



جامعة أبوظبي  
ABU DHABI UNIVERSITY

# POSTGRADUATE CATALOG 2017-2018



**WISC**  
Senior College and  
University Commission

 **AACSB**  
ACCREDITED

 EFMD  
**EQUIS**  
ACCREDITED

 **ABET** | Engineering  
Accreditation  
Commission

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Accreditation  
Commission






# POSTGRADUATE CATALOG

## 2017 - 2018

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## NATIONAL AND REGIONAL ACCREDITATION:

Abu Dhabi University is licensed by the United Arab Emirates Ministry of Education, and all of its degree programs have received accreditation. 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.

## INTERNATIONAL ACCREDITATION:

ADU is the only national private University in the UAE and one of the youngest in the world under 15 years old to receive international academic accreditation from the "Western Association of Schools and Colleges: Senior College and University Commission -WSCUC". ADU's international accreditation is for a period of 6 years, and was awarded for the University's success in upholding the highest international academic standards of higher education institutions worldwide in teaching, scientific research and community service and for its commitment to three core values: student learning and success outcomes, quality and improvement, and institutional integrity, sustainability and accountability.

ADU's College of Business Administration is also among the niche ranks of only 1% of the world's top business schools that have earned international accreditation from both the Association to Advance Collegiate Schools of Business - AACSB, and the prestigious "EQUIS", the leading international system of quality assessment, improvement and accreditation of higher education institutions in management and business administration, for all its undergraduate and postgraduate programs. Additionally, the College of Engineering has also received international accreditation from the world-renowned Engineering Accreditation Commission of ABET for five of its engineering programs.



### 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 MAKTUUM 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 fifth year in a row, Abu Dhabi University is the youngest higher education institution to enter the ranks of the world's top 750 universities in Quacquarelli Symonds (QS) world university rankings of 2012-2013, 2013- 2014, 2014-2015, 2015-2016 and 2016-2017.



### ISO:

Abu Dhabi University has also succeeded yet again in renewing its ISO 9001:2008 certification for a third time 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.

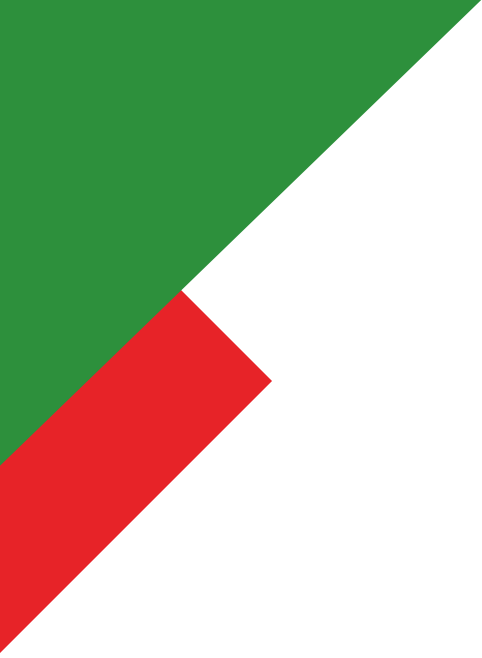
### THE BIZZ AWARDS:



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

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## MESSAGE FROM THE CHAIRMAN

Abu Dhabi University's journey began 14 years ago in 2003, out of a desire to build the first private university in Abu Dhabi, under the guidance and direction of the Ruler's Representative in Al Dhafra Region and President of the Abu Dhabi University Board of Regents, H.H Sheikh Hamdan Bin Zayed Al Nahyan. Today, not far into its second decade, our young University has several significant and remarkable achievements to its name. Furthermore, Abu Dhabi University is the only private university in the UAE to serve students across three campuses – Abu Dhabi, Al Ain and now Dubai.

These accolades set ADU apart from its local and regional competition, and elevate it to international standards. We are especially proud of our success in receiving international accreditation and institutional recognition from the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), thereby making all its undergraduate and postgraduate degrees internationally recognized. This acknowledgement places Abu Dhabi University in the ranks of other prestigious peers accredited by WSCUC such as Caltech, UCLA and Stanford University.

