POSTGRADUATE CATALOG | 2014-2015

جامعة أبوظبي
ABU DHABI UNIVERSITY

POSTGRADUATE CATALOG

2014 - 2015

© 2014
ABU DHABI UNIVERSITY
ALL RIGHTS RESERVED

Disclaimer

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and Abu Dhabi University. While the University expects to operate in keeping with the provisions set out in the catalog, it reserves the right to change any provision listed at any point in time during the year, to best serve the academic interest of the students. Such change may include, but is not limited to, academic requirements for graduation. Every effort will be made to keep students advised of any such changes. Information on changes will be circularized and kept available in the Office of the Registrar and/or each Dean's Office. It is important that each student be aware of his or her individual responsibility to keep apprised of current policies and requirements.

ACCREDITATION:

Abu Dhabi University is licensed by the United Arab Emirates Ministry of Higher Education and Scientific Research, and all of its degree programs have received accreditation by the Ministry. The University is also accredited across the Gulf Cooperation Council (GCC), Jordan, Syria, Turkey and Iran, and all its degree programs are recognized by the various Ministries of Education in these countries.

SKEA:

In 2010, Abu Dhabi University outdid a large number of industrial and developmental institutions in the country and became the first higher education institution to win the prestigious Sheikh Khalifa Excellence Award for pursuing excellence in all of its operations while achieving its primary strategic objectives and goals.

MOHAMMED BIN RASHID AL MAKTOUM BUSINESS AWARDS:

At the conclusion of The World Entrepreneurship Forum 2013, Abu Dhabi University was awarded “Best Supporting University for Entrepreneurship” in the UAE and the Arab World during the Mohammed Bin Rashid Award for Young Business Leaders in its 8th cycle. Organized by the Mohammad Bin Rashid Establishment for Small and Medium Size Enterprises Development, the awards held under the patronage of His Highness Sheikh Mohammad Bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and Ruler of Dubai, recognize individuals and organizations who contribute to the development of SME sectors in the country, which earned ADU this significant achievement.

QUACQUARELLI SYMONDS:

For its second year in a row, Abu Dhabi University is the youngest higher education institution to enter the ranks the world’s top 650 universities in Quacquarelli Symonds (QS) world university rankings of 2012 -2013 and 2013 -2014. This accolade also makes ADU only one of three universities in the UAE to enter this prominent ranking.

ISO:

Abu Dhabi University has also succeeded in renewing its ISO 9001:2008 certification for its commitment to quality standards in the design, development and delivery of its academic programs and their supported services, according to the international standards set by ISO for organizations around the world.

THE BIZZ AWARDS:

Organized by the World Confederation of Businesses (WORLDCOB), the prestigious Bizz award recognizes companies and organizations for innovation, business excellence and outstanding management performance, making Abu Dhabi University one of the first higher education institutions to ever receive the Bizz award in the Middle East region for three years running, including the recognition of the “Inspirational Company” in the Bizz Awards 2012.

ABU DHABI UNIVERSITY BOARD OF REGENTS MEMBERS

H.H Sheikh Hamdan Bin Zayed Al Nahyan	President
H.E Sheikh Nahyan Bin Mubarak Al Nahyan	Vice President
H.E Sheikh Sultan Bin Tahnoon Al Nahyan	Member
H.E Humaid Mohammed Obaid Al Qatami	Member
H.E Hadef Bin Juaan Al Daheri	Member
H.E Dr. Maitha Salem Al Shamsi	Member
H.E Mohammed Ahmed Al Bowardi	Member
H.E Nasser Ahmed Alsowaidi	Member
H.E Ahmed Mohamed Al Hameeri	Member
H.E Saeed Eid Al Ghafley	Member
H.E Major General Nasser Salem K. Al Nuaimi	Member
H.E Ahmed Ali Al Sayegh	Member
H.E Zaki Anwar Nusseibeh	Member
H.E Mohammed Shleyeih Al Qubaisi	Member
H.E Khadim Abdulla Aldarei	Member
H.E Abdul Hamid Saeed	Member
H.E Dhafer Sahmi Al Ahbabi	Member
Mr. Qusay Mohammed Al Ghussain	Member
H.E Ali Saeed Bin Harmal Al Dhaheri	Member
Dr. Nabil Ibrahim	Member

MESSAGE FROM THE CHAIRMAN

Abu Dhabi University's journey began 11 short years ago in 2003, out of a desire to build the first national, private university in Abu Dhabi. Today, our young University embarks on its second decade under the guidance and direction of the University's President of the Abu Dhabi University Board of Regents Members, H.H Sheikh Hamdan Bin Zayed Al Nahyan, with several significant and remarkable achievements to its name, setting it apart from its local competition and ultimately elevating it to international standards.

Throughout its relatively young history, Abu Dhabi University has forged its path of excellence through implementing innovative initiatives and international standards in teaching, research and community service, thereby, delivering it to the forefront of the UAE's educational institutions. Some of ADU's significant achievements include being the first university to receive the Sheikh Khalifa Excellence Award in 2010, as well as an ISO certification for its commitment to quality standards in the design, development and delivery of its academic programs and their supported services. Moreover, Abu Dhabi University is the youngest in the world to enter the ranks of the world's top 650 universities in Quacquarelli Symonds (QS) world university rankings, and only one of 3 universities in the UAE to make the cut. ADU is also actively pursuing international accreditation from the Western Association of Schools and Colleges (WASC).

As the capital's most prestigious national private university, Abu Dhabi University is also committed to supporting the government's policy agenda and its Economic Vision 2030. We continuously strive to ensure that our programs are aligned with the market requirements as well as the forecasted manpower needs as defined by the government's strategy. Furthermore, while we take pride in the fact that we offer an American curriculum driven by best international practices, we remain firmly committed to the traditions and culture of the UAE. Therefore, our students are competitively prepared to face the global work environment, yet they remain in touch with their national identity and cultural heritage. With an employment rate of 90%, our cohorts of graduates stand as testimony to our successful philosophy and we are very proud to have been a part of their preparation for the road ahead.

Our great country has been blessed with its wise leadership, and it is only natural that in their honor, Abu Dhabi University continues to actively mentor the next generation, participating in building a specialized national human capital that are equipped with the skills they need to be successful leaders in their fields. Therefore, as you take your first steps towards your journey of development and intellectual challenge, Abu Dhabi University is proud to be your University of choice and your partner in future successes.

After all, at Abu Dhabi University.. today we create tomorrow's success.

Ali Saeed Bin Harmal Aldhaheri
Chairman of the Board of Directors

UNIVERSITY ADMINISTRATORS

Dr. Nabil Ibrahim	Chancellor
Dr. Terrence Motiuk	Vice Chancellor
Dr. Richard Gibb	Provost
Dr. Ali Azad	Campus Director, Al Ain
Dr. Radwan Abdul Rahman	Dean, College of Arts and Sciences
Dr. Jacob Chacko	Dean, College of Business Administration
Dr. Aly Sadek Nazmy	Dean, College of Engineering
Dr. Sreethi Nair	Dean, University College
Mr. Bassam Mura	Registrar

CHANCELLOR'S WELCOME

Dear Students,

Thank you for your interest in Abu Dhabi University.

Ever since its inception in 2003, Abu Dhabi University has dedicated its mission to the intellectual development of individuals who will graduate to be global leaders making a positive contribution to national and global prosperity. This mission, however, is not limited to educating students but is extended to the University's proactive participation in the national development process that will transform the UAE into a knowledge-based economy, thereby enhancing its status as a prosperous and strong nation.

At Abu Dhabi University, we are committed to building national capacity, and fueling the economic engine with talented graduates and excellent faculty. In ten short years, the University has become a force for socio- economic progress, and cultural enrichment of our region. Our student enrollment has now reached 6000 students in undergraduate and postgraduate programs, our alums have reached almost 6100 and in the last 3 consecutive years the employment rate of Abu Dhabi University graduates has averaged an impressive 92%.

Through continuously updating our curriculum and attracting internationally renowned faculty while pursing international from Western Commission of Schools and Colleges (WASC), today, our young University is closer than ever at achieving international stature and becoming a force to be reckoned with in the international circuit of higher education.

Abu Dhabi University's success stems from clarity of vision, and focus on quality. My goal as the Chancellor is to lead Abu Dhabi University to a new height of institutional prominence; igniting people's collective energy to make a difference, and creating an environment conducive to intellectual, professional, and personal growth for faculty and students.

As an ambitious student looking for an exciting career, leadership opportunity and professional growth, Abu Dhabi University is the right choice for you. I trust you will enjoy Abu Dhabi University experience and find this catalog a useful guide to your career choice.

Dr. Nabil Ibrahim
Abu Dhabi University Chancellor

TABLE OF CONTENTS

About Abu Dhabi University **13**

Abu Dhabi University Philosophy 13
Licensure and Program Accreditation 14
Abu Dhabi University and Licensure 14
Abu Dhabi University and Program Accreditation 14
Current Abu Dhabi University Postgraduate Programs 15
Vision 15
Mission 15
Institutional Culture and Shared Values 15
Cultivating Excellence - University Strategic Goals 16
Two Campuses; One Great University 16
Abu Dhabi Campus 16
Al Ain Campus 16
Campus Locations 17
ADU Organization Chart 18

Admission, Enrollment and Registration **21**

General Admission Information 21
Doctor of Business Administration General Admission 22
Master Degree General Admission 23
Professional Post-Graduate Diploma in Teaching General Admission 25
Authentication 26
Orientation Program 26
Credit Transfer 27
Re-admission 27
Visiting Students 28
Audit Students 29
Exchange Students 29
Independent Study 29
Master of Education in Leadership Admission 30
Master of Science in Special Education Admission 30
Master of Engineering Management Admission 30
Master of Science in Civil Engineering Admission 31
Master of Business Administration Admission 31
Master of Human Resources Management Admission 32
Registration 33
Registration Procedures 33
Course Load Limitation 33
Add/Drop Course Regulations 33
Dropping Fall/Spring Credit Courses 33
Administrative Drops 34

Withdrawal from the University 34
Student Record Confidentiality 34
Student Archives 34
Tuition Fee 34
Fees Structure 35
Payment 37
Online Payment 37
Plans for Tuition Payments 37
Refund 37
Discount for Abu Dhabi University Alumni Students 38
Merit-Based Tuition Discount 38
Graduation Requirements 38
Applying for Graduation 39
Awarding Degrees and Diplomas 39

Student Support Services 41

Mission 41
Vision 41
Student Housing 41
Counseling Services 41
Career Development Department 42
Student Engagement and Development Office 42
Students With Special Needs 42
Student Visa & Health Insurance 43
Student Locker 43
Student Transportation 44
IT Services 44
Bookshop 44
Library 44
Healthcare Clinic On Campus 45
Cafeterias and Restaurants 45
Contact Center 45
Health and Safety 46

Course Related Information 48

Doctorate/Master Degree Grading System and Scale 48
Post-Graduate Diploma Grading System and Scale 50
Grade Change 52
Semester Grade Point Average 52
Cumulative Grade Point Average 52
Mid-Semester Advisory Grades 52
Transcripts 52
Grade Appeals 52
Honor Graduate 53

Retention of Final Examinations 53
Student Assessment and Late 53
Academic Standing 54
Student Attendance 54
Academic Advisory System 55
Examination Rules and Regulations 57
Rules Governing Final Examinations 57
Examination Roles and Responsibilities 57
Awarding Degrees and Diplomas 58
Office of Research and Sponsored Programs 59
Colleges and Programs 61
College of Arts and Sciences 61
Master of Education in Leadership 62
Master of Science in Special Education 66
Professional Post-Graduate Diploma in Teaching 69
College of Engineering 71
Master of Engineering Management 73
Master of Project Management 76
Master of Science in Civil Engineering 79
College of Business Administration 86
Master of Business Administration 87
Master of Human Resources Management 97
Doctor of Business Administration 102
Code of Conduct 109
Emergency Clause 109
Abu Dhabi University Expectations 109
Academic Integrity 109
Students Rights and Responsibilities 111
Student Dress Code 112
Smoking 113
Drugs 113
Alcohol 113
Disciplinary Action 113
Student Suggestions/Complaints 114
Notification and Information Gathering 114
Disciplinary Committee 115
Hearing Procedures 115
Appeal Right 116
Sanctions 116
Student Grievances Policies and Procedure 116
Course Descriptions 120
University Faculty 146
Academic Calendar 2014-2015 153

ABOUT ABU DHABI UNIVERSITY

Abu Dhabi University (ADU) was chartered as a private institution of higher learning in the year 2000 under the patronage of H.H Sheikh Hamdan Bin Zayed Al Nahyan, Deputy Prime Minister and President of Abu Dhabi University's Abu Dhabi University Board of Regents Members. Abu Dhabi University currently serves over 4300 students from over 55 different nationalities at two campuses, one in Khalifa City, Abu Dhabi and the other in Al Ain. Abu Dhabi University has four Colleges and a Language Institute: the College of Arts and Sciences (CAS), the College of Business Administration (COBA), the College of Engineering (COE); the Office of Research and Sponsored Programs (ORSP) and the English Language Institute (ELI) – all of which are open to students from all nationalities and use the American model of higher education.

Abu Dhabi University Philosophy

The Founders and Abu Dhabi University Board of Regents Members of Abu Dhabi University believe that there exists a place in UAE society for a first class private university that will help advance the social, educational, cultural and economic interests of the nation. As such, Abu Dhabi University functions to promote the well being of the country through the education of its citizens and others who wish to take advantage of the offerings available at the University.

Abu Dhabi University is not a business, but a private institution of higher education that is run in a business-like manner. It is an Arab institution utilizing the best of the American, British and Arab models of higher education while operating in a multicultural Arab country. Abu Dhabi University is primarily a teaching institution, where scholarship and applied research are valued, and where great emphasis is placed upon active student learning.

Admission is open to all who are qualified based upon their demonstrated academic ability and their interest in learning in the context of the philosophy, vision, core values, mission, strategic goals, and annual objectives of this institution.

The Board of Abu Dhabi University understands and appreciates the role of the English language in the contemporary world economy and, as such, utilizes English as the official language of the University.

The University was licensed by the Ministry of Higher Education and Scientific Research (MOHESR), and all of its degree programs have received accreditation-eligible status. The University will activate its accredited degree programs, and seek to have them internationally accredited over the first decade of its operation, this will be based upon demonstrated student demand in the locations where Abu Dhabi University has campuses. The University values and supports practical, career-oriented education, which has a foundation of coursework in the liberal arts and sciences, such that all of our students become lifelong learners who have the capacity to acquire the skills necessary to excel and advance in their careers.

Within the first five years of its establishment, Abu Dhabi University, aspired to become one of the premier universities in the UAE. In order to achieve such lofty status, the University will be required to make advances in the effectiveness of its faculty and staff, the quality of its facilities, and the development of its curriculum. Abu Dhabi University will nurture an environment in which its students can achieve their academic and career goals, and the faculty and staff can fulfill their professional goals, within the context of the philosophy, vision, core values, mission, strategic goals, and annual objectives of the University.

Abu Dhabi University does not follow the philosophy of any other particular institution, but rather seeks to create a philosophy of its own making. First and foremost, Abu Dhabi University is an institution where teaching and learning are paramount. Faculty are hired primarily because of their ability to enhance the active learning of Abu Dhabi University students. Staff are hired primarily because they are interested in helping Abu Dhabi University students to achieve their academic goals. Relevant scholarship and other creative activities are valued not as an end in themselves, but because they have an applied value to the institution and the degree programs in which students are studying. Service to the University and the community are part of the responsibility of all faculty in support of the overall mission of the University, especially community service to the nation and the people of the United Arab Emirates. Faculty and staff are therefore strongly encouraged to remain current in pedagogy and their fields of study for purposes of enhancing their classroom teaching.

Licensure and Program Accreditation

In the UAE, the authority to license institutions of higher education to grant degrees and other academic awards and to accredit their programs rests with the UAE Ministry of Higher Education and Scientific Research (MOHESR). Any institution located in the UAE that provides regular, theoretical, practical, or applied curricula of one academic year or longer beyond the UAE Secondary School Certification (or the equivalent) and that leads to an academic degree, certificate, or diploma, must be licensed and have its programs accredited in order to be officially recognized by the MOHESR (CAA Standards, 2011).

Therefore, MOHESR, and in particular its Commission for Academic Accreditation (CAA), ensures that universities in the UAE meet the specified standard to be licensed and that their programs fulfill necessary requirements to be accredited.

Abu Dhabi University and Licensure

Abu Dhabi University obtained its initial license in the year 2003. This license was renewed twice for both Abu Dhabi and Al-Ain campuses, and each renewal was for the maximum period of 5 years. The first renewal was in year 2008 through January 31st, 2013, and the second renewal was through June 30th, 2018. This re-licensure is renewed periodically according to normal MOHESR procedures.

Abu Dhabi University and Program Accreditation

Only after obtaining initial licensure, an institution may seek initial accreditation of each of the academic degree programs it plans to offer. Once conferred, initial accreditation applies to the program until after it has had graduates. Only after the first cohort of students graduate from an initially accredited program, will the institution apply for full accreditation of that program. Program accreditation is awarded for a period of five years.

Both the process for initial accreditation and the process for full accreditation require the review of the program by a visiting committee of experts in the discipline. This committee is normally drawn from outside the country in order to ensure that international standards of quality are being met.

All the programs that are now offered at Abu Dhabi University have received initial accreditation. Programs that have already graduated the first two cohorts have either received the full accreditation from the CAA, or are now in the process of seeking the full accreditation.

Programs offered at Abu Dhabi University that could have international accreditation by international accrediting bodies are also pursuing such accreditation.

The College of Business Administration has gone a long way in achieving the international accreditation for all of its programs through AACSB (the international accrediting body, based in the United States, for all business schools). The final AACSB Peer Review Team visit is anticipated during the period from 15 to 18 November 2014.

Current Abu Dhabi University Postgraduate Programs

The following list includes the postgraduate academic programs that have been initially accredited by the CAA.

College of Arts and Sciences

- Master of Education in Leadership
- Master of Science in Special Education
- Professional Post-Graduate Diploma in Teaching

College of Engineering

- Master of Engineering Management
- Master of Project Management
- Master of Science in Civil Engineering

College of Business Administration

- Master of Business Administration
- Master of Human Resources Management
- Doctor of Business Administration

Vision

Abu Dhabi University is an internationally recognized university for quality education and applied research that drives economic and social development in the region and beyond.

Mission

The mission of Abu Dhabi University is to produce highly qualified career-oriented graduates in alignment with regional and global needs through excellence in teaching, student learning, faculty scholarship and engagement in community development.

Institutional Culture and Shared Values

Abu Dhabi University prides itself on being a multicultural, student-centered community, committed to the ongoing development of its faculty, staff and facilities. Our values are deeply instilled and reflected in all our practices and embody elements of:

- Quality service
- Integrity
- Respect for all
- Embracing diversity
- Collegiality
- Equity
- Innovation
- Agility

Cultivating Excellence - University Strategic Goals

The goals are to:

1. Create a student-centered learning environment conducive to intellectual and professional student growth;
2. Meet the needs of our stakeholders (students, parents, government, private sector and partners) and be a responsive contributor to our community;
3. Achieve academic excellence at every level.;
4. Achieve operational excellence by creating a service oriented organization;
5. Nurture a creative and pleasant culture and learning environment. and to
6. Reach a sustainable financial position with the ongoing capacity to invest in growth and the pursuit of excellence.

Two Campuses: One Great University

At Abu Dhabi University, students have the option to study in Abu Dhabi, the bustling capital of the UAE, or the scenic garden city of Al Ain, the cultural heartland of the Emirates. Abu Dhabi University guarantees the highest academic standards on both state-of-the-art campuses as its dedicated faculty members travel between campuses or deliver simultaneous, multi-campuses or deliver simultaneous, multi-location lectures by means of video-conferencing.

Abu Dhabi Campus

Abu Dhabi University offers you an unparalleled learning experience in a state-of-the art educational environment. Abu Dhabi University prides itself for its dedicated faculty members and guarantees relevant content that is geared to an ever-changing and demanding globalized business world. In addition, Abu Dhabi University campuses offer students an unrivalled learning environment. Harvard-style lecture rooms equipped with the latest educational technology ensure that lectures are interactive and stimulate team discussion and sharing of experience. Wireless internet connection and computer labs throughout the campus complex provide students with convenient access to the latest technology and the internet. In Abu Dhabi University, you will find a comprehensive library and easy access to databases with financial data of hundreds of companies in the UAE, GCC and many other different countries. Abu Dhabi University also offers students the opportunity to stay on campus in newly constructed apartment–style dormitories with eight different food outlets in the cafeteria area that cater to all tastes. At Abu Dhabi University you will find the perfect combination of academic excellence and world-class facilities.

Al Ain Campus

Located in the city of Al Ain, also known as the OASIS of the UAE, Abu Dhabi University's Al Ain Campus enjoys all the modern facilities to cater for the higher educational needs of the community. Since its opening in 2003, the campus has grown substantially - both in faculty and students. Today, the campus is home to more than 60 faculty and staff and over 1,000 registered students, representing more than 20 nationalities. The campus is housed in a modern building that contains libraries, a Learning Support Center, modern classrooms, six computer labs, fully equipped audio/visual rooms, specially designed graduate programs classrooms, students' lounges, recreational facilities, a cafeteria, and an outdoor courtyard. Our students have all the key facilities to their disposal that will provide them with all the educational necessities that make for an effective teaching and an enjoyable learning environment.

Campus Locations

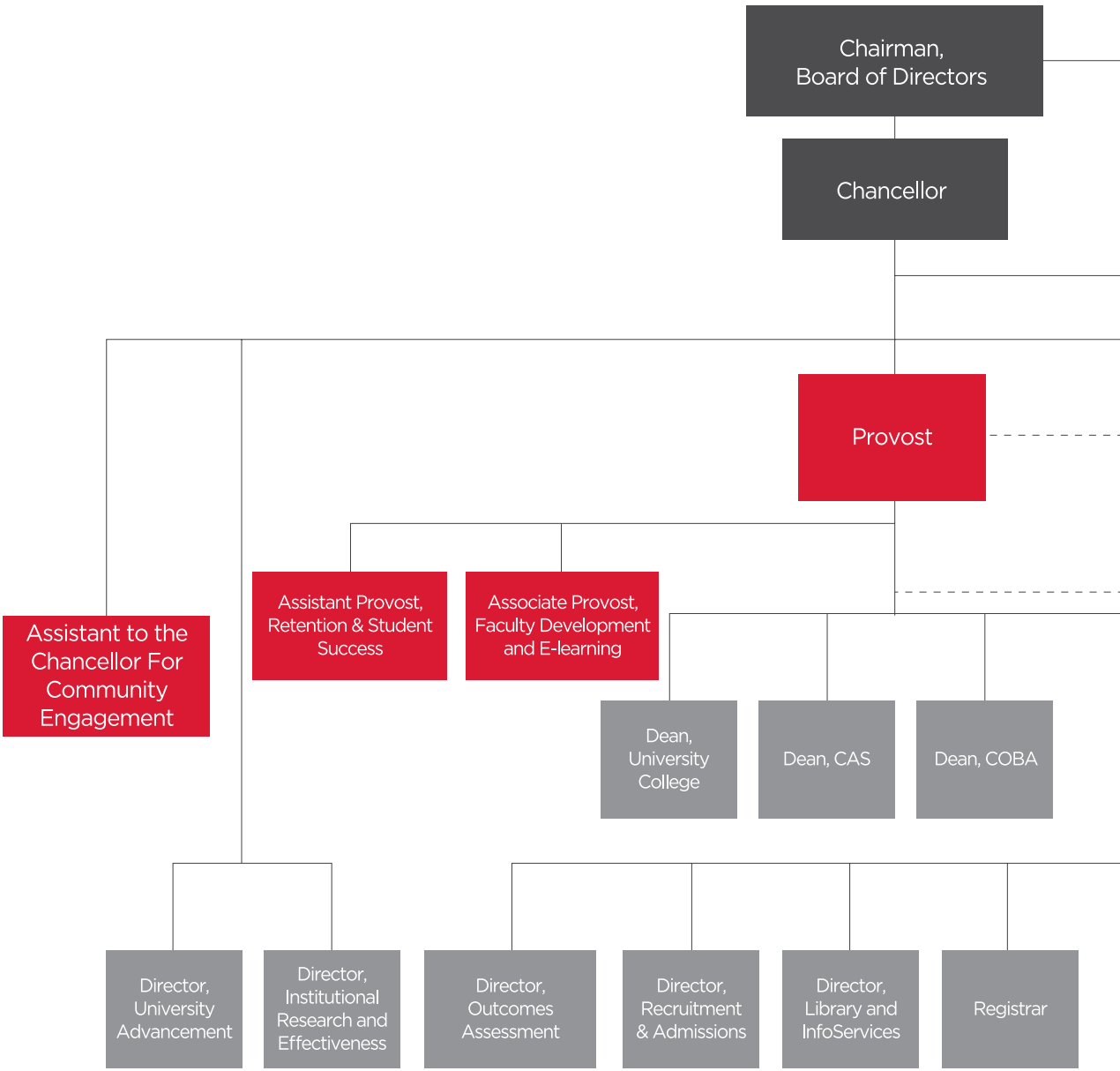
Abu Dhabi, the capital of the UAE, is the largest city in the country and boasts some of the finest parks in the Middle East.

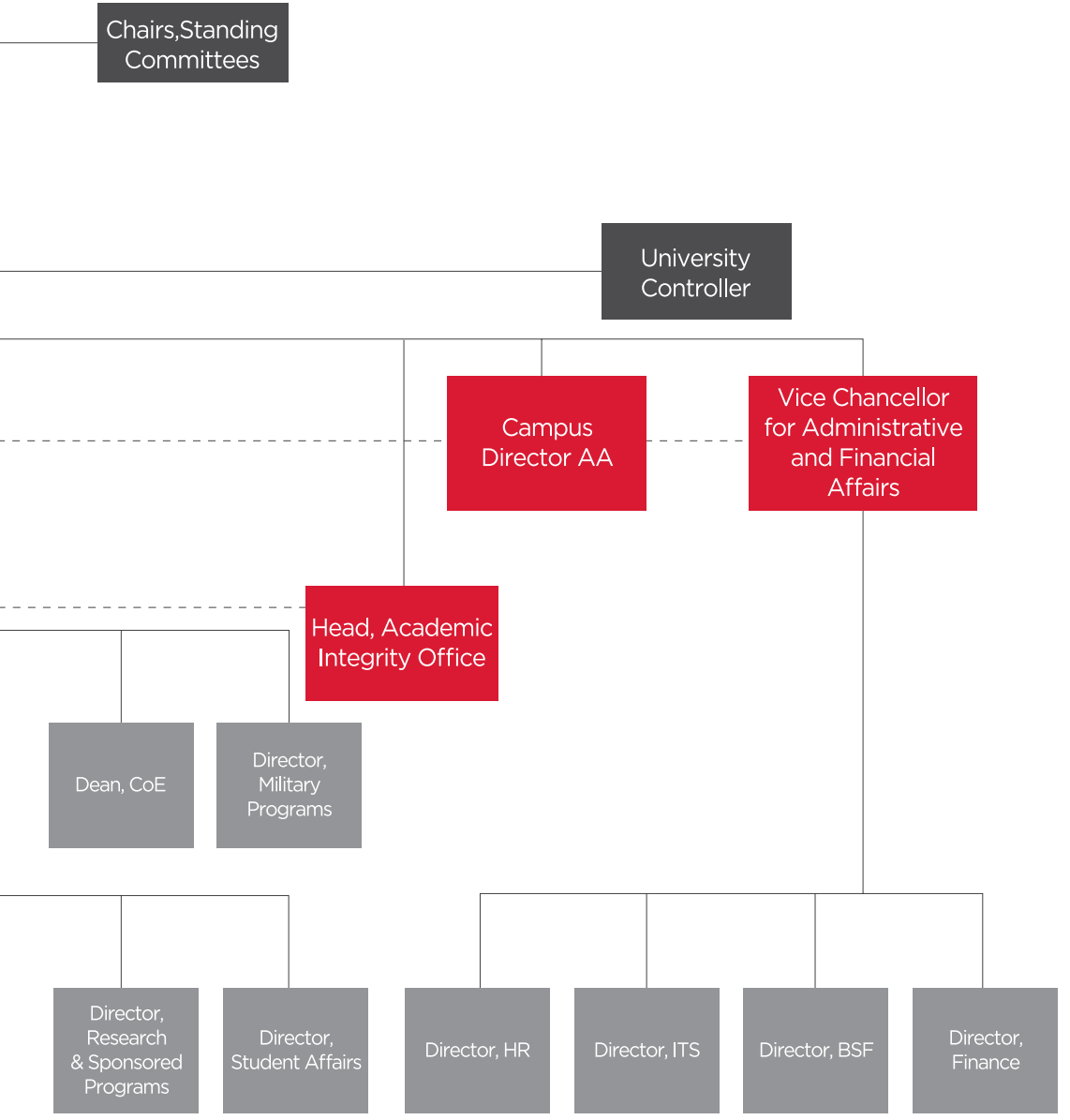
The city cultivates vibrant commercial and government sectors and is located on the island of Abu Dhabi just off the mainland of the Abu Dhabi Emirate.

Al Ain, the home city of the first UAE President, H.H. Sheikh Zayed Bin Sultan Al Nahyan, God Bless His Soul, is an oasis in the high desert of the Abu Dhabi, Emirate. Often referred to as the Garden City of the Emirates, Al Ain is renowned both for its architecture and tree-lined boulevards in the shadow of surrounding mountains.

The explosive growth in commerce, industry, education, tourism, construction, international trade, agriculture and manufacturing in the UAE is evident in both Abu Dhabi and Al Ain. These two cities provide unparalleled opportunities for personal enrichment and professional development both for nationals and expatriates pursuing their dreams of a better life for themselves and their families.

ADU Organization Chart




Chairs,Standing Committees
University Controller
Campus Director AA
Vice Chancellor for Administrative and Financial Affairs
Head, Academic Integrity Office
Dean, CoE
Director, Military Programs
Director, Research & Sponsored Programs
Director, Student Affairs
Director, HR
Director, ITS
Director, BSF
Director, Finance

جامعة أبوظبي
ABU DHABI UNIVERSITY

ADMISSION, ENROLLMENT AND REGISTRATION

General Admission Information

Application forms and supplementary information are available at the Admissions, Enrollment & International Relations Department. Applications for admission should be submitted by the dates announced by the Admissions, Enrollment & International Relations Department.

Abu Dhabi University accepts applications on a rolling basis throughout the year, and has intakes in the Fall, Winter, Spring and Summer while one intake in the Fall semester for DBA applicants. The Admissions, Enrollment & International Relations Department will provide the date, time, and place of the required entrance examination, if any.

All applications will be reviewed and evaluated on an individual basis. All documents received by Abu Dhabi University in connection with applications for admission will become the property of Abu Dhabi University. Under no circumstances will they be returned to the applicant, forwarded to another institution or duplicated for any other purpose.

Students submitting their application to Abu Dhabi University must certify that the information they have provided Abu Dhabi University is truthful and accurate. If relevant information is not disclosed to Abu Dhabi University upon admission, this will be grounds for rejection of the application or termination of enrollment.

If the student is found to have provided false or misleading information in their Abu Dhabi University application and supporting documents, or if the student fails to disclose relevant information in order to meet Abu Dhabi University admissions requirements, the Admissions, Enrollment & International Relations Department will reject the student's application to Abu Dhabi University or immediately deactivate the student's registration status and freeze any on-campus activities in which he/she is involved. Students will also sign the Abu Dhabi University Code of Honor once they receive their admission offer.

Abu Dhabi University will admit qualified students without regard to race, color, gender, religion, national origin, or physical impairment/abilities. Physically challenged students must provide for their own special needs while attending Abu Dhabi University.

Doctor of Business Administration General Admission

The following documents will be required during admission for non international students:

a. A fully completed Application for Admission form with a non-refundable application fee,

b. A true copy of the certified Bachelor and Master Degree Certificate and Transcripts (attested by the MOHESR for graduates from universities in the UAE),*

c. Six (6) passport-sized photographs,

d. A copy of a valid passport and residency visa (if applicable),

e. Copy of the UAE National Identity Card,

f. Medical Examination Clearance from,

g. Official transcripts and course syllabi from other universities for credit transfer,

h. Evidence of relevant work experience,

i. An application letter of 500-1000 words in length,

j. Official score report of international TOEFL (IBT) 79 or the ITP 550 (taken at ADUKG or Amideast) or the Academic IELTS 6.0 taken within the last 2 years,

k. Copy of the latest C.V.,

l. A true copy of an Equivalency letter from the Ministry of Higher Education and Scientific Research for applicants graduating from universities outside the UAE in addition to a true copy of the certified Bachelor and Master Degree Certificates and Transcripts.

m. Three professional recommendation letters.

Admission offers are valid for one academic year only. If a student does not register within the academic year, he/she will have to re-apply.

Applications that have missing documents past the cutoff date will be issued rejection letters. However, students may reapply once their admission documents are complete.

*The basis for admission is the Master. Postgraduate Diplomas do not substitute the Master degree for admission.

Additional Required Documents for International Students:

The following documents have to be received along with the application form and an application fee:

1. Bachelor and /Master's Degree, transcripts and certificates duly attested by the UAE Ministry of Higher Education and Scientific Research, and from the University where the certificate is issued,
2. Copy of student's passport (valid for at least 6 months),
3. Evidence of adequate funds or sponsorship,
4. Standard form indicating that the applicant will abide by the Abu Dhabi University rules and regulations,
5. Evaluation report from the Evaluation Service board stated above showing an equivalent average to the one required by Abu Dhabi University.

Doctorate Entry Requirements:

- Master degree (or equivalent qualification) in Business Administration or a directly related discipline from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research. The applicant should typically have a Cumulative Grade Point Average of at least 3.5 on a 4.00 point scale or its established equivalent in relevant Master course work.
- The Admission Committee will consider applications from holders of a Master Degree with a GPA between 3-3.49 based on the student's performance on the GMAT.
- Applicants must have at least two years of work experience at the middle to upper management levels.
- English Proficiency Tests – must be taken no more than two years prior to admission to Abu Dhabi University. Minimum English proficiency scores are set for each program and should be 79 Internet Based TOEFL, or 550 paper-based IT TOEFL (taken at ADUKG or Amideast) or 6.0 in Academic IELTS.

Exceptions:

- Students who are native speakers of English and have completed their undergraduate or postgraduate education in an English medium institution in a country where English is the official language.
- Students who have graduated from institutions where the medium of instruction is English, the TOEFL or IELTS requirement may be waived provided that the student supplies evidence that he/she obtained a TOEFL score of 550, or its equivalent on another standardized test approved by MOHESR, at the time of admission to his/her Master's program.

- Students will be interviewed by the DBA Admission Committee or a subset of that and only if the interview is deemed successful will the candidate be eligible for an offer of admission.
- Once admitted and enrolled, the student must complete the two sequential phases: Phase 1: consisting of course work and research proposal preparation and Phase 2: dissertation writing skills course and actual dissertation work.
- Meeting the above conditions doesn't guarantee automatic admission into the program. The selection committee will choose the best 20 candidates.

Conditional Admission:

Applicants may be required to satisfy one or more of the following conditions before granted regular admission to the program:

A. MA graduates from a discipline not related to business will be granted regular admission into the program after the successful completion of some MBA courses. The Admission Committee will assess each applicant's course work to determine which MBA foundation courses they will need to take. MBA courses are waived if a student has taken any of them in his/her Bachelor or Master degree with score of B and above.

B. Submission of an Equivalency letter from the Ministry of Higher Education and Scientific Research for students who graduated from universities outside the UAE by the end of the first semester. If they fail to submit it on time, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students have to approach the Admissions, Enrollment & International Relations Department in writing in case they are not able to submit the equivalency letter by the end of the grace period. A committee will decide on each case based on the documentation provided.

Master Degree General Admission

The following documents will be required during admission for non international students:

a. A fully completed Application for Admission form with a non-refundable application fee,

b. An attested copy of the certified Bachelor Degree Certificate and Transcript (attested by the MOHESR for graduates from UAE universities)*.

c. A copy of the UAE national ID card,

d. Six (6) passport-sized photographs,

e. A copy of a valid passport and residency visa (if applicable),

f. Medical Examination Clearance form,

g. Official transcripts and course syllabi from other universities for credit transfer,

h. Evidence of relevant work experience may be required,

i. Official score report of international TOEFL (IBT) 79 or the ITP 550 (taken at ADUKG or Amideast) or the Academic IELTS 6.0 taken within the last 2 years.

j. Copy of the latest C.V.,

k. 2 Recommendation letters may be required,

l. A true copy of an Equivalency letter from the Ministry of Higher Education and Scientific Research for applicants graduating from universities outside the UAE in addition to an attested copy of the certified Bachelor Degree Certificate and Transcript.

Students dismissed from other academic institutes for academic integrity offenses, as per their official transcript, will not be admitted to Abu Dhabi University.

Admission offers are valid for one academic year only. If a student does not register within the academic year, he/she will have to re-apply.

Applications that have missing documents past the cutoff date will be issued rejection letters. However, students may reapply once their admission documents are complete.

*The basis for admission is the Bachelor degree. Master degrees or Postgraduate Diplomas do not substitute the Bachelor degree for admission.

Additional Required Documents for International Students:

The following documents have to be received along with the application form and an application fee:

1. Bachelor's Degree, transcripts and certificates duly attested by the UAE Ministry of Higher Education and Scientific Research, and from the University where the certificate is issued,
2. Copy of student's passport (valid for at least 6 months),
3. Evidence of adequate funds or sponsorship,
4. Standard form indicating that the applicant will abide by the Abu Dhabi University rules and regulations,
5. Evaluation report from the Evaluation Service Board

stated above showing an equivalent average to the one required by Abu Dhabi University.

Master Degree Regular Entry Requirements:

- All students applying for Master admissions are required to have a baccalaureate degree (or equivalent qualification) in a directly related discipline from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research. The applicant should have a Cumulative Grade Point Average of at least 3.00 on a 4.00 point scale or its established equivalent in relevant undergraduate course work.
- Candidates may be asked by the Program Director to attend an interview.
- English Proficiency Tests – must be taken no more than two years prior to admission to Abu Dhabi University. Minimum English proficiency scores are set for each program and should be 79 Internet Based TOEFL, or 550 paper-based IT TOEFL (taken at ADUKG or Amideast) or 6.0 in Academic IELTS.

Exceptions:

1. Students who are native speakers of English and have completed their undergraduate or postgraduate education in an English medium institution in a country where English is the official language.
2. Students who have graduated from institutions where the medium of instruction is English, the TOEFL or IELTS requirement may be waived provided that the student supplies evidence that he/she obtained a TOEFL score of 500, or its equivalent on another standardized test approved by MOHESR, at the time of admission to his/her undergraduate program.

Once admitted and enrolled, the student must complete the program requirements within a maximum period of three calendar years and the Cumulative GPA must be at least 3.00 to graduate unless given an extension in writing by the Dean and Department Chair.

Students have to meet the program specific admission requirements of the program they are applying to.

Conditional Admission:

Applicants may be granted conditional admission in the following cases:

Case I:

English TOEFL score is between 530 and 549 (or its equivalent using the standardized tests approved by the Ministry).

In such a case, students may register for a maximum of 6 credit hours and must meet the following conditions:

1. Must achieve a TOEFL score of 550 or equivalent by the end of the student's first semester of study. Students will not be allowed to register for the following semester unless this condition is met.
2. Must achieve an overall CGPA of 3.00 by the end of the first semester of core courses (students are allowed to repeat one course to raise their CGPA). Students will be dismissed if this condition is not met.

Case II:

a. English TOEFL score equal to or above 550 (or its equivalent using the standardized tests approved by the Ministry).

b. and a CGPA between 2.00 and 2.99.

In such a case, students may register for a maximum of 9 credit hours in the first semester and must achieve an overall CGPA of 3.00 by the end of the first semester of core courses (students are allowed to repeat one course to raise their CGPA) or be dismissed from the program.

Case III:

Applicants may be required to complete some or all program pre-core courses (when the first degree is not directly related to the program), before granted regular admission to the program. Students are allowed to take these pre-core courses even if the language condition is not met.

Students may sit for a challenge exam set by the college. If a student passes the exam, he/she will be exempted from the pre-core course(s).

Students (who met the language condition) under this category may be allowed to register in regular graduate-level courses before completing the pre-core courses upon the recommendation of the Dean and/or Program Director. If the above conditions are met. However, they will be allowed to take intensive English course(s) and/or pre core courses even if the language condition is not met.

