10	1.2%

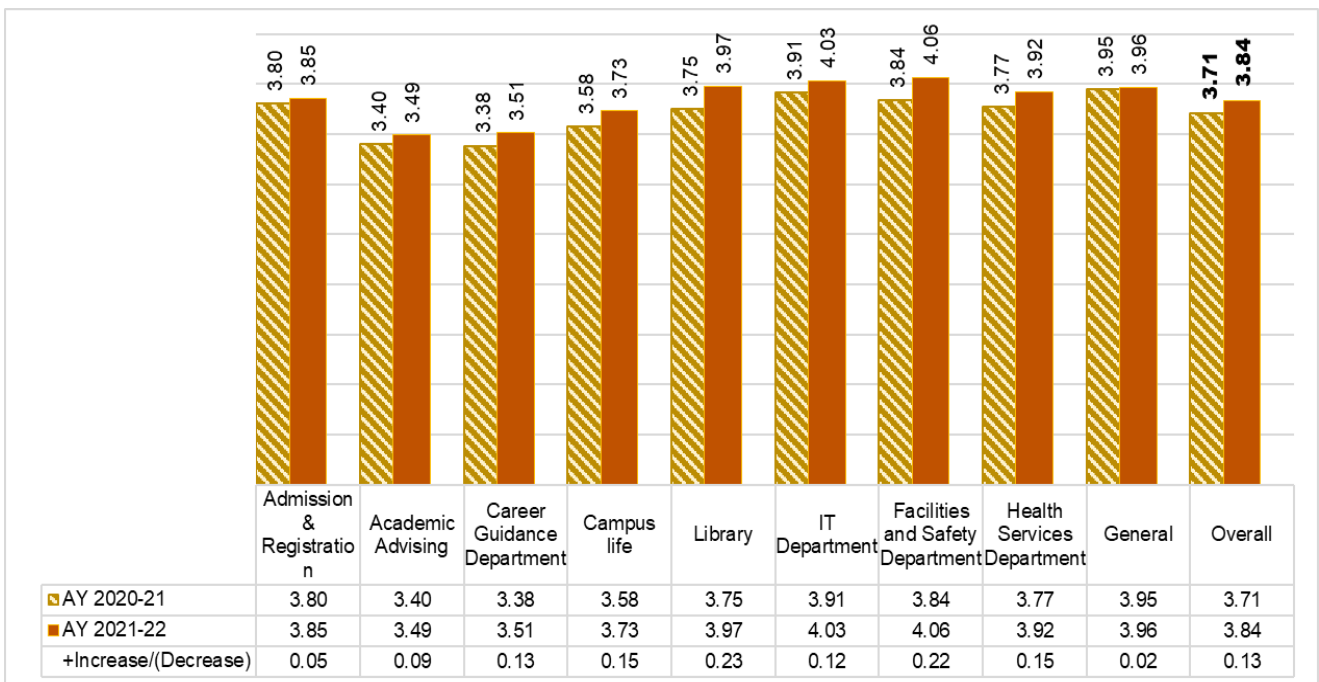Female 49.4% Male 50.6%

Figure 2:

125

Overall Survey Results

The overall Student Satisfaction Index was 77 %. Figure 3 shows the level of satisfaction of Students towards CUA Services for AY 2021-22. The analysis of the survey results indicated that Students are satisfied with the services offered by various departments in the University. All nine key areas received an average rating of 3.49 or more out of 5 in the Likert Scale, with an overall average of 3.84 or 77%.

Compared to previous year, all nine key areas have improved, with an overall increase of 0.13 out of 5 in the Likert Scale or 3%, from 3 .71 last year to .3.84 this year [See Figure V-1].

Figure 3
2- Year Comparative Results [AY 2020-21 vs. AY 2021-22]

	Admission & Registration	Academic Advising	Career Guidance Department	Campus life	Library	IT Department	Facilities and Safety Department	Health Services Department	General	Overall
AY 2020-21	3.80	3.40	3.38	3.58	3.75	3.91	3.84	3.77	3.95	3.71
AY 2021-22	3.85	3.49	3.51	3.73	3.97	4.03	4.06	3.92	3.96	3.84
+Increase/(Decrease)	0.05	0.09	0.13	0.15	0.23	0.12	0.22	0.15	0.02	0.13

Faculty to Student Ratio

Faculty to student ratio Fall 2022	
program Name	Faculty to student Ratio
MLAW	1:12
PDT	1:10
MBA	1:1

CUA Board of Trustees

Chairman of the Board of Trustees
H.H. Sheikh Rashid bin Humaid Al Nuaimi
Chairman of Ajman Municipality and Planning Department, Member of the Ajman Government Executive Council, Chairman of R Holding, Chairman of Al Zorah Development Company and Ajman Sewage, CEO of Aqaar Properties.

Vice Chairman of the Board of Trustees
Sheikh Mohamed bin Abdullah Al Nuaimi
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3. Mr. Abdul Rahman Al Shamsi
   Legal Advisor to the Ruler's Court of Ajman

4. Mr. Abdulaziz Al Jasmi
   Group General Manager of R Holding

5. Mr. Sumair Tariq
   Managing Director of R Hotels

   Ex Officio:
   Mr. Imran Khan
   President

University Address and Contact Details

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