Throughout its history, Abu Dhabi University has forged a path of excellence by implementing innovative initiatives and international standards in teaching, research and community service. There is no question that the university is at the forefront of the UAE's higher educational scene. In addition to the WSCUC accreditation, five programs offered by the College of Engineering have been accredited by the world-renowned Engineering Accreditation Commission and Computer Accreditation Commission of ABET. Furthermore, the College of Business Administration received international accreditation for all its undergraduate and postgraduate programs from both the Association to Advance Collegiate Schools of Business (AACSB), and the prestigious EFMD Quality Improvement System (EQUIS), the leading international system of quality assessment, improvement and accreditation of higher education institutions in management and business administration.

Abu Dhabi University was also the first university to receive the Sheikh Khalifa Excellence Award in 2010. For its support and patronage of entrepreneurship, ADU was also awarded the "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. Today, Abu Dhabi University is one of a select few universities in the UAE to enter the ranks of the world's top 750 universities in Quacquarelli Symonds (QS) world university rankings. ADU's unflinching commitment to quality standards related to the design, development and delivery of its academic programs and associated support services is evidenced by continual renewal of ISO certification.

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. Our high employment rate stands 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 is equipped with the skills needed to be successful leaders. 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 an active partner in your future success.

**At Abu Dhabi University... today we create tomorrow's success.**

**Ali Saeed Bin Harmal AlDhaheeri**  
Chairman of the Board of Directors



# UNIVERSITY ADMINISTRATORS

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Provost

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Organizational Planning & Strategy Director

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Acting Campus Director, Al Ain

Dr. Ibrahim Sidawi

Campus Director, Dubai

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Dr. Hany Dowidar

Dean, College of Law

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 leaders making a positive contribution to national and global betterment and 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.

Although a young institution, our student enrollment has already reached 7000 in undergraduate and postgraduate programs, our alumni have reached over 9000 and in the last 3 consecutive years the employment rate of Abu Dhabi University graduates has averaged an impressive 90%.

You will be joining an institution recognized internationally for the quality and relevance of its education and research. This is evident in our standing in the top 2.8 % of world universities; and the top 150 universities globally, under 50 years of age (QS World University Rankings 2018). Diversity of cultures and talents underpins the success of the world's top universities as well as the most successful cities. The QS rankings show us to be among the world's elite Universities for the diversity of our faculty (top 3) and students (top 9). With most of the world's nations represented among our students and staff, you will meet and learn, and form friendships, with talent from across the world. The quality of our programs is also evident in the accreditations we hold. Colleges of Business and Engineering have achieved the prestigious AACSB, EQUIS and ABET international accreditations. All of the University's programs are internationally accredited by the Western Commission of Schools and Colleges (WASC). Given our standing, as a student you can rest assured that your Abu Dhabi University degree will be respected by employers and higher education institutions internationally.

Abu Dhabi University's success stems from clarity of vision and values. We regard students and faculty as a community of scholars, together pursuing knowledge, supported by great professional staff and excellent estate and facilities. We continue to invest in our facilities; this year alone, we have added a new building to expand our laboratory provision for engineering and science; completed an extension to the student dormitories; and updated our facilities. From September, we are opening our Dubai Campus, in an iconic building in the Dubai Knowledge Park.

Students and faculty make a university what it is. My job is to harness this collective talent to enhance further the University's reputation and to contribute to the economy and society in and beyond the United Arab Emirates. Above all, I want to ensure that your time at Abu Dhabi University is a memorable one, not only for helping you achieve your full academic potential, and giving you the skills and qualifications for productive careers, but also for supporting your personal growth as a rounded and productive citizen.

I look forward to welcoming you to Abu Dhabi University.

**Professor Waqar Ahmad FACSS PhD BA**  
**Abu Dhabi University Interim Chancellor**



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# 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 ADU's Board of Regents Members. Abu Dhabi University currently serves over 6000 students from over 55 different nationalities at two campuses, one in Khalifa City, Abu Dhabi and the other in Al Ain.

Abu Dhabi University consists of five Colleges: the College of Arts and Sciences (CAS), the College of Business (COB), the College of Engineering (COE), the College of Law (COL), and the University College (UC). Other ADU Programs, Institutes and Center include: the Military Program; and the Center of Excellence for Smart, Sustainable and Entrepreneurial Cities, under which there are three centers: the Research Center in Sustainable Built Environment, the Research Center in Sustainable Business Processes, and the Research Center in Smart Services for Smart Cities. Education at ADU follows the American university system with the language of instruction being English and its degree programs open to students of all nationalities.