Case IV:

Applicants may be required to submit an Equivalency letter from the Ministry of Higher Education and Scientific Research for students who graduated from universities outside the UAE by the end of the first semester.

Students will be given a grace period of one semester to submit the equivalency letter. If they fail to submit it on time, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students have to approach the Admissions, Enrollment & International Relations Department in writing in case they

are not able to submit the equivalency letter by the end of the grace period. A committee with decide on each case based on the documentation provided.

Case V:

Applicants whose TOEFL score is below 530 or its equivalent must satisfy the English proficiency requirement before enrolling in any graduate-level credit course.

or/and

Once conditionally admitted students meet the above conditions, they will be granted regular admission.

Program Specific Requirements:

Each Master program has specific admission requirements. It is the responsibility of the Admissions, Enrollment & International Relations Department and the Program Director to ensure compliance with the requirements. Any changes or alterations to the program specific requirements must be approved by the concerned Dean, Program Director, and Provost and should be communicated to the CAA in a timely manner.

Professional Post-Graduate Diploma in Teaching General Admission

The following documents will be required during admission for non international students:

a. A fully completed Application for Admission form with a non-refundable application fee,

b. A true copy of the certified Bachelor Degree Certificate and Transcript (attested by the MOHESR for graduates from universities in the UAE),*

c. A copy of UAE National ID Card,

d. Six (6) passport-sized photographs,

e. A copy of a valid passport and residency visa (if applicable),

f. Medical Examination Clearance from,

g. Official transcripts and course syllabi from other universities for credit transfer,

h. Copy of the latest C.V.,

i. A true copy of an Equivalency letter from the Ministry of Higher Education and Scientific Research for applicants graduating from universities outside the UAE in addition to a true copy of the certified Bachelor Degree Certificate and Transcript.

*The basis for admission is the Bachelor degree. Postgraduate Diplomas do not substitute the Bachelor degree for admission.

Admission offers are valid for one academic year only. If a student does not register within the academic year, he/she will have to re-apply.

Applications that have missing documents past the cutoff date will be issued rejection letters. However, students may reapply once their admission documents are complete.

Students dismissed from other academic institutes for academic integrity offenses, as per their official transcript, will not be admitted to Abu Dhabi University.

Additional Required Documents for International Students:

The following documents have to be received along with the application form and an application fee:

1. bachelor's Degree, transcripts and certificates duly attested by the UAE Ministry of Higher Education and Scientific Research, and from the University where the certificate is issued,
2. copy of student's passport (valid for at least 6 months),
3. evidence of adequate funds or sponsorship,
4. standard form indicating that the applicant will abide by the Abu Dhabi University rules and regulations,
5. evaluation report from the Evaluation Service Board stated above showing an equivalent average to the one required by Abu Dhabi University.

Professional Post-Graduate Diploma Regular Entry Requirements:

- All students applying for postgraduate professional diploma admissions are required to have a baccalaureate degree (or equivalent qualification) in Math, Physics, Biology, History, Geography, Science, English, Arabic, Social Studies, Islamic Studies or other directly related discipline from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research. The applicant should typically have a Cumulative Grade Point Average of at least 2.00 on a 4.00 point scale or its established equivalent in relevant undergraduate course work.
- Candidates may be asked by the Program Director to attend an interview.
- Once admitted and enrolled, the student must

complete the program requirements within a maximum period of two calendar years and the Cumulative GPA must be at least 2.00 to graduate unless given an extension in writing by the Dean and Department Chair.

Conditional Admission

Applicants may be required to satisfy the following condition before granted regular admission to the program:

Submission of an Equivalency letter from the Ministry of Higher Education and Scientific Research for students who graduated from universities outside the UAE by the end of the first semester.

Students will be given a grace period of one semester to submit the equivalency letter. If they fail to submit it on time, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students have to approach the Admissions, Enrollment & International Relations Department in writing in case they are not able to submit the equivalency letter by the end of the grace period. A committee with decide on each case based on the documentation provided.

Once conditionally admitted students meet the above condition, they will be granted regular admission.

Authentication

The University has the responsibility of verifying the authenticity of certificates presented by applicants. To satisfy the following conditions of attestation, certificates issued by universities following the UAE curriculum must:

1. Be original certificates or a attested copy,
2. Show grades received for each subject, and
3. Be attested by the issuing University, and the UAE Ministry of Higher Education.

If a certificate is issued by a private university outside the UAE, the student must then submit an equivalency letter for his/her bachelor's degree .

DBA applicant must submit an equivalency letter for his/her bachelor and /Master's degree.

Orientation Program

The Admissions, Enrollment & International Relations Department will offer an orientation program for new students who are admitted to the Abu Dhabi University for Fall and Spring Semesters. Students admitted to Summer term will be encouraged to attend the Fall orientation. Students attending the orientation program will:

1. Gain important information about academic life at Abu Dhabi University and how to register for classes,
2. Become familiar with resources on campus,
3. Meet other new students and make friends,
4. Meet Abu Dhabi University faculty, staff, and administrators,
5. Preview important first-year college issues,
6. Get questions answered about campus life,
7. Tour the Abu Dhabi University campus and its facilities, and
8. Get help to adjust to the new environment.

Students will be encouraged to attend the orientation program to avoid missing valuable information that could adversely affect their success at Abu Dhabi University.

Credit Transfer

Transfer credits may be applied towards a postgraduate degree if the following conditions are met:

1. The credits have been earned at the postgraduate level from a federal or licensed institution in the UAE or a recognized foreign institution of higher learning,
2. Only a student who is in good academic standing (CGPA of 3.0 or higher on a 4.0 scale, or equivalent) is eligible for transfer to an Abu Dhabi University postgraduate program of study similar to that from which the student is transferring,
3. The student has received grades of at least B, and the coursework is deemed comparable to what is required in the specific degree program,
4. Credit transfer will not be granted twice for substantially the same course taken at two different institutions,
5. The course credit hours to be transferred are equal or higher to the credit hours of Abu Dhabi University courses,
6. Transfer credits may be given for equivalent Abu Dhabi University courses when, in the opinion of the appropriate Dean and Professors, the learning outcomes of the proposed transfer courses and the level of study are deemed equivalent to that of Abu Dhabi University's course(s).

Postgraduate students may apply for credit transfer for courses taken prior to joining Abu Dhabi University once only when they first apply for admission to Abu Dhabi University. Courses taught in English language only may be transferred to Abu Dhabi University. Credit should not be counted twice towards awards. Therefore, credit cannot be transferred from a Master degree that the student has already achieved to the one he/she is planning to pursue.

The maximum approved transfer credits that may be applied towards a postgraduate degree program must not exceed 50% of the total credit hours. Credits earned for thesis work cannot be transferred. All proposed transfer credits must be approved by the respective Dean and Program Director and then communicated to the student.

Official transcripts, as well as official course syllabi from the previous institution, must be sent to the Registrar's Office in order to process requests for the transfer of credits. Courses taken outside the UAE are subject to the Ministry's approval (Accreditation of the university) first before transferring the courses.

Re-admission Procedure

This policy applies to:

a. Former Abu Dhabi Universitystudents, whose enrolment at Abu Dhabi University has been voluntarily or involuntarily interrupted/stopped, including academic suspension, for more than two consecutive semesters (excluding summer semesters) or more than four discrete semesters (excluding summer semesters) during the whole period of study. Those semesters include the semesters from which the student has withdrawn from the semester with the approval of the concerned Dean.

b. Former Abu Dhabi University students who formally withdrew from the university by filling a Withdraw University Form.

c. Students who were dismissed from the University except for those who were dismissed for academic integrity violations (these students will not be readmitted).

Those students must petition the Admissions, Enrollment & International Relations Department in writing for readmission to the University indicating the semester for readmission is being requested stating the following:

1. Reasons for leaving Abu Dhabi University and reasons for returning;
2. Evidence proving that all conditions for readmission have been fulfilled;
3. Current contact information;
4. A valid Certificate of Good Conduct from the Police Department;

5. Medical report for students who withdraw from Abu Dhabi University for reasons of illness;
6. Clearance from the Finance Department at Abu Dhabi University.

If the student meets the current admission requirements, a committee comprised of the Provost, UC Dean, Head of the Office of Academic Integrity, Dean of the concerned college, Head of **Admissions, Enrollment & International Relations Department** and the Registrar will look into the request and make a decision on case by case basis. In some cases, an interview with the student may be required. The committee will evaluate students Abu Dhabi University transcripts and course syllabi. New admission policies might apply whenever appropriate including entrance and language tests.

Based on the committee's recommendations, the student might be readmitted either by:

a. Reactivating his/her account in case any of his/her Abu Dhabi University courses are counted.
b. Creating a new account: in case that all his/her Abu Dhabi University courses are not counted.

Once readmission is granted, the student has to pay the admission application and registration fees or reactivation fees.

Upon withdrawal, students must know and understand that readmission is not certain and is contingent upon a comprehensive reevaluation of the student petition.

Visiting Students

Visiting students are students attending courses or undertaking postgraduate research, with the prior approval from the Colleges concerned, without seeking a degree at Abu Dhabi University. They will normally:

a. Provide evidence of proficiency in the English language;
b. Participate, at their choice, in registered course-work, and sit for the examinations set for that course, and;
c. Be given, at their request, a transcript of courses taken at Abu Dhabi University.

Documents required for Admission of visiting students are as follows:

1. Completed application form with the required application fee;
2. Official transcript from the University at which the student is registered;
3. Copy of passport;
4. 2 photographs;
5. Copy of TOEFL/IELTS or any other proof of English proficiency.

Students who opt to complete the degree in Abu Dhabi University and change their status to regular student must meet the admission requirement. Please refer to the current admission policy and credit transfer policy if applicable.

Audit Students

If a student is planning to take classes without completing a certificate, diploma, or degree program, he/she should be classified as an Audit student. The student will need to complete the application for admission and fulfill any prerequisite requirements as outlined in the University Catalog. Students registered as auditors shall be required to pay the regular tuition and fees for enrollment.

Students enrolled as audit students may register for a maximum of 12 semester credit hours. Enrollment is contingent on having available space in the class. Minimum requirements may include attendance at all classes and course readings for participation in class discussions.

No university credit will be allowed for auditing courses, nor may students apply for or take special examinations for university credit in courses which they have audited. Courses taken for audit do not earn academic credit, do not apply toward any academic degree and do not count toward a student's full-time or part-time academic load. The student is expected to participate in the work of the class, but gets neither grade nor credit.

A student who is registered as an auditor may not change the audit course to a "credit" status, i.e. a regular registration, likewise, a student registered for credit may not change to audit status. The deadlines for auditing courses are the same as for courses taken for credit.

An audited course does not contribute toward degree requirements and any student who wishes there after to receive degree credit for the class must repeat the course with all the work. A student may not audit practicum or internships, and the Registrar reserves the right to restrict registration for audit in all courses.

Exchange Students

1. Candidates for the exchange program must meet the admission requirements of Abu Dhabi University.
2. All participants need to provide the following documents four months before the expected date of enrollment:
   a. completed application form (No application fees are to be charged);
   b. official transcript from the University the student is joining;
   c. copy of Passport;
   d. 2 photographs;
   e. original copy of TOEFL/IELTS or any other proof of English Proficiency.
3. Candidates must provide an original copy of TOEFL/IELTS or, for postgraduate students, any other proof of English Proficiency,
4. Candidates will be informed about their application results three months prior to the starting date of the semester,
5. All transfer credits between institutions will be determined before the transfer takes place after due consideration,
6. Students on an exchange program for two semesters must successfully pass the first semester or will not be permitted to continue,

Independent Study

An independent study course is a course that involves one-on-one interactions between a student and a faculty member and includes content that is not otherwise taught at the university. Each Independent Study experience entails at least 15 contact hours for every credit hour of the course over an entire semester. An Independent Study course will count toward elective credit in the student's program of study and must satisfy one or more of the program learning outcomes.

Independent Study is open to students who have earned more than half of the credit hours in the program of study with at least a 3.0 CGPA. Students may not register for Independent Study for the purpose of making up deficiencies resulting from failures in other courses.

A student must have the Independent Study approved at the department and college level prior to registration. The student must submit to the relevant department chair the description of the Independent Study course and the basis for the final grade, and the proposal must be endorsed by the faculty member who will supervise the work and assign the grade. The proposal must then be approved by the department chair and the dean. Departments may set additional criteria that students must meet in order to register for Independent Study.

Postgraduate students may not register for more than three credits of Independent Study during their courses of study at Abu Dhabi University. Independent Study may not be used to award credit for off-campus work which is not under the direct supervision of an Abu Dhabi University faculty member.

Master of Education in Leadership Admission

1. Candidates must hold a bachelors degree in Education or equivalent.
2. Minimum of 2 years experience relevant to K – 12 education.

Master of Science in Special Education Admission

1. Candidates for admission must have an undergraduate degree in Education or psychology.
2. Holders of non-education/ psychology degrees will be required to take the 4-5 of the pre-core courses specified below, as per the recommendation of the Program Director.

Course Code	Course Title	Credit Hours	Prerequisite(s)
EDA 100	Foundations of Education	3	-
EDC 202	Introduction to Educational Psychology	3	-
CAI 204	Introduction to Teaching	3	-
EDT303	Instructional Technology	3	-
EDC 402	Introduction to Special Education	3	-
EDA 302	Classroom Management	3	-
CAI 202	School Curricula: Concept and Structure	3	-
EDT 301	Instructional Design	3	-
EDC 302	Developmental Psychology	3	-
EDC 301	Measurement and Evaluation in Education	3	-

Pre-core courses are waived if a student has taken any of the pre-core courses in his/her undergraduate degree with a score of B and above.

3. Two letters of recommendation
4. A certificate of work experience, if any.

Master of Engineering Management Admission

1. A Bachelor's Degree recognized by the UAE Ministry of Higher Education and Scientific Research in engineering or computer science disciplines.
2. Applicants who have not taken any business courses as part of their Bachelor's Degree in engineering or computer science discipline will have to take the below pre-core (or foundation) courses. A pre-core course will be waived if a student had successfully completed the course or its equivalent prior to joining the program.

Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 482-PC	Introduction to Management	2	-
ACC 482-PC	Financial Accounting	2	-
ECO 482-PC	Introduction to Economics	2	-

In additional to the application form, the applicant has to submit two letters of recommendation.

Master of Science in Civil Engineering Admission

1. Candidates for admission must have a baccalaureate degree in Civil Engineering or related field.
2. Student should select one of the following concentrations at the time of application:
   a. general Civil Engineering Concentration
   b. structural Engineering Concentration
   c. construction Engineering Management Concentration

Admission Requirements

In addition to satisfying the requirements of Abu Dhabi University Graduate Admission Policy, the following Civil Engineering Department conditions apply:

- Candidates with CGPA in their undergraduate degree below 2.5 cannot be admitted to the M.Sc. in Civil Engineering program.
- Based on the courses the applicant took in his/her undergraduate degree, and the concentration applied for, the program director may require the applicant to take certain undergraduate courses as remedial courses or pass a challenge test in lieu of such courses.

Master of Business Administration Admission

1. Candidates for admission must have an undergraduate degree.
2. Students with undergraduate degree outside of business will be required to take the 4 MBA Precore courses listed below. Pre-core courses are waived if a student has taken any of the pre-core courses in his/her undergraduate degree with a score of C and above.

Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 482-PC	Introduction to Management	2	-
ACC 482-PC	Financial Accounting	2	-
ECO 482-PC	Introduction to Economics	2	-
BUS 482-PC	Quantitative Methods in Business	2	-

Students not meeting the English requirement (this includes such cases as (a) no TOEFL or equivalent; (b) TOEFL below 530 or equivalent; or (c) TOEFL between 530 and 549 or equivalent) will be required to enroll in an intensive English course (COM480-PC) in their first term. A conditionally admitted student falling in falling in category (b) or (c) can take only one course in addition to COM480-PC, Le., one pre-core course for category (b) and one core or precore course for category (c) in his or her first term In addition to that, a conditionally admitted student falling in one of the three categories described above will be required to participate in COBA PG Mentorship Program.

All students admitted conditionally based on English proficiency or CGPA requirements will be required to participate in COBA PG Mentorship Program. MBA students whose CGPA drops below 3.0 will be required to participate in COBA PG Mentorship Program.

Master of Human Resources Management Admission

1. Candidates for admission must have an undergraduate degree..

2. Students with undergraduate degree outside of business will be required to take the 4 rvlHRM Precore courses listed below. Pre-core courses are waived if a student has taken any of the pre-core courses in his/her undergraduate degree with a score of C and above.

Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 482-PC	Introduction to Management	2	-
COM 482-PC	Business Communication	2	-
ECO 482-PC	Introduction to Economics	2	-
BUS 482-PC	Quantitative Methods in Business	2	-

Students not meeting the English requirement (this includes such cases as (a) no TOEFL or equivalent; (b) TOEFL below 530 or equivalent; or (c) TOEFL between 530 and 549 or equivalent) will be required to enroll in an intensive English course (COM480-PC) in their first term. A conditionally admitted student falling in category (b) or (c) can take only one course in addition to COM480-PC, i.e., one pre-core course for category (b) and one core or pre-core course for category (c) in his or her first term. In addition to that, a conditionally admitted student falling in one of the two categories described above will be required to participate in COBA PG Mentorship Program.

All students admitted conditionally based on English proficiency or CGPA requirements will be required to participate in COBA PG Mentorship Program.

Students whose CGPA drops below 3.0 will be required to participate in COBA PG Mentorship Program.

Registration

Students will be required to register during the online registration period announced every semester by the Office of the Registrar.

- Late registration will be completed within the first calendar week after the semester registration period is over.
- Registered students may add/drop courses prior to the first day and during the first calendar week of the semester. A full refund will be given for courses dropped by students during this period.
- Students wishing to continue their studies at Abu Dhabi University but who fail to pay the prescribed fees one week after registration, will be considered to have dropped from courses on they have registered.
- Students may seek to defer their registration by applying in writing to the Registrar. This should be done at least one week before the specified date of registration. Fees for late registration will be charged and students will be required to register on or before the deferred registration date.
- Students will only be permitted to sit for examinations and receive grades if they are registered for the courses and have settled their fees in full.

Registration Procedures

Students must register online at the beginning of each semester. Registration procedures are as follows:

a. Before students meet with their Advisor, they should identify the list of courses they should take in each semester to satisfy the requirements of the program of study leading to their degree.

b. Students register online at www.adu.ac.ae/en/registrar and then print out their own schedule cards. If a section is full, another selection will need to be made in consultation with the Advisor. Once the schedule card is finalized, and printed off, tuition fees are to be paid at the Finance Department.

Course Load Limitation

Full time postgraduate students carry a minimum load of 9 credit hours per fall or spring semester. Part time postgraduate students carry a load of less than 9 credit hours per fall or spring semester.

1. A student may register for up to a maximum of 12 credit hours in any spring or fall semester.
2. A student may register for up to a maximum of 6 credit hours in any term of six weeks duration or less

postgraduate students under academic probation have to abide by the load specified in the relevant Academic Standing Policy.

Add/Drop Course Regulations

A student is allowed to add and drop one or more courses during the first week of the regular semester and during first two days of the Winter/ Summer term. A student may drop one or more courses during the tenth week of the semester. In such cases, the "W" grade reflects the student's voluntary Withdrawal from the course. This grade is not computed in the student's GPA but determines student's progress towards completion of the college requirements. If the student does not officially withdraw from courses during these specified periods, he/she is considered registered for such courses and is held accountable for completing them.

Dropping Fall/Spring Credit Courses

- Students dropping courses within the first calendar week of the Fall/Spring semester will receive a 100% refund of the tuition fee.
- Students dropping courses in the second calendar week of the Fall/Spring semester will receive 75% refund of the tuition fee. In such cases a "Withdrawal without Penalty" (W) grade will be entered in their record.
- Students dropping courses in the third calendar week of the Fall/Spring semester will receive a 50% refund of tuition fees. In such cases, a (W) grade will be entered in their record.
- Students dropping courses after the third week of the Fall/Spring semester will receive no refund, and will be awarded a (W) grade for that course.
- A late registration fee will be charged for students registering during the add/ drop period.
- If students do not withdraw from courses during these specified periods, they will be considered as being registered for the course and held accountable.
- A 100% refund of tuition fees will be given for courses canceled by Abu Dhabi University.

Administrative Drops

Abu Dhabi University officials in the Office of the Registrar or the College Dean's Office may initiate an administrative drop. A student may be administratively dropped from one or more classes (or withdrawn from all classes) for any of the following reasons:

a. Failure to meet certain preconditions, including but not limited to:

- failure to pay tuition and fees by designated deadlines
- class cancellations
- failure to meet course prerequisites
- failure to meet the specific academic requirements of the degree program, and
- failure of comprehensive or preliminary examinations

b. When the safety of the student, faculty member or other students in a course is jeopardized,

c. Academic suspension, including but not limited to, failure to attain or maintain a required grade point average (GPA) of 3.0 after being placed on Academic Probation,

d. Disciplinary suspension for having been in violation of the Student Code of Conduct,

e. Disruptive behavior determined by a faculty member, College Dean or Registrar (and if required, a disciplinary committee) if found to be detrimental to the progress of the course and the education of students, or

f. Exceeding the allowable number of absences from a course for a given semester.

Withdrawal from the University

Students who wish to leave Abu Dhabi University before graduation must complete a University Withdrawal Application Form from the Office of the Registrar. Official withdrawal will be granted after completion of the clearance procedure.

A "W" grade will appear against all courses taken by the student when he or she withdraws from Abu Dhabi University.

Student Record Confidentiality

The Student record is defined as any paper base or online documentation that contains information directly related to the student, such as academic evaluations, transcripts, test scores and other academic records, counseling and advising records, disciplinary records, and financial aid records. Academic and non-academic student's information is confidential and is protected against release to anyone except the student, the guardian, the sponsor and/or otherwise specified by the Student Release of Information Form.

Student Archives

The final course result at the end of the semester will remain in Abu Dhabi University records in perpetuity. The Office of Registrar will be responsible for maintaining appropriate storage. Deans, Chairs of Departments and faculty will have read-only access to these records.

Back up files will be updated regularly, with another set of files stored in an external and secure location in fire proof cabinets.

Tuition Fee

Tuition is based upon the college and/or Department classification as opposed to the course classification or level.Tuition rates for students vary from the tuition rates for graduate students. Costs of books and supplies are not included in the tuition and fees. Students at Abu Dhabi University also are required to pay certain fees and other costs to attend the university.

Abu Dhabi University reserves the right to change tuition and fee rates at any time with one semester advanced notice to students. A tuition schedule is published prior to registration for each semester.

University institutional policy requires all students to pay tuition fees in advance. Failure to pay tuition fees by designated deadlines, a student may be administratively dropped from one or more classes. Students who have been dropped can reregister again, a late payment fee of AED 500/- applies.

Students who owe money to the institution will not be allowed to register for the subsequent semester until the balance owedis paid in full.

Fees Structure - AED

Postgraduate Tuition and Fees	Frequency	Fees	
		Abu Dhabi	AL Ain
Postgraduate Tuition			
College Arts and Science	per credit hour		
Master of Education in Leadership	per credit hour	2100	2100
Master of Science in Special Education	per credit hour	2100	2100
Professional Post-Graduate Diploma in Teaching	per credit hour	-	1200
College of Business Administration			
Master of Business Administration	per credit hour	2700	2700
Master of Human Resources Management	per credit hour	2700	2700
Doctor of Business Administration	per credit hour	4400	-
College of Engineering			
Master of Engineering Management	per credit hour	2800	2800
Master of Project Management	per credit hour	2800	-
Master of Science in Civil Engineering	per credit hour	2700	-
Admission Fee			
Admission Application - Postgraduate (Non-Refundable)	One Time	400	400
Registration - Postgraduate (Non-Refundable, paid once upon admission)	One Time	2850	2850
Registration -Professional diploma in Teaching (Non-Refundable, paid once upon admission)	One Time	-	2000
Institutional TOEFL + Write Placer	One Time	585	585
IELTS Exam	One Time	900	900
Late Registration/Payment Fee	upon occurrence	500	500
Healthcare Service Fee	Per Semester	110	50
Healthcare Service Fee	Per Summer/Winter	55	25
Student Services	Per Semester	350	350
Student Services	Per Summer / Winter	175	175
Accommodation Fees – Only in Abu Dhabi			
Private Single Occupancy with Bath and Kitchen	Per Semester	12500	-
	Per Summer/Winter	3800	-
	Per Day	130	-
Semi-Private Single Occupancy with shared Bath and Kitchen	Per Semester	9200	-
	Per Summer/Winter	2800	-
	Per Day	100	-

Double Occupancy with Bath and Kitchen	Per Semester	6700	-
	Per Summer/Winter	2000	-
	Per Day	70	-
Double Occupancy with Shared Bath and Kitchen	Per Semester	5400	-
	Per Summer/Winter	1700	-
	Per Day	55	-
Other Fees – Both campuses			
Degree Attestation Fees	Upon Graduation	180	
Graduation Fee	Upon Graduation	1,000	
Locker Deposit	one time	200	
Locker Rent	Per Semester	65	
CoE Locker Rent	Per Semester	140	
CoE Locker Rent	Per Summer/Winter	35	
ID Replacement	any time/upon student's request	65	
Official Transcript	any time/upon student's request	55	
Enrollment Letter	any time/upon student's request	30	
Locker Key Replacement	any time/upon student's request	100	
Penalty Bounced cheques	per cheque	500	
Post-Dated Cheques	per cheque	130	
Repatriation Deposit	one time	2150	
Residence Visa (Applicants inside UAE)	one time	1400	
Residence Visa (Applicants outside UAE)	one time	850	
Visa Transfer	one time	1200	
Visa Renewal	one time	550	
Visa Cancellation (ADU has passport)	one time	120	
Visa Cancellation (ADU doesn't have passport)	one time	300	
Student Health Insurance	per Year	800	
Maintenance Deposit	one time	1000	
Door Cylinder Replacement	Upon Losing Door Key	200	
Lost Diploma Fees	Occurrence	300	
Certified True copy of the Graduation Certificate	Upon Graduation	100	
Parking Sticker	per additional sticker	25	
Parking Fines	per Occurrence	200	
Courier Fees (Local)	any time/upon student's request	70	
Courier Fees (International)	any time/upon student's request	200	
Internship Penality	Per Occurrence	500	
Intensive Business English	one time	1000	

Abu Dhabi University reserves the right to make changes affecting Tuition, Fees and other testing fees during the year.

Payment

Tuition and fees are due upon registration. Students can pay cash directly at any branch of Abu Dhabi Islamic bank or by bank transfer. Tuition and fees may also be paid by cash, checks, and valid credit cards in the Abu Dhabi University finance office.

Cash Payment at the Bank

If you wish to pay in cash, please follow the following steps to make the payment to Abu Dhabi University Account No. 1-341-7198 at any of the Abu Dhabi Islamic Bank branches:

- Access the Abu Dhabi University Student Portal.
- Enter your user name and password.
- Click on registration and choose Register in courses.
- Make sure you have finalized your registration.
- Click on the link to display the schedule then make a print out.
- Submit the print out to any of the ADIB branches.
- Deposit the full amount into account No. 1-341-7198.
- Keep the ADIB deposit slip.
- If within 48 hours, the amount paid does not appear in your statement of account, please check with the Abu Dhabi University Finance Department with your ADIB deposit slip

Online Payment

Online payment is available through the Abu Dhabi University website www.adu.ac.ae,

- Log in your ID number and password at E-Services,
- Click self service then go to Student Centre to view the due amount and press make a payment,
- Enter the amount desired to pay on each item, to calculate the total amount click calculate grand total. After checking the total amount, press next to continue.
- Read the agreement and tick the box if you agree, click pay online to proceed.
- Select the type of card to use (Master card or Visa Card).
- Enter the card number, the expiry date and the security code then click pay to continue.
- Transaction details will appear then click finish to proceed.
- Lastly, a payment confirmation message will show, click ok to complete the payment.

Plans for Tuition Payments

Each student who enrolls at Abu Dhabi University must choose one of the following plans and finalize the arrangements with the Finance Department:

• Option 1

Pay in Full

Full payment is due during the first week of registration.

• Option 2

Two Installments

The first payment is 50% of the total tuition fees due during the first week of registration and the second is a post-dated cheque two months after the first payment. A collection fee of 130 AED will be charged.

• Option 3

Four Installments

The first payment is 25% of the total tuition fees during the first week of registration with three monthly post-dated cheques. A collection fee of 390 AED will be charged.

Note: Once a student pays by Post-dated Cheques, she/he cannot exchange any of them with cash or another cheque; all received cheques will be deposited directly to the bank on the date stipulated on the cheques,

Refund

Refund Fees

1. A refund processing fee of AED 100/- is charged to students who drop courses during the refund period and decide to receive a cheque for the refunded amount. If the student decides to keep the amount in his/her account, no fee will be charged.
2. Any overpayment amount will remain in the student account and will be deducted from next semester's fees. If a student wants a refund of the account balance, three cases are possible:
   a. If the overpayment is less than AED 2,000/-, no refund will be made on a priority basis, but should occur in about 15 working days.
   b. If the overpayment is equal or higher than AED 2,000/-, the refund will be made on a priority basis, within 5 business days.
   c. If a student is:

- graduating the same semester, or
- withdrawing from the University, or
- receiving scholarship or sponsorship support, than his/her overpayment balance will be refunded at no extra charge and given priority service.

3. No refund processing fee will be charged if Abu Dhabi University decides to cancel the class.

Refund Period

1. The refund periods for students in the Fall and Spring semesters are as follows:
   c. 100% refund during the first academic calendar week;
   d. 75% refund during the second academic calendar week;
   e. 50% refund during the third academic calendar week; and
   f. 0% refund as of the fourth academic calendar week.
2. The refund periods for Summer courses for students are as follows:
   a. 100% refund during the first and second days of classes;
   b. 75% refund during the third and fourth days of classes;
   c. 50% refund during the two following business days; and
   d. 0% refund after the above period.

Discount for Abu Dhabi University Alumni Students

Abu Dhabi University alumni who return to continue their graduate studies at the Masters level at Abu Dhabi University will be entitled to a 20% discount on tuition fees.

Eligibility Requirements:

To maintain the discount, a minimum CGPA of 3.0 in the Master level program is required.

Rules and Regulations

The following rules and regulations shall apply to master level tuition discount for returning Abu Dhabi University students:

a) Tuition discount applications should be submitted at least two weeks prior to the start of the semester for new students.

b) In the case where a student qualifies for more than one discount, scholarship or financial aid benefit, the student shall avail of the benefit with the highest value.

c) In any semester where the minimum required CGPA is not met the student will lose the discount for the following semester. However, if the student CGPA reaches the minimum required level again, the discount will be automatically reinstated.

d) Any student who is found guilty of a student code of conduct violation or an academic integrity offense will forfeit the discount for all subsequent semesters

Merit-Based Tuition Discount

Students with an undergraduate CGPA of at least 3.5 (or equivalent) who pursue their graduate studies at the Masters level at Abu Dhabi University will be entitled to a 25% discount on tuition fees.

Eligibility Requirements:

To maintain the discount, a minimum CGPA of 3.5 in the Master level program is required.

Rules and Regulations

The following rules and regulations shall apply to the merit-based master-level tuition discount:

a. Tuition discount applications should be submitted at least two weeks prior to the start of the semester for new students. b) In the case where a student qualifies for more than one discount, scholarship or financial aid benefit, the student shall avail of the benefit with the highest value.

b. In any semester where CGPA drops below 3.5 the student will lose the discount for the following semester. However, if the student CGPA reaches 3.5 or above the discount will be automatically reinstated .

c. Any student who is found guilty of a student code of conduct violation or an academic integrity offense will forfeit the discount for all subsequent semesters.

Graduation Requirements

Postgraduate students must successfully complete all course requirements, as well as other academic activities assigned to their specialized study plan. The CGPA of each postgraduate student must be at least 3.0 out of 4.0.

Students must complete the Application for Graduation Form online no later than the end of the second week of the semester (first week incase of Summer semester) in order to be eligible for graduation at the end of that semester.

Applying for Graduation

Postgraduate students graduating from Abu Dhabi University must officially file an application for graduation at the beginning of the semester in which they plan to graduate. The Office of the Registrar does not initiate the diploma preparation until a student officially files for graduation.

NOTE:

Students must complete all requirements toward their degree in the semester they intend to graduate, or their graduation application will be disapproved.

Students wishing to graduate in the current semester, who were disapproved for graduation in any past semester, must re-file for graduation.

Students filing for graduation prior to the deadline may submit a graduation application request online through their PeopleSoft Student Center.

Applying for graduation on time will help to include your name in the commencement program; if you plan to participate in the ceremony, apply on time!

Deadline to file for graduation:

Deadline for applying for graduation is published in the student calendar available in the Abu Dhabi University website.

For any clarifications needed please contact the Office of the Registrar.

How to apply for graduation online?

- Go to www.adu.ac.ae to apply.
- Login in PeopleSoft using your username and password.
- Click on self service.
- Click on degree progress/ graduation.
- Click on apply for graduation.
- Click on the program for which you want to apply for graduation.
- Select the expected graduation term from the drop down list.
- Read carefully any comments in the Graduation. Instruction section. Any information to be conveyed to the expected graduates from the Office of the Registrar would be displayed on the graduation instruction section.

Awarding Degrees and Diplomas

1. Abu Dhabi University will award Postgraduate degrees upon the recommendation of Abu Dhabi University's Academic Council and University Council to students who have fulfilled the requirements of an approved program of study.
2. Abu Dhabi University will award Master's Degrees when a candidate has successfully completed a program approved by his/her College.
3. Given that the official language of Abu Dhabi University is English, the diploma certificates for an academic award will generally be in English.The documents show the full name of the recipient, the title of the award, and the title of the study program concerned.
4. The diploma certificate bears the official seal of Abu Dhabi University, as well as the signatures of the Chairman and the Chancellor of the University.
5. Abu Dhabi University may withhold the conferral of an academic degree or diploma to a student who has outstanding payments due to Abu Dhabi University, who has unreturned materials on loan from the Abu Dhabi University Library, or who has any other outstanding obligations to Abu Dhabi University.

the stairs
from here to
Dunkin

STUDENT SUPPORT SERVICES

Mission

The Student Support Services endeavors to build on the overall university mission by offering services and facilities that fosters academic achievements, encourages students' development and fosters a healthy campus environment.

Vision

Through superior educational and social knowledge, we aim to fully prepare our students to be contributing members of a diverse, dynamic and challenging global society.

Student Housing

Abu Dhabi University (Abu Dhabi Campus) offers residence units of different classifications, all of which are apartment/studio type which are housed in buildings with 24/7 security and/or security system. Student dormitories are separated in terms of gender, in observance of the Gender-segregation Policy of the University. These residences are strategically located within the University, creating an atmosphere most conducive to learning and comfort of students.

Each dormitory is manned by a Supervisor and Security Personnel who are available 24/7 to cater to students' requests and other needs. Due to health and hygiene purposes, pets are not allowed in the dormitories.

Types of Units:

Private Room

Single unit with individual kitchen and bath (1 person/unit)

Semi-Private

Single Occupancy with Shared Bath and Kitchen (2 persons/unit)

Double-Occupancy

One-bedroom unit with 2 beds with shared kitchen and bath (2 persons/unit)

Double-Shared Occupancy

Two-bedroom unit with 2 beds in each room and shared kitchen and bath (4 persons/unit)

All units are furnished with beds and complete beddings, cupboards, closets, microwave ovens and refrigerators.

Services and Facilities available:

- Common kitchen
- Laundry rooms
- Common washrooms
- TV room
- Computer areas with PC and wired internet connections
- Wireless Internet connection
- Gym
- Sports Facilities (football, basketball, volleyball, tennis courts)
- Supermarket
- Transportation to and from shopping areas

Due to health and hygiene purposes, pets are not allowed in the dormitories.

Curfew hours are applied to ensure student safety and to promote a secured environment of campus-living.

Counseling Services

Counseling Services aims to clarify the needs arising from the impact of college life on the student's educational, interpersonal, and social life. Supportive counseling services can help the students adjust to their circumstances and relate to the environment in a more productive way. It also offers an atmosphere in which students may discuss their issues with the assurance of all counseling information to remain private and confidential. It also engages in activities that contribute to the well-being of Abu Dhabi University community through on-campus and off-campus service delivery projects. Both students and the community benefit from continued commitment in providing a model counseling program.

Supportive counseling services provided to students included but not limited to:

Individual Counseling - to discuss information and/or difficulties with educational/academic matters, coping/adjustment skills to academia, and interpersonal issues affecting academic performance.

Group Counseling - provides an opportunity for group of individuals (2 or more) to explore new techniques in several issues; i.e., communication, stress/anger management, and interpersonal matters.

Educational Activities & Personal Development - are workshops and referral services designed to respond to the variety of student's needs and development during their academia.

Other Services: this includes Dress Code which promote cultural value and individual respect and Consultation with students, family members, guardians, faculty and staff, Emergency Response when need arises.

Career Development Department

The Career Development Department actively participates in educating students so that they can successfully meet the challenges of today's ever-changing work environment. The department strives to achieve this mission and meet the career needs of all students, from freshmen to alumni, through career programs and events that are designed to complement and enhance the university's academic objectives.

The Career Development Department hosts an annual career fair where students directly meet with recruiters from various industries and organizations, local or multinational, to gather information on job prospects. Along with the annual career fair, an Employer Talk program is held regularly at both campuses where employers share career advice and speak directly to students about career opportunities in their respective organizations. Both events provide a platform for students to expand their professional network.

The Student Employment Program has been implemented by the Career Development Department providing short-term on-campus employment to students who desire to work and acquire valuable work experience as part of their education experience and to meet educational expenses.

To contact the Career Development Department, please email careers@adu.ac.ae

Connect with us:

Facebook: aducareerdevelopment

Twitter: @ADUCareerDevt

LinkedIn: Career Devt Dept ADU

Student Engagement & Development Office (SEDO)

Student Engagement & Development Office is a student-centered department that works dynamically to provide the Abu Dhabi University community with an expansive variety of Cultural, Social, Artistic, Religious, Environmental, Recreational, Health, and Athletic programs. SEDO is always looking forward to create a vibrant campus life and to engage students into the activities and events that occurs in & off campus. Programs that represent the aim of the office are the following;

- Student Council Program: Aims to build a strong bridge of communication between the students and the Abu Dhabi University Management and embrace the needs of the students to bring about significant developments in Abu Dhabi University.
- Clubs Program: Aims to motivate Abu Dhabi University students to create their own activities through illustrating their culture, interest, and professionalism.
- Community Service: Aims to encourage volunteerism work for students, to support UAE community.
- Sport: Aims to enhance the physical skills of Abu Dhabi University students, through various activities in and out campus, such as football, basketball, cricket, and volleyball tournaments and games.
- PDP-Personal Development Planning Program: Maintain active and well skilled Abu Dhabi University students through developing their interpersonal skills by applying the Abu Dhabi University Graduate Skills Standard.

Throughout the students' several development and empowerment programs, they gain the ability and authority to make decisions and implement change in their own lives and the lives of all Abu Dhabi University community. Hence, harmonizing the efforts of the teaching faculty, students are empowered.

SEDO strives to become a leading model of innovative and creative approaches for student-centered initiatives as we deliberately grow to meet the expanding needs of our splendidly diverse student body and greater community.

Students With Special Needs

Students with special needs are encouraged to consider a university education. By working to create an accessible learning environment, the

administrators, faculty and staff of Abu Dhabi University endeavor to provide support and services that:

- Enable students with special needs to approach their studies more effectively;
- Enhance understanding of special needs within the University community, and
- Promote collaboration within the University community and within the community at large to provide assistance for students with special needs.

Special need students include those students with:

1. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing includes:
   - epilepsy;
   - any degree of paralysis;
   - amputation;
   - lack of physical coordination;
   - blindness or visual impairment;
   - deafness or hearing impairment;
   - muteness or speech impediment; or
   - physical reliance on, wheelchair, or other appliance or device;
2. A learning disability or a dysfunction in one or more of the processes involved in the comprehension or use of symbols or spoken language;
3. A mental disorder, where "mental disorder" means a disorder of thought, perception, feelings or behavior that impairs a person's:
   - judgment
   - ability to associate with others

Counseling Services for Special Needs Students:

The Counseling Services Office assists the students with impairments in fully participating in all aspects of University life, and in particular:

1. Provide support and advice for students with impairments.
2. Formally evaluate the student's impairment, and following discussion with the course coordinator, determine what support or accommodations are appropriate. In making an assessment, counselor may seek advice from appropriate professionals such as a doctor, neurologist or educational psychologist.
3. Coordinate the provision of specialized services, furniture, equipment, or other accommodations as required.
4. Liaise with the student and other relevant student service providers to ensure that where required, appropriate support is provided to any student with impairment.
5. Provide support, advice and information to the appointed counselor in each department.

Student Visa & Health Insurance

Abu Dhabi University students who choose to be sponsored by the University in terms of residence visa should apply through the Student Support Services Office. The visa sponsorship process requires certain conditions that students should meet in order to obtain and maintain student visa. Such conditions are covered by government rules and regulations.

- Should be full time students: with a minimum 12 credit hours for Undergraduate and minimum 6 credit hours for Postgraduate students.
- A student must not be employed while under the sponsorship of the University unless authorized by Ministry of Labor.
- Students must promptly respond to any notice, telecommunication, E-mail & SMS involved with their visas and/or Health Insurance Cards renewal process.
- Students must commit to the registration rules as per ADU policy.
- Immediate updating the Student Support Service office with any changes may occur to the students communication channels (Tel Nos. & E-mails).

Students under Abu Dhabi University sponsorships and to all International GCC students wish to have Health Insurance should apply through the Student Support Services with the following below requirements. Health Insurance processing will take 7 to 10 days maximum upon submission of complete requirements.

- Copy of valid passport with visa page
- (1) passport size photo white background
- Copy of Emirates ID/Application form
- Fee

Student Locker

Lockers are available to any current and registered student of Abu Dhabi University. Due to a limited number of compartments, locker rental is subjected on a first-come, first-served basis. Locker applications are obtained,

completed and submitted to Student Support Services Office.

Locker Availability

Male Side:

- Ground Floor

Female Side:

- Ground Floor
- First Floor
- Second Floor

Student Transportation

The Abu Dhabi University Student Transportation Service has been established to offer and maintain a safe and orderly environment for travelers to and from Abu Dhabi University campuses. Abu Dhabi University provides the service to transport students according to their needs in addition to allowing accessibility to the university. Students are picked-up and dropped-off at designated areas around the city of Abu Dhabi in accordance to the student's preferred type of service.

IT Services

The Information Technology Department is committed to ensure that all University's IT requirements are fulfilled and guarantees that all quality system operations run smoothly. The information technology resources include computer hardware and software, databases and communication networks, as well as trained technical and user services staff.

A high speed network connects all of the University's computers with the Internet, electronic mail, and remote login and file transfer facilities are accessible to all education institutions and other organizations throughout the world. The general infrastructure in the labs includes student workstations, an instructor workstation, laptop connectivity, scanners, printers, data projector, slide projectors, CD/ DVD writers, digital cameras, and audio and video equipment.

Bookshop

The Abu Dhabi University bookstore stocks all required texts and eBooks that faculty wish students to read for their courses.

Textbooks and eBooks are ordered from the publishers and local distributors.

Abu Dhabi University bookstore is dedicated to providing textbooks and eBooks on time, combining service with value pricing. Constantly striving to supply what the consumer is asking for, Abu Dhabi University bookstore will continually review what is available in the marketplace, improving on what is available and providing new products and services as needed.

The Bookstore have " A Used Textbook Buy-back Program", wherein students can sell their used textbooks and they will be given credit on their accounts which can be used to pay their tuition, books, and other fees.

Library

The Abu Dhabi University library includes facilities on the Abu Dhabi and Al Ain campuses. The library provides educational services to Abu Dhabi University communities that include orientation, training for new users, information literacy, research assistance, subject guides, borrowing and lending, reference services, database searching, Internet access, photocopying and printing services. Abu Dhabi University library is committed to providing a well-balanced and up-to-date set of educational rseources.

Membership

The Abu Dhabi University library is open for the purpose of study and research to the following groups:

a. Members of all the Boards and Councils of Abu Dhabi University;

b. Members of Academic and Non-academic staff of Abu Dhabi University;

c. Registered students of Abu Dhabi University;

d. Other students taking courses in Abu Dhabi University as agreed by the Abu Dhabi University library director or an authorized representative;

e. Students of other UAE universities as authorized by the director of the library.

The Abu Dhabi University library provides the following services to its users:

- Circulation and Reserves.
- Photocopying Service.
- Printing Service.
- Reference Service.
- Full Text e-Journals Search
- Group Study Rooms.
- Information Literacy Sessions.
- Interlibrary Loan.
- Online Library Catalog

General Rules

Abu Dhabi University library regulations are approved by the Library Review Committee, with the aim of giving all library users the opportunity to make the fullest use of one of Abu Dhabi University's most valuable resources. The regulations shall describe what Abu Dhabi University expects from users in dealings with the library. Abu Dhabi University Library Committee will be responsible for reviewing and updating library policies and procedures as necessary.
All registered readers are presumed to know the library regulations which are included in the Student handbooks and available in the Library and on the Library's web pages.

Library Hours

The library is open Saturday through Thursday and closed on Fridays; public holidays and other days of obligation.

The opening hours of the main library are displayed on the notice boards and are as follows:

Sunday – Thursday: 9:00 am – 8:00 pm

Saturday: 12:00 noon – 8:00 pm

Friday: Closed

Ramadan and summer sessions have special hours
Public holidays and special days - CLOSED

The opening hours of Abu Dhabi University are displayed at the library entrance. The library normally closes on days on which Abu Dhabi University is closed as published in the Abu Dhabi University Calendar and the daily newspapers. Use of the Abu Dhabi University library is normally permitted to registered readers only and is conditional on the observance of its regulations and any other general regulations laid down by Abu Dhabi University for use of its facilities. Admission to closed collections is at the discretion of the library director and subject to the separate regulations governing those collections; admission to them does not of itself imply permission to use other parts of the library's collections.

Healthcare Clinic On Campus

Healthcare Clinic on Campus aims to provide Basic First Aid Healthcare services and health awareness workshops. Abu Dhabi University community will gain from continued commitment in providing quality and reliable healthcare services.

Abu Dhabi University provides access to health care services for students and other members of Abu Dhabi University community. Our health services will accommodate all students, faculty and staff emergencies during office hours. We are accepting patients on a walk-in or appointment basis, and offer prompt referral of patients to sub-specialist consultants where necessary. When the university health service is closed, students with serious medical emergencies are advised to go to the nearest Medical Facility. Abu Dhabi University Clinic sustains highest level of ethical standards and confidentiality in adherence to Health Authority of Abu Dhabi and Abu Dhabi University policies and procedures.

Cafeterias and Restaurants

Abu Dhabi University Food Court offers menus that are innovative and affordably priced. It serves a broad selection of items that appeal to every taste and dietary restriction. Restaurants at Abu Dhabi University Food Court are designed for use by staff, students and visitors, and is generally the most visited component of the university. It is also a place where students and faculty can take their visitors for brief coffee break or a lunch hour visit.

Abu Dhabi University Food Court:

- Al Farooj Restaurant
- Nabraas Restaurant
- Dunkin' Donuts
- High Quality Restaurant
- Maison Maatouk
- Subway
- Cinnamon City
- Dolce Coffee Shop
- Starbucks Coffee
- Circle K Supermarket

Contact Centre

Abu Dhabi University Contact Centre has a wider but vital responsibility to provide the highest level of customer service to our potential students and existing students who call the University Toll Free number (800 ADYOU – 80023968) and guests who call the Operator (501-5555). The University Contact Center employs dedicated full time staffs along with part time support staffs and current ADU students to deliver professional and correct information and act as the information gateway for the Abu Dhabi University, its students, staff and the wider community.

The Contact Centre is open from 9 a.m. to 6 p.m., Sunday to Thursday and has 8 lines hubbed to the toll free number to ensure easy and seamless accessibility by the existing as well as prospective students. Our Mission is to deliver a comprehensive and efficient information service, providing positive experiences and placing our clients at the centre of what we do. The Contact Centre supports a wide range of service initiatives aimed at helping different departments within the Abu Dhabi University like managing the Operator line – 501-5555, outbound

calling projects, bulk sms, sending bulk email blasts, conducting phone-based surveys, serve as one of the multiple Point of Contact for Students Complaints, helping other departments with call overflows on request, sending e-publication to prospects on request etc.

For prospective student enquires call 800 23968 or email Admissions@adu.ac.ae

Our Commitment to Quality

The ADU Contact Service Centre is committed to continuous learning and improvement and this is demonstrated in its rigorous quality monitoring program. Staffs are assessed on their customer service skills and product knowledge based on an internal daily call monitoring system. The Contact Centre is also independently assessed through Mystery shopping each month by Nielsen, a global consumer research company who specializes in such fields. ADU Contact Centre has been consistently performing highly with more than 97% average in the last 7-month.

Employment Opportunities for Students

The ADU Contact Service Centre employs current Abu Dhabi University students in the role of Customer Service Officer. The role involves the provision of course information via phone, email and web contacts. Additional duties include outbound call campaigns, surveys and other administrative tasks as and when needed.

Recruitment usually occurs as per the vacancy and requirement of the Contact Centre and the applicants most suitable for this position will be first or second year students who are motivated, hard working, proficient with computers and can demonstrate a pleasant phone manner. Prior call centre and customer service experience is desirable, but most importantly, applicants must demonstrate proven ability to function effectively within a team environment.

Successful applicants will receive extensive training in customer service skills, systems use, and the relevant product knowledge required. A Buddy Program also provides new staff with the opportunity to gain confidence in their skills and knowledge before taking phone calls.

Available positions are advertised on Careers website.

Health and Safety

Abu Dhabi University is committed to strong programs of accident and injury prevention and to complying with all environmental and health and safety laws and regulations. Good health and safety practices are a responsibility of each faculty member, staff member, student and visitors to the university.

Line responsibility for good health and safety practice begins with the supervisor in the workplace, laboratory or classroom and proceeds upward through the levels of management. In academic areas, supervisors include the lab instructors, class instructors and faculty, or others having direct supervisory authority. Academic levels of management are the department chairperson or Deans and the Provost. Administrative levels of management include mid-management, directors, and Vice Chancellor. Final responsibility for health and safety policy and programs rests with the Chancellor of the University.

Scope

Abu Dhabi University makes all reasonable efforts to:

- Ensure that all equipment, substances and work systems used are suitable for their intended purposes and take all reasonable and practical steps to meet safety requirements.
- Protect the health and safety of Abu Dhabi University faculty, staff, students and visitors who currently reside in the university campus;
- Provide safe workplaces - academic, research, and administrative - for faculty, staff and students;
- Provide information to faculty, staff, and students about health and safety hazards
- Identify and correct health and safety hazards and encourage faculty, staff and students to report hazards;
- Provide information and safeguards for those on campuses and in the surrounding community regarding environmental hazards arising from operations at Abu Dhabi University.

The managers of Safety & Security and Health & Counseling departments together with top management personnel in the University form the Environmental Health & Safety (EH&S) Committee who is responsible for recommending University-wide health and safety policies; ensuring overall institutional compliance with policies, statutes, and regulations; monitoring the effectiveness of the safety programs; identifying the risk at the workplace and providing central health and safety services to all areas of the University.

COURSE RELATED INFORMATION

Introduction

Course grades will be based upon a combination of examinations, class participation, class attendance, quizzes, projects and homework assignments. Students receive a preliminary assessment of the course grade after mid-semester tests, and a final evaluation at the end of the semester.

Doctorate/Master Degree Grading System and Scale

Abu Dhabi University graduate students will be assigned grades for their academic course work according to the following scale:

Grade	*Grade Point*	*Percentage*	*Meaning of the Grade*
A	4.00	90-100	Excellent
B+	3.50	85-89	Very Good
B	3.00	80-84	Good
C+	2.50	75-79	Satisfactory
C	2.00	70-74	Poor
F (credit)	0.00	Less than 70	Fail
P (credit)	N/A	N/A	Pass
S	N/A	N/A	Assigned for Successful completion of graduate non-credit courses
I	N/A	N/A	Assigned for Incomplete course work
U	N/A	N/A	Assigned for Unsuccessful completion of graduate non-credit courses
T	N/A	N/A	Transferred Course
P	N/A	N/A	In Progress
W	N/A	N/A	Withdrawal from a Course
WA	N/A	N/A	Withdrawal from a Course due to exceeding Absence Limit
CC	N/A	N/A	Course Continuation
H	N/A	N/A	Final grades on hold

Doctorate/Master Degree Grade Definition

While composing grade criteria, faculty members will seriously consider and incorporate as appropriate, the official University grade definition guidelines below:

A

Excellent mastery of course material.

B+

Good mastery of course material.

B

Satisfactory performance in the course.

C+, C

Poor performance in the course.

F (credit)

Unacceptable performance in the course (Failure).

S (Satisfactory)

Satisfactory completion of non-credit graduate courses (This is not computed in the student's GPA but determines student's progress towards completion of degree requirements.)

U (Unsatisfactory)

Unsatisfactory completion of non-credit graduate courses (This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.)

T (Transferred course)

The "T" grade reflects a transfer of credit for an equivalent postgraduate course taken at another accredited academic institution with a minimum grade of "B".

I (Incomplete)

An "I" grade is given when the student is unable to complete the course requirements for a reason deemed legitimate by the Office of the Registrar and the course instructor as per the Abu Dhabi University Attendance Policy.

Advanced courses may not be taken if the course with an Incomplete grade is a pre-requisite for the advanced course, unless the grade is finalized before the start of the following semester.

The maximum period of time to resolve the "I" grade must not be more than one semester from the time the "I" is given, excluding the summer semester. Failure to resolve the "I" grade within the time specified will result in the conversion of the "I" grade into an "F" grade.

W (Withdrawal)

The "W" grade reflects the student's voluntary Withdrawal before Thursday of the tenth week of the semester. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.

WA (Administrative Withdrawal)

The "WA" grade reflects the administrative withdrawal of the student from the course for exceeding the absence limit as per Abu Dhabi University Attendance Policy. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.

P (credit)

Satisfactory completion of postgraduate credit

IP (In Progress)

The "IP" grade is awarded when certain course-related activities, such as projects or dissertation requires a longer time to be completed than the deadline for grade submission. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements. The IP grade must be resolved within one month from the time the "IP" is given.

CC (Course Continuation)

The "CC" grade is used to indicate continuation of a multi-semester course, including a master's thesis or doctoral dissertation course. The CC is not a grade, but merely a space holder on the student's transcript which clarifies that a student is still enrolled within a given course.

H (Final grade on Hold)

Final grade on Hold (This grade is given to a student until pending administrative issues are resolved).

Post-Graduate Diploma Grading System and Scale

Abu Dhabi University graduate students will be assigned grades for their academic course work according to the following scale:

Grade	*Grade Point*	*Percentage*	*Meaning of the Grade*
A	4.00	90-100	Excellent
B+	3.50	85-89	Very Good
B	3.00	80-84	Good
C+	2.50	75-79	Satisfactory
C	2.00	70-74	Satisfactory
D+	1.50	65-69	Poor
D	1.00	60-64	Poor
F (credit)	0.00	Less than 60	Fail
F (non-credit)	N/A	N/A	Fail
P (non-credit)	N/A	N/A	Pass
I	N/A	N/A	Assigned for Incomplete course work
T	N/A	N/A	Transferred Course
IP	N/A	N/A	In Progress
W	N/A	N/A	Withdrawal from a Course
WA	N/A	N/A	Withdrawal from a Course due to exceeding Absence Limit
CC	N/A	N/A	Course Continuation
H	N/A	N/A	Final grades on hold

Post-Graduate Diploma Grade Definition

While composing grade criteria, faculty members will seriously consider and incorporate as appropriate, the official University grade definition guidelines below:

A

Excellent mastery of course material

B+

Very good mastery of course material

B

Good mastery of course material

C+, C

Satisfactory performance in the course

D+, D

Poor performance in the course

F (credit)

Unacceptable performance in the course (Failure)

F (non-credit)

Unsatisfactory completion of non-credit undergraduate and ELI courses (This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.)

I (Incomplete)

An "I" grade is given when the student is unable to complete the course requirements for a reason deemed legitimate by the Office of the Registrar and the course instructor as per the Abu Dhabi University Attendance Policy.

Advanced courses may not be taken if the course with an Incomplete grade is a pre-requisite for the advanced course, unless the grade is finalized before the start of the following semester.

The maximum period of time to resolve the "I" grade must not be more than one semester from the time the "I" is given, excluding the summer semester. Failure to resolve the "I" grade within the time specified will result in the conversion of the "I" grade into an "F" grade.

W (Withdrawal)

The "W" grade reflects the student's voluntary Withdrawal before Thursday of the tenth week of the semester. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.

WA (Withdrawal due to Absences)

The "WA" grade reflects the administrative withdrawal of the student from the course for exceeding the absence limit as per Abu Dhabi University Attendance Policy. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.

P (non-credit)

Satisfactory completion of non-credit ELI (This grade is not computed in the student's GPA but determines students' progress towards completion of degree requirements.)

H (Final Grade On Hold)

Final grade on Hold (This grade is given to a student until pending administrative issues are resolved.)

T (Transferred Course)

The "T" grade reflects a transfer of credit for an equivalent undergraduate course taken at another accredited academic institution with a minimum grade of "C".

IP (In Progress)

The "IP" grade is awarded when certain course-related activities, such as internships, or projects taken in lieu of internships, require a longer time to be completed than the deadline for grade submission. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements. The IP grade must be resolved within one month from the time the "IP" is given.

CC Course Continuation

The "CC" grade is used to indicate continuation of a multi-semester course. The CC is not a grade, but merely a space holder on the student's transcript which clarifies that a student is still enrolled within a given course.

Grade Change

Two events may results in a change of the final grade of the students:

1. A grade appeal request by the student (after an "informal" discussion with the faculty College Dean),
2. An error in calculating the student's grade (after an "informal" discussion with the faculty College Dean).

The time limit for changing a grade is one semester from the date the grades are posted by the Registrar.

Semester Grade Point Average

A student's semester grade point average (SGPA) is obtained by dividing the total quality points earned in a given semester by the total number of credit hours taken in that semester. Quality points of any course are calculated by multiplying the number of credit hours of that course by the earned grade points of the same course.

Courses with grades of "P", "CC", "I", "IP", "T", "W", "WA", and "H" are excluded from computing the SGPA. The semester credit hours for which a grade of "I", "IP" or "H" is assigned are excluded from computing the grade-point average until it is replaced by a letter grade.

Cumulative Grade Point Average

A student's cumulative grade point average (CGPA) indicates a student's achievement in all courses taken at Abu Dhabi University until the end of a given semester. The CGPA is obtained by dividing the total quality points earned from the initial enrollment at Abu Dhabi University to the end of the given semester by the total number of credit hours taken until the end of that semester. Courses with grades "P", "CC", "I", "IP", "W", "WA", and "H" are excluded from computing the CGPA. Courses transferred from another college/university will appear on the student's transcript with a "T" grade and will be excluded from computing the CGPA.

Mid-Semester Advisory Grades

By the end of the ninth week of classes, during each academic semester, mid-semester advisory grades will be submitted by instructors of all courses. Valid mid-semester advisory grade entries will include A, B+, B, C+, C and F Grade reports for all students will be made available to the students and the advisors of the students. The Learning Support Center will use the mid-semester advisory grades to identify "at-risk" students and take remedial action.

Transcripts

Transcripts are the chronological, permanent and the most complete student educational record. Incompletes, failures and withdrawals; academic standing and all academic awards; majors, minors and concentrations are recorded thereon.

Students who have not settled their financial tuition/fees or other obligations to Abu Dhabi University will not be issued transcripts.

Grade Appeals

Students have the right to appeal their final grade in a course during the period announced by the Office of the Registrar.

The following is the Grade Appeal Procedure to be followed by the students:

Consultation:

In an attempt to resolve a grade appeal, the student must first meet with the following individuals, in the order listed, to discuss the matter:

1. Faculty member teaching the course;
2. Chairperson of the department in which the course is offered, and
3. Dean of the college in which the course is offered.

The consultation(s) should take place as soon as possible after the final grade or the relevant component grade is released. It is assumed that the department chairpersons and the deans will make every effort to resolve the grade appeal.

In the case of a final course grade appeal, if the matter is not resolved, the student may proceed to the Committee Grade Appeal process as soon as possible, but no later than the start of early registration period in the following regular semester.

Committee Grade Appeal Process:

The student may initiate a Committee Appeal Process by filing the Grade Appeal Form with the Office of the Registrar. The form must be submitted prior to the beginning of the early registration period in the regular semester subsequent to the semester in which the grade in question was given.

The Office of the Registrar will forward the form to the college dean, who will refer the Grade Appeal Form to a

committee of faculty selected by the dean. The committee will review the student's performance in the course. This review may include interviews with the student and the faculty member teaching the course. The chair of the committee will forward the grade recommendation to the college dean for final approval. There are three possible outcomes to an individual grade appeal:

1. The original grade is upheld;
2. The grade is lowered relative to the original; and
3. The grade is raised relative to the original.

The decision of the dean is final. The Grade Appeal Form will be returned to the Office of the Registrar to inform the student of the decision.

The entire process should be concluded before the end of the semester during which the appeal form was submitted.

Postgraduate probationary admitted students who are due for dismissal by the end of their first semester may appeal their grades under conditions of this Policy. They will not be allowed, nevertheless, to register in subsequent semesters until their grade appeals are resolved and they meet the Abu Dhabi University postgraduate admission requirements.

Honor Graduate

Abu Dhabi University grants honors to eligible students graduating from postgraduate programs. The eligibility requirement is to achieve a CGPA of 3.85 or above.

Honors are listed in the student transcript and the diploma certificate.

Retention of Final Examinations

Faculty are encouraged to make graded final examinations or papers available to students at the end of the semester. A copy of each student's graded final examination/paper should be retained by the college for a period of one semester.

Student Assessment and Late Coursework Guidelines

Abu Dhabi University believes that quality assessment should both document student success (assessment OF learning) and help students improve and learn better through provision of timely feedback on their performance (assessment FOR learning) and how to improve it.

Moreover, faculty should develop assessment methods and tasks that serve both purposes of assessments and target knowledge mastery as well as higher order thinking skills and abilities. In sum, excellence in assessment is integral to achieving excellence in teaching and learning, which is in harmony with Abu Dhabi University vision and mission.

Definition

Assessment is the gathering of evidence of student learning and achievement to guide instructional decisions and aid student learning.

Purposes of Assessment

Assessment serves multiple purposes. It provides feedback to the two main immediate users of assessment information or results: students and faculty.

- Students receive relevant feedback on their performance and how to improve it, and instructors receive feedback on their strategies of instructional delivery. Moreover, assessment results help students to reflect on their learning experience, to adjust their learning strategies and skills, and to identify where they need help.
- Faculty receive feedback which helps them to reflect on their instructional strategies, to make necessary adjustments, to track student progress, and to identify which students need extra help.

Assessment Types

There are three major types of assessment: diagnostic, summative and formative.

- Diagnostic assessment is usually conducted at the beginning of the semester and is used to identify student strengths and weaknesses. It provides information that can help both students and instructors to build on the strengths and remedy the weaknesses.
- Summative assessment, on the other hand, is usually carried out at the end of the semester and is used to determine the extent to which the students have achieved the course learning objectives or outcomes (grading function). It helps instructors make decisions and judgments for purposes of student promotion and/or graduation. Final exams and projects, among other forms, serve this purpose.
- Formative assessment, in contrast to summative assessment, is conducted throughout the semester and is used to enhance the learning and teaching process. Information provided by this ongoing

assessment helps students improve their study skills, learning strategies and achievement, thus support ongoing student progress, and helps instructors diagnose and respond to student needs (development and improvement function).

Assessment Methods

Accurate and sound assessment requires that a variety of appropriate assessment methods be used and aligned with the intended learning outcomes. There are generally two main assessment methods: traditional and alternative/ authentic. The former includes tools such as paper-and-pencil tests and exams while the latter includes tools similar to performance tasks, essays, presentations, projects, practical work, case studies, reports, portfolios. The choice among these tools depends on the discipline, the nature of the individual course as well as the intended learning outcomes.

The following are the assessment tools that Abu Dhabi University faculty members can choose from in assessing their student performance and achievement:

- Tests and exams
- Assignments/homework
- Projects
- Reports
- Presentations
- Essays
- Papers
- Case studies
- Exhibitions
- Portfolios
- Self-assessment
- Capstone course or graduation project
- Performance through observing and judging

Late Submission Coursework

1. The due date for each class assignment or project should be clearly indicated to the students in the course outline.

2. Assignments received more than two weeks after the due date should not be accepted.

3. Submission dates may be extended in exceptional circumstances. The College or Instructor may use their discretion in approving such requests. Submission of the coursework should not normally exceed the last day of classes.

4. Assignments or projects can be turned in any time up to two weeks after the due date will be graded, but a penalty may be applied.

a. Assignments submitted at any time up to one week after the due date should have the grade awarded reduced by 2% for each calendar day the assignment is late.

b. Assignments submitted more than one week but not more than two weeks after the due date should have the grade reduced by 5% for each calendar day the assignment is late.

Academic Standing

If the student's CGPA drops below 2.00 for the postgraduate professional diploma students and 3.0, for other postgraduate students, he/she will be placed on his/ her first academic probation in the following semester.

If at the end of the semester in which the student was placed on his/her first academic probation, the CGPA remains below 2.00 for the postgraduate professional diploma students and 3.0, for the other postgraduate students maintain the student will be placed on his/her second consecutive academic probation.

If at the end of the semester in which the student was placed on his/her second academic probation, the CGPA remains below 2.00 for the postgraduate professional diploma students and 3.0, for the other postgraduate students, the student will be dismissed from Abu Dhabi University for failure to make satisfactory academic progress.

Students under academic probations are allowed to change major only once during the time they are under academic probation, provided they meet the admissions requirements of the new postgraduate degree program.

Student Attendance

When the student's absence in a given course reaches or exceeds 30%, he/she will be withdrawn from the course. Absences will not be waived under any circumstances.

Students will be considered absent if they do not arrive on time for a lesson. Taking attendance will start on the first

day of classes and will continue until the last day of classes in the semester.

Warnings will be posted on the Abu Dhabi University Student Portal when a student's absence reaches 10%, 20%, and 25%. At the 30% absence limit, a withdrawal due to absence (WA) will be posted on the Abu Dhabi University Student Portal.

The Registrar's Office will accept excuses only from students missing an exam/major assignment due to absence. Students will be permitted to take a make-up exam, if its weight is at least 10% of the course total mark, upon approval of a legitimate excuse.

Evidence for any of the following legitimate excuses will be submitted to the Office of the Registrar on the first day of return to class:

1. Hospitalization,
2. Contagious Disease,
3. Death of an immediate family member (parent, grandparent, sibling, spouse, child),
4. Car Accident,
5. Special assignments (for working students) with prior written approval from the Office of the Registrar,

Al Haj and Al Umra are not valid excuses for students to be absent.

In the case of excused absence for a final exam, the student has to apply for an Incomplete (I) grade at the Office of the Registrar within 48 hours of the exam.

Academic Advisory System

Mentoring and academic guidance of Abu Dhabi University's postgraduate students at all stages of their program will be provided by faculty advisors and program directors as well as from the dean if needed.

Program directors should take primary responsibility for ensuring that graduate students receive the advising described in the following sections. Graduate advising should be assessed on a yearly basis.

Responsibilities

Faculty

Graduate students need good advising at the four below stages.

a. Advising while recruiting

Accurate and up-to-date information should be provided to prospective graduate students regarding the following aspects:

- Admission requirements
- Curriculum information
- Degree requirement

- Typical study plans
- Research and teaching interests of the faculty
- Tuition and fees
- Scholarships / Financial aid
- Employment opportunities after graduation
- Placement record of the program
- Student services

b. Advising of New Students

In consultation with the postgraduate student, the advisor plans a program of study, and research (if applicable) that should be followed by the student. The following information should be provided to new students:

- Instruction regarding advising;
- Advising schedule;
- Course offerings and study plans;
- Syllabi;
- Rules and procedures governing registration;
- Rules and procedures governing credit transfer;
- Rules and procedures governing changing advisors;
- Class schedules.

c. Advising of Continuing Students

The responsibilities of the advisor regarding a returning student include the following:

- Setting advising schedules;
- Evaluating student progress on a regular basis in relation to norms associated with successful degree completion (degree progress tracking);
- Evaluating student performance in relation to expectations in an informative way;
- Educating students about academic integrity;
- Informing students of university policies.

d. Advising of Graduating Students

The advisor should assist a graduating student in the following way:

- Referring the student to career services;
- Providing letters of recommendation;
- Providing information about job opportunities;
- Encouraging the student to be involved in networking activities.

Responsibilities of students

Postgraduate students should:

- Devote appropriate time and energy to take full advantage of the advising process;
- Be available for regular meetings;
- Communicate regularly with faculty advisors;
- Be prepared to take initiatives and to find answers to questions;
- Read all the regulations and policies of the University relevant to postgraduate studies;
- Be aware of time constraints of faculty members and other demands imposed on staff;
- Inform the advisor on time about problems and uncertainties that might affect normal progress and performance expectations.

Assignment of Advisors

- The program director has the responsibility to assign to each graduate student a faculty member advisor.
- The assignment should be based on the field of interest of the student and the area of concentration of the faculty.
- The graduate student is allowed to suggest a name of a faculty to the program director.
- The assignment should take place at an early stage of the commencement of the program.

Problem Resolution

- If the advisor or the postgraduate advisee believes that the advising process is failing, the program director should assist in mediating the problem.
- Meaningful alternatives should be proposed in a timely fashion.
- The mediation should be constructive and non-personalized aiming a mutually acceptable resolution of the problem.
- If the mediation effort is seen as unacceptable, the case should be handled by the Dean following the formal grievance procedure of the university.

Examination Rules and Regulations

1. Final Examinations for all students will be held as stipulated in the Academic Calendar;

2. Only students registered for a particular course will be admitted into the room for the respective final examination. Students who have exceeded the 30% absence rule, or who have not paid their tuition/ fees, or who have been suspended or dismissed from the University will not be allowed to sit for their final examinations,

3. Faculty may examine students using written, practical, or oral tests, by continuous assessment, or by any combination of these,

4. Students who wish to appeal examination result(s) must submit a formal letter to the Office of Research and Sponsored Programs ,

5. The week before the final exam shall be used for feedback for students to reflect on what they have learned during the semester,

6. If a student has missed an exam for any reason (other than medical reasons as already noted), she/ he may appeal to retake the test or exam if extreme justifying circumstances warrant it. A written appeal must describe the circumstances which caused the student to miss the examination, and supporting documentation should be provided where appropriate. Copies of the appeal must be sent to the respective faculty member and to the Office of Research and Sponsored Programs for review and approval.

Rules Governing Final Examinations

1. No faculty may hold a final examination except during the period in which final examinations are scheduled. The final examination times will be posted by the Registrar and will take place immediately following the fifteenth week of the Fall and Spring semesters. The Summer semester final examination schedule will be coordinated within the Summer semester and students will be notified of the given date in advance.

2. No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the Office of the Registrar will permit a postponement allowing students to sit for such an examination at a later date.

3. Examinations that are postponed because more than two examinations are scheduled on the same day, or because an examination conflicts with another examination or when more than two examinations are scheduled on the same day, may be taken at another time during the final examination period if the faculty member and student can agree on a time.

4. Laboratory work and oral examinations which form part of a final exam are allowed to be taken in the week preceding the period set for the final examinations, but all of the university required written final examinations must be given during the final exam period.

5. No faculty may change the time, date or location of a final exam without permission from the Registrar.

6. No faculty member may increase the time allowed for a final exam beyond the scheduled two hours without permission from the respective Dean and Registrar

7. Only the Office of the Registrar is authorized to release grades to students.

Examination Roles and Responsibilities

For an examination that does not involve a course coordinator, the instructor of the course is responsible for all aspects of examination administration. When a course coordinator is involved, the proctor(s), instructor and course coordinator have specific roles and responsibilities regarding examination administration. These roles and responsibilities are as follows:

The course coordinator will:

1. Arrange for proctors and ensure that they are informed about their proctoring schedules and roles (in case of external proctors, the Office of Academic Integrity will carry out this task),

2. Arrange for the duplicating of final exams and the delivery of the exam envelopes to proctors one hour before the exam,

3. Plan for backup proctors in case of emergencies,

4. Be available during the exam days to resolve potential issues.

The course instructor/course coordinator will:

1. Be present in the exam room a minimum period of 30 minutes to answer student questions in the first one hour period of the exam; and
2. Be available in his/her office during the remainder of the exam period.

The proctor will:

1. Ensure physical separation between seats in the exam room to the largest extent possible.
2. Be available in the exam room not later than 20 minutes before the start of the exam.
3. Ensure proper distribution of exam papers at the beginning of the exam and collection of both the exam and answer sheets at the end of the exam.
4. Verify student IDs.
5. Ensure strict compliance to exam timing.
6. Ensure students' compliance with exam rules and regulations.
7. Not allow late students to enter the exam room after 30 minutes from the starting time of the exam.
8. Not allow students to leave the exam room before 40 minutes from the start of the exam.
9. Ensure that the students have access to allowed material only (as specified on the exam).
10. Be fully engaged in proctoring (no distracting activities).
11. Ensure that students' personal belongings are placed on the floor away from the students, preferably in a designated area of the room.
12. If violations of academic integrity is detected, student must be approached and examination papers confiscated only when there is solid and direct evidence proving violations (e.g., seeing students using "cheat sheet," access to concealed materials such looking at writings written on body parts. etc). In these cases, student should be approached by only one proctor, and ID as well as the examination papers should be confiscated. Exam Violation Documentation Form should be completed and submitted to OAI. The evidence of violation should be secured in a non-confrontational manner. The roving proctor must be contacted immediately, if the student does not cooperate or does not comply with the instructions of the proctor.
13. Enforce the following rules:
    a. students may not talk to each other or ask the proctor about the exam;
    b. students may not exchange any kind of material,
    c. No mobile phones and other communication devices are allowed in the examination room,
    d. students can be escorted to use restroom facilities, when using the facilities is absolutely necessary,
    e. seats must be randomly assigned to students,
14. Publicize the examination rules among the student body ahead of the exam,
15. Notify students that any violation of the exam rules will result in the ejection of the students from the examination room.

Awarding Degrees and Diplomas

1. Abu Dhabi University will award the Diploma when a candidate has successfully completed a program approved by his/her College.
2. Degrees are conferred at the annual Commencement.
3. Given that the official language of Abu Dhabi University is English, the diploma certificates for an academic award will be in English. The documents show the full name of the recipient, the title of the award, and the title of the study program concerned.
4. The diploma certificate bears the official seal of Abu Dhabi University, as well as the signatures of the Chairman and the Chancellor of the University.

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Vision

The Office of Research and Sponsored Programs (ORSP) was created to help Abu Dhabi University expand its research mission and become a research-oriented comprehensive university recognized nationally and regionally as a leader in solving applied problems and assisting in shaping the economic, social and cultural future of the UAE and the region.

Mission

The mission of the Office is to pursue excellence in selected strategic areas of applied research and innovative scholarly pursuits compatible with the socio-economic needs of the UAE, and the Arab world. The ORSP seeks strong partnerships with scientific, corporate, and government agencies to identify and explore strategic areas of research. Emerging strategic research areas for the university and the country include, but are not limited to, renewable energy, desalination, environmental science, entrepreneurship, women empowerment, technology and innovation. This mission will be achieved through contributions from high caliber faculty and collaboration with carefully selected international scholars dedicated to the pursuit of excellence and public service.

In achieving its mission, the Office provides, nurtures, and supports research activities of Abu Dhabi University faculty. Assistance with grant proposal development, submission, and follow-up are integral roles in achieving the mission. Using a multi-front approach, the Office of Research and Sponsored Programs is determined to produce new applied knowledge and disseminate the results to the communities it serves. The Office of Research and Sponsored Programs is also committed to integration of research and teaching and plays an important role in the development of undergraduate research opportunities. These opportunities allow talented undergraduate students to learn the processes of exploration, discovery and prepare students for graduate studies and careers in emerging fields within the UAE.

Strategic Goals

The goals of the Office of Research and Sponsored Programs are:

1. Build and enhance the applied research capacity of the university in selected strategic areas.
2. Provide a research infrastructure that is responsive to the needs of scholars and students.
3. Partner with prominent corporate community, government agencies in the UAE and the region to target external fund raising.
4. Develop and foster a network of local and international scientific scholars and attract the best scholars from around the world.
5. Integrate research and teaching and develop new activities that enrich the students' experience.
6. Transfer and disseminate knowledge to the communities Abu Dhabi University serves and maximize opportunities for commercialization.

Research Council

The Research Council is responsible for recommending policies and procedures pertaining to the development of research and scholarly activities at Abu Dhabi University. The Council facilitates research activities of faculty and students and makes recommendations on the effective and efficient use of resources in the production of research. The Research Council works towards enhancing the ability of the University to realize its potential for distinction in research and scholarly activities. The Council seeks to create a supportive and enabling environment for research at Abu Dhabi University.

COLLEGES AND PROGRAMS

COLLEGE OF ARTS AND SCIENCES

Introduction

The College of Arts and Sciences plans to operate at the highest possible standard in the discharging of its duties. It will provide leadership in the pursuit of academic excellence and the achievement of the overall Abu Dhabi University goals. This will contribute positively to the community and create an environment conducive to academic research at the College.

Mission

The mission of the College of Arts and Sciences is to graduate students with the intellectual, academic, and practical skills needed for coping with the challenges of a quickly changing world, and to contribute to local and international cultures. It offers academic, research, and practical courses that inspire and enhance the research and the creative ability of students.

Objectives

College objectives are outlined as follows:

- Achieve academic and intellectual leadership by graduating students capable of doing original research and academic inquiry,
- Prepare individuals capable of identifying, analyzing, and understanding the interrelationships between Arts and Sciences in the new age of information technology;
- Develop an awareness of the needs of the learners and the society at large vis-à-vis ethical, professional, and socially responsible practices to meet the future needs of the region;
- Equip students with the learning and research needs required for developing innovative endeavors and practices, and
- Develop hands-on skills and competence in coping with the issues of individual and collective life-long decision-making.

DEPARTMENT OF EDUCATION

Vision

The Department of Education seeks excellence in the integration of (a) teaching and learning, (b) advancement of the knowledge base through research and scholarship, (c) leadership in service and outreach, and (d) preparing professionals who provide leadership and exemplary educational and related services to improve the lives of individuals in a changing and complex global society.

Mission

The mission of the Department of Education is to further the knowledge of teaching and learning processes at all levels, to develop reflective practitioners in the application of that knowledge, and to provide leadership in the improvement of education in the region. The Department of Education is committed to quality teaching, research, and service and to diversity in its faculty, staff, and students. The Department of Education prepares students for professional careers in education and related fields through three academic programs (Educational Leadership, Special Education, and Teaching), as well as through partnerships with schools, agencies, universities, and the private sector where interests and expertise intersect.

MASTER OF EDUCATION IN LEADERSHIP

Program Mission

This program helps graduates who complete the MEd in Leadership to become more knowledgeable and to be able to demonstrate skills and attitudes required for effective team and school leadership as well as leadership at all levels.

Program Objectives

1. Apply the knowledge of leadership (strategic leadership, instructional leadership, organizational leadership, community leadership, ethical leadership and cultural leadership).
2. Implement the techniques and methods of qualitative and quantitative research.
3. Utilize information systems in education.
4. Apply the knowledge and skills of instructional leadership in the field of education.
5. Develop professional development programs for their staff.
6. Recognize the cultural, moral and ethical dimensions of educational leadership.

Curriculum

Pre-Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
EDA 100	Foundation of Education	3	-
EDC 302	Developmental Psychology	3	PSY 201
EDC 202	Introduction to Educational Psychology	3	PHY 201
EDA 302	Classroom Management	3	CAI 204
CAI 202	School Curricula: Concepts and Structure	3	EDA 100
CAI 204	Introduction to Teaching	3	EDA 100
EDC 301	Measurement and Evaluation in Education	3	CAI 204 + STT 100 + ITE 100
EDC 402	Introduction to Special Education	3	EDC 202
EDT 301	Instructional Design	3	CAI 204
EDT 303	Instructional Technology	3	ITE 100

Core Courses

30 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
EDA 501	Introduction to Leadership	3	-
EDA 540	Institutional Enhancement	3	-
EDA 542	Professional Development	3	-
EDA 570	Internship/field Experience	3	EDA 501 + EDC 514 + EDC 516
EDA 580	Capstone Course / Research Project	3	EDA 501 + EDC 514 + EDC 516
CAI 511	Instructional Supervision	3	-
CAI 515	Curriculum Development	3	-
EDC 514	Research Methodology in Education	3	-
EDC 516	Program Assessment	3	-
EDC 519	Information System in Education	3	-

Core Electives

6 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
EDA 511	Philosophy of Education	3	-
EDA 512	History of Education in UAE	3	-
EDA 519	Women in Leadership	3	-
EDA 521	Comparative Education	3	-
EDC 525	Qualitative Research Design	3	EDC 514
EDC 527	Quantitative Methodologies	3	EDC 514

• Depend in student situation and BA courses.