## **Abu Dhabi University Philosophy**

The Founders of Abu Dhabi University and its Board of Regents Members strongly believe that the UAE society is in need of a first class, internationally, private university that will contribute in advancing the social, educational, cultural and economic interests of the nation. As such, ADU aims 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 an institution of higher education that is run in a business-like manner to warranty maximum efficiency of its operation. It is a UAE institution utilizing the best of the American, British and Arab models of higher education while operating in a multicultural Arab country. ADU is a comprehensive institution, where scholarship and applied research are valued to promote the economic welfare of the UAE, as well as to provide the most updated knowledge and modern tools to the student body. With the exception of the PG Law Programs, the language of instruction in the courses at ADU is English.

Admission is open to students of all nationalities that qualify, based on academic ability and interest in a field of studies, in the context of the philosophy, vision, core values, mission, strategic goals, and annual objectives of the institution.

Abu Dhabi University first and foremost is an institution where teaching and learning are paramount. Faculty that are hired are of international status and they enhance the active learning of the Abu Dhabi University students preparing them for the challenges of the UAE and of the global economy. Scholarship and research activities are valued because they bring an intrinsic value to the institution and the degree programs in which students are studying. The active research role of the ADU faculty allows them to remain current in pedagogy and their field of expertise, thus enhancing classroom experience with the most recent developments in scientific and technological fields. Service to the University and the community are part of the responsibility of all the academic community in support of the overall mission of the University to promote the welfare of the UAE and its people.



## Licensure and Program Accreditation

The authority to license institutions of higher education to grant degrees and other academic awards and to accredit programs rests with the UAE Ministry of Higher Education and Scientific Research (MOHESR). Any institution located in the UAE that issues academic degrees, certificates, or diplomas 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's CAA Licensure and Program Accreditation

Abu Dhabi University obtained institutional accreditation from the UAE's Ministry of Higher Education and Scientific Research in 2003. This license has been renewed twice for both our Abu Dhabi and Al Ain campuses, and each renewal was obtained for the maximum period of 5 years.

After obtaining institutional licensure an academic institution can seek accreditation for each of its academic degree programs with an awarding period of five years.

The process for program accreditation by the Commission for Academic Accreditation (CAA) of the UAE Ministry of Education requires the review of a program by a visiting committee of experts in the discipline, drawn, usually, from experts outside of the country. All programs offered at Abu Dhabi University have received CAA accreditation.

## Abu Dhabi University International Accreditation

Abu Dhabi University in addition to its UAE accreditation has been committed to obtaining accreditation by international university-accrediting bodies.

In July 2014 three programs in the College of Engineering, the B.Sc. in Civil Engineering, the B.Sc. in Electrical Engineering, and the B.Sc. in Computer Engineering, were accredited by the Accreditation Board for Engineering and Technology (ABET). These were followed by the Mechanical Engineering department, which was accredited by ABET in September 2016. ABET is the highest accrediting agency in USA for programs in applied science, computing, engineering, and technology. ABET accredits individual degree programs, not institutions or colleges, and guarantees that a specific degree program meets high quality standards of the profession for which it prepares its graduates.

In February 2015, all programs in the College of Business Administration received accreditation by the Association to Advance Collegiate Schools of Business (AACSB). AACSB- International is the premier international accrediting body for business programs in the United States. So far, less than 5% of business schools in the world have been successful in achieving AACSB accreditation. This was followed in January 2017 by the accreditation by the European Quality Improvement System (EQUIS), an international accreditation system in management and business administration run by the European Foundation for Management Development.

In February 2016, Abu Dhabi University as an institution was accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). WASC is one of the six official academic bodies in the United States, responsible for the accreditation of public and private universities, colleges, secondary, and elementary schools, and of foreign institutions of American origin. The Accrediting Commission for Senior Colleges and Universities is the part of WASC that accredits public and private senior colleges and universities. ADU is the only private university in the Middle East to have received WASC accreditation.