Master of Education in Leadership

Study Plan

Semester I			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
EDA 501	Introduction to Educational Leadership	3	-
CAI 511	Instructional Supervision	3	-
CAI 515	Curriculum Development	3	-

Semester II			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
EDA 540	Institutional Enhancement	3	-
EDA 542	Professional Development	3	-
CE 1	Core Elective I	3	-

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
EDC 514	Research Methodology in Education	3	-
EDC 516	Program Assessment	3	-
CE 2	Core Elective II	3	-

Semester IV			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
EDC 519	Information System in Education	3	-
EDA 570	Internship/field Experience	3	EDA 501 + EDC 514 + EDC 516
EDA 580	Capstone Course / Research Project	3	EDA 501 + EDC 514 + EDC 516

MASTER OF SCIENCE IN SPECIAL EDUCATION

Program Vision

The vision of the Master degree in Special Education program is to offer high quality education, experience, and training to graduate students that aligned with the needs of UAE society and the region through excellence in teaching, students learning, faculty scholarship and engagement in community development.

Program Mission

The mission of Master of Science in special education is to equip graduates with competencies in the special education field particularly in the following areas:

- Special Education and Exceptionality,
- Sensory and Physical Disabilities,
- Language and Communication Disorders,
- Measurement and Evaluation,
- Curriculum Development and Instructional Strategies,
- Early Childhood Intervention programs,
- Administration, Management, and Organizing Policies and Services in Special Education,
- Assistive Technology in Special Education,
- Research Methodology in Special Education.

Learning Outcomes

Graduates of the program are expected to be able to:

- Develop strategic plans in special education for their area of interests.
- Provide and lead professional development programs in special education
- Demonstrate organized administrative services in special education.
- Provide services in special education that will help special needs families, community and institutions.

Curriculum

Pre-Core Courses

Students whose bachelor degree is not in the field of Education can select 5 courses from this group

Course Code	Course Title	Credit Hours	Prerequisite(s)
EDA 100	Foundations of Education	3	-
EDC 202	Introduction to Educational Psychology	3	-
CAI 204	Introduction to Teaching	3	-
EDT 303	Instructional Technology	3	-
EDC 402	Introduction to Special Education	3	-
EDA 302	Classroom Management	3	-
CAI 202	School Curricula: concept and Structure	3	-
EDT 301	Instructional Design	3	-
EDC 302	Developmental Psychology	3	-
EDC 301	Measurement and Evaluation in Education	3	-

Core Courses — 30 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
SPEDC 501	Special Education and Exceptionality	3	-
SPCAI 503	Curriculum Development and Instructional Strategies in Special Education	3	-
SPEDC 502	Measurement and Evaluation in Special Education	3	-
SPEDC 504	Early childhood and Intervention programs	3	-
EDC 514	Research Methodology in Education	3	-
SPEDC 505	Advanced- Current issues in Special Education	3	-
SPEDC 507	Administration, Management and organizing policies and services in Special Education	3	-
SPEDA 570	Capstone Course/Research Project	3	-
SPEDA 580	Internship / Field Experience	3	-
SPEDT 511	Assistive Technology in Special Education	3	-

Elective Courses — 6 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
SPEDC 520	Seminar in Learning disabilities	3	-
SPEDC 521	Seminar in Mental Handicaps and intellectual challenges	3	-
SPEDC 522	Seminar in Emotional and Behavioral disorders	3	-
SPEDC 523	Seminar in Developmental Disabilities (Deaf, Blind and Physical impairments)	3	-
SPEDC 524	Seminar in Language and communication disorders	3	-
SPEDC 525	Seminar in Gifted and Talented education	3	-
SPEDC 527	Seminars in Autism	3	-

Master of Science in Special Education
Study Plan

Semester I			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
SPEDC 501	Special Education and Exceptionality	3	-
SPEDC 502	Measurement and Evaluation in Special Education	3	-
SPCAI 503	Curriculum Development and Instructional Strategies in Special Education	3	-

Semester II			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
SPEDC 504	Early childhood and Intervention Programs	3	-
SPEDC 507	Administration, Management and Organizing Policies and services in Special Education	3	-
CE 1	Core Elective 1	3	-

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
SPEDT 511	Assistive Technology in Special Education	3	-
SPEDA 580	Internship/Field Experience	3	-
CE 2	Core Elective 2	3	-

Semester IV			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
SPEDC 505	Advanced- Current issues in Special Education	3	-
EDC 514	Research Methodology in Education	3	-
SPEDA 580	Capstone Course/Research Project	3	-

PROFESSIONAL POST-GRADUATE DIPLOMA IN TEACHING

Program Mission

The Professional Post-Graduate Diploma in Teaching is a new qualification that combines theoretical study with practical experience. The PPGD will provide students with an integrated program of study made up of different courses. The PPGD is a 24 credit-hours- course for graduates who wish to be teachers. It enables holders to teach in any government and private school. The qualification is required for employment as a teacher in many regional countries.

Learning Outcomes

Graduates of the program are expected to be able to:

- Use methods and approaches to teach different subjects (Math, Science, English, Arabic, Social studies, Islamic studies and Information Technology).
- Utilize educational technology in the learning and teaching of the subject matter (Math, Science, English, Arabic, Social studies, and Islamic studies).
- Implement classroom management strategies effectively,
- Demonstrate the essential knowledge and skills to perform competently as a beginning teacher,
- Comprehend the intellectual, social and psychological aspects of their work with learners and synthesize theory and practice,
- Understand the key concepts of curriculum policy formation and curriculum development,
- Sustain positive professional relationships with students, other teachers and, where appropriate, parents.

Curriculum

Core Courses — 18 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
EDC 471	Classroom Management	3	-
EDC 472	Special Education	3	-
EDC 473	Educational Psychology	3	-
EDC 474	School Curriculum	3	-
EDC 475	Educational Technology	3	-
EDC 481	Practicum Course	3	-

Core Elective Courses — 6 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
EDC 476	Methods of Teaching Arabic	3	-
EDC 477	Methods of Teaching Islamic	3	-
EDC 478	Methods of Teaching Math	3	-
EDC 479	Methods of Teaching Science	3	-
EDC 480	Methods of Teaching English	3	-
EDC 482	Methods of Teaching Social Studies	3	-
EDC 483	Methods of Teaching Information Technology	3	-

Professional Post-Graduate Diploma in Teaching Study Plan (Al Ain)

Semester I			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
EDC 474	School Curriculum	3	-
EDC 473	Educational Psychology	3	-
EDC 471	Classroom Management	3	-
EDC 472	Special Education	3	-

Semester II			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
EDC 475	Educational Technology	3	-
EDC 481	Practicum Course	3	-
CE 1	Core Elective 1	6	-

College of Engineering

Introduction

The College of Engineering (COE) at Abu Dhabi University offers nine bachelor's degree programs and three master's degree programs. The graduate degree programs are Master of Engineering Management (MEM), Master of Project Management (MPM), and Master of Science in Civil Engineering with the following 3 concentrations: (i) General Civil Engineering, (ii) Structural Engineering, and (iii) Construction Engineering Management. The undergraduate degree programs are the Bachelor of Science in Mechanical Engineering, the Bachelor of Science in Civil Engineering, the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering, the Bachelor of Science in Chemical Engineering, the Bachelor of Science in Information Technology, the Bachelor of Science in Aviation, the Bachelor of Science in Interior Design, and the Bachelor of Architecture..

The College has plans to expand in the near future at the postgraduate level. It has one pending application with the Ministry of Higher Education and Scientific Research for a Master of Science in Information Technology. Other postgraduate degree programs in different engineering disciplines will follow.

The graduates of our well-designed programs will easily find jobs in the Gulf region in general and in the UAE in particular, whether it is the high tech internet, computing, telecommunication, manufacturing, oil and gas industries, or in the construction and design companies.

The College's highly qualified faculty members have international academic and industrial experiences in their fields and have obtained their Ph.D.'s from prominent universities in North America, Europe and Australia. The College houses modern facilities and specialized engineering labs that include Soil

Mechanics lab, Environmental Engineering lab, Construction Materials lab, Hydraulics lab, Surveying lab, Electric and Electronic Circuits lab, Communications lab, Electric Power lab, Flight Simulation and Training lab, CISCO Academy lab, Multimedia lab, UNIX lab, Microprocessor lab, Thermal lab, Dynamics and Control lab, Mechatronics lab, Manufacturing and CAD/CAM lab, Mechanical Machine Shop, and many others. These labs are furnished with the state-of-the-art equipment to help our students acquire the hands-on experience needed to pursue a successful professional engineering career.

Mission

The College of Engineering is a diverse community of scholars dedicated to excellence in teaching, scholarship and service with a vision to become one of the premiere engineering colleges locally, regionally and internationally that provides "The Future Engineering Leaders of the Region." Its mission is to produce well-educated, knowledgeable and skilled graduates who are prepared to face the current and emerging professional challenges in response to the escalating market demand in various fields of engineering. The College achieves its mission through offering well-designed engineering programs that follow modern curricula and international standards in a student-centric learning environment supported by world-class faculty and modern facilities and specialized labs furnished with state-of-the-art equipment.

Objectives

The main objectives of the College of Engineering at Abu Dhabi University are to:

1. Be recognized as the center of academic excellence in engineering education in UAE and one of the best in the Arab world;
2. Develop and maintain comprehensive engineering programs with world class curricula;
3. Develop and maintain world-class facilities for engineering education;
4. Hire, motivate, and reward superior faculty members;
5. Produce graduates with the ability to analyze, design, test and implement high quality engineering solutions for real-life problems;
6. Inculcate in students a sense of professional engineering and computer science ethics and full accountability for their work;
7. Develop graduate programs and increase research and scholarly activity with focus on applied research;
8. Communicate and collaborate effectively with the UAE society; and
9. Diversify financial resources

MASTER OF ENGINEERING MANAGEMENT

Introduction

The College of Engineering (COE), in collaboration with the College of Business Administration (COBA) and Purdue University Calumet, USA, started accepting students in its newly accredited Master of Engineering Management (MEM) program in Spring 09-10. The program consists of 12 courses (36 credit hours), 7 of which are engineering courses and 5 are business courses. The students could also do a thesis in lieu of 2 elective courses. The new program accepts students with a Bachelor's degree in Engineering, Computer Science or IT.

Program Mission

The MEM program aims at producing graduates who (i) can make responsible engineering and business decisions, (ii) have the knowledge and skills necessary for planning and strategic management of organizations, (iii) have the ability to use principles of engineering and management in the modeling, design, and management of complex systems, and (iv) are capable of using quality standards to assess the quality of engineering systems.

The MEM program is essential as the UAE economy seeks to have effective and efficient industry. Well developed and finely tuned engineering management skills are going to be needed to enable the country to attract and retain highly qualified international and local engineers. Failure to develop these engineering management skills at both strategic and operational levels is likely to result in the loss of professionals capable of managing engineering based industry.

Curriculum

Program Component	Courses	Credit Hours
Program Core	8	24
Program Electives 1	2	6
Total	10	30

[1] *Electives: The six credit hours of program electives could be utilized by choosing anyone of the following three options:*

a. *Master's thesis (6 credit hours),*
b. *The two courses in the Management basket.*
c. *The two courses in the Engineering basket.*

Foundation (or Pre-Core) Courses *

Course Code	Course Title	Credit Hours	Prerequisite(s)
ACC 482-PC	Financial Accounting	2	-
GEN 200	Engineering Economy	3	-

** Required from students who did not take similar courses in their undergraduate degree*

Core Courses — 24 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
MEM 501	Project Management	3	-
MEM 502	Advanced Engineering Economics	3	GEN 200
MEM 504	Quality Engineering	3	Knowledge of basic statistics
MEM 506	Operations Research & Simulation	3	MEM 509
MEM 509	Information Technology Management	3	-
MEM 511	Operations and Supply Chain Management	3	MEM 506
ACC 522	Advanced Managerial Accounting	3	ACC 482 - PC
MGT 523	Strategic Management	3	Last Semester

Electives/ Baskets[2] — 6 Total Credit Hours

Course Code	Course Code	Course Title	Credit Hours	Prerequisite(s)
Management	MGT 522	Leadership and Communication	3	-
	MEM 510	Innovation and Entrepreneurship	3	-
Engineering	MEM 507	Systems Engineering	3	MEM 501
	MEM 508	Engineering Risk Management	3	MEM 507

[2] *To satisfy the requirements of a Basket, both courses in the basket must be taken.*

Master of Engineering Management

Study Plan

The following is a 3-semester plus one Summer model study plan assuming that the student takes 3 courses every semester after completing the foundation courses, if needed. It should be noted here that all courses are assigned 3 credit hours load.

Semester I			**Total Credit Hours :9**
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MEM 509	Information Technology Management	3	-
MEM 504	Quality Engineering	3	Knowledge of basic statistics
ACC 522	Advanced Managerial Accounting	3	ACC 482 -PC

** Prerequisite for the above course are Pre-core Courses**

Semester II			**Total Credit Hours : 9**
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MEM 506	Operations Research & Simulation	3	MEM 509
MEM 501	Project Management	3	-
MEM 502	Advanced Engineering Economics	3	GEN 200

Summer/Winter Term			**Total Credit Hours : 3**
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
	Elective 1 (or Thesis 1)	3	-

Semester III			**Total Credit Hours : 9**
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MEM 511	Operations and Supply Chain Management	3	MEM 506
MGT 523	Strategic Management	3	Last Semester
	Elective 2 (or Thesis 2)	3	-

MASTER OF PROJECT MANAGEMENT

Introduction

The program at Abu Dhabi University is offered by the College of Engineering in collaboration with the College of Business Administration at Abu Dhabi University and Purdue University, West Lafayette, USA. The program accepted the first cohort of students in Spring 2013. The program is designed to be in line with the Project Management Body of Knowledge (PMBOK)® developed by the Project Management Institute (PMI). This prepares the students to take the exam of Project Management Professional certification offered by the PMI and makes the program more attractive to professionals and engineers who plan to become certified Project Managers. The program curriculum consists of 10 courses (30 credit hours), 6 of which are core courses, 2 are program elective courses, and 2 are business courses. The students could also do a thesis in lieu of the 2 program elective courses. The new program accepts students with a Bachelor's degree in engineering, architecture, computer science, or information technology.

This program has been introduced at Abu Dhabi University in response to the UAE market needs where effective project management is driving many sectors of the industry and where project managers are crucial to the UAE public and private firms. The graduates of this program will train Emirati and expatriate professionals to lead and manage projects in the UAE project-based industries.

Program Mission

The mission of the Master of Project Management program is to provide an opportunity for fresh engineers as well as working professionals to obtain a master's degree in Project Management on a carefully designed schedule that minimizes disruption of work commitments.

The program is designed to provide project managers and business executives a wide range of new skills that would enhance their analytical abilities and knowledge of the Project Management, thus making them an asset to their organizations. The program will enable its graduates to develop an understanding of latest project management issues and to gain managerial and business skills that are essential for effective project management, including project planning, integration, scope management, scheduling, costing, contract management, progress communication to stakeholders, procurement management, ethical and legal aspects, and business and organizational principles.

Upon completion of the 6 core courses of the program, students will be offered two certificates from Abu Dhabi University, the first one is a Certificate in Project Management Fundamentals, and the second is a Certificate in Advanced Project Management.

Curriculum

Program Component	Courses	Credit Hours
Program Core	6	18
Management & Business Requirements	2	6
Program Electives1	2	6
Total	10	30

1 Electives: The six credit hours of program electives could be utilized by choosing anyone of the following two options:

a. Master's thesis (6 credit hours),

b. Two courses from the Project Management Elective Basket

Core Courses — 18 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
MEM 501	Project Management	3	-
MPM 521	Project Planning, Integration, and Scope Management	3	-
MPM 541	Project Contract Management and Legal Aspects	3	-
MPM 561	Project Scheduling and Time Management	3	MEM 501
MPM 581	Project Costing and Financial Management	3	MEM 501
MPM 531	Project Management Professionalism	3	MEM 501

Management & Business Requirements (2 courses)

Students will select one of the following themes:

Course Code	Course Code	Course Title	Credit Hours	Prerequisite(s)
Theme 1: Project Economics & Finance	MEM 502	Engineering Economics	3	ACC 482 PC*
	FIN 512	Financial Management	3	ECO 482-PC*+ ACC 482 PC*
Theme 2: Project HR Management and Leadership	HRM 515	Central Issues in Human Resource Management	3	-
	MGT522	Leadership and Communication	3	-

**Only required if coursework not taken at the undergraduate level*

Project Management Program Electives (2 courses)

Students will select one of the following themes:

Course Code	Course Code	Course Title	Credit Hours	Prerequisite(s)
Theme 1: Managing Innovation & Technology Projects	MPM 571	E-tools for Project Management	3	MEM 501
	MEM 510	Innovation & Entrepreneurship	3	MGT482-PC*
Theme 2: Project Logistics & Quality Management	MEM 504	Quality Engineering	3	Knowledge of basic stat*
	MEM 511	Operations and Supply Chain Management	3	MEM 504

**Only required if coursework not taken at the undergraduate level*

Master of Project Management Study Plan

The following is a 4-semester model study plan that assumes that the student takes 3 courses every semester after completing the foundation courses, if needed. It should be noted here that all courses are assigned 3 credit hours load.

Semester I			**Total Credit Hours : 9**
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MEM 501	Project Management	3	-
MPM 521	Project Planning, Integration, and Scope Management	3	-
MPM 541	Project Contract Management and Legal Aspects	3	-

Semester II			**Total Credit Hours : 9**
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MPM 531	Project Management Professionalism	3	MEM 501
MPM 561	Project Scheduling and Time Management	3	MEM 501
MPM 581	Project Costing and Financial Management	3	MEM 501

Semester III			**Total Credit Hours : 6**
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
	Management & Business Elective 1	3	-
	Project Management Elective 1 (Thesis 1)	3	-

Semester IV			**Total Credit Hours : 6**
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
	Management & Business Elective 2	3	-
	Project Management Elective 2 (Thesis 2)	3	-

MASTER OF SCIENCE IN CIVIL ENGINEERING

Introduction

The College of Engineering (COE) launched the Master of Science in Civil Engineering program in Fall 2013-2014 semester. Attainment of the degree requires the completion of 30 credit hours of which 21 credits are required core courses. In addition to the required courses, students have the option of taking either: (i) 6 credit hours of elective courses and 3 credit hours of professional project, or (ii) 3-credit- hour elective course and 6 credit hours of research thesis. Three concentrations are available: (i) Structural Engineering, (ii) General Civil Engineering, and (iii) Construction Engineering Management.

Program Mission

The M.Sc. in Civil Engineering program aims at producing graduates who can (i) utilize and apply graduate level knowledge of mathematics and engineering sciences to identify, formulate and solve civil engineering problems,(ii) develop the technical knowledge necessary for advanced research and the skills needed for professional practice in the field of civil engineering, (iii) acquire an appreciation for and desire to pursue lifelong learning, (iv) Communicate effectively in a professional environment, (v) recognize the professional and ethical responsibilities of the engineering profession. Graduates with MSCE degree are desirable locally and internationally where new civil engineering structures must be designed and built to support economic development and enhance the wellbeing of the society.

Curriculum

Program Component	Courses	Credit Hours
Program Core	**7**	**21**
Program Electives	**1**	**3**
Masters Thesis1	**2**	**6**
Total	**12**	**30**

1 A student may replace Master's thesis with the following:

a. CIV598 Professional Project (3 credit hours); AND

b. Program Elective (3 credit hours).

Master of Science in Civil Engineering
Structural Engineering Concentration

Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CIV 502	Advanced Engineering Mathematics	3	Graduate Standing
CIV 518	Pre-stressed Concrete Design	3	Graduate Standing
CIV 517	Advanced Steel Design	3	Graduate Standing
CIV 503	Finite Element Analysis	3	Graduate Standing
CIV 511	Structural Dynamics I	3	Graduate Standing
CIV 516	Structural Bridge Design	3	Graduate Standing
CIV 521	Advanced Foundation Engineering	3	Graduate Standing

** Required from students who did not take similar courses in their undergraduate degree*

Elective Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CIV 501	Engineering Experimental Design	3	Graduate Standing
CIV 507	Advanced Concrete Technology	3	Graduate Standing
CIV 512	Structural Dynamics II	3	CIV 511
CIV 515	Reinforced Concrete Design III	3	Graduate Standing
CIV 519	Earthquake Engineering	3	CIV 512
CIV 508	Durability, Monitoring, and Rehabilitation of Concrete Structures	3	Graduate Standing
CIV 504	Advanced Mechanics of Materials	3	Graduate Standing

Master of Science in Civil Engineering - Structural Engineering Concentration

Study Plan

The following is a 4-semester model study plan that assumes regularly admitted student takes 3 courses every semester after completing pre-requisite courses, if any. It should be noted here that all courses are assigned 3 credit hours load.

Semester I			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CIV 502	Advanced Engineering Mathematics	3	Graduate Standing
CIV 503	Finite Element Analysis	3	Graduate Standing
CIV 517	Advanced Steel Design	3	Graduate Standing

Semester II			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CIV 518	Pre-stressed Concrete Design	3	Graduate Standing
CIV 521	Advanced Foundation Engineering	3	Graduate Standing
CIV 511	Structural Dynamics I	3	Graduate Standing

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CIV 516	Structural Bridge Design	3	Graduate Standing
	Major Elective 1	3	-
	Major Elective II (or CIV 599 Research Thesis)	3	-

Semester IV			Total Credit Hours : 3
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
	CIV 598 Professional Project (or CIV599 Research Thesis)	3	-

Master of Science in Civil Engineering – General Concentration

Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CIV 502	Advanced Engineering Mathematics	3	Graduate Standing
CIV 518	Pre-stressed Concrete Design	3	Graduate Standing
CIV 531	Urban Transportation Planning	3	Graduate Standing
CIV 503	Finite Element Analysis	3	Graduate Standing
CIV 561	Construction Project Management	3	Graduate Standing
CIV 521	Advanced Foundation Engineering	3	Graduate Standing
CIV 5xx[2]	A Course in Water Resources or Environmental Engineering	3	Graduate Standing

2 The Civil Engineering Department will offer one of the following courses:

a. *CIV 541 Water Resources Management (3 credit hours)*

b. *CIV 544 Water Resources Engineering (3 credit hours)*

c. *CIV 552 Water Treatment Engineering (3 credit hours)*

Elective Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CIV 501	Engineering Experimental Design	3	Graduate Standing
CIV 524	Geotechnical Earthquake Engineering	3	Graduate Standing
CIV 522	Advanced Soil Mechanics	3	Graduate Standing
CIV 523	Earth Retaining Structures	3	Graduate Standing
CIV 567	Legal Issues in Construction	3	Graduate Standing
CIV 565	Construction Financial Management	3	Graduate Standing
CIV 515	Reinforced Concrete Design III	3	Graduate Standing
CIV 507	Advanced Concrete Technology	3	Graduate Standing
CIV 508	Durability, Monitoring, and Rehabilitation of Concrete Structures	3	Graduate Standing
CIV 533	Advanced Traffic Engineering	3	Graduate Standing
CIV 532	Intelligent Transportation Systems	3	Graduate Standing
CIV 534	Public Transportation Systems	3	Graduate Standing
CIV 551	Solid and Hazardous Waste Management	3	Graduate Standing
CIV 552	Water treatment Engineering	3	Graduate Standing

Master of Science in Civil Engineering - General Concentration

Study Plan

The following is a 4-semester model study plan that assumes regularly admitted student takes 3 courses every semester after completing pre-requisite courses, if any. It should be noted here that all courses are assigned 3 credit hours load.

Semester I			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CIV 502	Advanced Engineering Mathematics	3	Graduate Standing
CIV 503	Finite Element Analysis	3	Graduate Standing
CIV 561	Construction Project Management	3	Graduate Standing

Semester II			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CIV 518	Pre-stressed Concrete Design	3	Graduate Standing
CIV 521	Advanced Foundation Engineering	3	Graduate Standing
CIV 531	Urban Transportation Planning	3	Graduate Standing

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CIV 5xx	A Course in Water Resources or Environmental Engineering	3	Graduate Standing
	Major Elective 1	3	-
	Major Elective II (or CIV599 Research Thesis)	3	-

Semester IV			Total Credit Hours : 3
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
	CIV 598 Professional Project (or CIV599 Research Thesis)	3	-

Master of Science in Civil Engineering – Construction Engineering Management Concentration

Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CIV 502	Advanced Engineering Mathematics	3	Graduate Standing
CIV 518	Pre-stressed Concrete Design	3	Graduate Standing
CIV 517	Advanced Steel Design	3	Graduate Standing
CIV 562	Construction Scheduling & Resource Management	3	Graduate Standing
CIV 561	Construction Project Management	3	Graduate Standing
CIV 563	Building Construction Equipment & Methods	3	Graduate Standing
CIV 565	Construction Financial Management	3	Graduate Standing

Elective Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CIV 566	Heavy & Highway Construction Management	3	Graduate Standing
CIV 567	Legal Issues in Construction	3	Graduate Standing
CIV 565	Construction Financial Management	3	Graduate Standing
CIV 507	Advanced Concrete Technology	3	Graduate Standing
CIV 564	Strategies for Sustainable Construction Business	3	Graduate Standing
CIV 568	Introduction to Tunnel Construction and Metro Tunnels	3	Graduate Standing
CIV 532	Intelligent Transportation Systems	3	Graduate Standing
CIV 534	Public Transportation Systems	3	Graduate Standing

Master of Science in Civil Engineering - Construction Engineering Management Concentration Study Plan

The following is a 4-semester model study plan that assumes regularly admitted student takes 3 courses every semester after completing pre-requisite courses, if any. It should be noted here that all courses are assigned 3 credit hours load.

Semester I			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CIV 502	Advanced Engineering Mathematics	3	Graduate Standing
CIV 561	Construction Project Management	3	Graduate Standing
CIV517	Advanced Steel Design	3	Graduate Standing

Semester II			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CIV 518	Pre-stressed Concrete Design	3	Graduate Standing
CIV 563	Building Construction Equipment and Methods	3	Graduate Standing
CIV 562	Construction Scheduling and Resource Management	3	Graduate Standing

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CIV 565	Construction Financial Management	3	Graduate Standing
	Major Elective 1	3	-
	Major Elective II (or CIV599 Research Thesis)	3	-

Semester IV			Total Credit Hours : 3
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
	CIV 598 Professional Project (or CIV599 Research Thesis)	3	-

COLLEGE OF BUSINESS ADMINISTRATION

Introduction

The College of Business Administration (COBA) at Abu Dhabi University offers the following world-class, professionally-oriented graduate business programs:

- Master of Business Administration (MBA) with optional concentrations in Finance and Human Resource Management
- Master of Human Resource Management (MHRM)
- Doctor of Business Administration (DBA)

The College prides itself in having a dedicated and talented team of faculty and staff who are accessible to students and committed to student academic and professional success. Other distinctive features of COBA's graduate business programs include:

- Modern American business curriculum aligned with the requirements of professional certification bodies and a strong emphasis on knowledge and skills relevant for the UAE context
- Distinguished faculty with doctoral degrees from prestigious universities
- Small class sizes
- Use of technology to enhance convenience and effectiveness of delivered courses
- Multiple admission dates throughout the year (for MBA and MHRM)
- Emphasis on academic integrity
- Personalized academic advising
- State-of-the art facilities
- Accreditation by the UAE Ministry of Higher Education and Scientific Research; International accreditation (AACSB) in progress
- An opportunity to earn a prestigious, AACSB-accredited Master of Global Management degree from Tulane University (USA) (for qualified MBA students)
- 90% and above employment rate among graduates

Vision

The vision of the College of Business Administration is to be the College of choice for career-based business education in the United Arab Emirates.

Mission

The mission of the College of Business Administration is to prepare a diverse student body to be principled graduates for successful careers. This is achieved by a diverse faculty focused on student learning, consultancy, practice and discipline based research.

Goals

To achieve its mission, the College is committed to continuous pursuit of the following goals:

1. Provide a student-centered environment that is:
    a. grounded in principles of academic integrity, honor, accountability, and ethical understanding.
    b. focused on career success by providing practice-based curriculum and flexible course delivery using innovative technology to enhance student learning.
    c. dedicated to student success through personalized academic and career advisement, and participation in professional student organizations.
2. Achieve academic excellence in teaching, research, and service by attracting, retaining, and developing a diverse and qualified faculty and staff.
3. Collaborate with distinguished universities and organizations worldwide to enrich curriculum, create opportunities for students and faculty, and enhance research impact.
4. Support research activities that focus on the application of business theory to enhance local and regional business practices. The impact of research will be measured by publications in refereed journals, development of relevant case studies, consulting

MASTER OF BUSINESS ADMINISTRATION

Program Mission

The mission of the MBA program is to produce graduates who will be prepared to advance into top managerial positions in marketing, accounting, human resources and other departments in both private and public sectors of the economy.

Program Objectives

- To prepare students for successful and productive careers as business professionals in industry and government
- To equip students with the knowledge and skills necessary to adapt to a dynamic multidisciplinary business environment
- To improve leadership, interpersonal communication, critical thinking and team-building skills

Learning Outcomes

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

1. Analyze organizational issues from a global perspective
2. Create strategies for improving organizational performance
3. Demonstrate knowledge of specialized functional concepts, theories or models and apply them in an organizational or financial market context
4. Evaluate business performance using quantitative and/or qualitative tools, techniques, and methods
5. Understand social, professional and/or ethical responsibilities in business environment
6. Communicate complex business issues effectively

Curriculum

Total Credits: 30 Credit Hours

Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
ECO 482-PC	Introduction to Economics	2	-
MGT 482-PC	Introduction to Management	2	-
ACC 482-PC	Financial Accounting	2	-
BUS 482-PC	Quantitative Methods in Business	2	-

Core Courses — 24 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
ACC 522	Managerial Accounting	3	ACC 482-PC*
FIN 512	Financial Management	3	ECO 482-PC*+ ACC 482-PC *
MGT 521	International Business	3	MGT 482-PC*
MGT 522	Leadership and Communication	3	MGT 482-PC*
MGT 523	Strategic Management in a Global Environment	3	Last Semester
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*
MKT 511	Marketing Management	3	-
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*

Core Electives — 6 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
CE 1	Core Elective I	3	-
CE 2	Core Elective II	3	-

General Electives

Course Code	Course Title	Credit Hours	Prerequisite(s)
FIN 605	Investment Theory and Analysis	3	FIN 512
FIN 609	Financial Institutions and Markets	3	FIN 512
FIN 613	International Finance	3	FIN 512 + ECO 482-PC*
HRM 515	Central Issues in Human Resources Management	3	MGT 482-PC*
HRM 526	Job Evaluation and Performance Appraisal	3	HRM 515 + MGT 524
HRM 529	Managing Training and Development	3	HRM 515
HRM 531	Corporate Performance Management	3	HRM 515
MGT 514	Organizational Behavior	3	MGT 482-PC*
MGT 520	Business Ethics and Corporate Governance	3	-
MIS 546	Electronic Business	3	-
MIS 556	Innovation Technology and Management	3	-
QBA 534	Managerial Decision Models	3	BUS 482-PC*
ECO 533	Intermediate Managerial Economics	3	ECO 482-PC

Finance Concentration

Course Code	Course Title	Credit Hours	Prerequisite(s)
FIN 605	Investment Theory and Analysis	3	FIN 512
FIN 609	Financial Institutions and Markets	3	FIN 512
FIN 613	International Finance	3	FIN 512 + ECO 482-PC*

HRM Concentration (choose 3 courses from the following 4 courses)

Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 515	Central Issues in Human Resources Management	3	MGT 482-PC*
HRM 526	Job Evaluation and Performance Appraisal	3	HRM 515 + MGT 524
HRM 529	Managing Training and Development	3	HRM 515
HRM 531	Corporate Performance Management	3	HRM 515

** Only required if course work not taken at the undergraduate level.*

Master of Business Administration Study Plan

Full Time Mode

Semester I			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
ACC 522	Managerial Accounting	3	ACC 482-PC*
MKT 511	Marketing Management	3	-
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*

3 Courses for a total of 9 credit hours

Semester II			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 522	Leadership and Communication	3	MGT 482-PC*
FIN 512	Financial Management	3	ECO 482-PC* + ACC 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*
CE1	Core Elective 1	3	-

4 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 521	International Business Management	3	MGT 482-PC*
MGT 523	Strategic Management	3	Last Semester
CE2	Core Elective 2	3	-

3 Courses for a total of 9 credit hours

Master of Business Administration Study Plan

Part Time Mode (A)

Semester I			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*
MKT 511	Marketing Management	3	-

2 Courses for a total of 6 credit hours

Semester II			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
ACC 522	Managerial Accounting	3	ACC 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*
CE1	Core Elective 1	3	-

3 Courses for a total of 9 credit hours

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
FIN 512	Financial Management	3	ECO 482-PC* + ACC 482-PC*
MGT 522	Leadership and Communication	3	MGT 482-PC*
CE2	Core Elective 2	3	-

3 Courses for a total of 9 credit hours

Semester IV -			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 521	International Business Management	3	MGT 482-PC*
MGT 523	Strategic Management	3	Last Semester

2 Courses for a total of 6 credit hours

Master of Business Administration Study Plan

Part Time Mode (B)

Semester I			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*
MKT 511	Marketing Management	3	-

2 Courses for a total of 6 credit hours

Semester II			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
ACC 522	Managerial Accounting	3	ACC 482-PC*
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*

2 Courses for a total of 6 credit hours

Semester III			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
FIN 512	Financial Management	3	ECO 482-PC*+ ACC 482-PC*
CE1	Core Elective 1	3	-

2 Courses for a total of 6 credit hours

Semester IV			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 521	International Business Management	3	MGT 482-PC*
MGT 522	Leadership and Communication	3	MGT 482-PC*

2 Courses for a total of 6 credit hours

Semester V			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 523	Strategic Management	3	Last Semester
CE2	Core Elective 2	3	-

2 Courses for a total of 6 credit hours

Master of Business Administration in Finance Study Plan

Full Time Mode

Semester I			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
ACC 522	Managerial Accounting	3	ACC 482-PC*
FIN 512	Financial Management	3	ECO 482-PC*+ ACC 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*

3 Courses for a total of 9 credit hours

Semester II			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 522	Leadership and Communication	3	MGT 482-PC*
MKT 511	Marketing Management	3	-
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*
FIN 605	Investment Theory and Analysis	3	FIN 512

4 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 521	International Business Management	3	MGT 482-PC*
MGT 523	Strategic Management	3	Last Semester
FIN 609	Financial Institutions and Markets	3	FIN 512
FIN 613	International Finance	3	FIN 512 + ECO 482-PC

4 Courses for a total of 9 credit hours

Master of Business Administration in Finance Study Plan

Part Time Mode

Semester I			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*
FIN 512	Financial Management	3	ECO 482-PC*+ ACC 482-PC*

2 Courses for a total of 6 credit hours

Semester II			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
ACC 522	Managerial Accounting	3	ACC 482-PC*
MKT 511	Marketing Management	3	-
FIN 605	Investment Theory and Analysis	3	FIN 512

3 Courses for a total of 9 credit hours

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 522	Leadership and Communication	3	MGT 482-PC*
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*
FIN 609	Financial Institutions and Markets	3	FIN 512

3 Courses for a total of 9 credit hours

Semester IV			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
FIN 613	International Finance	3	FIN 512 + ECO 482-PC*
MGT 521	International Business Management	3	MGT 482-PC*
MGT 523	Strategic Management in a Global Environment	3	Last Semester

3 Courses for a total of 9 credit hours

Master of Business Administration in Human Resources Management Study Plan

Full Time Mode

Semester I			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
ACC 522	Managerial Accounting	3	ACC 482-PC*
FIN 512	Financial Management	3	ECO 482-PC*+ ACC 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*

3 Courses for a total of 9 credit hours

Semester II			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 522	Leadership and Communication	3	MGT 482-PC*
MKT 511	Marketing Management	3	-
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*
HRM 515	Central Issues in Human Resource Management	3	MGT 482-PC*

4 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CON-1	HRM Concentration Course-1	3	-
CON-2	HRM Concentration Course -2	3	-
MGT 521	International Business	3	MGT 482-PC*
MGT 523	Strategic Management in a Global Environment	3	Last Semester

4 Courses for a total of 12 credit hours

Master of Business Administration in Human Resources Management Stud Plan

Part Time Mode

Semester I			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*
FIN 512	Financial Management	3	ECO 482-PC* + ACC 482-PC*

2 Courses for a total of 6 credit hours

Semester II			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
ACC 522	Managerial Accounting	3	ACC 482-PC*
MKT 511	Marketing Management	3	-
HRM 515	Central Issues in Human Resource Management	3	MGT 482-PC*

3 Courses for a total of 9 credit hours

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 522	Leadership and Communication	3	MGT 482-PC*
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*
CON-1	HRM Concentration Course -1	3	-

3 Courses for a total of 9 credit hours

Semester IV			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
CON-2	HRM Concentration Course -2	3	-
MGT 521	International Business Management	3	MGT 482-PC*
MGT 523	Strategic Management in a Global Environment	3	Last Semester

3 Courses for a total of 9 credit hours

MASTER OF HUMAN RESOURCES MANAGEMENT

Program Mission

Today's business climate demands individuals who are equipped to manage human capital. The Master of Human Resource Management is a specialized program focusing on the effective management of a firm's 'people' resource. This program offers its students unique opportunities for advanced education in the field of human resource management, as well as opportunities for leadership growth at personal and professional levels. It also aims to develop in the students the attributes of effective decision-making, financial awareness, strategic thinking and a global perspective.

Program Goals

- To prepare students for successful HRM careers in the UAE and internationally
- To equip MHRM students with essential business knowledge, managerial skills, and professional values
- To create an environment supporting academic, professional, and personal growth and success of our MHRM students

Program Learning Outcomes

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

1. Evaluate local and international human resource management practices
2. Use knowledge and skills in HRM and applied research to address operational issues related to HR
3. Analyze the role of human resource management in supporting organizational strategy
4. Understand ethical, legal, and social issues in human resource management

Curriculum

Total Credits: 33 Credit Hours

Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
BUS 482-PC	Quantitative Methods in Business	2	-
ECO 482-PC	Introduction to Economics	2	-
MGT 482-PC	Introduction to Management	2	-
COM 482-PC	Business Communication	2	-

Core Courses — 27 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 515	Central Issues in Human Resources Management	3	MGT 482-PC*
HRM 517	International Human Resources Management	3	MGT 514 + ECO 482-PC*
HRM 526	Job Evaluation and Performance Appraisal	3	HRM 515 + MGT 524
HRM 531	Corporate Performance Management	3	HRM 515
HRM 532	Compensation and Contemporary Issues	3	Last Semester
HRM 535	Labor Law and Social Legislation	3	-
MGT 514	Organizational Behavior	3	MGT 482-PC*
MGT 523	Strategic Management in a Global Environment	3	Last Semester
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*

Core Electives — 6 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
CE 1	Core Elective I	3	-
CE 2	Core Elective II	3	-

Electives

Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 522	Negotiation and Conflict Resolution for Managers	3	HRM 515
HRM 529	Management Training and Development	3	HRM 515
MGT 520	Business Ethics and Corporate Governance	3	-
MGT 521	International Business	3	MGT 482-PC*
MGT 522	Leadership and Communication	3	MGT 482-PC*
MGT 525	Organizational Change	3	HRM 515

*Only required if course work not taken at the undergraduate level.

Master of Human Resources Management
Study Plan

Full Time

Semester I			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 515	Central Issues in Human Resources Management	3	MGT 482-PC*
MGT 514	Organizational Behavior	3	MGT 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*
CE 1	Core Elective I	3	-

4 Courses for a total of 12 credit hours

Semester II			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 517	International Human Resources Management	3	MGT 514 + ECO 482-PC*
HRM 526	Job Evaluation and Performance Appraisal	3	HRM 515 + MGT 524
HRM 531	Corporate Performance Management	3	HRM 515
HRM 535	Labor Law and Social Legislation	3	-

4 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 532	Compensation and Contemporary Issues	3	Last Semester
MGT 523	Strategic Management in a Global Environment	3	Last Semester
CE 2	Core Elective II	3	-

3 Courses for a total of 9 credit hours

Master of Human Resources Management

Study Plan

Part Time Mode (A)

Semester I			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 515	Central Issues in Human Resource Management	3	MGT 482-PC*
MGT 514	Organizational Behavior	3	MGT 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*

3 Courses for a total of 9 credit hours

Semester II			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 517	International Human Resource Management	3	MGT 514 + ECO 482-PC*
HRM 531	Corporate Performance Management	3	HRM 515
CE1	Core Elective 1	3	-

3 Courses for a total of 9 credit hours

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 526	Job Evaluation and Performance Appraisal	3	HRM 515 + MGT 524
HRM 535	Labor Law and Social Legislation	3	-
CE2	Core Elective II	3	-

3 Courses for a total of 9 credit hours

Semester IV			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 532	Compensation and Contemporary Issues	3	Last semester
MGT 523	Strategic Management in a Global Environment	3	Last semester

2 Courses for a total of 6 credit hours

Master of Human Resources Management
Study Plan

Part Time Mode (B)

Semester I			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 515	Central Issues in Human Resource Management	3	MGT 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC*

2 Courses for a total of 6 credit hours

Semester II			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGT 514	Organizational Behavior	3	MGT 482-PC*
CE1	Core Elective 1	3	-

2 Courses for a total of 6 credit hours

Semester III			Total Credit Hours : 9
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 517	International Human Resource Management	3	MGT 514 + ECO 482-PC*
HRM 531	Corporate Performance Management	3	HRM 515
CE2	Core Elective II	3	-

3 Courses for a total of 9 credit hours

Semester IV			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 526	Job Evaluation and Performance Appraisal	3	HRM 515 + MGT 524
HRM 535	Labor Law and Social Legislation	3	-

2 Courses for a total of 6 credit hours

Semester V			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
HRM 532	Compensation and Contemporary Issues	3	Last semester
MGT 523	Strategic Management in a Global Environment	3	Last semester

2 Courses for a total of 6 credit hours

DOCTOR OF BUSINESS ADMINISTRATION

Mission

The DBA Program produces business leaders with advanced and applied business research capabilities within the context of today's dynamic global business environment. The DBA is available to a small, select group of experienced executives who are committed to pursuing formal, rigorous study as practitioner-scholars. By addressing practicing executives' specialized needs for advanced knowledge and applied research skills, the DBA Program enables dedicated professionals to detect patterns of change, and to become more proactive and agile in leading the change. The program develops the analytical and creative capabilities of middle and senior managers to conduct research on the problem of practice guided by internationally recognized senior faculty with outstanding records of scholarship. The DBA graduates will become better strategic thinkers through the process of scientific inquiry, and will be able to explore new horizons of executive leadership within their organizations and beyond.

Goals and Objectives

The following goals and objectives in relation to the program's learning process are derived from the DBA Program mission:

Goal 1: Provide Student-Centered Learning

- Provide students with personalized attention inside and outside of the classroom
- Build a cohesive learning community among students, faculty, alumni, organizations and government bodies

Goal 2: Enhance Knowledge and Lifelong Learning

- Provide a curriculum that reflects current and relevant knowledge and practices in business
- Sustain a dynamic curriculum with ongoing revisions to support learning and scholarship
- Develop competencies that enhance lifelong learning
- Encourage the professional development of members of the community

Goal 3: Increase Engagement

- Ensure an interactive/experiential learning experience
- Be responsive to the needs of our communities by conducting original applied research attempting to find solutions to the issues facing the business, government, and the society of the UAE
- Support initiatives in the business community and the government
- Establish a long-lasting and all-encompassing relationship with major stakeholders in the nation to advance the intellectual capital at the leadership level of the country

Goal 4: Encourage Leadership, Creativity, Innovation, and Ethics

- Foster an environment that values creativity and innovation
- Foster a leadership mindset through training in cooperative and active learning
- Develop a learning environment that values creativity and innovation
- Foster diversity, social responsibility, integrity, and accountability

Learning Outcomes

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

- Acquire advanced knowledge in the field of business administration
- Acquire theoretical and practical research skills
- Apply advanced knowledge in an area of business administration and practical research skills to address complex problems in the workplace
- Defend a dissertation that: (a) contains critical evaluation and synthesis of existing body of knowledge in a relevant area of business administration; (b) makes original contribution to knowledge in business administration; (c) adheres to the highest standards of research ethics; (d) is of publishable quality
- Develop critical thinking and communication abilities

Curriculum

Total Credits: 66 Credit Hours

Phase I: Coursework including Research Proposal — 39 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
COMM1	Communication and Leadership	3	-
METH1	Introduction to Business Research	3	Co requisite of COMM1
METH2A	Qualitative Methods for Research I – Design	3	METH1
METH2B	Qualitative Methods for Research II – Analysis	3	METH2A
METH3A	Quantitative Methods for Research I – Design	3	METH1
METH3B	Quantitative Methods for Research II – Analysis	3	METH3A
MGMT1	Management of Change and Innovation	3	COMM1
MGMT2	Seminar in Strategic Management	3	-
MGMT3	Leadership	3	COMM1
MGMT4	Seminar in Organization Theory and Behavior	3	COMM1
MGMT5	Managerial Decision Making	3	COMM1
MGMT6	Global Issues in Business	3	COMM1
RSCH1	Research Proposal	3	METH2B, METH3B

Phase II: Dissertation — 27 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
COMM2	Dissertation Writing	3	Admission to Phase II
RSCH2	Dissertation	24	Admission to Phase II

Eligibility for Admission:

Admission to Phase I: Coursework including Research Proposal

1 Candidates must hold either a master's degree in business or business related area with a CGPA of 3.5 or above

2 Fluency in English at a TOEFL level of 550 or equivalent

3 Professional Recommendations

4 Evidence of at least 2 years of work experience at the middle to upper management level

5 Panel Interview

Admission to Phase II: Dissertation

1 A CGPA of 3.5 or above in the coursework requirements in Phase I

2 A "Pass" grade in the Research Proposal and Defense.

Doctor of Business Administration Program
Study Plan

Phase I: Coursework including Research Proposal — 39 Total Credit Hours

Semester I			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
COMM1	Communication and Leadership	3	-
METH1	Introduction to Business Research	3	Co requisite of COMM1

Semester II			Total Credit Hours : 3
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGMT1	Management of Change and Innovation	3	COMM1

Semester III			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
METH2A	Qualitative Methods for Research I – Design	3	METH1
METH3A	Quantitative Methods for Research I – Design	3	METH1

Semester IV			Total Credit Hours : 3
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGMT2	Seminar in Strategic Management	3	-

Semester V			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
METH2B	Qualitative Methods for Research II – Analysis	3	METH2A
METH3B	Quantitative Methods for Research II – Analysis	3	METH3A

Semester VI			Total Credit Hours : 3
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGMT3	Leadership	3	COMM1

Semester VII			Total Credit Hours : 6
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGMT4	Seminar in Organization Theory and Behavior	3	COMM1
MGMT5	Managerial Decision Making	3	COMM1

Semester VIII			Total Credit Hours : 3
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
MGMT6	Global Issues in Business	3	COMM1

Semester IX			Total Credit Hours : 3
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
RSCH1	Research Proposal	3	METH2B + METH3B

Research Proposal Defense

Phase II: Dissertation — Total Credit Hours 27

Semester X			Total Credit Hours : 3
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
COMM2	Dissertation Writing	3	Admission to Phase II

Semester XI			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
RSCH2 (A)	Dissertation	12	Admission to Phase II

Semester XII			Total Credit Hours : 12
Course Code	**Course Title**	**Credit Hours**	**Prerequisite(s)**
RSCH2 (B)	Dissertation	12	Admission to Phase II

Semester XIII
Dissertation Defense

Workplace
2009
el, Abu Dhabi
جامعة أبوظبي
ABU DHABI UNIVERSITY
institute
UKG

CODE OF CONDUCT

Emergency Clause

When there is cause to believe a student is endangering the health, safety, or welfare of the university community or its property, university officials may order the immediate suspension of such student for an interim period pending a conduct hearing. The matter will be referred to the Head of Student Support Services, who will process such charges in accordance with the Student Code of Conduct.

Abu Dhabi University Expectations

Abu Dhabi University is committed to being an academic community. This includes care, cooperation and an adherence to standards of behavior for all who are part of this community. In order for this community to flourish, the following expectations of behavior have been established:

1. Abu Dhabi University expects responsible conduct by students and student organizations, both on and off campus, as a necessary condition for continued membership at Abu Dhabi University.
2. Students and student organizations are expected to be responsible members of a diverse community, and honor and respect differences of culture, lifestyle, and religion.
3. Academic integrity and honesty are basic values of the university. Students and student organizations are expected to follow the Student Code of Conduct, Standards of Academic Integrity and Honesty listed in Abu Dhabi University's Student Academic Integrity Policy.
4. The Abu Dhabi University campus, its grounds, facilities and equipment are provisions for students of Abu Dhabi University. Students and student organizations are expected to respect and use them responsibly. This includes the use of the library, residence halls, classroom buildings, laboratories, and the campus as a whole.

Academic Integrity

The Academic Integrity Policy (AIP) establishes a framework for the expected conduct of students to maintain the highest standards of ethics. The information on the following pages will help students and faculty to understand the various forms of Academic Integrity Violations and the consequences resulting from such violations.

I. Academic Integrity Violations

There are various ways in which academic honesty can be violated which are discussed below.

A. Cheating

Cheating is an act that diminishes the learning process and is intended to gain grades and academic advantages without actually doing the intellectual work that merits the grades or degree.

Examples of cheating include but are not limited to:

1. Copying another person's test answers during an exam
2. Exchanging information regarding an exam during the exam
3. Copying answers from notes such as those written on the body, clothing, pieces of paper, or electronic devices such as mobile phones and/or calculators.
4. Obtaining a copy of or information about an examination ahead of time
5. Looking up answers in a book when the exam is specifically a closed book exam
6. Buying projects and term papers
7. Copying from someone else's paper, project or assignment
8. Using notes or books during exams unless expressly allowed by the instructor
9. Hiring a surrogate test taker
10. Bringing forbidden materials such as calculators, computers, books, or notes into the exam unless expressly allowed by the instructor
11. Communicating with other students regarding an examination during the exam
12. Students failing to switch off mobile phones during the exam

B. Plagiarism

Plagiarism means representing another person's work as the student's own without acknowledgments. Plagiarism is a form of cheating. It means that students have submitted work for grading that they have not written themselves. Hence, there is no way to know if students have learned the material or merely copied it.

While students may source direct quotes and pieces of texts, these should be used to support ideas. Even if all the sources have been properly cited, extensive copying is unacceptable, as understanding can only be demonstrated by students using their own thoughts and words.

Examples of plagiarism include but are not limited to:

1. Borrowing all or part of another student's paper or using someone else's outline
2. Using the same paper for multiple classes
3. Submitting the same paper in two different courses and submitting it as the student's own work

C. Fabrication of Data

Fabrication is the falsification or invention of any information or citation in an academic exercise. Fabricated information or data may not be used in any laboratory experiment or research project.

Examples of fabrication include but are not limited to:

1. Deliberately misreporting results of an experiment or field research
2. Inventing data and resources for written, oral, or other presentations
3. Inventing case studies and relevant facts in reports, papers, or presentations

D. Presenting False Credentials

Presenting false or misleading credentials on applications, CV's, and any other documents presented as part of the student's life constitutes academic dishonesty.

Examples of false credentials include but are not limited to:

1. Claiming degrees that were not earned
2. Failing to report colleges and universities attended
3. Presenting falsified transcripts
4. Presenting falsified information
5. Falsely claiming employment
6. Misrepresenting immigration status
7. Using fake ID cards

E. Collusion

Collusion occurs when students work together on a piece for assessed work when "working together" is not allowed. Collusion can occur when students copy from each other. Evidence of collusion on students' papers occurs when two or more papers have similar or identical wording. An individual student's understanding cannot be assessed if "ownership" of the assignment cannot be determined.

A student who "lends" his paper to other students is just as guilty as those who have copied from it, and unless it can be proven with absolute certainty, who wrote the original paper, the "lender" will also be faced with academic penalties.

F. Free Riding

When assigned to work in collaborative groups, all students should participate in the activity or project. Students who could not demonstrate their contribution to the group work/activity will be considered as cheaters.

II. Penalty for Academic Integrity Violations

All instances of violations of the AIP are subject to sanctions, including dismissal for cheating, other academically related egregious acts of deceptions and/or reckless disregard for the principle of academic integrity. Under special circumstances and/or based on lesser degree of severity of the AIP violations, lower sanctions may be imposed.

Students found in violation of the AIP for the second time will be subject to more heightened sanctions. Students found in violation of the AIP for the third time will be subject to dismissal from Abu Dhabi University.

Imposition of any sanction for violation of the AIP is subject to due-process being carried out, availability of sufficient evidence being examined, the adjudication process being completed, and the process of appeal being exhausted.

Students dismissed from Abu Dhabi University for violations of the AIP will receive a failing grade (F) in the course in which the violation has occurred and Administrative Withdrawals (WA) in all other courses taken in the same semester. Students dismissed from Abu Dhabi University for violations of the AIP are not eligible for receiving any refunds of tuitions and fees.

Student Rights and Responsibilities

Student Rights

As members of the University Community, students can reasonably expect all of the guarantees and protections which include the right to:

1. A fair process, guaranteeing both substantive rights and equitable procedures in all matters pursuant to the Student Code of Conduct;
2. Remain free from discrimination on the basis of race, ethnicity, gender, age, religion, creed, national origin or disability;
3. Engage in inquiry and discussion, to exchange thought and opinion, and to speak or write on any subject in accordance with federal and local laws;
4. Readily access established university policies and procedures; and
5. Have protection from unreasonable search and seizure.

When a student/organization is charged with a violation of the Student Code of Conduct, that student/organization has the right to:

1. Receive advance notice of the alleged violation, be informed of who to contact for a meeting, and the date by which the contact must occur;
2. Present his/her version of the events in question;
3. Be accompanied by an advisor or parent. (The advisor or parent may not speak or participate directly in the conduct process. This includes questioning witnesses or making arguments on the student's behalf);
4. Have witnesses who present information on his/her behalf;
5. Question any statements or witnesses presented;
6. Challenge the objectivity of the hearing body in case of conflict of interest; and
7. Appeal the outcome of hearing on the following grounds:
   a. the procedures under which the student/organization is charged are invalid or not followed;
   b. the student/organization did not have adequate opportunity to prepare and present a defense;
   c. the evidence presented at the hearing was not substantial to justify the decision; or
   d. the sanction imposed was not in keeping with the gravity of the violation.

Student Responsibilities

The following acts are prohibited and may result in disciplinary actions:

1. Acting or conducting oneself in a way that obstructs or hinders the application and enforcement of the Student Code of Conduct;
2. Trespassing, forcefully entering university-owned, leased or controlled premises without permission;
3. Destroying or vandalizing personal and/or public property;
4. Unauthorized use of computer system or access codes;
5. Stealing property, including intellectual property, of the university, its members, or visitors;
6. Knowingly giving false information to an Abu Dhabi University official;

7. Willfully failing to comply with reasonable directions of university officials (i.e. faculty, staff and other employees of Abu Dhabi University);
8. Committing an academic offense listed in the Student Academic Integrity Policy;
9. Disrupting classroom activity and other university functions;
10. Disrupting the operations of the university by an action or combination of actions that interfere or prevent others from freely participating in an activity or program given by the university; and
11. Violating safety regulations such as:
    a. falsely reporting a fire, bomb, or any other emergency;
    b. unauthorized possession, use, or alteration or tampering of any university owned emergency or safety equipment;
    c. failing to evacuate a building or other structure in case of fire or emergency; and
    d. taking any action that creates a risk that potentially compromises the safety of others;
12. Possessing fireworks, firearms, weapons or other explosive devices;
13. Threatening or causing physical or mental harm to others;
14. Harassing or causing a hostile environment within the university community;
15. Abusing the Student Code of Conduct system. This includes but is not limited to:
    a. knowingly filing a false statement or accusation against another person;
    b. disrupting or interfering with the orderly business of a conduct proceeding;
    c. failing to attend a conduct meeting;
    d. discouraging an individual's participation in or accessing the student conduct process;
    e. intimidating witnesses or participants of the conduct process;
    f. failing to comply with the sanctions imposed under the Student Code of Conduct; and
    g. violating the terms of a conduct sanction
16. Misusing or stealing university documents;
17. Violating the student notice posting policy;
18. Petitioning to change decisions made by Official University personnel;
19. Assisting or inciting others to violate the Student Code of Conduct;
20. Littering and inappropriate disposal of refuse;
21. Demonstrating within or outside of the university;
22. Contacting media (includes but not limited to news, radio, newspaper or television) without prior approval from University Management;
23. Printing or releasing any information about the university without prior permission from the Office of Student Support Services;
24. Not providing security guards with personal identification and appropriate documentation when requested;
25. Insulting or disrespecting a university faculty or staff member; and
26. Physically attacking university faculty, staff, visitors, or fellow students.

Student Dress Code

Students are responsible for the reputation of Abu Dhabi University. All are expected to dress appropriately and respect cultural and religious traditions of the United Arab Emirates. The following are unacceptable at Abu Dhabi University.

For Male students:

1. Shorts are not allowed unless for sports activities
2. Tight or revealing shirts/tops
3. Shirts with inappropriate logos or sayings
4. Sleeveless shirts
5. Tight or transparent pants

For Female students:

1. Shorts are not allowed unless for sports activities
2. Tight or revealing shirts/tops
3. Shirts with inappropriate logos or sayings
4. Tight or transparent pants
5. Midriff and halter tops
6. Sleeveless shirts

7. Tights or leggings
8. Face covers (that obstruct identity)
9. Skirts above the knee

Smoking

Smoking is not permitted in any University premises, public spaces and hallways of residences owned and managed by ADU at any time, by any person regardless of their status or business in the University.

1. All building entrances will be non-smoking areas;
2. Smoking will only be permitted in designated areas which are clearly signposted;
3. "No Smoking" signs will be posted at all entrances and at appropriate locations by the Office of Safety & Security;
4. This policy applies even in the absence of posted "No Smoking" signs.

Visitors

All visitors, contractors and suppliers are required to abide by the No Smoking Policy. Security Officers are expected to inform students or visitors of the no smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted in University vehicles or any other vehicles being used on University business.

Disciplinary Action

Students & Employees who disregard the policy may be subject to disciplinary action in accordance with University procedure.

Drugs

Abu Dhabi University prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by any of its students, employees in its workplace, on its premises or as part of any of its activities. This policy is intended to supplement and not limit the provisions of any other related policies.

For the purpose of this policy, the term "drug" includes:

- Controlled substances, as defined in UAE laws, which cannot be legally obtained
- Legally obtainable controlled substances which were not legally obtained, including:

1. Prescribed drugs when prescription is no longer valid;
2. Prescribed drugs used contrary to the prescription;
3. Prescribed drugs issued to another person.

Alcohol

Abu Dhabi University prohibits the dispensing, selling, supplying and consumption of drugs or alcoholic beverages on University property. Employees, students, faculty and campus visitors may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on University property, while driving a University vehicle or while otherwise engaged in University business. University property, as defined in this policy, includes all buildings and land owned, leased, or used by the University, and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of the University. On exception to the prohibited consumption of alcohol is the personal residence of an employee that is leased or owned by the University and where the occupant has a liquor license.

Disciplinary Action

Violation of the above University policy will be subject to campus disciplinary review and action, as follows:

Students: The University community has established expectations for academic and non-academic students which addresses the illicit use of alcohol and other drugs as follows:

The following behaviors contradict the values of the University community and are subject to action under this Statement:

- Illegally possessing or using alcohol
- Illegally distributing, manufacturing, assumption or selling alcohol
- Illegally possessing or using drugs
- Illegally distributing, manufacturing, consumption or selling drugs

The Statement is administered by the Safety & Security Office. The department along with the Vice Chancellors office is charged with facilitating the resolution process used to determine responsibility.

These measures cover a wide range of educational assignments and obligations, including but not limited

to suspension and expulsion from the institution. Safety & Security office may delegate portions of the conduct process to other units of the University who have a vested interest in the conduct of smaller student communities (e.g. University Housing, Sports Department).

Academic units of the University also may have written or implied policies concerning management of alcohol use and their response to the illicit use of alcohol and other drugs in the academic setting. Students are expected to know and understand these additional policies and abide by them.

Staff and Faculty: Sanctions for violations by faculty and staff are governed by policies within individual departments and any applicable rules set by University regulations and other applicable policies or procedures. Appropriate sanctions may include: verbal or written warnings, a mandated rehabilitation program, probation, suspension, and termination. In each case there are likely to be different circumstances that are relevant for understanding the situation and determining the appropriate sanction.

Under the supervision of the Vice Chancellor, action should be taken in the best interests of the University, student, and employee, keeping in view the government laws and regulations.

Student Suggestions/Complaints

Abu Dhabi University is committed to creating a student-centered learning environment conducive to intellectual and personal growth of students, thus we highly encourage you to use the Suggestions and Complaints channel to voice out any issues or suggestions you may have. If you wish to give us suggestion or want us to address your grievance, please use any of the following:

1. Call the Toll Free Helpline number of the University (80023968) and lodge your complaint;
2. Email us at complaints@adu.ac.ae;
3. Download the Suggestions/Complaints form from www.adu.ac.ae and submit it to the Suggestions/Complaints section.
4. Visit Abu Dhabi University Students Suggestions/Complaints section:

- Abu Dhabi Campus through the Office of the Registrar.
- Al Ain Campus through the Office of Student Affairs.

Once you lodge your complaint, you will receive acknowledgement by SMS or email and subsequent tracking and progress concerning your complaint till the case is resolved to your satisfaction. Please note that all our email correspondences will be through your Abu Dhabi University Email ID. If you still do not have your Abu Dhabi University Email ID

Our target to close a student suggestion or complaint is 8 working days.

Your suggestion or complaint will be dealt by the college dean or department head.

Notification and Information Gathering

1. Reports of alleged violation of the Student Code of Conduct shall be reviewed by the Office of Student Support Services for possible administrative action.
2. The Office of Student Support Services will notify students/organizations named in the complaint of the alleged violation, who to contact for a meeting, and the date by which the contact must occur.
3. Such notification will describe the alleged violation and advise the student that an administrative hold may be placed on the student's academic records pending investigation and resolution of the complaint.
4. The Office of Student Support Services will gather information relevant to any complaint indicating that Student Code of Conduct violation may have occurred. The designated official from the Office of Student Support Services is responsible for gathering information and has the authority to contact and meet with any persons believed to have information relevant to the complaint and encourage them to discuss the allegations of the complaint. In the absence of compelling circumstances, the process shall be completed within thirty (30) calendar days after the receipt of the complaint.
5. Based on the information gathered, the Office of Student Support Services will decide whether to dismiss the charge, or make a recommendation to the Head of Student Support Services for conduct action.
   a. If the complaint is dismissed, the Office of Student Support Services will notify the charged student/ organization of the decision.
   b. If the charges are to be forwarded for conduct action, the Office of Student Support Services will notify all concerned persons and outline the appropriate procedures to be followed.
6. If the charges against the student concerned result in suspension or expulsion, the parents of the student may be contacted and notified of the hearing at least seven (7) calendar days in advance.

7. Mediated Conduct Agreements. In certain conduct cases involving both a charged student and another disputant, the Office of Student Support Services may recommend that the case be referred to mediation. The goal of mediation is to reach a mutually agreed upon resolution between the parties involved. In such cases, the following shall apply:

   a. All parties involved must agree to mediation.

   b. The mediator designated by the Office of Student Support Services must approve all agreements.

   c. If a mutual agreement is reached, it must be signed by all parties and a copy kept by the Office of Student Suport Services until all terms and conditions of the agreement have been fulfilled.

   d. If a mutual agreement cannot be reached, the case will be referred to the Office of Student Support Services for resolution. If the Office of Student Support Services calls for a hearing, no information disclosed at the mediation session may be provided in the hearing.

Disciplinary Committee

The University Disciplinary Committee will consist of the Provost, concerned College Dean, Registrar and the Head of Student Support Services or their appropriate representatives.

Hearing Procedures

The Office of Student Support Services is responsible for providing a written summary of the charges, including all information that resulted from the investigation process, to the disciplinary committee members and the charged student/organization. The summary of charges and supporting information will provide the basis of the formal hearing proceedings.

1. Upon request, the student/organization charged, the advisor or representative if any, and the Office of Student Support Services have the right to examine any supporting documents to be presented at the hearing at least seven (7) calendar days prior to the hearing.

2. All hearings are closed unless the charged student/organization requests an open hearing and the Head of Student Support Services or designee approve of the open hearing.

3. All formal hearings require a majority to find a student/organization responsible for violating the Student Code of Conduct.

4. All determinations by the disciplinary committee shall be made on the basis of whether there is a preponderance of the evidence that the charged student/organization violated the Student Code of Conduct.

5. The complainant and the charged student/organization have the right to be assisted by any advisor or representative they choose, at their own expense. The complainant and charged student/organization are responsible for presenting their own information, and therefore, advisors or representatives are not permitted to speak or to participate directly in the hearing.

6. The complainant, the charged student/organization, and disciplinary committee are the only individuals in a hearing who have the right to present information and question witnesses.

7. The charged student/organization has the right to appear at a hearing to hear the evidence, offer explanatory and clarifying information and evidence and question any witnesses. The charged student may choose not to attend the hearing. If the student/organization, with notice, does not appear for a formal hearing, the information in support of the charges shall still be presented and considered.

8. An audio and or video recording will be made of the hearing for the purpose of review by an appeal panel.

9. Findings of fact and recommended sanctions, if any, shall be made in writing by the Disciplinary Committee and submitted to the Head of Student Support Services or designee within seven (7) calendar days after the close of the hearing.

10. The Head of Student Support Services or designee will review the findings of fact and recommended sanctions reported by the disciplinary committee and may:

    a. dismiss the charges;

    b. affirm the recommended sanctions; and/or

    c. impose a greater or lesser sanction than was recommended.

11. The Head of Student Support Services shall submit a written decision within seven (7) calendar days after the receipt of the findings and recommended sanctions. The Head of Student Support Services shall inform the students of the decision made.

12. If the charged student does not appeal the decision within three (3) calendar days, such decision will be final.

Appeal Right

A student/organization has the right to appeal the decision made by the Disciplinary Committee:

1. A request for appeal, appeal form must be filed within three (3) calendar days from the charged students/ organization's receipt of findings.
2. The Head of Student Support Services or designee shall appoint an appeal panel that will hear all appeals from formal hearings. Training for the hearing procedures shall be conducted before the implementation of the policy.
3. The appeal panel shall consist of three (3) members, and shall include at least one (1) faculty, one (1) staff and one (1) student.
   a. Members of the Appeal Panel shall be drawn from a pool of faculty, staff and students who have completed the approved hearing training.
   b. Members of the appeal panel shall elect their own chair.
4. Appeals shall be filed within three (3) calendar days from receipt of the written decision. The Head of Student Support Services shall direct the appeal to the Appeal Panel within seven (7) calendar days of receipt of the appeal.
5. The Appeal Panel may request a personal appearance of the student/organization charged for the sole purpose of addressing issues raised by the appeal.
6. The Appeal Panel shall submit the recommendation to the Head of Student Support Services within seven (7) calendar days following the appeal.
7. The Head of Student Support Services shall send copies of the Appeal Panel recommendation, as well as copies of the decision to the vice-chancellor for approval of the final decision within seven (7) calendar days after the appeal panel meeting.

Sanctions

Students and student organizations are expected to abide by all Abu Dhabi University policies. If the policies and procedures of the University are not followed, students and organizations will be held accountable and subject to the following disciplinary actions.

1. Reprimand is an official written notification of unacceptable behavior and violation of the Student Code of Conduct. Any student having record of violating the Student Code of Conduct will automatically be removed from the Honor's List. Any further misconduct may result in more serious disciplinary actions.
2. Disciplinary Probation is a conditional status imposed for a designated period of time. Further violation of the Student Code of Conduct while on probation will be subject to more serious disciplinary action. Disciplinary probation may place specific restrictions on the student or organization. These may vary with each case and may include but are not limited to restriction from participating in athletic activities and or campus activities.
3. Suspension is the loss of privileges of enrollment at Abu Dhabi University for a designated period of time. A student's suspension shall not exceed one calendar year following the sanction. A student organization's suspension is a temporary revocation of University recognition. A student organization suspension will not exceed five years.
4. Expulsion is the permanent loss of privileges of enrollment at Abu Dhabi University. Expulsion will be noted on the student's permanent record. A student organization's expulsion is permanent revocation of university recognition.

The sanction of expulsion is the only judicial sanction reflected on a student's official academic transcript.

Student Grievances Policies and Procedures

Abu Dhabi University aims to foster the values of respect, integrity, fairness and transparency among staff, faculty and students. There are occasions, however, when conflicts arise which require resolution. Such conflicts are normally resolved informally and in good faith between individuals and/or groups through conflict resolution processes.

To this end, Abu Dhabi University encourages informal meetings between a grievant(s) and the respondent(s). Abu Dhabi University also encourages the involvement of third parties; such as Student Council, Student Support Services personnel, and the appropriate Coordinator, Head of Department, or Dean, all of whom are expected to assist with communication and mediation.

In cases where the informal meetings prove unsuccessful or unsatisfactory, the grievant has the right to file a formal grievance that complies with the terms of this policy and its procedures.

Definition

This policy uses the following definitions:

Grievance: A request by a student for formal investigation of decisions or actions by a faculty or staff member of the University that are perceived to be wrong, mistaken, unjust, discriminatory and/or in violation of the rights of the student.

Grievant: The person(s) who submits the grievance.

Faculty: Members of the University faculty including part-time, full-time and non-regular faculty, such as visiting and adjunct faculty.

Employee: A person officially employed by Abu Dhabi University in any capacity.

Instructor: Any person employed by the University who teaches a class, including part- time, full- time and non-regular instructors such as visiting and adjunct instructors.

Respondent: The person or persons cited in the grievance.

Staff: Any non- teaching employee of the University, including students.

Student: Any person who is registered for classes at Abu Dhabi University.

Students' Complaints and Rights

- Access the syllabus of each course they study, particularly the assessment methods and criteria that are used to measure the achievement of the intended learning outcomes of the course.
- Express their ideas in class that are relevant to the subject matter, subject to the need for the instructor to maintain order, manage the learning process, and to stay on schedule.
- Receive reasonable assignments that are graded using only the methods and criteria indicated in the syllabus.
- Be told about the nature of the material that will be included in any graded examination.
- Check and discuss their graded examinations and papers with their instructors.
- Have instructors who attend their classes on time and at the scheduled times.
- Have instructors who schedule reasonable office hours for student conferences.
- Have instructors who post their office hours on their office doors and in the syllabus.
- Have instructors who do not discriminate on the basis of personal prejudices, race, color, gender, religion, age, disability, or national origin.
- Participate anonymously in the process of evaluating the effectiveness of instructors.
- Be given privacy, without improper disclosure of personal information from academic, counseling, disciplinary, financial, and medical records held by the University, although the University, in loco parentis, may share such records with a student's parent or guardian.
- Start and join clubs and sport teams, with the prior knowledge and approval of Student Engagement and Development Office.
- Promote their common interests through collective advocacy, such as via the Students' Council
- Be treated with respect and courtesy by Abu Dhabi University employees.

Confidentiality

A student may not submit a formal grievance in the following circumstances:

- A grievance is against another student(s) - such grievances should be processed in accordance with the Code of Conduct.
- A grievance is against personnel decisions.
- A grievance is against grades awarded in particular courses or academic decisions regarding academic work, unless there is an element of harassment and/or discrimination involved in the claim.
- A grievance is based on the same or similar circumstances that are pending resolution or have been resolved or are under adjudication and involve the same student.
- A grievance is against a University policy or procedures, or a University employee acting in compliance with those policies/procedures.

The Head of Student Support Services or the designee will be responsible for the implementation of this policy. The implementation will comprise five phases:

1. At the start of each academic year, the Head of Student Support Services or designee will submit the Committee Specifications of the Student Grievance Committee (SGC) for consideration and confirmation, including the nomination of members.
2. The SGC will comprise:

a. The Provost, or designee, who will serve as a voting Chair.

b. The Dean, or nominee, from each College

c. One student per college, representing the men's and women's Student Councils on the Abu Dhabi and Al Ain campuses, one of whom is to be elected by the SGC as Deputy Chair.

3. The SGC will normally consult with Student Support Services staff, faculty, students and representatives from the Provost's (or designee's) or Vice- Chancellor's (or designee's) office concerning the details of each case. It will then move back into a confidential committee meeting in order to discuss the case in detail and make decisions. Decisions will be made on the basis of formal votes, in all cases.

4. The SGC will provide advice in the form of a summary analysis of the case with recommendations in a written report to the Provost, or designee, with a copy going to the grievant.

5. Any appeal concerning this report must be forwarded to the Chancellor in writing within one week of the grievant's receipt of the report.

6. The Chancellor will make a final decision within five working days of receiving the appeal or, in cases where due process has been shown not to have been followed, direct that the SGC hear the case de novo.

Student Grievance Committee Rules

The following conditions and processes apply:

- Student Grievance Forms must be held on behalf of the SGC, and made available to students on request, by the Student Support Services Department.
- A grievance must be submitted to SGC via the Student Support Services Department within two weeks of the day in which the event allegedly took place.
- The Student Support Services Department is to place all grievances on file, on behalf of the SGC, along with other pertinent grievance documents and the determinations made by the SGC, Appeal Committee and Chancellor.
- In the event that an SGC member declares or discovers a conflict of interest during proceedings, or a conflict of interest involving a SGC member is discovered by another SGC member during proceedings, the member involved may pardon him/herself from the committee or be excused by the Chairperson.
- Should a disagreement arise between a committee member and the Chairperson as to whether or not a committee member should be excused on the grounds of a conflict of interest, a resolution will be sought by a majority vote. A tie vote will be referred to the Chancellor for resolution.
- SGC committee members may not also serve on any Appeals Committee appointed by the Chancellor.

Appeals

- The Grievant shall have the right to appeal the SGC report to the Chancellor. This appeal must be in written form and filed within five (5) days.
- The Chancellor will review the SGC report to determine whether the evidence and the process used support the recommendations.
- The Chancellor shall have the discretion to:

  a. uphold the SGC recommendation(s);

  b. reverse the recommendation(s);

  c. refer the case back to the Student Grievance Committee for reconsideration de novo; or

  d. uphold the recommendations of the SGC, with whatever modification deemed reasonable.

The Chancellor's decision shall be conveyed to the Grievant and the Respondent by the Head of Student Support Services or the designee, and filed by the Head of Student Support Services Department.

COURSE DESCRIPTIONS

College of Arts and Sciences

Master of Education in Leadership

Core Courses

EDA 501 - Introduction to Educational Leadership

Credit Hours: 3
Prerequisite: None

This course is designed to give students entering the Educational Leadership program an understanding of the complex roles and challenges of a school administrator, while focusing on the constantly changing nature of administrative responsibility. Students develop an integrated view of the knowledge base, research and practice of administration within a context of multiple perspectives and a wide range of thinking. The purpose of the course is to increase understanding about education in the UAE, the role of educational administration, the forces that are moving education into a new era, the transitions that are occurring, and the use of the latest, best practices to improve the education of all children.

EDA 540 - Institutional Enhancement

Credit Hours: 3
Prerequisite: None

Development of fundamental concepts and procedures relative to effective planning and change. Applications of these concepts are made to program development and evaluation. The following components of the knowledge base are included in the course:

- Research in organizational settings,
- Organizational theory,
- Change theory, and
- Organizational development

EDA 542 - Professional Development

Credit Hours: 3
Course Prerequisite: None

To be successful, school leaders and especially beginning school administrators, should reflect on the skills, attitudes and behaviors they currently hold and use, and accordingly develop a plan for growth; they must continue to learn, practice and reflect upon skills, attitudes, as well as the behaviors they need in order to be increasingly effective in their current worksites and for future leadership roles. An understanding of the impact of their work upon a given district is also required. Self assessment of one's own strengths and areas of challenge and how the leader communicates are the main focus points of EDA 542. The initial reflection and development of a Professional Development Plan begins in this course. Peer coaching with a class member is an essential element.

EDA 570 - Internship / Field Experience

Credit Hours: 3
Prerequisite: EDA 501, EDC 514, EDC 516

The purpose of the principal internship is to bridge the gap between theory and practice, and students' academic and experiential learning. In the internship, students will engage in self-assessment of strengths, weaknesses, areas of particular interest and will increasingly

assume responsibility for continuing their professional development by planning for and completing a program of field-based experiences.

EDA 580 - Capstone Course

Credit Hours: 3
Prerequisite: EDA 501, EDC 514, EDC 516

Conferences, presentations and discussions occur under the guidance of a major professor. This course is designed to meet the needs of the individual for specific study of particular problems in education. This course concludes the development of a professional portfolio or an action research project. This capstone/ research project is an opportunity for students to make the transition from a customer to a producer of knowledge and innovation in the field of education. Teachers as researchers investigate some area of educational theory or practice, gather and analyze information and draw conclusions to add to the body of knowledge in the field of curriculum. Projects entail working toward the solution of an educational program within his/ her own educational environment. The capstone experience may be the comprehensive portfolio of an action research project. Action research projects are intended to be original work, completed in consultation with a committee of advisors.

CAI 511 - Instructional Supervision

Credit Hours: 3
Prerequisite: None

This course is designed to specifically help administrators gain the knowledge, skills and attitudes necessary in Instructional Supervision to support teachers in their professional development, guide ongoing curriculum and instructional development, improve school effectiveness and responsiveness to the community.

CAI 515 - Curriculum Development

Credit Hours: 3
Prerequisites: None

This course is specifically to help administrators gain the knowledge and skills to guide curriculum development, make informed curriculum decisions, clarify instructional focus and communicate effectively about curriculum.

EDC 514 - Research Methodology in Education

Credit Hours: 3
Prerequisite: None

This course is an applied educational research class for those students pursuing an advanced degree in education. It is designed to provide students with an overview of the research paradigms used in education as well as opportunities to apply specific research methods related to these paradigms.

EDC 516 - Program Assessment

Credit Hours: 3
Prerequisite: None

Philosophies, methods and processes of curriculum and instruction in education provide the framework for discussing curricular and program planning theories/models, resources for decision-making, research, and evaluation methods that create a learner centered environment. Attention is given to frameworks for program evaluation, methods of data collection, and the ethics and standards of evaluation practice. The influence of societal trends, and issues relevant to curriculum planning are addressed. Emphasis is on strategies for anticipating future societal needs and developing educational curriculum to meet those needs. Matters of diversity, workforce development, ethical/legal issues in curriculum planning and education are also included.

EDT 519 - Information Systems in Education

Credit Hours: 3
Prerequisite: None

Examination of the uses of information in the management of educational institutions and issues administrators face in the management of this information, including collection, storage, and dissemination. The course focuses on integration and communication of information for decision-making; it includes an introduction to validity and reliability in tests and measurements; Further points of discussion include the use of specific tools, such as school schedulers and student records, and human, technological, and legal issues in sharing information. Students will work in teams to develop "hands-on" projects.

Core Electives

EDA 511 - Philosophy of Education

Credit Hours: 3
Prerequisite: None

This course is designed to help students examine the diverse philosophical views that have affected, and are affecting, educational policy in the United Arab Emirates. Students will explore questions about the purposes, ends, and means of education, and assess their own philosophy through readings, discussions, and lectures. The central aims of the course will be to provide students with content knowledge about philosophical debates about controversies in education and to improve their skills in understanding philosophical ideas, assessing the strengths and weaknesses of different philosophical arguments, seeing the relevance of philosophical theories to their own experience, and formulating

and defending their own views on controversial issues.

EDA 512 - History of Education in UAE

Credit Hours: 3
Prerequisite: None

This course is presented as an overview for those educators currently teaching in the UAE. Teachers, students and families are all participants in an educational experience whose roots go back thousands of years. The educational experience of today is a reflection of the nation's past and the forces which have shaped the present society. This course provides a social and historical context for an understanding of today's educational system. It also provides insight into the potential needs and trends which will influence education in the UAE.

EDA 519 - Women in Leadership

Credit Hours: 3
Prerequisite: None

This course is designed to provide an overview of the historical and contemporary challenges of women's leadership in educational settings. The course particularly focuses on engaging students in recognizing and promoting the socio-political nature of administrative work and the imbalance of gender in leadership positions. Additionally, students will be asked to consider the credentialing, interpersonal and motivational skills expected of women desiring upward career mobility, chiefly as it relates to the articulation of their own talents and career aspirations. Significant theoretical and conceptual frameworks that draw upon critical aspects of women's leadership will be covered. Finally, recent literature relative to women in leadership will be reviewed; this course is formatted to study, critique and analyze major developments as well as perspectives that inform gender and education. Hence, debates on women's roles, status, and contributions mainly in education will be examined.