## 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

- Professional Post-Graduate Diploma in Teaching (Arabic)
- Professional Post-Graduate Diploma in Teaching (English)
- Master of Education in Educational Leadership
- Master of Science in Special Education

### College of Business

- Master of Business Administration with concentrations in Aviation Management, Finance, Human Resource Management Project Management and Logistics and Supply Chain Management
- Executive Master of Business Administration Degree from ADU & MS in Global Business from University of Tampa, Dual Degree Program
- Master of Human Resources Management with concentrations in International Human Resource Management, Organizational Leadership, Strategic Human Resources Management, and Training & Development
- Master of Strategic Leadership
- Doctor of Business Administration

### College of Engineering

- Master of Engineering Management
- Master of Project Management
- Master of Science in Civil Engineering
- Master of Science in Information Technology
- Master of Science in Sustainable Architecture
- Master of Science in Electrical and Computer Engineering
- Master of Engineering in Electrical and Computer Engineering
- Master of Science in Mechanical Engineering

### College of Law

- Master of Public Law
- Master of Private Law





## Vision

Abu Dhabi University will be a leading university in the MENA region, preparing graduates with the knowledge, skills and mindset to develop the leaders of tomorrow.

## Mission

At Abu Dhabi University students are at the heart of everything we do. We prepare graduates for exciting careers through world-class education, enriched by innovative and flexible programs, international accreditations, applied research, and impactful industry and community engagement.

## Values

Excellence

We hold ourselves accountable to the highest standards of performance in everything we do.

Innovation

We inspire creativity, encouraging innovation to enhance the student experience and maintain global relevance.

Teamwork

We work together, and with our partners, as one team. We celebrate and respect our diversity and build lasting relationships to achieve our shared ambitions.

Integrity

We uphold the highest moral and ethical standards in all that we do.

## Strategic Goals

ADU's strategic goals for the period 2014-2019 include:

1. Create a student-centered learning environment conducive to intellectual and professional student growth;
2. Meet the needs of our stakeholders and be a responsive contributor to our community;
3. Achieve academic excellence at every level;
4. Deliver operational excellence across the institution;
5. Support a collegial and innovative work environment;
6. Maintain a sustainable financial position with the ongoing capacity to invest in growth and the pursuit of excellence.

## Three 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 or in Dubai, the commercial capital of the UAE. 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-campus or deliver simultaneous, multi-location lectures by means of video-conferencing.

## Abu Dhabi Campus

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 a large island just off the mainland of the Abu Dhabi Emirate.

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

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



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.

## Dubai Campus

Dubai is well known for its warm hospitality and rich in cultural heritage, and the Emirati people are welcoming and generous in their approach to visitors. With year-round sunshine, intriguing deserts, beautiful beaches, luxurious hotels and shopping malls, fascinating heritage attractions and a thriving business community, Dubai receives millions of leisure and business visitors each year from around the world.

The past few decades have witnessed incredible growth throughout all sectors of the Dubai economy. The Emirate's government is constantly working to improve its commercial transparency and introduce dynamic

regulations that aid the formation of small and medium enterprises.

Abu Dhabi University's campus in Dubai offers Master and Doctorate degrees programs carefully selected to cater for the needs of professionals working in the business communities, construction and engineering industries, finance and banking sectors, health and education institutions, management and legal firms.

Our teaching faculty are graduates with advanced degrees from top higher education institutions, with outstanding academic, research, and industrial experiences. Our teaching facilities are equipped with the latest instructional tools, supported by laboratories equipped with state-of-the-art audio-visual technologies, and well maintained by a highly qualified team of technical staff. Our library is rich with academic and technical references to help our graduate students in their academic and research work, and electronically linked to local and international libraries.

Our administrative and financial team members are friendly, warm, and dedicated to support our students from admission to graduation. Extra-curricular activities are encouraged within the campus and outdoors, as well as sport and social activities.

Dubai Campus is strategically located in the heart of the knowledge village with accessibility to public transportation and surrounded by a variety of top companies, banks, shops, restaurants, natural views and small parks.