EDA 521 - Comparative Education

Credit Hours: 3
Prerequisite: None

The course provides an overview of the methods, major concepts and current trends in comparative education. It will enable students to identify strengths and limitations of international comparative research, and to learn about relevant studies. The assignments will support these learning objectives, and help students to develop specific research skills that are necessary to produce academic literature reviews and research papers.

EDC 525 - Qualitative Research Design

Credit Hours: 3
Prerequisite: EDC 514

Students will learn about qualitative methods for research in schools and other organizations. Students will study research design, data collection techniques, fieldwork relations and beginning data analysis. Applying concepts to practice, students will be involved in structured learning activities to learn about processes of qualitative research.

EDC 527 - Quantitative Methodologies

Credit Hours: 3
Prerequisite: EDC 514

This course will focus on the selection, delineation, and statement of a research problem; techniques of bibliography building, methods of organization, recognized methods of investigation, the application of statistical methods to research problems, and style standards for research writing will also be considered.

Master of Science in Special Education

Core Courses

SPEDC 501 - Special Education and Exceptionality

Credit Hours: 3
Prerequisite: None

This course will cover the main philosophy and Psychological, Educational theories Educational theories and practices in the field of Sp.Ed for exceptional children.

SPCAI 503 - Curriculum Development and Instructional Strategies in Sp.Ed

Credit Hours: 3
Prerequisite: None

This course will cover the tasks, skills, and knowledge needed to develop the curriculum and programs in Special Education.

SPEDC 502 - Measurement and Evaluation in Sp.Ed

Credit Hours: 3
Prerequisite: None

This course will cover methods, approaches, tools and scales used to identify the special needs, developing formal and institutional screening tools for diagnoses and assessment.

SPEDC 504 - Early childhood and Intervention programs

Credit Hours: 3
Prerequisite: None

This course will cover prevention programs and early childhood curriculum in Special Education at all levels.

EDC 514 - Research Methodology in Education

Credit Hours: 3
Prerequisite: None

This course is an applied educational research class for those students pursuing an advanced degree in education. It is designed to provide students with an overview of the research paradigms used in education as well as opportunities to apply specific research methods related to these paradigms.

SPEDC 505 - Advanced- Current issues in Sp.Ed

Credit Hours: 3
Prerequisite: None

The course will cover selected modern and recent issues in Special Education such as inclusive schools, new strategies, women in Special Education, rehabilitation, families and community, advocating, law and socio-political issues.

SPEDC 507 - Administration, Management and Organizing Policies and Services in Sp.Ed

Credit Hours: 3
Prerequisite: None

This course will cover the development and implementation of policy and procedures, leadership skills, resource management, legislation and policies, program and financial management.

SPEDA 570 - Capstone Course/ Research Project

Credit Hours: 3
Prerequisite: None

This course is designed to meet the needs of students for specific study of particular problems in Special Education. The capstone experience may be the comprehensive portfolio of an action research project. Action research projects are intended to be original work, completed in consultation with a committee of advisors. Conferences, presentations and discussions occur under the guidance of a major professor.

SPEDA 580 - Internship / Field Experience

Credit Hours: 3
Prerequisite: None

The purpose of the principal internship is to bridge the gap between theory and practice, and students' academic and experiential learning. In the internship, students will engage in self-assessment of strengths, weaknesses, areas of particular interest and will increasingly assume responsibility for continuing their professional development by planning for and completing a program of field-based experiences.

SPEDT 511 - Assistive Technology in Special Education

Credit Hours: 3
Prerequisite: None

The course will cover the information systems and technological materials used with the persons with special needs in learning, rehabilitation and remedial education, evaluation and diagnoses.

Elective Courses

SPEDC 520 - Seminar in Learning disabilities.

Credit Hours: 3
Prerequisite: None

This course covers a review of the legal and theoretical principles of Special Education and related services provided for the children with learning disabilities, recent and advanced issues by focusing on the most effective programs and practices.

SPEDC 521 - Seminar in Mentally Handicapped and intellectual challenges.

Credit Hours: 3
Prerequisite: None

This course covers the most advanced issues in mental retardation, new approaches and researches, family and early intervention programs, rehabilitation and community services and legislations.

SPEDC 522 - Seminar in Emotional and Behavioral disorders

Credit Hours: 3
Prerequisite: None

This course covers the most advanced issues in emotional and behavioral impairments, behavior therapy and analyses, new approaches and researches, family and early intervention programs, rehabilitation and community services.

SPEDC 523 - Seminar in Developmental Disabilities (Deaf, Blind and Physical impairments)

Credit Hours: 3
Prerequisite: None

This course covers the most advanced issues in developmental disabilities, new approaches and researches early intervention programs, rehabilitation, and community services. These issues and studies include sensory and physical and health disorders and difficulties.

SPEDC 524 - Seminar in Language and Communication Disorders

Credit Hours: 3
Prerequisite: None

This course covers the most advanced issues in Language and communication disorders, new approaches and researches, speech therapy and rehabilitation and community services and new techniques.

SPEDC 525 - Seminar in Gifted and Talented Education

Credit Hours: 3
Prerequisite: None

This course covers the most advanced issues in gifted and talented programs, new approaches and researches, international experiments and schools in this field, community services and legislations.

SPEDC 527 - Seminars in Autism

Credit Hours: 3
Prerequisite: None

This course covers the most advanced issues in Autism, new approaches and researches, family and early intervention programs, rehabilitation and community services and legislations.

Professional Post-Graduate Diploma in Teaching

Core Courses

EDC 471 - Classroom Management

Credit Hours: 3
Prerequisite: None

This course prepares students for alerts to the wide range of classroom management concepts and their application. It also helps students to acquire skills related to management of physical environment, learning activities, and student's behaviors. It addresses the rules, procedures and styles of classroom management and how to create a safe and supportive student centered learning environment. This course will focus on managing and arranging class environment at the different levels by providing students with the opportunity to observe, learn, and practice the skills and competencies of effective management principles for class, behavior, and instruction. It provides systematic analysis of the components of the teaching situation and classroom setting. Also, the course focuses on acquainting the learner with the non-traditional methods of teaching.

EDC 472 - Special Education

Credit Hours: 3
Prerequisite: None

This course aims at helping prospective teachers in identifying group of children with special needs and how to deal with them. Emphasis on accepting them in regular classrooms. The course considers students with Mental retardation, physical, visual impairment, deaf and hard of hearing, learning disabled student, behavioral and emotional disturbance, talent and gifted students, and factors, methods and teaching, rehabilitation. This course will help also in developing skills of early intervention to solve the problems of children with special needs; it focuses on the psychological, educational, medical, functional, and sociological characteristics of persons classified as having special needs. The provision of school and community services and supports to accommodate those characteristics is examined. Major topics include causes and preventions of mental retardation and physical and sensory disabilities, assessment procedures for identification and instruction, educational program planning, early intervention, and student and family involvement.

EDC 473 - Educational Psychology

Credit Hours: 3
Prerequisite: None

This course is designed to introduce the student to major concepts and principles in the field of educational psychology that form the foundation for learning and instruction. The course will examine the relationship of human behavior and the educational processes including cultural influences, processes of learning and socialization, classroom management, development, intellectual functioning, and educational achievement. It is designed primarily for teachers-in-training to understand and apply selected aspects of psychological research and practice to enhance teaching and learning in today's changing classrooms. The course examines the latest scientific trends related to learning process, components of education and influencing factors, importance of interaction between students and teachers. It focuses on learning environment for educational process, growth of learner, concept of educational psychology and its importance in the educational process. Learning theories, cognitive behavior, potential fields, the foundations of the theory and its educational applications, models of learning and learning strategies will be examined.

EDC 474 - School Curricula

Credit Hours: 3
Prerequisite: None

This course aims at providing students with necessary knowledge and skills related to school curriculum. The course examines important issues related to the curriculum such as curriculum modern and traditional definitions, planning and development models, curriculum integration, curriculum structure, and curriculum evaluation. This course is designed to give students in depth the knowledge about curriculum definitions, components, goals, importance toward the comprehensive development of students. Topics included are: Curriculum definitions, curriculum and experience, curriculum kinds, curriculum aims, curriculum elements, curriculum and learner development, curriculum theory and practice, curriculum and multiple inelegancies theory, curriculum planning, development, integration, and evaluation.

EDC 475 - Educational Technology

Credit Hours: 3
Prerequisite: None

This course is designed to help teacher education students to observe, plan, interact, apply and

integrate instructional technologies through the learning process. Attention will be given to the use of technology to enhance curriculum and professional development teachers as educators. It is the goal of instructional technology to develop the confidence and comfort necessary to make technology an embraceable tool for great teaching and learning. This course provides students the opportunity to know what instructional technology is and how to integrate its equipments with the instructional situations. They will learn how to use international educational technology standards as evaluation criteria to ensure high quality for instructional technology applications in the classroom (www.iste.org). Students will compare contemporary instructional design models for effectiveness of technology integration for learning; explore different technology applications to meet individual learning needs; and evaluate existing design applications for their effectiveness in specific learning environments. Course topics will include introduction to educational technology, advantages of using technology, classroom applications of educational technologies, multimedia, interactive media, ethics and legal issues, Internet, and technology integration and effectiveness.

EDC 481- Practicum

Credit Hours: 3
Prerequisite: EDC 471 + EDC 474

This course prepares students for identifying the concepts, principles and foundations of the teaching practice strategies. It includes the study of concept of the practicum, its principles and foundations, the strategies of teaching within the school, the organization of classroom environment, lesson planning, class interaction, presentation, evaluation and analysis of video-taped material, films and workshops for lesson planning, and actual teaching of the different subjects and helping the students acquire practical skills through actual teaching. The course involves student teaching, according to a written plan, which allows developmental mastery of actual teaching. It involves student teaching, according to a written plan which allows developmental mastery of actual teaching competencies and procedures. The plan should begin with the identification of teaching/learning environment, observation, and sharing, teaching practice with the cooperative teachers at the school, teaching on their own for a whole semester, and reflecting on their teaching after each lesson.

Core Electives

EDC 476 - Methods of Teaching Arabic Language

Credit Hours: 3
Prerequisite: EDC 471 + EDC 474

This course covers the study of Arabic language in terms of origin, establishment, factors of growth, characteristics, structure, functions, curriculum, goals and psychological theories that govern its learning through providing students with the knowledge and skills related to the methods used in teaching Arabic language. It critically examines the nature of language, skills, links; nature of the language's learning outcomes, usage of language in terms of coherence, integration, systems of Arabic, the language function for the individual and society, weakness in the language, its causes and suggestions for treatment. It studies methods of teaching the branches of the language, its skills and language activities. It also seeks to introduce students to curricula of Arabic language in the various educational levels and its branches that represents the unity in the general system of the language, methods and ways of teaching the branches of the Arabic language types such as spelling, grammar, expressions, chants and calligraphy. Students will acquire skills of performing teaching of Arabic language in its modern trends, scientific method, appropriate strategies, and practical application of criticizing and evaluating of language teaching.

EDC 477 - Methods of Teaching Islamic Education

Credit Hours: 3
Prerequisite: EDC 471 + EDC 474

This course aims to introduce the definition of Islamic education, in terms of concept of Islamic education, importance of teaching, objectives, sources, the difference between Islamic and modern education, and an analysis of the process of education and teaching methods. The course also includes training students and introducing them to the planning process for teaching Islamic education and identifying the elements of the lesson, its objectives, selection of content and educational activities. The course also introduces training methods of teaching the various branches of Islamic education and methods of assessment that can be used in teaching Islamic education. It covers the branches of Islamic education which includes (Quran, Hadith, Tawhid (doctrine of Oneness [of God]), Fikh (Islamic jurisprudence), Tafseer (Quran Interpretation), Tajweed (reciting Quran properly), Biography of the Prophet, civility and the main topics in the curriculum of Islamic education for different education levels. It will also train students to use educational methods and modern techniques in teaching different Islamic education branches as well as the calendar in the Islamic education.

EDC 478 - Methods of Teaching Mathematics

Credit Hours: 3
Prerequisite: EDC 471 + EDC 474

This course is designed to help students gain skills in teaching and

learning mathematics in primary, middle and secondary schools and appropriate teaching methods important to initiate effective learning in mathematics. It covers the fundamental objectives of teaching and learning mathematics in schools; it includes samples of teaching and learning. It treats a variety of appropriate mathematical learning/teaching strategies. This course is intended to prepare future teachers to meet the challenge of teaching mathematics. The course covers the following topics, plan effective daily lessons in teaching the various branches of mathematics, plan longer units for teaching mathematics, use correct mathematical terminology and correct pronunciation, explain topics in mathematics clearly and concisely, select intelligently and use wisely a variety of appropriate method in the classroom, including lecture, laboratory method, and individualized instruction.

EDC 479 - Methods of Teaching Science

Credit Hours: 3
Prerequisite: EDC 471, EDC474

This course is designed to help students gain skills in teaching and learning science in primary, middle and secondary schools and appropriate teaching methods important to initiate effective learning in science. It covers the fundamental objectives of teaching and learning science in schools. This course is intended to prepare future teachers to meet the challenge of teaching science. This course follows two parallel tracks: 1) providing the student with the science principles needed to understand the physical processes occurring in the universe, as well as the cosmological phenomena we experience; understanding scientific investigation and discovery in order to satisfy humankind's quest for knowledge and understanding and to preserve and enhance the quality of the human experience; and 2) understanding various teaching methods in science, as well as facilitating the acquisition of knowledge about recent issues, research and theory in science education and trends in school science. It aims also to build upon the knowledge of the science disciplines that students have acquired in their previous studies, so that he or she can not only educate learners in and about science, but also use science curricula to contribute to general education. The course will consider the role of science education in school curricula, the relationships between science, technology and society in education. Role of science teacher in the contexts of the classroom, the school, the profession and the wider community will also be considered.

EDC 480 - Methods of Teaching English Language

Credit Hours: 3
Prerequisite: EDC 471, EDC474

This course critically examines the contemporary approaches to English language teaching, in comparison with the traditional ones. Aspects of classroom practice will be analyzed, including teachers' and learners' roles, classroom management, and teaching the language skills interactively and separately. The issues of language learning strategies and cooperative learning will also be covered. Also, this course will address itself to the four macro-language skills and their sub-skills: the teaching of vocabulary, reading, writing, speaking, grammar, and texts.

This course focuses on the latest approaches/methods/techniques for teaching the four language skills (listening, speaking, reading, and writing) as well as grammar. It will also cover lesson planning, classroom management and interactive language teaching.

EDC 482 - Methods of Teaching Social Studies

Credit Hours: 3
Prerequisite: EDC 471, EDC474

This course is designed to provide students with theoretical and practices knowledge of teaching social studies, and to gain skills in teaching and learning all related subjects in all school stages.

It covers the fundamental objective of teaching and learning in schools; it includes definitions, theories, approaches, social studies curriculums. It treats a variety of appropriate social studies learning/ teaching strategies. The course helps students to develop the ability to plan and evaluate a sequence of lessons in schools. In addition to all, students will understand and develop their characteristics needed for social studies teachers and how to deal with problems with solutions in teaching this subject.

EDC 483 - Methods of Teaching Information Technology

Credit Hours: 3
Prerequisite: EDC 471, EDC474

This course is designed to provide an overview of information technology; its fields, development, and applications in education. The course particularly focuses on the objectives of teaching information technology and its psychological foundations, educational technology for learning, and planning for teaching information technology lesson, preparing lessons of information technology, and methods of teaching information technology, and teaching competencies for information technology teachers, and evaluating students in information technology lessons.

College of Engineering

Master of Engineering Management

Core Courses

MEM 501 - Project Management

Credit Hour: 3
Prerequisite: None

This course covers the basics of project management and project leadership including requirements, Work Breakdown Structures, life cycles management concepts: initiating, planning, executing, controlling and closing the project, general project management theory, basic project leadership, interpersonal skills: the Role of the project manager, the roles of team members, effective communication with project team members, clients and customer (sponsor), human aspects of project management: conflicts and negotiations management, scope management, time management, cost management, project changes and risk management. The knowledge and skills acquired in this course will be applied in a term project that includes, as an essential component of the project, the ethical issues related to conflict resolution and negotiations management in dealing with the project team members, clients and customer. The project will be presented at the end of the semester.

MEM 502 - Engineering Economics

Credit Hour: 3
Prerequisite: ACC 482 - PC

This course covers the theory, application of engineering economics principles and methods. It studies techniques for engineering economic analysis for decision making, evaluations of economic alternatives, capital budgeting and money management, depreciation and taxes, cost estimation, multi-attribute decision making, and advanced asset replacement analysis. It also covers the principles of corporate finance and investment science such as cash flow streams, handling project uncertainly, investment worth, pricing of firms and finance instruments, interest rate term structure, fixed income instruments duration, etc. It also includes case studies related to the engineering economics of emerging technologies such as RFID in specialized manufacturing and remote heath services implementation in specialized healthcare organizations (ethical issues related to the quality of service, charges, and evaluations of economic alternatives for the 2nd case will be emphasized).

MEM 504 - Quality Engineering

Credit Hour: 3
Prerequisite: Knowledge of basic statistics

This course covers statistical approaches such as regression, design of experiment, non parametric statistics, Tagushi method, etc... that are useful to Quality Engineering. It also covers process and product quality; quality assurance and standards (ACE, Six-Sigma, Lean Engineering, ISO9000); quality planning; quality control; measurement and metrics, sampling and quality audit, as well as process improvement. The project and assignments are key components of this course. These include quality systems design and management, application of effective design for quality management standards, tools and techniques in real world organization. Ethical issues related to sampling quality audit and process will be emphasized.

MEM 506 - Modeling and Simulation & Operations Research for Engineering

Credit Hour: 3
Prerequisite: MEM 504

This course covers computer simulation concepts and operations research modeling techniques, including problem formulation and discrete event simulation modeling. It includes the formulation of mathematical models, solutions using linear programming, sensitivity and cost analysis of developing alternative optimum solutions, transportation and network analysis, forecasting and stochastic modeling. The course includes case studies related to the topic and a term project. It also applies the concepts and principles associated with systems modeling and simulation using contemporary simulation software ARENA

MEM 509 - Information Technology Management

Credit Hour: 3
Prerequisite: None

This course develops an understanding across organizations of tight relations that exist in the development, implementation and application of information and communication technology. It covers the management facets of IT project lifecycle from initial need and justification through implementation and organizational management to installation and integration with existing systems to information management to deployment and organizational changes necessary to get business value. Design and implementation of IT architecture and IT governance, and Web Services and Business Process Management will be also covered. The course is mainly case-and discussion-oriented. Real case studies will typically be assigned. Rigorous preparation of cases and active participation in discussions is expected. Ethical issues related to creating and managing an IT

infrastructure in an organization will be emphasized in the case studies.

MEM 511 - Operations & Supply Chain Management

Credit Hour: 3
Prerequisites: MEM 504

This course covers the major issues in operations and supply chain management including Location, Inventory, Forecasting, Transportation and Distribution in different types of organizations. It covers the role of advances in Internet Technologies and Electronic Commerce in coordinating the supply chain of a product from the point of origin to the point of consumption. At the end of this course students should be familiar with the individual components of operations and supply chain and their interrelationships. Students will develop the quantitative and analytical skills to analyze, model and solve supply chain problems. The course is based on a mixture of lectures and case discussions.

ACC 522 - Managerial Accounting

Credit Hour: 3
Prerequisite: ACC 482 -PC

This course focuses on the use of accounting information as a tool in the planning and control of business organizations from a management perspective. The orientation of the course is to analyze and evaluate management accounting information from the perspective of senior management using case study.

In light of the course description, the primary objective of the course is to provide the necessary framework to understand and be able to apply and use management accounting information. Consistent with this orientation, the list of topics covered in this course includes an overview of managerial accounting; the role and function of accounting information in corporate governance; accounting information as a managerial tool, cost concepts and behaviors, an overview of cost systems; incremental costing and its application for short and long-term decision making; capital and operational budgeting; issues related to effective management control, and financial statements analysis from a managerial accounting perspective.

MGT 523 - Strategic Management

Credit Hour: 3
Prerequisite: Last Semester

This course covers the determination of the strategic direction of the firm and management of strategic processes in the firm. The course draws on and integrates concepts from the functional areas (i.e. finance, accounting, management, management information systems) in the analysis and resolution of complex business situations. It also discusses the integration of environmental factors and organizational functions in the analysis and solution of management problems. This course explains the whole process of strategy formulation, implementation, evaluation, control, and strategic issues. The course is mainly case- and discussion-oriented. Real case studies will be presented and active participation in discussions is expected. A project related to one of the course topics will be assigned to each group of students and presented at the end of the course.

Electives/ Baskets

Management

MGT 522 - Leadership and Communication

Credit Hour: 3
Prerequisite: MGT 482-PC

Leadership is an essential ingredient in any attempt to achieve collective goals. The process of leadership depends on the interaction in the group or organization. Communication is the central ingredient in effective leadership and followership. Therefore, the course will explore the connection between communication and leadership. Particularly, we will examine how the field of communication contributes to effective leadership. This course will give you the chance to learn the styles of leadership including what works and what doesn't. The course also covers all the research for the last century or so on leadership. Case studies are key components of this course. Cases, real or simulated, that deal with issues relevant to all course topics will be discussed and analyzed and students will be asked to report on them.

MEM 510 - Innovation and Entrepreneurship

Credit Hour: 3
Prerequisites: MGT 482

This course focuses on coverage of the topics of managing technological innovations and creating successful organizations. It aims at providing rich exposure to the students on management of innovation in manufacturing and information technologies. It also explains how to become an entrepreneurial leader by defining and developing opportunities and bringing together the resources and capabilities needed to make it happen. Topics covered include: disruptive technologies, strategic management of technology, new product development, technological change management, corporate entrepreneurship and innovation, diffusion of innovation, and chain of innovation activities. The knowledge and skills acquired in this course will be applied in a term project that includes, as an essential component of the project, the ethical issues related to intellectual properties of innovative ideas. The project will be presented at the end of the semester.

Engineering

MEM 507 - Systems Engineering

Credit Hour: 3
Prerequisite: MEM 504

This course teaches students the design and development of complex, multidisciplinary systems. It focuses on defining and analyzing system needs, describing requirements, design synthesis and reliability improvement, advanced development, integration and evaluation, production, operation support, and cost. Students will learn how to generate, test and evaluate alternative designs. The course also introduces the most current, commercially successful framework and techniques for systems engineering. Case studies from real industries will be used to illustrate the phases of systems engineering development cycle. Ethical issues related to evaluation, production, operation support, and cost of a given system will be emphasized in the case studies.

MEM 508 - Risk Management for Systems Engineering

Credit Hour: 3
Prerequisite: MEM 507

This course introduces approaches and concepts to risk managements for systems engineering. It covers risk identification, risk analysis, risk assessment, strategies development to manage it, and applications of risk management for engineering companies. Students will learn how to determine the quantitative and/or qualitative value of risk related to a concrete situation and a recognized threat. A case study from real industries (e.g., General Motors) is used to illustrate the risk management phases of systems engineering.

PRE-CORE COURSES

ACC 482-PC-Financial Accounting

Credit Hour: 2
Prerequisites: None

Financial accounting and reporting is the primary medium by which organizations provide financial information to their external stakeholders (e.g., shareholders, creditors, governmental agencies, customers) for both informational and decision making purposes. This course is designed to be consistent with this purpose and involves the study of the foundations of accounting methods and systems, including transaction analysis, the accrual system of accounting, the process of income measurement, and the construction and analysis of financial statements. The primary focus of the course will be on the users of accounting information. This course assumes no prior accounting knowledge.

GEN200: Engineering Economy

Credit Hour: 3
Prerequisite: ENG 105 + MTT 102

This course gives students a working knowledge of making economic comparison of investment alternatives in Engineering Project Environment. The course includes the time value of money, methods of comparing alternatives from economic point of view studying rate-of return (ROR), Present Worth (PW), and Annual Equivalent (AE) approaches; breakeven and payback analysis; inflation, depreciation, replacement and cost-benefit analysis, enabling students to make suitable decisions in their professional life when they have to make a decision on an economical basis.

This course studies essential economy concepts for engineers such as: Interest and money-time relationship, depreciation, basic concepts and methods for economic analyses and related studies, decision analysis, selection between alternatives and replacement problems and applications related to various construction projects. Ethical and other non-economic issues related to professional economic decisions are discussed.

Master of Project Management

Core Courses

MEM 501 - Project Management

Credit Hour: 3
Pre-requisite: None

This course covers the elements of project management critical to the success of engineering projects: project management framework, strategic management and project selection, project organization, human aspects of project management, conflicts and negotiations, scope management, time management, cost management, risk management, contracts and procurement, project termination, the project management office, and modern developments in project management. Integrates and clarifies the principles and tools through case studies from a variety of disciplines.

MPM 521 - Project Planning, Integration & Scope Management

Credit Hour: 3
Pre-requisite: None

This course studies the techniques for planning, integrating and controlling the scope of multiple projects run within the same organization. Those projects could be commissioned within the organization and implemented with the resources of the organization. The concepts and techniques are equally applicable to outsourced or subcontracted projects. Integration management is an element of project management that coordinates all aspects of a

project. Project integration, when properly performed, ensures that all processes in a project run smoothly. Integration management will produce a series of deliverables. These deliverables include the project charter, project plan, and preliminary project scope statement.

MPM 531 - Project Management Professionalism

Credit Hour: 3
Pre-requisite: MEM 501

This course articulates an ethical framework for Project Managers by critically reflecting on their roles, duties, and practice. This course examines the ethical challenges that confront Project Mangers in the engineering and technology industries, especially those working within large organizations. This course considers issues such as the social responsibility of engineers, project directors, and program managers, truth-telling and disclosure, whistle-blowing, professionalism, and risk-assessment. Through case study, this course will provide the tools to evaluate ethical decisions in the field of engineering and technology projects

MPM 541 - Project Contract Management and Legal Aspects

Credit Hour: 3
Pre-requisite: None

This course presents legal aspects of contract documents, specifications; owner-service provider relationships and responsibilities; bids and contract performance; labor laws; governmental administrative and regulatory agencies; torts; business organizations; ethics and professionalism. This course presents contract terminology and conventions through engineering and technical problems. An in-depth comprehension of the complexities of professional liability, project contracts, and contract law shall be emphasized, as well as an awareness and comprehension of the ethical implications of engineering and construction.

MPM 561 - Project Scheduling and Time Management

Credit Hour: 3
Pre-requisite: MEM 501

The course teaches how to design and build schedules from the basic building blocks (WBS, method statements, work productivity, and work logic) of projects using a variety of graphical techniques including PDM, Bar charts, CPM and PERT. It also covers scheduling techniques such as the critical chain methodology and the Line of Balance for repetitive work. There will be a focus on resource constrained scheduling and techniques to schedule projects based on the availability of limited resources. Other topics include project schedule crashing/acceleration, and delay analysis for claims. A study of the relationship between schedules and cost, and the use of schedules in the Earned Value Analysis is covered as well.

MPM 581 - Project Costing and Financial Management

Credit Hour: 3
Pre-requisite: MEM 501

This course investigates two interrelated topics; Finance and costing for projects. In the finance part, course reviews and analyzes financing structures, schemes, and options for projects. In the costing part course studies the methods of developing project estimates during the planning stages, and updating the estimates throughout the project life cycle. Tools and techniques used in monitoring, reporting, controlling, and managing project cost and procedures used in managing project resources to optimize cost of the project are discussed. Relationships between project cost and other project parameters including scope, time, quality, procurement and risk are discussed.

Project Management Elective Basket

Theme 1: Managing Innovation & Technology Projects

MPM 571 - E-tools for Project Management

Credit Hour: 3
Prerequisite: MEM 501

This course introduces electronic technologies that have been advancing our capability to manage greater more information for projects. New project environments are more complex and chaotic than before, and this encourages us to move towards new E tools that enable us to manage change, communicate critical data, and deliver quality project work more efficiently. Web-based project management; Enterprise Resource Planning, broadband wireless internet; smart tablets and communication tools; GIS, virtual teams, RFID for supply chain management; Project Management Simulation Games, Wikis, Discussion boards; mind mapping; scheduling software; document management software; E commerce perspectives; knowledge management and E learning will be included in the discussions. Copyright and patent issues are also discussed as well as the ethical dilemmas that arise from using E tools and how to address them.

MEM 510 - Innovation and Entrepreneurship

Credit Hour: 3
Prerequisite: MGT482-PC

This course focuses on coverage of the topics of managing technological innovations for products and services and creating successful organizations. It aims at providing rich exposure to the students on management of innovation in manufacturing

and information technologies. It also explains how to become an entrepreneurial leader by defining and developing opportunities and bringing together the resources and capabilities needed to make it happen. Topics covered include: disruptive technologies, strategic management of technology, new product development, technological change management, corporate entrepreneurship and innovation, diffusion of innovation, and chain of innovation activities. The knowledge and skills acquired in this course will be applied in a term project that includes, as an essential component of the project, the ethical issues related to intellectual properties of innovative ideas. The project will be presented at the end of the semester.

Theme 2: Project Logistics & Quality Management

MEM 504 - Quality Engineering

Credit Hour: 3
*Prerequisite: Knowledge in basic statistics**

This course covers statistical approaches such as regression, design of experiment, non parametric statistics, Tagushi method, etc, that are useful to Quality Engineering. It also covers process and product quality; quality assurance and standards (ACE, Six-Sigma, Lean Engineering, ISO9000); quality planning; quality control; measurement and metrics, sampling and quality audit, as well as process improvement. The project and assignments are key components of this course. These include quality systems design and management, application of effective design for quality management standards, tools and techniques in real world organization. Ethical issues related to sampling and quality audit and process will be emphasized.

*A course in statistics in the undergraduate study or passing a statistics challenge test.

MEM511 - Operations & Supply Chain Management

Credit Hour: 3
Prerequisite: MEM 504

This course covers the major issues in operations and supply chain management including Location, Inventory, Forecasting, Transportation and Distribution in different types of organizations. It covers the role of advances in Internet Technologies and Electronic Commerce in coordinating the supply chain of a product from the point of origin to the point of consumption. At the end of this course students should be familiar with the individual components of operations and supply chain and their interrelationships. Students will develop the quantitative and analytical skills to analyze, model and solve supply chain problems. The course is based on a mixture of lectures and case discussions.

Management & Business Requirement Basket

Theme 1: Project Economics & Finance

MEM 502 - Engineering Economics

Credit Hour: 3
Prerequisite: ACC 482 PC

This course covers the theory and application of engineering economics principles and methods. It studies techniques for engineering economic analysis for decision making, evaluations of economic alternatives, capital budgeting and money management, depreciation and taxes, cost estimation, multi-attribute decision making, and advanced asset replacement analysis. It also covers the principles of corporate finance and investment science such as cash flow streams, handling project uncertainly, investment worth, pricing of firms and finance instruments, interest rate term structure, fixed income instruments duration, etc. It includes also case studies related to the engineering economics of emerging technologies such as RFID in specialized manufacturing and remote health services implementation in specialized healthcare organizations (ethical issues related to the quality of service, charges, and evaluations of economic alternatives for the 2nd case will be emphasized).

FIN512 - Financial Management

Credit Hour: 3
Prerequisite: ACC 482-PC + ECO 482-PC

This course explores the optimal management of the firm's assets and financing requirements, analysis of financial statements, financial markets, risk, valuation, long term and short term financing and investment. Upon completion of this subject the student should be able to assess the important elements of Financial Management in a wide range of areas. The nature of the decision process and the role that economic analysis plays are emphasized throughout this course that uses a wide variety of examples to illustrate the application of Financial Management in practical situations. Furthermore use of Internet and software is highly recommended.

Theme 2: Project HR Management & Leadership

HRM515 - Central Issues in Human Resource Management

Credit Hour: 3
Prerequisite: None

This course provides a framework for understanding and thinking strategically about employment relations and the management of human resources in organizations. The course draws on insights from the social sciences to explore how economic, social, psychological, legal, and cultural forces influence employment relations. Specific topics include an overview of recruitment

and selection; performance evaluation; compensation and benefits; promotion, job design; training; layoffs; retention and turnover; and the human resource implications of various strategies.

MGT522 - Leadership and communication

Credit Hour: 3
Prerequisite: None

Leadership is an essential ingredient in any attempt to achieve collective goals. The process of leadership depends on the interaction in the group or organization. Communication is the central ingredient in effective leadership and followership. Therefore, the course will explore the connection between communication and leadership. Particularly, we will examine how the field of communication contributes to effective leadership. This course will give you the chance to learn the styles of leadership including what works and what doesn't. The course also covers all the research for the last century or so on leadership.

Master of Science in Civil Engineering

Core Courses

CIV502 - Advanced Engineering Mathematics

Credit Hour: 3
Prerequisite: Graduate Standing

A course that covers advanced topics in engineering mathematics such matrix eigenvalue, vector differential and integral, system of ODEs, PDEs, Laplace transforms and Fourier series, and statistics.

CIV518 - Pre-stressed Concrete Design

Credit Hour: 3
Prerequisite: Graduate Standing

The course discusses the basic properties of pre-stressed concrete constituents; analysis of flexural behavior of simple and composite pre-stressed concrete girders; calculation of pre-stressed losses for simple pre-stressed concrete girders; design of pre-stressed concrete girders for flexure using current design procedures; construction of moment-curvature and load-deflection curves for a pre-stressed concrete girder; construction of load interaction diagram for a precast, pre-stressed concrete columns.

CIV517 - Advanced Steel Design

Credit Hour: 3
Prerequisite: Graduate Standing

This course is a continuation of the first Structural Steel Design course. At the end of the course students should be able to design bolted and welded connections and composite (steel/concrete) beams and columns. Students will also be introduced to plastic analysis of steel frames to determine failure modes and corresponding ultimate capacity of steel structural systems. Furthermore, students will learn to use commercial software to analyze and design steel structural systems.

CIV503 – Finite Element Analysis

Credit Hour: 3
Prerequisite: Graduate Standing

A first course on linear finite element analysis that introduces the theory of elasticity in 2D and 3D, equilibrium and compatibility equations, virtual work principle; plane stress and plane strain conditions, isoparametric elements, formulation of beam, plate and solid triangular elements; study of mesh layout, refinement and convergence characteristics; use of a software to solve typical structural problems.

CIV511 - Structural Dynamics I

Credit Hour: 3
Prerequisite: Graduate Standing

A first course in structural dynamics with emphasis on single degree of freedom systems. The course covers the development of equations of motion for damped and undamped systems; free vibration response; response to harmonic and periodic excitations; response to pulse and arbitrary excitations; emphasis on response of single degree of freedom systems; numerical evaluation of dynamic response; introduction to earthquake response of linear and nonlinear systems.

CIV516 - Structural Bridge Design

Credit Hour: 3
Prerequisite: Graduate Standing

An overview of design of highway bridges, and an introduction to maintenance of highway bridges; history of bridge engineering, types of bridges and materials of construction, design rules, loads, inspection, rating and preventive maintenance, aesthetics. The course in general will focus on five major types of bridges namely: Precast segmental bridges, cast-in-place segmental bridges, incrementally launched bridges, rigid frame bridges, and Arch bridges.

CIV521 - Advanced Foundation Engineering

Credit Hour: 3
Prerequisite: Graduate Standing

The course presents Review of Some Essential Soil Mechanics Concepts, Soil Exploration and In-situ Testing, Shallow Foundation Design; Combined Footings, Mat (or Raft) Foundation Design, Deep Foundations; Axial Load Capacity, Axial Load Capacity Based on Dynamic Methods, Deep Foundations; Settlement Analysis

CIV531 - Urban Transportation Planning

Credit Hour: 3
Prerequisite: Graduate Standing

Travel demand and transportation network modeling and forecasting; trip generation, distribution, modal choice, traffic assignment, technological characteristics and operation of modern transit and other movement systems. Students are also exposed to emerging trends related to sustainable transportation concepts and how they address the growing needs of modern communities, such as per Abu Dhabi Vision 2030. Students will also be exposed to different computer applications related to transportation planning.

CIV561 - Construction Project Management

Credit Hour: 3
Prerequisite: Graduate Standing

An advanced course into the art and science of Construction Management for Engineering Projects. The course presents both experiential and research based knowledge, which encompasses a variety of topics including: Project Needs Analysis, Lean Construction Management & Supply Chain Management for construction projects, Constructability Analysis and Feasibility evaluation of projects, Value Engineering, Life Cycle Costing, Risk Management, Resource-Constrained Scheduling, Equipment Productivity, Bidding Strategy, Site Planning, Sustainability and Project Manager Leadership.

Elective Courses

CIV 501 - Engineering Experimental Design

Credit Hour: 3
Prerequisite: Graduate Standing

This course covers the design of experiments and analyzing the collected data. Topics include principles of experimental design; data selection; simple comparative experiments; single factor experiments; randomized blocks, Latin square designs and extensions; type I and type II errors; 2-level and 3-level fractional factorial designs; regression models; robust parameter designs; random and mixed effects models; nested and split plot and strip plot designs; transformations, ANCOVA and repeated measures designs.

CIV507 - Advanced Concrete Technology

Credit Hour: 3
Prerequisite: Graduate Standing

The course introduces the physical properties and engineering characteristics of cement-based materials with a special focus on concrete technology. Topics discussed in this course may include: Cement manufacturing, cement hydration and microstructure; Properties of fresh concrete; Chemical and mineral admixtures in concrete; Mechanical properties of concrete; Dimensional stability of cement-based materials; Special concretes; High performance concrete; Self-consolidating concrete; Fibre reinforced concrete; Lightweight concrete; Polymer modified concrete; Sprayed concrete (shotcrete).

CIV508 - Durability, Monitoring, and Rehabilitation of Concrete Structures

Credit Hour: 3
Prerequisite: Graduate Standing

Topics covered in this course may include: The properties of cement and concrete; Mechanisms of degradation of concrete structures; Damage identification; Repair materials and strategies; Repair and rehabilitation with composites; Monitoring and non-destructive evaluation of concrete structures; Service life prediction and analysis; Durability and repair of concrete pavements. Site visits will be conducted for the inspection and evaluation of existing damaged concrete structures in Abu Dhabi area.

CIV512 - Structural Dynamics II

Credit Hour: 3
Prerequisite: CIV511

A second course in structural dynamics with emphasis on multiple degree of freedom systems (MDOF). The course covers the development of equations of motion and solution methods; natural vibration frequencies and modes; free vibration response and computation of vibration properties; experimental data and recommended modal damping ratios; construction of damping matrix; modal analysis; modal response contributions; special analysis procedures; earthquake response of linear systems; numerical evaluation of dynamic response; systems with distributed mass and elasticity.

CIV519 - Earthquake Engineering

Credit Hour: 3
Prerequisite: CIV512

A course that covers earthquake response and design of multistory buildings; earthquake response of linearly elastic buildings; earthquake response of inelastic buildings; building codes and structural dynamics; evaluation of building codes; uses computer programs to analyze structural systems.

CIV522 – Advanced Soil Mechanics

Credit Hour: 3
Prerequisite: Graduate Standing

The course presents in depth knowledge and understanding of concepts and principles of : soil formation and soil deposition, mineralogy and soil structure, pore water pressure due to undrained loading, permeability and seepage through soils, Stresses, strains and elastic deformation within soil masses,

consolidation and settlement of soils and shear strength of soils.

CIV523 - Earth Retaining Structures

Credit Hour: 3
Prerequisite: Graduate Standing

The course presents in depth knowledge of the classical and modern earth pressure theories and their experimental justification, pressures and bases for design retaining walls, bracing of open cuts, sheet piles, cofferdams, and culverts.

CIV524 - Geotechnical Earthquake Engineering

Credit Hour: 3
Prerequisite: Graduate Standing

The course presents: Seismic hazard analysis, cyclic response of soils and rock; wave propagation through soil and local site effects; liquefaction and post liquefaction behavior, seismic soil-structure of foundations and underground structures, seismic design of retaining walls, underground structures and tunnels.

CIV532 – Intelligent Transportation Systems

Credit Hour: 3
Prerequisite: Graduate Standing

Techniques used to improve the safety, efficiency and control of surface transportation systems; emphasis on technological and operational issues of these systems and using them for incident detection and for traffic management through route and mode diversion; ITS strategic planning and evaluation APTS and AVS technologies; transit signal priority; electronic toll collection; commercial vehicle operations using ITS; communication technologies in ITS; database management; Institutional issues in ITS.

CIV533 – Advanced Traffic Engineering

Credit Hour: 3
Prerequisite: Graduate Standing

Traffic engineering characteristics; traffic flow theory; traffic models; roadway capacity analysis; intersection capacity analysis; traffic control systems; transportation systems management; data collection techniques; volume studies and characteristics; statistical applications in traffic engineering; traffic safety studies; parking studies.

CIV534 - Public Transportation Systems

Credit Hour: 3
Prerequisite: Graduate Standing

Technological and engineering aspects of public transportation systems; data collection techniques; vehicle and right-of-way characteristics; capacity and operating strategies; developing timetables for transit systems; passenger demand analysis; analyzing the performance of public transportation system. Students are also exposed to emerging trends related to sustainable public transportation concepts and how they address the growing needs of modern communities, such as per Abu Dhabi Vision 2030.

CIV541 - Water Resources Management

Credit Hour: 3
Prerequisite: Graduate Standing

A course that provides fundamental and advanced engineering methods in water resources management with emphasis on the following subjects: planning and economics analysis of water resources projects, sustainability and optimization of water use; treatment and recycle of wastewater; storm and drainage water management; statistical analysis of hydrologic data and peak discharge estimation; design of detention basins for small developed watersheds; design of storm sewers, street and highway drainage facilities, and culverts in urbanized areas.

CIV544 - Water Resources Engineering

Credit Hour: 3
Prerequisite: Graduate Standing

A course that provides fundamental and advanced engineering design methods in water resources engineering with emphasis on the following subjects: pipe flow and networks; domestic water networks; sewer system; irrigation systems; pumps and turbines; unsteady flow; open channel flow.

CIV551 - Solid and Hazardous Waste Management

Credit Hour: 3
Prerequisite: Graduate Standing

This course is an introduction to the problems, regulations and techniques associated with the management of solid and hazardous waste. The course includes methods for design of collection and disposal systems, including landfills, solidification/ stabilization and incineration. Waste recycling, reuse, recovery, treatment and disposal will be investigated.

CIV552 - Water Treatment Engineering

Credit Hour: 3
Prerequisite: Graduate Standing

The module first looks at the types of process that are used to purify water to a standard that is acceptable for distribution. The subject material is taught so as to give a fundamental understanding of the physical, chemical and biological processes involved in these operations. These include: coagulation and precipitation, sedimentation, filtration and disinfection. Water quality standards pertaining to water usage are reviewed alongside the rationale for the adoption of such standards

from the perspective of protection of public health. The taught material is, where possible, supported by a site visit to a water/wastewater treatment plant and aspects of basic design of water/wastewater treatment processes are supported by tutorial sessions. The issue of worldwide water scarcity will be looked at in great depth to the course participants. During this course, the major technologies for seawater desalination and purification will be illustrated.

CIV562 - Construction Scheduling & Resource Management

Credit Hour: 3
Prerequisite: Graduate Standing

The course introduces the investigative approach to study how to design and build schedules from the basic building blocks (WBS, method statements, work productivity, and work logic) scheduling of projects using a variety of graphical techniques including the PDM, Barcharts, CPM and PERT. It also covers scheduling techniques such as the critical chain methodology, the Line of Balance for repetitive work. There will be a focus on resource constrained scheduling and techniques to schedule projects based on the availability of limited resources. Other topics include the impact of sustainable practices on construction schedules, developing project schedule crashing/ acceleration strategies, and delay analysis for claims. A study of the relationship between schedules and cost, and the use of schedules in the Earned Value Analysis is covered as well.

CIV563 - Building Construction Equipment & Methods

Credit Hour: 3
Prerequisite: Graduate Standing

The course provides in depth knowledge about building systems, material and ways and means for constructing residential and multi-use commercial buildings. The course covers all aspects of the building process, such as: soils, excavations, foundations, steel and concrete buildings, concrete design, roofing, wood frame structures, curtain walls, finishing works, masonry and brick works. Students shall investigate state of the art technologies for construction and especially for green construction. An essential part of this course is the implementation of building techniques and methods that go hand in hand with widely accepted sustainability practices. The construction process, as well as the final building product are assessed and evaluated to ensure inclusion of sustainable material, methods and green building technologies.

CIV564 - Strategies for Sustainable Construction Business

Credit Hour: 3
Prerequisite: Graduate Standing

The aim of the course is developing sustainable strategies containing profound analyses but offering practical solutions for the construction business in short and long term. Presentations, invited speakers, case studies, in-class discussions and role playing are used in exploring sustainable business strategies. Course discusses how to set up Sustainable Strategies for the Construction Business studying environmental analysis, risks, and Life cycle cost considerations and green regulations.

CIV565 - Construction Financial Management

Credit Hour: 3
Prerequisite: Graduate Standing

A study of various techniques used in the construction industry to improve company performance in financial areas. Topics include preparing and using financial statements, calculating revenue, cost and profit and allocating costs to contracts. This course also endorses the sustainable construction practices and evaluates the impact of the green building technology on the project's finances.

CIV566 - Heavy & Highway Construction Management

Credit Hour: 3
Prerequisite: Graduate Standing

An advanced course into the art and science of managing the construction of heavy and highway Engineering Projects. The course studies piping, earth moving, trenchless technology, blasting, bridges, marine construction, highways, pavement, costing of heavy projects, and equipment management. The course also looks into the issue of reliability and maintenance of infrastructure. Heavy Highway practices in line with green and sustainable construction practices are advocated throughout this course.

CIV567 – Legal Issues in Construction

Credit Hour: 3
Prerequisite: Graduate Standing

This course studies the legal aspects of contract administration and takes a close look at the issues of claims, changing conditions, and the rights and responsibilities of all parties in a construction project. The course studies the common law system used here in the UAE in arbitration, and also looks into the legal system in the UAE and the issues of jurisdiction. It also presents the different legal rules commonly accepted as guiding principles. The sustainability movement has succeeded in initiating many policies and regulations in the UAE. A closer look at those regulatory agencies and the regulations they make is included.

CIV568 - Introduction to Tunnel Construction and Metro Tunnels

Credit Hour: 3
Prerequisite: Graduate Standing

A course that offers an introduction

to Tunnel construction by examining the History of Tunneling, the best practices of development, Profiles and cross sections of tunnels, Ground treatment methods, Technologies and equipment used in tunnel construction with an emphasis on metro tunnels and urban tunneling. Function of TBMs, NATM method, Tunnel safety and risks. Sustainable and green tunneling is still in its infancy, however graduate students are best served with a research based insight into how green technologies can help make tunneling ecologically friendly. The Metro Project: Planning and characteristics, Subway stations and deep level stations, Tunnel ventilation and case studies on prestigious metro projects.

CIV526 Slopes and Earth Dams

Credit Hour: 3
Prerequisite: Graduate Standing

The course presents Fundamentals of problems of slope stability; seepage in composite sections and anisotropic materials; methods of stability analysis; mechanism of failure of natural and artificial slopes; compaction; and field observations

CIV535 Airport Planning & Design

Credit Hour: 3
Prerequisite: Graduate Standing

The course presents Fundamentals of problems of slope stability; seepage in composite sections and anisotropic materials; methods of stability analysis; mechanism of failure of natural and artificial slopes; compaction; and field observations.

CIV542 Groundwater Hydrology

Credit Hour: 3
Prerequisite: Graduate Standing

A course that provides fundamental and advanced methods for groundwater analysis with emphasis of the following subjects: occurrence of groundwater; groundwater movement; groundwater and well hydraulics; water wells; groundwater levels and environmental influences; groundwater contaminant, partition and remediation; quality of groundwater; groundwater flow processes and modeling techniques; management of groundwater; surface investigations of groundwater; subsurface investigations of groundwater; artificial recharge of groundwater; and saline water intrusion in aquifers.

CIV543 Hydraulics of Sediment Transport

Credit Hour: 3
Prerequisite: Graduate Standing

A course that covers the fundamental equations of sediment motion from upland areas to oceans with emphasis on the following subjects: sediment and fluid properties, threshold of particle movement, sand transport by water and air, geometry of fluvial channels, resistance to flow, sediment transport, erosion and deposition, coastal process and elements of wave theory, and sediment transport in pipelines.

CIV504 Advanced Mechanics of Materials

Credit Hour: 3
Prerequisite: Graduate Standing

A course that presents topics on advanced mechanics of solid materials relevant to Civil Engineering practice. Topics covered in this course include bending of non-symmetric, curved and composite beams; torsion of open and closed sections; shear flow and shear center; bending of beams on elastic foundations; strength failure theories; energy methods; elastic stability of compression members; stresses in thick cylinders; and introduction to plasticity.

College of Business Administration

Master of Business Administration

Core Courses

ACC 522 - Managerial Accounting

Credit Hour: 3
Prerequisite: ACC 482-PC

Managerial accounting provides information to managers and other internal stakeholders in the areas of costing, decision making, planning, and control. This course provides an in-depth coverage of such accounting topics as basic cost concepts, cost classification, design and the principles of cost accounting systems, alternative costing methods, budgeting, cost allocation systems, planning and control, and costing for decision making (i.e., strategic cost analysis). Practical applications of these topics are integrated and emphasized by teaching students how to use accounting information in managerial planning, decision making, and control. In addition to that, students will learn how to use cost analysis in developing organizational budgets. All the above mentioned topics are discussed from the perspective of a senior manager**.**

FIN 512 - Financial Management

Credit Hour: 3
Prerequisite: ECO 482-PC + ACC 482-PC

This course teaches optimal management of firm's assets and financing requirements, analysis of financial statements, financial markets, risk, valuation, and long term and short term financing and investment. Upon completion of this course, the student will be able to apply these important tools of Financial Management in a wide range of areas. This course emphasizes the nature of the decision process and the role that economic analysis plays in various areas of business by providing illustrations of practical applications of Financial Management. The course relies on the Internet and MS Excel in the educational process.

MGT 521 - International Business

Credit Hour: 3
Prerequisite: MGT 482-PC

This course is about the nature of international business and how companies respond to forces in the international business environment. It includes analysis of the extent of the international business, the theories underlying it, and the forces affecting it. It also includes analysis of appropriate company responses to the international business phenomenon. Ultimately, this course prepares students manage a business in the international context.

MGT 522 - Leadership and Communication

Credit Hour: 3
Prerequisite: MGT 482-PC

Leadership is an essential ingredient in any attempt to achieve collective goals. The process of leadership depends on the interaction in the group or organization. Communication is the central ingredient in effective leadership and followership. Therefore, the course will explore the connection between communication and leadership. Particularly, we will examine how the field of communication contributes to effective leadership. It also examines the skills of effective leaders, the importance of context for leaders, and case studies of successful leaders in business. This course will give you the chance to learn the styles of leadership including what works and what doesn't. The course also covers all the research for the last century or so on leadership. Topics may include leader as individual, team leadership, leading change, and creating vision and strategic direction.

MGT 523 - Strategic Management in a Global Environment

Credit Hour: 3
Prerequisite: Last Semester

In today's increasingly global competitive environment, managers face no greater challenge than that of strategic planning and strategic management. Guiding a complex organization through a dynamic, rapidly changing, and increasingly globalized environment requires the best of judgment. Strategic management and planning issues are invariably ambiguous and unstructured, and the way in which management responds to them determines whether an organization will succeed or fail. This class prepares you to face the aforementioned challenges by focusing on strategy formulation, implementation, evaluation, and control in a global competitive environment. This class teaches strategy formulation at the functional, business, corporate, and global levels with a particular reference to business ethics, social responsibility, and good corporate governance. Ultimately, this course prepares managers to use strategic management to attain a sustainable competitive advantage for their organizations.

MGT 524 - Research Methods in Business

Credit Hour: 3
Prerequisite: BUS 482-PC + MGT 482-PC

This course is designed for the business researcher or professional in order to make choices about how to handle the most important business variables and how to study them. HRM and business research designs usually take the form of statistical research, survey research,

case studies, experimental research or meta–analysis. The course examines specific issues relating to business research projects in terms of formulating research questions, collection of data, analysis and recommendations. The course examines both quantitative and qualitative research and considers a multi-method approach as a more balanced way to achieve a pragmatic research methodology that can ultimately be useful for the business practitioner. practitioner.

MKT 511 - Marketing Management

Credit Hour: 3
Prerequisites: None

Marketing is one of the most dynamic fields within the business arena. The marketplace continually throws out fresh challenges and, marketing students should be prepared to face these challenges and react accurately. Considering the importance of a marketing course for the students in the MBA Program, this course is designed in a way so that the students will know what to do when. In this course, they will work on marketing planning, programming, analyzing, and reporting. The course focuses on concepts, methods, strategies and applications of decision modeling to address various marketing issues such as market segmentation and positioning, product and pricing policies and strategies, channels strategies and implementation and, communication response and budgeting. The course will prepare MBA students to take any kind of challenges in marketing.

SCM 540 - Operations & Supply Chain Management

Credit Hour: 3
Prerequisite: BUS 482-PC

This course covers such broad areas of management as operations and supply chain management, decision analysis, and project management. It caters to the core topics in supply chains such as capacity management, inventory management, material requirement planning (MRP) in an organization. The course also aims to provide understanding of the real world supply chains using a simulation model. This helps lay the background for a major degree in the area of supply chains. At the end of this course, students should be familiar with the individual components of operations and supply chain and their interrelationships. Students will also develop the quantitative and analytical skills to analyze, model and solve supply chain problems.

Elective Courses

FIN 605 - Investment Theory & Analysis

Credit Hour: 3
Prerequisite: FIN 512

This course gives students broad knowledge and understanding of investment theory and analysis by taking a global perspective and considering a variety of asset classes and securities. In competitive markets investors must allocate scarce funds among various financial markets, asset classes, and individual securities based on perceived value and inherent risk. This course will provide students with the necessary analytical tools to make informed decisions about such risk/return trade-offs.

This course aims to describe the role of asset allocation, risk management, industry analysis, style analysis and trading in portfolio management. Various investment processes are examined and strengths and weaknesses in the various approaches considered. Students should also learn the importance to successful portfolio management of a disciplined investment process, and should, by the end of the course, be able to design or develop a rigorous process for an investment management firm.

FIN 609 - Financial Institutions and Markets

Credit Hour: 3
Prerequisite: FIN 512

This course is an introduction to banks, insurance companies, and other financial service institutions. It takes the view that financial institutions are information producing intermediaries that use the information they produce to aid in the optimal allocation and use of funds. This broad view of financial services necessitates understanding the causes and implications of the evolutionary nature of this industry on individual and institutional investors and the global economy as a whole. Students are initially introduced to global financial markets and traded instruments, such as bonds, equities, derivatives, foreign exchange, and alternative investments. The course then discusses the role of depository and non-depository institutions and institutional investors (such as pension funds, endowments, insurance companies), and financial intermediaries (such as investment banks) in the development of financial markets. Possible future developments in global markets are also discussed.

FIN 613 - International Finance

Credit Hour: 3
Prerequisite: FIN 512 + ECO 482-PC

This course covers issues related to both international financial markets and the financial operations of a firm within the international environment. The first part of the course examines issues related to the international markets. This includes international commercial policy, international investment, foreign exchange markets, the Euromarkets, and currency derivative markets. The second part of the course focuses on financial issues associated with operations of a firm in the international environment. Specifically, this part of the course will focus on the identification, measurement, and management of the impact of exchange rates on the firm; issues related to the taxation of international income; the implications of political risk on project evaluation and financial structure, firms' cost of capital for international projects; financing decisions in a global market;

and methods for evaluating the performance of foreign operations. While the course discusses theoretical basis on the various issues, it relies on both empirical evidence and discussion of firms' real world activities.

HRM 515 - Central Issues in HRM

Credit Hour: 3
Prerequisite: MGT 482-PC

This course provides a framework for understanding and thinking strategically about employment relations and the management of human resources in organizations. The course draws on insights from the social sciences to explore how economic, social, psychological, legal, and cultural forces influence employment relations. Specific topics include an overview of recruitment and selection; performance evaluation; compensation and benefits; promotion, job design; training; layoffs; retention and turnover; and the human resource implications of various strategies.

HRM 526 - Job Evaluation and Performance Appraisal

Credit Hour: 3
Prerequisite: HRM 515 + MGT 524

This course has two phases: research and practice. In the research phase, students are required to conduct research on the determinants and outcomes of the performance appraisal process and/or the human resource management as a whole. Mediators and moderators of such relationship may also be examined. On the practice side, different appraisal methods are examined for their usefulness in different settings. In addition to that, the course highlights common appraisal interview mistakes and teaches how to correct them.

HRM 529 - Managing Training and Development

Credit Hour: 3
Prerequisites: HRM 515

In order for employees to be effective in their jobs, they need to acquire and develop appropriate knowledge and skills necessary for their positions. Human Resource Development (HRD) is an integral part of human resource management. This course provides students with a hands-on understanding of theories and practices used in human resource management to provide employees with appropriate training and development that ensures realization of employees' full potential in the workplace. On a more strategic level, this course examines how training and development can be correlated with long term organization change and development. HRD activities are placed within a context of knowledge management and the need to create, develop and sustain a "learning organization".

HRM 531 - Corporate Performance Management

Credit Hour: 3
Prerequisite: HRM 515

This course examines human resource management from a strategic perspective and focuses on how the Balanced Scorecard can be implemented as a strategic tool to achieve performance-management for companies regardless of size. The course will teach students how to translate the tool into operational terms, align the organization to its stated intent, and help unite employees through performance enhancement.

MGT 514 - Organizational Behavior

Credit Hour: 3
Prerequisite: MGT 482-PC

This course provides a framework for understanding the values, attitudes and behaviors of an individual in an organizational setting. This course explains how individuals and groups function to achieve goals and the reasons for successes or failure in achieving these goals. Ultimately, this course teaches students how manage behavior of individuals and groups within an organization in order to achieve organizational goals. .

MGT 520 - Business Ethics and Corporate Governance

Credit Hour: 3
Prerequisite: None

This course examines currents issues in business ethics from the perspective of fundamental concepts and theories of ethics and social responsibility. The issues covered include whistle blowing, bribery, cartels, environmental protection, internet security, intellectual property, corporate governance, product liability, consumer safety, truth and advertising, employee rights and duties and quality of work life. The course is discussion-oriented. Students are encouraged to explore the human resource management implications of the issues raised. Ultimately, students will learn how to address organizational issues related to ethics and social responsibility.

MIS 546 - Electronic Business

Credit Hour: 3
Prerequisite: None

Electronic Business (E-Business) is changing the ways in which organizations operate and compete in the global market. This course provides an overview of E-Business from a managerial perspective. It will introduce the fundamental concepts and frameworks for exploring E-Business opportunities. The course will also discuss a wide range of contemporary issues related to E-business strategies and implementation. The course materials will be delivered through a combination of lectures, case analysis and discussions in class..

MIS 556 - Innovation and Technology Management

Credit Hour: 3
Prerequisite: None

In today's challenging environment, every organization has to address the following important questions:

- How should we respond to various

technological, market, product and organizational changes in the external environment?

- How can we from an industrial, product-centric economy to a networked, digital economy that is service-centric?
- How can we innovate ourselves?

Within the context of these important questions, this course addresses issues which are central to managing innovation and technology. It aims to enhance understanding of the management of technological, organizational and market changes. Particular attention is given to information technology (IT) and the Internet as a means for creative strategy formulation and innovative business development.

The course aims to equip the student with the requisite knowledge, skills and attitudes to manage technology and innovation at the strategic and organizational level. Specifically, it aims to integrate the management of technological, organizational and market change to support the development of new products and services, the implementation of new processes and the creation of new businesses.

QBA 534 - Managerial Decision Models

Credit Hour: 3
Prerequisite: BUS 482-PC

This course helps students develop a working knowledge of various decision models and solution techniques that they can apply in business situations. The course focuses on: (1) developing mathematical models of complex business situations; (2) identifying solution techniques to analyze these models; (3) using spreadsheets and other computer-based tools to actually solve the models, (4) analyzing the results of the computer output in order to recommend appropriate courses of action; and (5) communicating these recommendations to management. By the end of the course, students will gain enough proficiency in building and solving mathematical models for complex practical business problems using what they have learnt in class. They will have ample opportunities to use computers for solving large practical problems and case studies.

ECO 533 Intermediate Managerial Economics

Credit Hour:3
Prerequisite: ECO 482-PC

This course is designed for MEM students who have completed the Introduction to Economics (ECO 482-PC). The major goal of the course is to show how the principles of economics are used to make the kinds of economic choices relevant to all areas of managerial decision making. The course provides the knowledge and skills in managerial economics, including graphical and mathematical analysis of economic decisions, and statistical tools such as regression analysis. Relevant economic theories are presented including the theory of the firm, market structures and their effects on pricing decisions, and decision -making under uncertainty.

PRE-CORE COURSES

MGT 482-PC Introduction to Management

Credit Hour: 2
Prerequisite: None

This course examines, in depth, the role that managers plays in ensuring organizational performance. The management functions of organizing and leading are explored in depth. The course presents individual motivation and communication style, group dynamics as related to problem solving and decision-making, leadership style, work structuring, and the larger business environment. It also covers organizational culture and change, interdependence of individual, group and organization task and structure. The course demonstrates the real-world applications of management concepts and makes management come alive by bringing real managers from a variety of fields into the classroom.

BUS 482 - PC Quantitative Metods in Business

Credit Hour: 2
Prerequisites: None

This course introduces students to the fundamentals of business mathematics and quantitative analysis in the business context. The course starts with a review of basic arithmetic operations and their applications in business. Then, the course covers the quantitative tools used in Accounting, Finance, and Retail. At the end of this course students will develop practical quantitative skills for managing business activities.

ACC 482 - PC Financial Accounting

Credit Hour: 2
Prerequisites: None

Financial accounting and reporting is the primary channel through which organizations provide important financial information to their external stakeholders (e.g., shareholders, creditors, governmental agencies, and customers, etc.) for both informational and decision-making purposes. Consistent with this purpose, this course teaches students the fundamentals of accounting methods and systems, such as transaction analysis, the accrual system of accounting, the process of income measurement, and the construction and analysis of financial statements. The primary focus of the course is on the users of accounting information. This course assumes no prior knowledge in accounting.

ECO 482 - PC Introduction to Economics

Credit Hour: 2
Prerequisite: None

The main goal of this course is to provide students with knowledge of the theories and methodologies of and their applications in business.

The first part of the course will involve discussing the problem of economic scarcity, supply, demand, market prices and the use of prices as a guide for consumption and production. Additional topics covered include production possibility frontier, marginal analysis, and opportunity cost.

The second part of the course, the focus is on the theory of the firm. As a part of this broad topic, the course examines in detail competition, oligopoly, and monopoly markets. In each of these market models, equilibrium price, output, profits and consumption levels are reviewed.

Throughout the course, particular emphasis is placed on the use of economic analysis to explain and critique contemporary business issues. Extensive examples are used to illustrate the application of managerial economics theories to practical business situations.

Master of Human Resources Management

CORE COURSES

HRM 515 - Central Issues in HRM

Credit Hour: 3
Prerequisite: MGT 482-PC

This course provides a framework for understanding and thinking strategically about employment relations and the management of human resources in organizations. The course draws on insights from the social sciences to explore how economic, social, psychological, legal, and cultural forces influence employment relations. Specific topics include an overview of recruitment and selection; performance evaluation; compensation and benefits; promotion, job design; training; layoffs; retention and turnover; and the human resource implications of various strategies.

HRM 517 - International HRM

Credit Hour: 3
Prerequisite: MGT 514 + ECO 482-PC

This course provides students with an understanding of the theories and practices associated with all HRM responsibilities that are undertaken to manage people in companies and institutions operating in more than one country. HR policies and practices are related to global and local issues when considering selection, recruitment, international training and learning, international reward management and performance appraisal. Comparative HRM is reviewed in terms of providing insights into an understanding of the nature of and reasons for HR differences across national boundaries.

HRM 526 - Job Evaluation and Performance Appraisal

Credit Hour: 3
Prerequisite: HRM 515 + MGT 524

This course has two phases: research and practice. In the research phase, students are required to conduct research on the determinants and outcomes of the performance appraisal process and/or the human resource management as a whole. Mediators and moderators of such relationship may also be examined. On the practice side, different appraisal methods are examined for their usefulness in different settings. In addition to that, the course highlights common appraisal interview mistakes and teaches how to correct them.

HRM 531 - Corporate Performance Management

Credit Hour: 3
Prerequisite: HRM 515

This course examines human resource management from a strategic perspective and focuses on how the Balanced Scorecard can be implemented as a strategic tool to achieve performance-management for companies regardless of size. The course will teach students how to translate the tool into operational terms, align the organization to its stated intent, and help unite employees through performance enhancement.

HRM 532 - Compensation and Contemporary Issues

Credit Hour: 3
Prerequisite: Last semester

This course examines approaches to contemporary issues in HR, including compensating employees. Students will create fictional companies in which they will have to make decision on issues such as the importance of monetary compensation, determining the relative worth of jobs, performance based pay schemes and indirect compensation are addressed. Also examined are employment relations issues of a contemporary nature, such as emiratization, the changing nature of work in a global world, the impact of technological innovation and virtual organizations, the impact of outsourcing on work demographics, and issues related to finance such as recession and downsizing.

HRM 535 - Labor Law and Social Legislation

Credit Hour: 3
Prerequisite: None

Overview of the law impacting the workplace: the employer-employee contract; anti- discrimination law; employee testing and privacy, regulatory agencies, compensation and other statutory rights. The overall goal of this course is to provide students with an overview of the legal environment of the UAE work place, including an awareness of the legal,

social, economic and political forces impacting the law, and responsive strategies for the business manager.

MGT 514 - Organizational Behavior

Credit Hour: 3
Prerequisite: MGT 482-PC

This course provides a framework for understanding the values, attitudes and behaviors of an individual in an organizational setting. This course explains how individuals and groups function to achieve goals and the reasons for successes or failure in achieving these goals. Ultimately, this course teaches students how manage behavior of individuals and groups within an organization in order to achieve organizational goals.

MGT 523 - Strategic Management in a Global Environment

Credit Hour: 3
Prerequisite: Last Semester

In today's increasingly global competitive environment, managers face no greater challenge than that of strategic planning and strategic management. Guiding a complex organization through a dynamic, rapidly changing, and increasingly globalized environment requires the best of judgment. Strategic management and planning issues are invariably ambiguous and unstructured, and the way in which management responds to them determines whether an organization will succeed or fail. This class prepares you to face the aforementioned challenges by focusing on strategy formulation, implementation, evaluation, and control in a global competitive environment. This class teaches strategy formulation at the functional, business, corporate, and global levels with a particular reference to business ethics, social responsibility, and good corporate governance. Ultimately, this course prepares managers to use strategic management to attain a sustainable competitive advantage for their organizations.

MGT 524 - Research Methods in Business

Credit Hour: 3
Prerequisite: BUS 482-PC + MGT 482-PC

This course is designed for the business researcher or professional in order to make choices about how to handle the most important business variables and how to study them. HRM and business research designs usually take the form of statistical research, survey research, case studies, experimental research or meta–analysis. The course examines specific issues relating to business research projects in terms of formulating research questions, collection of data, analysis and recommendations. The course examines both quantitative and qualitative research and considers a multi-method approach as a more balanced way to achieve a pragmatic research methodology that can ultimately be useful for the business practitioner.

Elective Courses

HRM 522 - Negotiation and Conflict Resolution for Managers

Credit Hour: 3
Prerequisite: HRM 515

This course is a practical introduction to the principles and practices of negotiation and dispute resolution. The course has a special focus on how communication and mediation can resolve conflicts in the workplace and improve collaboration. The course also familiarizes students with a wide variety of fractious behaviors which can arise in organizations and provides a skill-base to successfully mediate between conflicting parties or simply to overcome differences. Ultimately, the course teaches students how to maximize work-place collaboration.

HRM 529 - Managing Training and Development

Credit Hour: 3
Prerequisites: HRM 515

In order for employees to be effective in their jobs, they need to acquire and develop appropriate knowledge and skills necessary for their positions. Human Resource Development (HRD) is an integral part of human resource management. This course provides students with a hands-on understanding of theories and practices used in human resource management to provide employees with appropriate training and development that ensures realization of employees' full potential in the workplace. On a more strategic level, this course examines how training and development can be correlated with long term organization change and development. HRD activities are placed within a context of knowledge management and the need to create, develop and sustain a "learning organization".

MGT 520 - Business Ethics and Corporate Governance

Credit Hour: 3
Prerequisite: None

This course examines currents issues in business ethics from the perspective of fundamental concepts and theories of ethics and social responsibility. The issues covered include whistle blowing, bribery, cartels, environmental protection, internet security, intellectual property, corporate governance, product liability, consumer safety, truth and advertising, employee rights and duties and quality of work life. The course is discussion-oriented. Students are encouraged to explore the human resource management implications of the issues raised. Ultimately, students will learn how to address organizational issues related to ethics and social responsibility.

MGT 521 - International Business

Credit Hour: 3
Prerequisite: MGT 482-PC

This course is about the nature of international business and how companies respond to forces in the international business environment. It includes analysis of the extent of the international business, the theories underlying it, and the forces

affecting it. It also includes analysis of appropriate company responses to the international business phenomenon. Ultimately, this course prepares students manage a business in the international context.

MGT 522 - Leadership and Communication

Credit Hour: 3
Prerequisite: MGT 482-PC

Leadership is an essential ingredient in any attempt to achieve collective goals. The process of leadership depends on the interaction in the group or organization. Communication is the central ingredient in effective leadership and followership. Therefore, the course will explore the connection between communication and leadership. Particularly, we will examine how the field of communication contributes to effective leadership. It also examines the skills of effective leaders, the importance of context for leaders, and case studies of successful leaders in business. This course will give you the chance to learn the styles of leadership including what works and what doesn't. The course also covers all the research for the last century or so on leadership. Topics may include leader as individual, team leadership, leading change, and creating vision and strategic direction.

MGT 525 - Organizational Change

Credit Hour: 3
Prerequisite: HRM 515

This course provides students with an understanding of the theories and practice associated with systemic leadership and organizational change. The course examines the current drivers of change and explores the essence of leadership in terms of responding to a need for organizational change by empowering the human factor. Effective leadership is discussed as part of a change strategy and the two issues are considered as an integrated systemic response to issues of organization renewal.

Whilst the course examines the theoretical underpinnings considered necessary to understand the theories of leadership, a significant focus provides an insight into the competencies of influence, conceptual thinking and systems thinking considered critical to achieve the necessary change in an organization. The course allows the student to assess his/her leadership potential in terms of identifying strengths and opportunities for development around the following five competencies: focused drive, emotional intelligence, building trust and enabling others, conceptual thinking, and systems thinking. This leadership self-assessment allows the students to complete the program with a profile of leadership competencies and an individual development plan for implementation.

Doctor of Business Administration

Phase I

COMM 1 - Communication and Leadership

Credit Hour: 3
Prerequisite: -

This course enhances communication skills and enables students to effectively communicate basic and applied research concepts in leadership. The course also introduces students to the importance of communication for excellence in leadership. This course provides a foundation for students to excel in subsequent DBA courses. The course emphasizes critical thinking, writing, presenting, and working in collaborative teams in the context of management research, leadership, and persuasion.

METH 1 - Introduction to Business Research

Credit Hour: 3
Prerequisite: Co requisite of COMM1

This course is the lead course in the methodological foundation component of the DBA program. It introduces students to the philosophy and the process of business research. Students will learn how to: (1) identify a research domain; (2) perform a literature review; (3) pose a meaningful research question; (4) develop an appropriate research design to answer that question; (5) collect relevant data and analyze it for the purpose of answering the research question and, finally, (4) to prepare a research proposal . The idea at this stage is not to master the methodological details but to acquire a solid grasp of the principles and the processes or research.

METH 2A - Qualitative Methods for Research I - Design

Credit Hour: 3
Prerequisite: METH 1

This course considers the research process as an interaction with others to gather data such that interpretation has priority over quantification, subjectivity over objectivity. The course examines several distinctive schools of qualitative research, such as narrative research, phenomenology, grounded theory, ethnography and the case study. The course focuses on the initial design process: choosing individuals, site or organization for analysis; developing research questions; and planning for data collection. This process is not linear but rather iterative: it allows for revisions of the initial research design.

METH 2B - Qualitative Methods for Research II

Credit Hour: 3
Prerequisite: METH 2A

This course covers qualitative research methods at the stage of data analysis. Such analysis is intended to cover an array of

interpretative techniques which will seek to describe and determine the meaning of naturally occurring phenomena in the social world. The course examines the choice of a data collection strategy that reflects the complexity and distance of the data. Issues of data collection are reviewed in terms of direct and indirect observations. A process of analysis is considered that deals with both the attributes of variables and the culture domain of the analysis. Finding themes, the selection and use of code books and the representation of data is included. The use of profile and proximity matrices is developed as a tool of analytical reasoning to add meaning to the data. The importance of conceptual models is considered as a way of providing further understanding of the data. An analytical frame is introduced that considers the units of analysis, the attributes of the data, levels of measurement, aggregation and comparison. The use of keywords in narrative analysis, grounded theory, schema analysis, analytic induction and ethnographic decision models are discussed. Since qualitative research is not a linear process, this course emphasizes iteration and refinement that consists of study redesign, additional data gathering and further re-analysis.

METH 3A - Quantitative Methods for Research I - Design

Credit Hour: 3
Prerequisite: METH 1

This course is the first of a two-course sequence on the use of quantitative methods in business research. It focuses primarily on research design and data collection. The student will learn various design methods that differ in purpose (such as exploratory vs. descriptive), modality (such as survey vs. experiment and interview vs. questionnaire), scope (such as longitudinal vs. cross-sectional); measurement issues and instrument development; sampling strategies; use of secondary data, etc. The student will acquire both the theoretical foundation and the practical experience necessary in understanding and designing quantitative research.

METH 3B - Quantitative Methods for Research II - Analysis

Credit Hour: 3
Prerequisite: METH 3A

This course is the second of a two-course sequence on the use of quantitative methods in business research. It focuses primarily on data processing, modeling and analysis. It starts with exploratory data analysis and descriptive statistics; introduces sample-based inferential statistics; continues with the estimation and the hypothesis testing of different population parameters such mean, variance and proportion, involving one or more populations; covers correlation concepts and simple/multiple regression models; addresses topics such as factor analysis and the question of dimensionality reduction; and finally, wraps up with a survey of statistical methods/tools available for analytical use. The student acquires both the theoretical foundation and the practical experience necessary in understanding the tools and methods of quantitative analysis.

MGMT 1 - Management of Change and Innovation

Credit Hour: 3
Prerequisite: COMM 1

The course prepares students to strategically navigate through challenges brought about by change in the nature of work and the workforce in organizations by providing with behavioral and social principles as they apply to various organizational and managerial contexts. Covered topics may include: the change process; the management of change; change-agent and his/her role; resistance to change and strategies to overcome it; the trend to open information ("open source") rather than protected intellectual property; and distribution of innovation over many independent but collaborating actors. Students will explore the current research in innovation and change and develop position papers with research to support their argument. For example, students may chose position on the debate that the measure of innovation is more than number of patents, market share, and revenues or profits.

MGMT 2 - Seminar in Strategic Management

Credit Hour: 3
Prerequisite: -

This seminar focuses on contemporary theories and practices in strategic management. Four research themes from the aforementioned theoretical framework literature will be selected and then each will be critiqued using relevant research literature.

MGMT 3 - Leadership

Credit Hour: 3
Prerequisite: COMM 1

This course considers the concept of leadership from a senior management perspective using both theoretical and practical viewpoints. Traditionally, the concept of leadership has been viewed as something a manager does in order to enable his or her subordinates to do their jobs effectively. This course considers leadership in terms of a body of knowledge and practice within an organizational context of empowerment and change. The course defines leadership and covers the necessary traits of a leader, studies leadership process, and reviews assigned and emergent schools of thought on leadership. In addition to that, the natures of leadership skills are detailed and a number of contemporary approaches to leadership studies are reviewed, which include the style, situational and contingency approach. Finally, an understanding of the practice of leadership is developed using a case study approach to model particular leadership styles matched to specific organizational situations.

MGMT 4 - Seminar in Organization Theory & Behavior

Credit Hour: 3
Prerequisite: COMM 1

A seminar that focuses on contemporary theories and practices in organization theory and behavior. In this seminar, four research themes from the aforementioned theoretical framework literature will be selected and then each will be critiqued using relevant research literature.

MGMT 5 - Managerial Decision Making

Credit Hour: 3
Prerequisite: COMM 1

This course is about comprehending and improving the decision making processes of managers and other professionals. This would involve examining how decision makers think about difficult problems and characterizing the limitations of human decision making ability. Guidelines and techniques for overcoming the limitations and improving the quality of decision making would also be discussed.

MGMT 6 - Global Issues in Business

Credit Hour: 3
Prerequisite: COMM 1

This course will expose the student to a plethora of global issues such as population, poverty, food supply, energy, communication, transportation, economy, politics, socio-cultural issues, natural resources, the environment, health, education, business, etc. These topics will be addressed in such a manner that they will be up-to-date in conjunction to the term the seminar is offered. The intent is to challenge the students to think "outside the box", find correlations in these issues and relate them to business practices. It will be a great opportunity for all the stakeholders involved to acquire an overall knowledge on current global issues, follow the daily news and provide a critique on them.

RSCH 1 - Research Proposal

Credit Hour: 3
Prerequisite: METH 2B, METH 3B

This course is the capstone of the coursework leading to the DBA dissertation research or a terminal MMR degree. It is expected that a student will come into this course with a research topic, the methodology and an advisor already identified in advance. The course will be offered as an independent study under the guidance of the research advisor and/or an advisory committee. Upon successful completion of the course, the student will be certified ready to undertake the DBA dissertation work (provided that he/she is otherwise qualified) or an independent research work of similar magnitude.

Phase II

COMM 2 - Dissertation Writing Skills

Credit Hour: 3
Prerequisite: Admission to Phase II

This course will be taken by students after successfully completing the DBA coursework requirements, successfully defending research proposal, and being admitted to the dissertation phase of the DBA program. The course will familiarize students with the dissertation process, and prepare them for writing and successfully defending the dissertation. It is expected that at the end of this course students will have drafted the first few chapters of their dissertations. The course will be administered on a Pass/Fail basis. Student performance will be evaluated jointly by the course instructor and his or her research advisor.

RSCH 2: Dissertation

Credit Hour: 3
Prerequisite: Admission to Phase II

This course represents the final phase of the DBA program. The dissertation is composed of three refereed journal articles related to the same topic of research. The articles must be based on research completed by the DBA candidate while enrolled in Abu Dhabi University. The three publishable-quality articles must be around a certain theme.

Once admitted to this phase, a student undertakes, over several terms, independent research under the guidance of a primary advisor and/or an advisory committee (consisting of members from internal and/or external constituencies). The starting point is the successfully defended research proposal. This typically provides the background work and yields the first components of the dissertation. The research question is fine-tuned at this point and the research plan is firmed up. Data collection instruments and procedures are readied and put into play, after proper validation. The collected data are now analyzed and appropriate conclusions drawn. All these are written up into a draft and submitted for review to the advisory committee. After one or more rounds of review and revision, a decision is made on the acceptability of the reported research. If this is positive, an oral defense is held. Success here leads eventually to the conferring of the DBA degree.