**DUBAI CAMPUS**



**ABU DHABI CAMPUS**

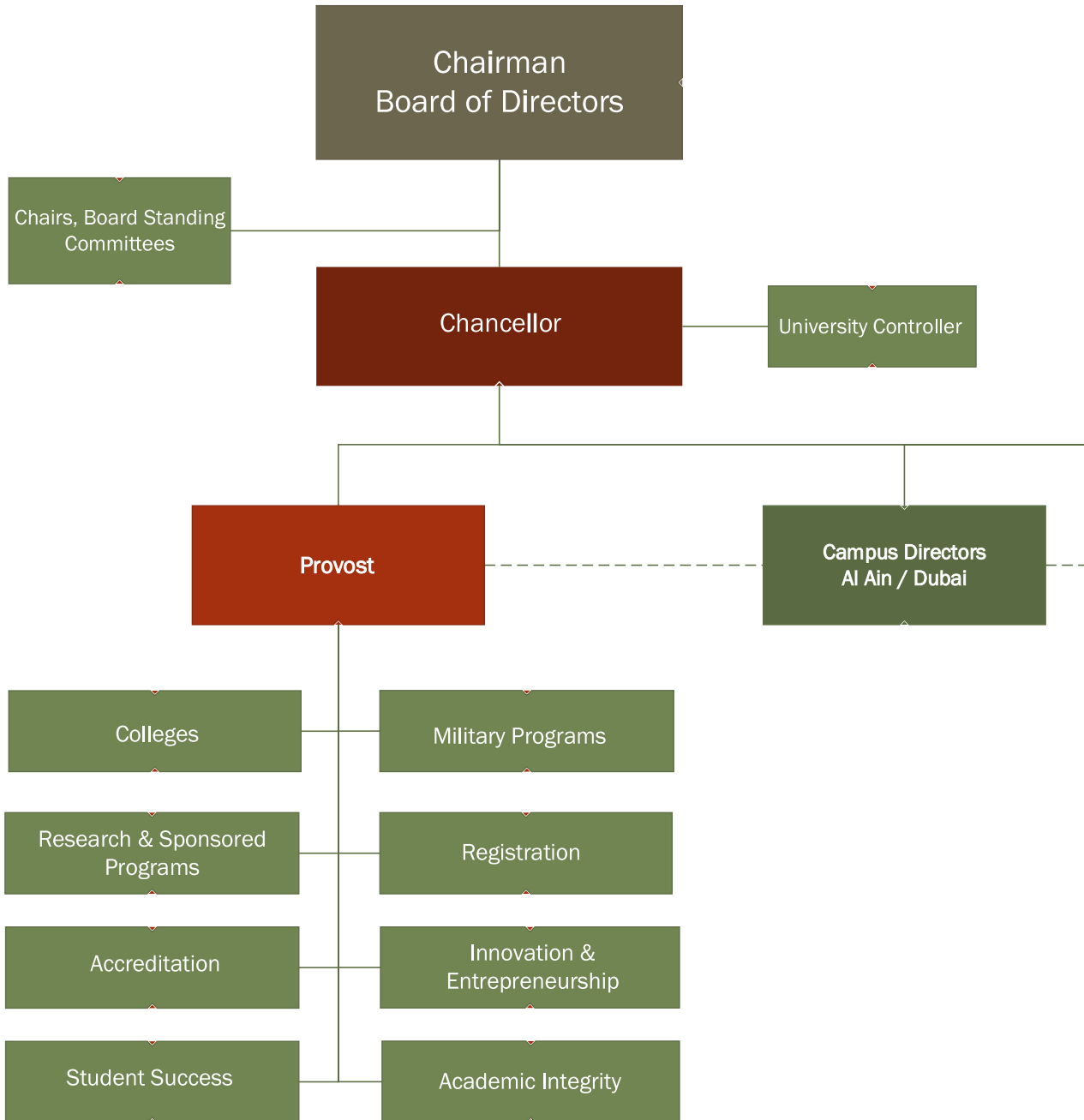


**AL-AIN CAMPUS**





## Abu Dhabi University Organizational Chart



Vice Chancellor for  
Administrative and  
Financial Affairs

Human Resources

Finance

Information Technology  
Service

Business Support Facilities

Organizational  
Planning & Strategy

Enrollment and Marketing

Community Relations

Student Affairs



# 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 and agree to the terms of the Abu Dhabi University Code of Honor once they submit their applications.

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 online Application for Admission form with a non-refundable application fee (online payment),
- 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. Passport-sized photographs; (to be uploaded in the online application
- d. A copy of a valid passport and residency visa (if applicable),
- e. Copy of the UAE National Identity Card,
- f. Evidence of relevant work experience,
- g. An application letter of 500-1000 words in length,
- h. 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, EMSAT min. score of 1400,
- i. Copy of the latest C.V.,
- j. 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.
- k. 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 cut off date will be issued rejection letters. However, students may

reapply once their admission documents are complete.

\*The basis for admission is the Master degree. 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.