UNIVERSITY FACULTY

College of Arts and Sciences Faculty

Dr. Radwan Al Jarrah
Dean, College of Arts and Sciences
Ph.D in Ohio State University, USA.
Tel #: +971 2 5015778
Email: radwan.aljarrah@adu.ac.ae

Dr. Ahmad El Gali
Professor of Islamic Studies
Ph.D in Edinburgh University, U.K.
Tel #: +971 2 5015718
Email: ahmed.algali@adu.ac.ae

Dr. Ahmed Nimeiri
Associate Professor of English
Ph.D in University of South Carolina, Columbia, South Carolina, USA
Tel #: +971 2 5015719
Email: ahmed.elnimeiri@adu.ac.ae

Dr. Aleya Said
Assistant Professor of English Literature and Writing
Ph.D in University of Georgia
Tel #: +971 2 5015783
Email: aleya.said@adu.ac.ae

Dr. Gamil Hussein
Professor of Rhetorics and Literary Criticism
Ph.D in El Meniya University, Egypt
Tel #: +971 2 5015724
Email: gameel.hussein@adu.ac.ae

Dr. Ghanem Al Bustami
Associate Professor of Educational Psychology
Ph.D in Arab Amman University for Graduate Studies, Jordan- Reading Institute for PostGraduate and Research in Education, UK
Tel #: +971 2 5015784
Email: ghanem.albustami@adu.ac.ae

Dr. Makhtar Sarr
Assistant Professor of Mathematics & Statistics
Ph.D in The Pennsylvania State University, USA
Tel #: +971 2 5015657
Email: makhtar.sarr@adu.ac.ae

Dr. Mohammad Al Zyoud
Chair, Education Department
Associate Professor of Educational Leadership and Foundations
Ph.D in The University of Nottingham/UK
Tel #: +971 2 5015607
Email: mohammad.alzyoud@adu.ac.ae

Dr. Deena Elsori
Assistant Professor of Biology
Ph.D in Cleveland State University, Cleveland, OH
Tel #: +971 2 5015450
Email: deena.elsori@adu.ac.ae

Dr. Jolly Jacob
Assistant Professor of Chemistry
Ph.D in University of Mumbai
Tel #: +971 2 5015808
Email: Jolly.Jacob@adu.ac.ae

Prof. Haydar Akca
Professor of Applied Mathematics
Ph.D in Inonu University, Turkey
Tel #: +971 2 5015317
Email: haydar.akca@adu.ac.ae

Dr. Haitham Farok
Assistant Professor of Physics and Mathematics
Ph.D in Bath University, UK
Tel #: +971 2 5015743
Email: haitham.farok@adu.ac.ae

Dr. Jamal Benbourenane
Assistant Professor of Mathematics
Ph.D in Mathematical Sciences
Northern Illinois University, USA
Tel #: +971 2 5015875
Email: jamal.benbourenane@adu.ac.ae

Dr. Hikmat Hamad
Associate Professor of Physics
Ph.D in University Of Delaware, Newark, DE, USA
Email: hikmat.hamad@adu.ac.ae

Prof. Fares Howari
Chair of Applied Sciences and Mathematics
Professor of Environmental Sciences and Engineering
Ph.D in Environmental Sciences and Engineering
University of Texas at El Paso, USA
Tel #: +971 2 5015345
Email: fares.howari@adu.ac.ae

Dr. David Yeboah
Professor of Epidemiology
Tel #: +971 2 5015041
Email: david.yeboah@adu.ac.ae

Prof. Shiyong Peng
Chair, Communication Studies and Languages
Professor of Communication
Ph.D. in Communication, City University of Hong Kong
Tel #: +971 2 5015362
Email: shiyong.peng@adu.ac.ae

Dr. Nida Qafisheh
Assistant Professor of Environmental Science
PhD, Applied Chemistry
University of California, USA
Tel #: +971 2 5015432
Email: nida.qafisheh@adu.ac.ae

Dr. Muhamad Sham Shahkat Ali
Associate Professor of Mass Communication
PhD in University Malaya (UM), Kuala Lumpur, Malaysia
Tel #: +971 2 5015782
Email: muhamad.sham@adu.ac.ae

Dr. Abdelwahab Kharab
Associate Professor
Ph.D in Mathematical Sciences
Oregon State University, USA
Tel #: +971 2 5015663
Email: abdelwahab.kharab@adu.ac.ae

Dr. Viola Gjylbegaj
Assistant Professor of Communication
PhD in Ph. D in Linguistics, Tor Vergata, University of Rome
Tel #: +971 2 5015202
Email: viola.gjylbegaj@adu.ac.ae

Dr. Mohammad Ali Fteiha
Assistant Professor of Special Education
Ph.D in Special Education- Autism and Assistive Technology
Amman Arab University for Graduated Studies
Tel#: +971 3 7090718
Email: Mohamed.fteiha@adu.ac.ae

Dr. Mohammad Habash
Professor of Islamic Sciences, Holy Quran university Sudan
Ph.D. in Islamic and Arabic studies
Tel#:
Email: muhammad.alhabash@adu.ac.ae

Dr. Abdullah Ammar
Associate Professor of TEFL
University of Pittsburgh and Sohag University
Tel#: +971 3 7090716
Email: Abdullah.Ammar@adu.ac.ae

Dr. Ahmad Al Mashhadany
Associate Professor of Curriculum and Instruction
University of Wisconsin-Madison, USA
Tel#: +971 3 7090713
Email: Ahmad.AlMashhadany@adu.ac.ae

Dr. Ahmed Abdel Hady
Assistant Professor of Translation
University of Glasgow
Tel#: +971 3 7090834
Email: ahmed.abdel_hady@adu.ac.ae

Dr. Azza Mohamed
Associate Professor of Mass Communication
Cairo University, Egypt
Tel#: +971 3 7090710
Email: azza.ahmed@adu.ac.ae

College of Business Administration Faculty

Dr. Jacob Chacko
Professor of Marketing
Dean
Tel: 02 5015750
Email: jacob.chacko@adu.ac.ae
DBA, United States International University, USA

Dr. Hussein Saber
Associate Professor of Operations Management
Associate Dean, Abu Dhabi Campus
Tel: 02 5015756
Email: hussein.saber@adu.ac.ae
PhD, University of Oklahoma, USA

Dr. Ali Abu-Rahma
Assistant Professor of Management
Associate Dean, Al Ain Campus
Tel: 03 7090750
Email: ali.aburahma@adu.ac.ae
DBA, United States International University, USA

Dr. Vlad Krotov
Assistant Professor of Management
Assistant Dean of Graduate Programs
Tel: 02 5015872
Email: vlad.krotov@adu.ac.ae
PhD, University of Houston, USA

Dr. Sherine Farouk Abdel All
Associate Professor of Accounting
Accounting Discipline Coordinator
Tel: 02 5015654
Email: sherine.farouk@adu.ac.ae
PhD, London Metropolitan University, UK

Dr. Stephen Blythe, CPA
Professor of Business Law and Accounting
Tel: 02 5015347
Email: stephen.blythe@adu.ac.ae
PhD, University of Hong Kong, Hong Kong
PhD, University of Arkansas, USA
J.D. in Law, Texas Southern University, USA

Dr. Sheikh Rahman, FCPA
Professor of Accounting and Finance
Tel: 02 5015810
Email: sheikh.rahman@adu.ac.ae
PhD, Central Queensland University, Australia

Dr. Saeed Askary
Associate Professor of Accounting
Tel: 02 5015746
Email: saeed.askary@adu.ac.ae
PhD, The University of Newcastle, Australia

Dr. John McLellan
Associate Professor of Accounting
Tel: +971 3 7090752
Email: john.mclellan@adu.ac.ae
PhD, Southern Cross University, Australia

Dr. Iliya Komarev
Assistant Professor of Accounting
Tel: 02 5015361
Email: iliya.komarev@adu.ac.ae
PhD, Universite de Bordeaux, France

Dr. Nejla Ellili
Assistant Professor of Finance
Finance and Economics Discipline Coordinator
Tel: 02 5015720
Email: nejla.ellili@adu.ac.ae
PhD, The Higher Institute of Management, Tunisia

Dr. Sanjoy Bose, CPA
Professor of Finance and Accounting
Tel: 02 5015363
Email: sanjoy.bose@adu.ac.ae
DBA, Victoria University, Australia

Dr. Haitham Nobanee
Associate Professor of Finance
Tel: 02 5015709
Email: haitham.nobanee@adu.ac.ae
PhD, University of Manchester, UK

Dr. Ilham Haouas
Assistant Professor of Economics and Finance
Tel: 02 5015658
Email: ilham.haouas@adu.ac.ae
PhD, Sorbonne University, France

Dr. Khalil El Hilu
Assistant Professor of Finance
Tel: 03 7090755
Email: khalil.al-hilu@adu.ac.ae
PhD, University of Rajasthan, India

Dr. Periklis Markos Kougkoulis
Assistant Professor of Finance
Tel: 02 5015479
Email: periklis.kougkoulis@adu.ac.ae
PhD, University of Essex, UK

Dr. Nadeem Aftab
Assistant Professor of Finance
Tel: 03 7090754
Email: nadeem.aftab@adu.ac.ae
PhD, University of Vienna, Austria

Dr. Konstantinos Eleftheriou
Assistant Professor of Economics
Tel: 02 5015674
Email: k.eleftheriou@adu.ac.ae
PhD, University of Essex, UK

Dr. Salam Abdallah
Associate Professor of Management Information Systems
Management Discipline Coordinator
Tel: 03 7090717
Email: salam.abdallah@adu.ac.ae
PhD, Curtin University of Technology, Australia

Dr. Hossam Abu Elanain
Associate Professor of Management
Tel: 02 5015744
Email: hossam.elanain@adu.ac.ae
PhD, Loughborough University, UK

Dr. Kamarul Zaman Bin Ahmad
Associate Professor of Management
Tel: 02 5015754
Email: kamarul.zaman@adu.ac.ae
PhD, University of Manchester, UK

Dr. Christopher Dixon
Associate Professor of Management
Tel: 02 5015749
Email: christopher.dixon@adu.ac.ae
PhD, City University of Hong Kong, Hong Kong

Dr. Mohamed Behery
Associate Professor of Management
Tel: 02 5015387
Email: mohamed.behery@adu.ac.ae
PhD, Glasgow University, UK

Dr. Sanjay Kumar Singh
Associate Professor of Management
Tel: 02 5015520
Email: sanjay.singh@adu.ac.ae
PhD, University of Delhi, India

Dr. Syed Zamberi Bin Ahmad
Associate Professor of Management
Tel: 02 5015760
Email: syed.ahmad@adu.ac.ae
PhD, Hull University of Business School (HUBS), UK

Dr. Jacob Cherian
Associate Professor of Management
Tel: 02 5015646
Email: jacob.cherian@adu.ac.ae
PhD, Shivaji University, India

Dr. Mian Ajmal
Assistant Professor of Management
Tel: 02 5015667
Email: mian.ajmal@adu.ac.ae
PhD, University of Vaasa, Finland

Dr. Mohammed Parakandi
Assistant Professor of Management
Accreditation Coordinator
Tel: 02 5015834
Email: mohammed.parakandi@adu.ac.ae
PhD, Kannur University, India

Dr. Matloub Hussain
Assistant Professor of Management
Tel: 02 5015869
Email: matloub.hussain@adu.ac.ae
PhD, University of Liverpool, UK

Dr. Fauzia Jabeen
Assistant Professor of Management
Tel: 02 5015562
Email: fauzia.jabeen@adu.ac.ae
PhD, U.P. Technical University, India

Dr. Mehmood Khan
Assistant Professor of Management
Tel: 02 5015346
Email: mehmood.khan@adu.ac.ae
PhD, Ryerson University, Canada

Dr. Chowdhury Hossan
Assistant Professor of Management
Tel: 02 5015710
Email: chowdhury.hossan@adu.ac.ae
PhD, La Trobe University, Australia

Dr. Mohsin Malik
Assistant Professor of Management
Tel: 03 7090714
Email: mohsin.malik@adu.ac.ae
PhD, University of Western Australia

Dr. Mohammed Ismail El-Adly
Associate Professor of Marketing
Marketing Discipline Coordinator
Tel: 03 7090753
Email: m.eladly@adu.ac.ae
PhD, Cairo University, Egypt
Co-supervision with Huddersfield University Business School, England

Dr. Mostaque Zebal
Associate Professor of Marketing
Tel: 02 5015738
Email: mostaque.zebal@adu.ac.ae
PhD, Victoria University, Australia

Dr. Shilpa Iyanna
Assistant Professor of Marketing
Tel: 02 5015664
Email: shilpa. iyanna@adu.ac.ae
ABD, University of Nottingham, UK

Dr. Nayyer Samad
Assistant Professor of Marketing
Tel: +971 3 7090758
Email: nayyer.samad@adu.ac.ae
PhD, University of East London, UK

Dr. Saju Villiara Jose
Assistant Professor of Marketing
Tel: 02 5015379
Email: saju.jose@adu.ac.ae
PhD, Griffith University, Australia

Dr. Mohammed Salman
Adjunct Faculty, Business Law
Tel: 02 5015474
Email: mohammed.salman@adu.ac.ae
PhD, University of Portsmouth, UK

Support Staff

Ms. Jennifer Samson
Executive Assistant
Tel: 02-5015675
Email: jennifer.samson@adu.ac.ae
MBA, University of Phoenix, USA

Ms. Corazon Agripa
Sr. Administrative Assistant
Tel: 02 5015751
Email: corazon.agripa@adu.ac.ae
MBA, Abu Dhabi University, UAE

Ms. Pitzel Camba
Academic Assistant for Planning, Assessment, and Accreditation
Tel: 02 5015642
Email: pitzel.camba@adu.ac.ae
BSc (Marketing), University of Makati, Philippines

Ms. Dilnaz Khan
Graduate Teaching Assistant, Abu Dhabi Campus
Tel: 02 50155671
Email: dilnaz.khan@adu.ac.ae
MBA, Abu Dhabi University

Ms. Basant Mohamed
Graduate Teaching Assistant, Abu Dhabi Campus
Tel: 02 5015210
Email: basant.mohamed@adu.ac.ae
MScF, University of Warwick, UK

Mr. Juned Bukhari
Graduate Teaching Assistant, Abu Dhabi Campus
Tel: 02 5015372
Email: juned.bukhari@adu.ac.ae
MBA, Abu Dhabi University, UAE

Ms. Bushra Jaleel
Graduate Teaching Assistant, Al Ain Campus
Tel: 03 7090759
Email: bushra.jaleel@adu.ac.ae

Ms. Gowri Kumar
Professional Academic Advisor, Abu Dhabi Campus
Tel: 02 5015659
Email: gowri.kumar@adu.ac.ae
MHRM, Abu Dhabi University, UAE

Ms. Israa Alhashimi
Professional Academic Advisor, Abu Dhabi Campus
Tel: 02 5015647
Email: israa.alhashimi@adu.ac.ae
MBA, Abu Dhabi University, UAE

Mr. Awah Divine
Professional Academic Advisor, Al Ain Campus
Tel: +971 3 7090756
Email: awah.divine@adu.ac.ae
MBA, Abu Dhabi University, UAE

Mr. Juned Bukhari
Graduate Teaching Assistant, Abu Dhabi Campus
Tel: 02 5015372
Email: juned.bukhari@adu.ac.ae
MBA, Abu Dhabi University, UAE

Ms. Bushra Jaleel
Graduate Teaching Assistant, Al Ain Campus
Tel: 03 7090759
Email: bushra.jaleel@adu.ac.ae

Ms. Gowri Kumar
Professional Academic Advisor, Abu Dhabi Campus
Tel: 02 5015659
Email: gowri.kumar@adu.ac.ae
MHRM, Abu Dhabi University, UAE

Ms. Israa Alhashimi
Professional Academic Advisor, Abu Dhabi Campus
Tel: 02 5015647
Email: israa.alhashimi@adu.ac.ae
MBA, Abu Dhabi University, UAE

Mr. Awah Divine
Professional Academic Advisor, Al Ain Campus
Tel: +971 3 7090756
Email: awah.divine@adu.ac.ae
MBA, Abu Dhabi University, UAE

College of Engineering Faculty

Dr. Aly S. Nazmy, Ph.D.
Dean, College of Engineering
Professor of Structural Engineering
Ph.D. in Civil Engineering - Structures and Mechanics
Princeton University, USA
Tel #: +971 2 5015730
Email: aly.nazmy@adu.ac.ae

Dr. Osama Mohamed, Ph.D., P.E.
Associate Dean, College of Engineering
Associate Professor of Structural Engineering
Ph.D. in Structural Engineering and Mechanics
University of Colorado, USA
Tel #: +971 2 5015752
Email: osama.mohamed@adu.ac.ae

Master of Engineering Management Program

Dr. Raid Al-Aomar, Ph.D.
Director, Master of Engineering Management Program
Professor of Industrial Engineering
Ph.D.in Industrial Engineering - Operations Research
Wayne State University, USA
Tel #: +971 2 5015763
Email: raid.alaomar@adu.ac.ae

Civil Engineering Department

Dr. Osama Mohamed, Ph.D., P.E.
Chair, Department of Civil Engineering
Associate Professor of Structural Engineering
Ph.D. in Structural Engineering and Mechanics
University of Colorado, USA
Tel #: +971 2 5015752
Email: osama.mohamed@adu.ac.ae

Dr. Omer Mughieda, Ph.D., P.E.
Associate Professor of Civil Engineering
Ph.D. in Civil Engineering - Geotechnical Engineering
University of Illinois, Urbana, Champaign, USA
Tel #: +971 2 5015774
Email: omer.mughieda@adu.ac.ae

Dr. Evan K. Paleologos, Ph.D.
Professor of Hydrology & Environmental Engineering
Ph.D. in Hydrology and Water Resources
The University of Arizona, USA
Tel #l: +971 2 5015806
E-mail: evan.paleologos@adu.ac.ae

Dr. Essam Dabbour, Ph.D., P.Eng.
Associate Professor of Civil Engineering
Ph.D. in Civil Engineering – Transportation Engineering
Ryerson University, Canada
Tel #: +971 2 5015634
Email: essam.dabbour@adu.ac.ae

Dr. Mamoon Hammad, Ph.D., PMP, P.Eng.
Assistant Professor of Civil Engineering
Ph.D. in Construction Engineering and Management
Concordia University, Quebec, Canada
Tel #: +971 2 501 5735 Email: mamoon.hammad@adu.ac.ae

Dr. Yasemin Nielsen, Ph.D.
Associate Professor of Civil Engineering
Ph.D. in Civil Engineering - Construction Management
Middle East Technical University, Turkey
Tel #: +971 2 5015610
Email: yasemin.nielsen@adu.ac.ae

Dr. Samer Al Martini, Ph.D. P.Eng.
Associate Professor of Civil Engineering
Ph.D. in Civil Engineering- Construction Materials
The University of Western Ontario, Canada
Tel #: +971 2 5015470
Email: samer.almartini@adu.ac.ae

Dr. Abdelkareem Alzo'ubi, Ph.D., P.Eng.
Assistant Professor of Civil Engineering
Ph.D. in Civil Engineering- Geotechnical Engineering
University of Alberta, Canada
Tel #: +971 3 709 0837
Email: abdel.alzoubi@adu.ac.ae

Dr. Mohamed Elhakeem, Ph.D., P.E.
Associate Professor of Civil Engineering
Ph.D. in Civil Engineering - Water Resources and Environmental Engineering
University of South Carolina, USA
Tel #: +971 2 5015483
Email: mohamed.elhakeem@adu ac.ae

Dr. Saidi Siuhi, Ph.D.
Assistant Professor of Civil Engineering
Ph.D. in Civil Engineering – Transportation Engineering
University of Nevada, Las Vegas, USA
Tel #: +971 2 501 5216
Email: saidi.siuhi@adu.ac.ae

Dr. Manish Kewalramani, Ph.D.
Assistant Professor of Civil Engineering
Ph. D. in Concrete Technology
Birla Institute of Technology and Science, Pilani, India
Tel # +971 25015316
Email: manish.kewalramani@adu. ac.ae

Engr. Waddah Marwan Alhawat,
Teaching Assistant of Civil Engineering
B. Sc. in Civil Engineering, Abu Dhabi University UAE
Tel #: +971 2 5015377
Email: waddah.alhawat@adu.ac.ae

Engr. Omar Fawwaz Abbas,
Teaching Assistant of Civil Engineering
B. Sc. in Civil Engineering, Abu Dhabi University UAE
Tel #: +971 2 5015376
Email: omar.fawwaz@adu.ac.ae

Engr. Akram A. Saif,
Lab Specialist, Civil Engineering Department
M. Sc. in Civil Engineering , United Arab Emirates University
UAE
Tel #: +971 2 5015609
Email: akram.almarqab@adu.ac.ae

Mechanical Engineering Department

Dr. Hamdi Sheibani, Ph.D.
Chair, Mechanical Engineering Department
Associate Professor of Mechanical Engineering
Ph.D. in Mechanical Engineering
University of Victoria, Canada
Tel#: +971 2 5371
Email: hamdi.sheibani@adu.ac.ae

Dr. Mohamed S. Gadala
Professor of Mechanical Engineering,
Ph.D. in Mechanical Engineering – Continuum Mechanics
McMaster University, Canada
Tel No: +971 2 5015636
Email: mohamed.gadala@adu.ac.ae

Dr. Khaled M. Al-Aribe
Assistant Professor of Mechanical Engineering,
Ph.D. in Mechanical Engineering - Nanotechnology
University of Western Ontario, Canada
Tel No: +971 2 5015218
Email: khaled.alaribe@adu.ac.ae

Dr. Hussien Ali Hussien, Ph.D
Assistant Professor of Mechanical Engineering,
Ph.D. in Mechanical Engineering
University Of Illinois at Chicago, USA
Tel No: +971 2 5015525
Email: hussien.alihussien@adu.ac.ae

Aviation Department

Mr. Zahid Hameed Malik, MSc, MBA ,
ATPLUniversity Teacher of Aviation
University of Karachi, Pakistan
Tel# +971 2 501 5219
Email: Zahid.malik@adu.ac.ae

Ms Laurie Earl, MSc, BSc (Hons), CMIOSH, RN
Senior Lecturer in Aviation MSc Health, Safety & the Environment
Birmingham University, UK
Tel: +971 56 3144 851
Email: laurie.earl@adu.ac.ae

Architecture and Design Department

Dr. Ahmad Okeil, Ph.D.
Professor of Architecture
Ph.D. in Architecture
Technical University of Munich, Germany
Tel #: +971 2 5015739
Email: ahmad.okeil@adu.ac.ae

Dr. Sadeka Abdel Shakour, Ph.D.
Assistant Professor of Furniture and Interior Design
Ph.D. in Interior Design and Furniture
Helwan University, Egypt
Tel #: +971 2 5015776
Email: sadeka.shakour@adu.ac.ae

Dr. Rim Meziani, Ph.D.
Assistant Professor of Architecture and Interior Design
Ph.D. in Architecture and Urban Planning
Nagoya Institute of Technology, Nagoya, Japan
Tel #: +971 2 5015846
Email: rim.meziani@adu.ac.ae

Dr. Magdy M. Ibrahim, Ph.D.
Assistant Professor of Architecture
Ph.D. in Architecture - Computer Applications in Architecture
Illinois Institute of Technology, Illinois, USA
Tel #: +971 2 5015876
Email: magdy.ibrahim@adu.ac.ae

Ms. Maha Odeh,
University Teacher of Architecture
Master in Urban Planning - Design of the Built Environment
American University of Sharjah, UAE
Tel #: +971 2 5015359
Email: maha.odeh@adu.ac.ae

Ms. Tamara Kelly,
University Teacher of Architecture
Master of Art in Urban Design
Oxford University, UK
Tel #: +971 2 5015617
Email: tamara.kelly@adu.ac.ae

Dr. Paolo Caratelli, Ph. D., OAPPC Member in Italy
Assistant Professor of Architecture
Ph.D. in Architecture and Urban Planning
University of Florence, Italy
Tel #: +971 2 5015668
Email: paolo.caratelli@adu.ac.ae

Ms. Anamika Mishra,
Visiting University Teacher of Architecture
Master in Urban Design
School of Planning and Architecture, New Delhi, India
Tel #: +971 2 5015605
Email: anamika.mishra@adu.ac.ae

Dr. Mohamed Elkaftangui, Ph.D.
Assistant Professor of Architecture
Ph.D. in Architecture
School of Architecture of Toulouse, France
Tel #: +971 2 5015762
Email: mohamad.elkaftangui@adu.ac.ae

Dr. Mohamed El Amrousi, Ph.D.
Associate Professor of Architecture
Ph.D. in History and Theory of Architecture
University of California, Los Angeles, USA
Tel #: +971 2 501 5775
Email: mohamed.amrousi@adu.ac.ae

Dr. Jusri Eldin Devries, MFA, IDEC, CAUT, EAIE
Associate Professor of Interior Design
Doctorate in Human Environment & Design
College of Human Ecology
Michigan State University, E. Lansing, USA
Tel #: +971 2 501 5378
Email: jusri.devries@adu.ac.ae

Nadia Mounajjed, Ph.D
Assistant Professor of Architecture
Ph.D in Architecture
College of Engineering
University of Sheffield, UK
Tel: 02-5015306
Email: nadia.mounajjed@adu.ac.ae

Eugenia Lopez Reus, Ph.D
Visiting Assistant Professor of Architecture
Ph.D in Architecture
Barcelona School of Architecture, Spain
College of Engineering
Tel: 02-5015414
Email: eugenia.reus@adu.ac.ae

Computer Science & Information Technology Department

Dr. Hassan Hajjdiab, Ph.D.
Chair, Department of Computer Science and Information Technology
Associate Professor of Computer Science
Ph.D. in Computer Science
University of Ottawa, Canada
Tel #: +971 2 5015639
Email: hassan.hajjdiab@adu.ac.ae

Dr. Farid Ibrahim, Ph.D.
Assistant Professor of Computer Science and Information Technology
Ph.D. in Information Science
Loughborough University, UK
Tel #: +971 3 7090833
Email: farid.ibrahim@adu.ac.ae

Dr. Modafar Ati, Ph.D.
Assistant Professor of Computer Science and Information Technology
Ph.D. in Electrical and Computer Engineering
University of Newcastle, UK
Tel #: +971 2 501 5355
Email: modafar.ati@adu.ac.ae

Dr. Mourad Elhadef, Ph.D.
Associate Professor of Computer Science
Ph.D. in Computer Science - Distributed Systems and Networking
Sherbrooke University, Canada
Tel #: +971 2 5015785
Email: mourad.elhadef@adu.ac.ae

Dr. Jauhar Ali, Ph.D.
Associate Professor of Computer Science
Ph.D. in Computer Science
University of Tsukuba, Japan
Tel #: +971 2 5015733
Email: jauhar.ali@adu.ac.ae

Dr. Ashraf Khalil, Ph.D.
Assistant Professor of Computer Science
Ph.D. in Computer Science
Indiana University, USA
Tel #: +971 3 7090832
Email: ashraf.khalil@adu.ac.ae

Saadat M. Alhashmi, Ph.D.
Associate Professor of Computer Science
Ph.D. in Computer Science – Sheffield Hallam university, U.K
Tel #: +971 2 5015356
Email: Saadat.alhashmi@adu.ac.ae

Electrical and Computer Engineering

Dr. Mohammed Asaad Ghazal, Ph.D.
Acting Chair, Department of Electrical and Computer Engineering
Assistant Professor of Electrical and Computer Engineering
Ph.D. in Electrical and Computer Engineering
Concordia University, Canada
Tel #: +971 2 5015612
Email: mohammed.ghazal@adu.ac.ae

Dr. Muhammad Akmal, Ph.D.
Assistant Professor of Electrical Engineering
Ph.D. in Electrical Engineering - Power and Energy Systems
Queen's University Belfast, UK
Tel #: +971 2 5015382
Email: muhammad.akmal@adu.ac.ae

Dr. Montasir Qasymeh, Ph.D.
Assistant Professor of Electrical Engineering
Ph.D. in Electrical Engineering
Dalhousie University, Canada
Tel #: +971 2 501 5221
Email: montasir.qasymeh@adu.ac.ae

Dr. Riad Kanan, Ph.D.
Associate Professor of Electrical Engineering
PhD in Electrical and Electronic Engineering
Swiss Federal Institute of Technology, Switzerland
Tel #: +971 2 5015220
Email: riad.kanan@adu.ac.ae

Mr. Ahmed Sweleh, B.Sc.
Teaching Assistant of Electrical Engineering
B.Sc. in Electrical Engineering
Ajman University of Science and Technology, UAE
Tel #: +971 2 5015351
Email: ahmed.sweleh@adu.ac.ae

Ms. Rima Masri, B.Sc.
Teaching Assistant of Computer Engineering
B.Sc. in Computer Engineering
Abu Dhabi University, UAE
Tel #: +971 2 5015522
Email: Rima.masri@adu.ac.ae

Eng. Ibrahim Hamed Ibrahim, B.Sc.
Teaching Assistant
B.Sc. in Electrical Engineering - Electronics and Communications
Sinai University, Egypt
Tel #: +971 2 5015406
Email: ibrahim.hamed@adu.ac.ae

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Dr. Ashraf Khalil
Director of Research, Office of Research and Sponsored Programs
Associate Professor of Computer Science, College of Engineering, ADU
Indiana University, Bloomington, Indiana, USA
Tel. #: +971 2 5015689
Email: ashraf.khalil@adu.ac.ae

Jammie Velandrez
Executive Assistant, Office of Research and Sponsored Programs
University of the City of Manila, Philippines
Tel. #: +971 2 5015211
Email: jammie.velandrez@adu.ac.ae

ABU DHABI UNIVERSITY
ACADEMIC YEAR 2014-2015

WEEK	S M T W T F S	EVENTS	HOLIDAYS

FALL SEMESTER 2014-2015

June 2014

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

29 Jun
First Day of the Holy Month of Ramadan(1)

15 Jun
Financial Aid/Scholarship Requirement Submission for NEW Prospective Students Begins

15 Jun
Financial Aid/Scholarship Requirement Submission for RETURNING Students Begins

30 Jun
Financial Aid/Scholarship Requirement Submission Deadline for RETURNING Students

July 2014

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

15 Jul
Financial Aid/Scholarship Requirement Submission Deadline for NEW Propective Students

29 Jul
Eid Al Fitr Holiday(1)

29 Jul
Eid Al Fitr Holiday(1)

August 2014

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 Aug
Financial Aid/Scholarship Requirements Submission Deadline for NEW Prospective Students (IGCSE ONLY)

31 Aug
Declaration/Change of Major Form Submission Deadline

31 Aug - 4 Sep
Advising and Registration for Returning Students

31 Aug
Accepting Family Discount Application Starts

Notes:
(1) Subject to change based on the sighting of the moon.
(2) Tuition fee will not be refunded after this date.
(3) Examination periods are inclusive of Saturdays but not Fridays.
(4) Grade appeal deadline is one week prior to the early registration in the following regular semester.

PUBLIC HOLIDAY EXAMINATION DATES FIRST/LAST DAY OF CREDIT CLASSES

ABU DHABI UNIVERSITY
ACADEMIC YEAR 2014-2015

FALL SEMESTER 2014-2015

WEEK	S M T W T F S	EVENTS	HOLIDAYS
1 2 3	**September 2014** 1 2 3 4 5 6 **7** 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	**3 Sep** Orientation for Newly Admitted Undergraduate Students **3 Sep** Orientation for Newly Admitted Postgraduate Students **4 Sep** Family Discount Application Deadline **4 Sep** Admissions/Transfer Credit Deadline **4 Sep** Registration Deadline for Newly Admitted Students **7 Sep** **First Day of Classes** **7 - 11 Sep** Add & Drop Period with 100% Refund **11 Sep** Payment Deadline **14 - 18 Sep** Course Withdrawal Period with 75% Refund **18 Sep** Graduation Online Application Deadline **21 - 25 Sep** Course Withdrawal Period with 50% Refund(2)	
4 5 6 7	**October 2014** 1 2 3 **4** **5** **6** **7** 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 **25** 26 27 **28** 29 30 31	**4 Oct** Arafat Day(1) **5 - 7 Oct** Eid Al Adha Holiday(1) **16 Oct** PG COBA Course Withdrawal Deadline **25 Oct** Islamic New Year **28 Oct** **Term A PG COBA Last Day of Classes**	**4 Oct** Arafat Day(1) **5 - 7 Oct** Eid Al Adha Holiday(1) **25 Oct** Islamic NewYear

PUBLIC HOLIDAY EXAMINATION DATES FIRST/LAST DAY OF CREDIT CLASSES

ABU DHABI UNIVERSITY
ACADEMIC YEAR 2014-2015

FALL SEMESTER 2014-2015

WEEK	S M T W T F S	EVENTS	HOLIDAYS
8 9 10 11	**November 2014** 1 **2** **3** **4** **5** **6** 7 8 9 10 11 12 13 14 15 **16** 17 18 19 20 21 22 23 24 25 26 27 28 29 30	**2 Nov** Scholarship Online Application for NEW Prospective Students Begins **2 - 6 Nov** Term A Postgraduate COBA Final Exams Week(3) **16 Nov** Term B Postgraduate COBA Classes Begins **16 Nov** Release of Mid-Semester Grades **16 Nov** Release of the Winter 2014-2015 Term and Spring 2014-2015 Semester Schedules **16 Nov** Grade Appeals Deadline for Spring 13-14 Semester and Sum 13-14 Term Final Grades(4) **17 Nov** Term B Postgraduate COBA Classes Payment Deadline **20 Nov** Course Withdrawal Deadline **23 Nov** Advising and Early Registration Begins **26 Nov** Appreciation Ceremony for Undergraduate Students (Abu Dhabi Campus) **27 Nov** Appreciation Ceremony for Undergraduate Students (Al Ain Campus)	
12 13 14	**December 2014** 1 **2** 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	**2 Dec** UAE National Day **11 Dec** PG COBA Course Withdrawal Deadline **15 Dec** Financial Aid/Scholarship Requirement Submission for RETURNING Students begins **21 Dec - 3 Jan** Fall Break **30 Dec** Financial Aid/Scholarship Requirement Submission Deadline for RETURNING Students	**2 Dec** UAE National Day

PUBLIC HOLIDAY EXAMINATION DATES FIRST/LAST DAY OF CREDIT CLASSES

ABU DHABI UNIVERSITY
ACADEMIC YEAR 2014-2015

FALL SEMESTER 2014-2015

WEEK	S M T W T F S	EVENTS	HOLIDAYS
15	**January 2015** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	**1 Jan** Gregorian New Year **3 Jan** Prophet Mohammed Birthday "May Peace be Upon Him"(1) **8 Jan** **Last Day of Classes** **10 Jan** **Term B PG COBA Last Day of Classes** **11 - 19 Jan** Final Exams Week(3) **22 Jan** Final Grades Released(4)	**1 Jan** Gregorian New Year **3 Jan** Prophet Mohammed Birthday "May Peace Be Upon Him" (1)

PUBLIC HOLIDAY EXAMINATION DATES FIRST/LAST DAY OF CREDIT CLASSES

ABU DHABI UNIVERSITY
ACADEMIC YEAR 2014-2015

WEEK	S M T W T F S	EVENTS	HOLIDAYS

WINTER TERM 2014-2015

January 2015

				1	2	**3**	
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

1 Jan
Gregorian New Year

3 Jan
Prophet Mohammed Birthday "May Peace be Upon Him"(1)

20 - 22 Jan
Advising and Registration for Returning Students

22 Jan
Declaration/Change of Major Form Submission Deadline

22 Jan
Registration Deadline for Newly Admitted Students

22 Jan
Admissions/Transfer Credit Deadline

25 Jan
First Day of Classes

25 - 26 Jan
Add/ Drop Period 100% Refund

26 Jan
Payment Deadline

27 - 28 Jan
Course Withdrawal Period 75% Refund

29 Jan & 1 Feb
Course Withdrawal Period 50% Refund(2)

29 Jan
Graduation Online Application Deadline

1 Jan
Gregorian New Year

3 Jan
Prophet Mohammed Birthday "May Peace Be Upon Him" (1)

February 2015

2		1	2	3	4	5	6	7
3		8	9	10	11	12	13	14
4		15	16	17	18	**19**	20	21
	22	**23**	**24**	25	26	27	28

8 Feb
Course Withdrawal Deadline

19 Feb
Last Day of Classes

22 - 24 Feb
Final Exams Period(3)

26 Feb
Final Grades Released(4)

PUBLIC HOLIDAY EXAMINATION DATES FIRST/LAST DAY OF CREDIT CLASSES

ABU DHABI UNIVERSITY
ACADEMIC YEAR 2014-2015

WEEK	S M T W T F S	EVENTS	HOLIDAYS

SPRING SEMESTER 2014-2015

	February 2015 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	**22 - 26 Feb** Advising and Registration for Returning Students **22 Feb** Accepting Family Discount application starts **25 Feb** Orientation for Newly Admitted Undergraduate Students **25 Feb** Orientation for Newly Admitted Postgraduate Students **26 Feb** Declaration/Change of Major Form Submission Deadline **26 Feb** Admissions/Transfer Credit Deadline **26 Feb** Registration Deadline for Newly Admitted Undergraduate Students **26 Feb** Family Discount Application Deadline	

PUBLIC HOLIDAY EXAMINATION DATES FIRST/LAST DAY OF CREDIT CLASSES

ABU DHABI UNIVERSITY
ACADEMIC YEAR 2014-2015

SPRING SEMESTER 2014-2015

WEEK	S M T W T F S	EVENTS	HOLIDAYS
1 2 3 4	**March 2015** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	**1 Mar** **First Day of Classes** **1 - 5 Mar** Add/Drop Period with 100% Refund **5 Mar** Payment Deadline **8 - 12 Mar** Course Withdrawal Period with 75 % Refund **12 Mar** Graduation Online Application Deadline **15 - 19 Mar** Course Withdrawal Period with 50% Refund(2) **29 Mar - 11 Apr** Spring Break	
5 6 7	**April 2015** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	**1 Apr** Financial Aid Online Application for NEW Prospective Students (Fall 2015) Begins **16 Apr** PG COBA Course Withdrawal Deadline **25 Apr** **Term A PG COBA Last Day of Classes**	

PUBLIC HOLIDAY EXAMINATION DATES FIRST/LAST DAY OF CREDIT CLASSES

ABU DHABI UNIVERSITY
ACADEMIC YEAR 2014-2015

WEEK	S M T W T F S	EVENTS	HOLIDAYS

SPRING SEMESTER 2014-2015

8
9
10
11

May 2015

					1	2
3	**4**	**5**	**6**	**7**	8	9
10	11	12	13	14	15	**16**
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3 - 7 May
Term A Postgraduate COBA Final Exams Week(3)

14 May
Financial Aid Online Application for NEW Prospective Students (Fall 2015) deadline

16 May
Israa Miaraj Night(1)

17 May
Term B Postgraduate -COBA classes begins

17 May
Release of the Summer 2014-2015 Term and Fall 2015-2016 Semester Schedules

17 May
Grade Appeals Deadline for Fall 14-15 Semester and Winter 14-15 Term Final Grades(4)

17 May
Release of Mid-Semester Grades

18 May
Term B Postgraduate -COBA classes Payment Deadline

21 May
Course Withdrawal Deadline

24 May
Advising and Early Registration for Students Begins

27 May
Appreciation Ceremony for Undergraduate Students (Abu Dhabi Campus)

28 May
Appreciation Ceremony for Undergraduate Students (Al Ain Campus)

16 May
Israa Miaraj Night(1)

PUBLIC HOLIDAY EXAMINATION DATES FIRST/LAST DAY OF CREDIT CLASSES

ABU DHABI UNIVERSITY
ACADEMIC YEAR 2014-2015

SPRING SEMESTER 2014-2015

WEEK	S M T W T F S	EVENTS	HOLIDAYS
12 13 14 15	**June 2015** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 **25** 26 **27** **28 29 30**	**11 Jun** PG COBA Course Withdrawal Deadline **18 Jun** First Day of the Holy Month of Ramadan(1) **25 Jun** **Last Day of Classes** **27 Jun** **Term B PG COBA Last Day of Classes** **28 Jun - 6 Jul** Final Exams Week(3)	
	July 2015 **1 2** 3 **4** **5 6** 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	**7 Jul** Summer Break Begins **9 Jul** Final Grades Released(4)	

PUBLIC HOLIDAY EXAMINATION DATES FIRST/LAST DAY OF CREDIT CLASSES

ABU DHABI UNIVERSITY
ACADEMIC YEAR 2014-2015

SUMMER TERM 2014-2015

WEEK	S M T W T F S	EVENTS	HOLIDAYS
1 2 3	**July 2015** 1 2 3 4 5 6 7 8 9 10 11 **12** 13 14 15 16 17 **18** **19** **20** 21 22 23 24 25 26 27 28 29 30 31	**7 - 9 Jul** Advising and Registration for Returning Students **9 Jul** Declaration/Change of Major Form Submission Deadline **9 Jul** Registration Deadline for Newly Admitted Students **9 Jul** Admissions/Transfer Credit Deadline **12 Jul** **First Day of Classes** **12 - 13 Jul** Add/Drop Period 100% Refund **13 Jul** Payment Deadline **14 - 15 Jul** Course Withdrawal Period 75% Refund **16 & 21 Jul** Course Withdrawal Period 50% Refund(2) **16 Jul** Graduation Online Application Deadline **18 - 20 Jul** Eid Al Fitr Holiday(1) **26 Jul** Release of Mid-Term Grades **30 Jul** Course Withdrawal Deadline	**18-20 Jul** Eid Al Fitr Holiday(1)
4	**August 2015** 1 2 3 4 5 6 7 8 9 **10** **11** **12** **13** 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	**10 Aug** **Last Day of Classes** **11 - 13 Aug** Final Exams Period(3) **16 Aug** Final Grades Released(4)	

PUBLIC HOLIDAY EXAMINATION DATES FIRST/LAST DAY OF CREDIT CLASSES

POSTGRADUATE CATALOG
2014-2015

For More Information or to Apply
Call Toll Free: 800 ADYOU (23968)

Log on: www.adu.ac.ae

Admission Inquiries: admissions@adu.ac.ae

Abu Dhabi Campus
P.O.Box 59911, Abu Dhabi, United Arab Emirates

Al Ain Campus
P.O.Box 1790, Al Ain, United Arab Emirates