### 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 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

Table of Equivalent Scores on tests of English Language Proficiency\*

EmSAT	TOEFL	IELTS	Cambridge	IESOL/SESOL City and Guilds	Pearson PTE Academic
1250 - 1375	530 (197 CBT, 71 iBT)	5.5	162 - 168	B2 Pass	42 - 49
1400 - 1525	550 (213 CBT, 79 - 80 iBT)	6.0	176 - 184	B2 Pass	50 - 57

\*Note: Score equivalents are provided by testing organizations.





Based TOEFL, or 550 paper-based IT TOEFL (taken at ADUKG or Amideast) or 6.0 in Academic IELTS, EMSAT min. score of 1400.

### 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 online Application for Admission form with a non-refundable application fee (online payment),
- 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. Passport-sized photographs (to be uploaded in the online application),
- e. A copy of a valid passport and residency visa (if applicable),
- f. Official transcripts and course syllabi from other universities for credit transfer,
- g. Evidence of relevant work experience may be required (for Master of Strategic Leadership applicants);
- h. 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, EMSAT min. score of 1400,
- i. Copy of the latest C.V.,
- j. 2 Recommendation letters may be required (applicable for Master of Engineering Management applicants),
- k. 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 cut off 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.

### **Master Degree Regular Entry Requirements:**

- All students applying for Master Degree admission 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, EMSAT min score of 1400.

### **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:**

Students with a recognized baccalaureate degree and an EmSAT score range of 1250 - 1375 or its equivalent on another standardized test approved by the Commission such as TOEFL scores of 197 CBT, 71 iBT, 530 PBT, or 5.5 IELTS. Such students must meet the following requirements during the period of conditional admission or be subject to dismissal:

1. Must achieve an EmSAT score range of 1400 – 1525 or equivalent, by the end of the student's first semester of study;
2. May take a maximum of six credit hours in the first semester of study, not including intensive English courses;
3. Must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in the first six credit hours of credit-bearing courses studied for the master's program.

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.



Table of Equivalent Scores on tests of English Language Proficiency\*

EmSAT	TOEFL	IELTS	Cambridge	IESOL/SESOL City and Guilds	Pearson PTE Academic
1250 - 1375	530 (197 CBT, 71 iBT)	5.5	162 - 168	B2 Pass	42 - 49
1400 - 1525	550 (213 CBT, 79 - 80 iBT)	6.0	176 - 184	B2 Pass	50 - 57

\*Note: Score equivalents are provided by testing organizations.

**Case II:**

For graduate programs taught in Arabic, unless an exemption is granted by the Commission, a minimum score range of 950 - 1075 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally-recognized tests that are approved by Commission, such as TOEFL scores of 139 CBT, 51 iBT, 450 PBT, or 4.5 IELTS, or others as identified in below table for equivalent Scores on Approved Tests of English language Proficiency.

- 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 who graduated from universities outside the UAE are required to submit an Equivalency letter from the Ministry of Higher Education and Scientific Research by the end of the first semester.

If the conditionally admitted students fail to submit their Equivalency Letters during the first semester, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students should approach the Office of Student Recruitment and Admission in writing in case they are not able to submit their Equivalency Letters by the end of their first semester at ADU. A committee will decide on each case based on the provided documentation.

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 will 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.

An additional master's degree from the same institution may be awarded only when a student meets the admission requirements for the second degree and upon completion of the requirements of the additional degree, which must include at least 15 credits of courses that are distinctive and not taken to meet requirements of the first degree.



Master's degrees offered by any institution must include no less than 15 credits that are distinctive to that particular master's program.

## Professional Post-Graduate Diploma in Teaching General Admission

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

- a. A fully online 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. Passport-sized photograph (to be uploaded in the online application),
- 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 an 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 Student Support Services will offer an orientation program for new students who are admitted to the Abu Dhabi University for fall and spring Semesters. Students admitted to the 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 find out 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;
8. Get help to adjust to the new environment.



Students are 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. Students transferring from other institutions into the same program major, Should be in good academic standing (for undergraduates, a minimum CGPA of a 2.0 on a 4.0 scale, or equivalent) based on the teaching, learning and assessment system employed in the organization at which they initially enrolled, demonstrated by certified transcripts or other evidence;
2. The transfer of credits may be accepted towards fulfilling the requirements for a university degree provided they are deemed equivalent (relevant and at the appropriate level of study) to a specific course and program. The Dean of the appropriate College will decide what credits can be transferred towards the completion of an ADU program;
3. 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,
4. 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,
5. The student has received grades of at least B, and the coursework is deemed comparable to what is required in the specific degree program,
6. Credit transfer will not be granted twice for substantially the same course taken at two different institutions,
7. The course credit hours to be transferred are equal or higher to the credit hours of Abu Dhabi University courses,
8. 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 University students, 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.
7. Valid IELTS, Valid Passport, Visa and UAE National ID Card

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 an interview with the student may be required. The committee will evaluate the students' Abu Dhabi University transcripts and course syllabi and will have 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 online 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 in Abu Dhabi University and change their status to regular students must meet the admission requirement. Please refer to the current admission policy and credit transfer policy if applicable.

## 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 online 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.





Umm Al-Qadisiyah University  
جامعة القادسية



## Admission Requirements

### Master of Engineering Management

1. A Bachelor's Degree in engineering recognized by the UAE Ministry of Higher Education and Scientific Research.
2. The following pre-core (or foundation) courses are required of all applicants unless a student has successfully completed the course or its equivalent prior to joining the program.

#### Foundation (Pre-Core) Courses \*

Course Code	Course Title	Credit Hours	Prerequisite(s)
ACC 482-PC	Financial Accounting	2	No Prerequisite
GEN 200	Engineering Economy	3	No Prerequisite

3. The applicant must submit two letters of recommendation.

### Master of Project Management

1. A Bachelor's Degree recognized by the UAE Ministry of Higher Education and Scientific Research in Engineering, Architecture, Computer Science, or IT.
2. There are no pre-core courses required for admission to this program, however, certain elective courses require that students have undertaken pre-core courses in related subjects. Pre-core courses are waived if a student has taken any of them in his/her undergraduate/graduate degree with score of C or above. The pre-core courses are:

Course Code	Course Title	Credit Hours	Prerequisite (s)
ACC 482-PC	Financial Accounting	2	No Prerequisite
GEN 200	Engineering Economy	3	No Prerequisite

The elective course MEM504 requires an undergraduate level course in statistics with a minimum grade of C, or passing a statistics challenge test.

### Master of Science in Civil Engineering

1. Candidates for admission must have a bachelor's 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
3. Candidates with CGPA in their undergraduate degree of 2.5 or above will be admitted to the M.Sc. in Civil Engineering program.
4. Based on the courses the applicant took at the undergraduate degree level, and the concentration applied for, the Program Director may require the applicant to take certain undergraduate remedial courses or pass a challenge test.





## Master of Science in Information Technology

1. A Bachelor's Degree recognized by the UAE Ministry of Higher Education and Scientific Research in Information Technology, Computer Science, Computer Engineering or closely related areas.
2. Applicants may be required to complete some or all of the below program pre-core courses (when the first degree is not directly related to the program. Pre-core courses are determined by the Director of the MSIT program on a case-by-case basis, and are waived if a student has taken any of them in his/her undergraduate degree with score of C or above. 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).

### Pre-Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CSC 302	Database Management Systems	3	No Prerequisite
CSC 305	Data Communication and Networks	3	No Prerequisite
CSC 307	Web Design and Programming	3	No Prerequisite
CSC 311	Java programming for the Internet	3	No Prerequisite

## Master of Science in Sustainable Architecture

1. A Bachelor's Degree recognized by the UAE Ministry of Higher Education in Architecture, Architectural Engineering, Urban Planning, Built Environment, or Landscape Architecture.
2. Applicants may be required to complete some program pre-core courses to be determined by the Director of the Master of Science in Sustainable Architecture Program on a case-by-case basis depending on the curriculum of his/her bachelor's degree. These pre-core courses are as follows:

### Pre-Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
ARC 360	Urban Planning or equivalent	3	No Prerequisite
ARC 470	Urban Design or equivalent	3	No Prerequisite
ARC 540	Sustainable Design or equivalent	3	No Prerequisite

## Master of Science in Electrical and Computer Engineering

1. Candidates applying for the MScECE program are required to have a Bachelor's degree in Electrical Engineering, Computer Engineering, IT, or related fields from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research.
2. Based on the courses the applicant took at the undergraduate degree level, the Program Director may require the applicant to take certain remedial undergraduate courses or pass a challenge test.



Course Code	Course Title	Credit Hours	Prerequisite(s)
CEN 304	Electronic Circuits and Devices	3	No Prerequisite
EEN 345	Power Systems	3	No Prerequisite
CEN 305	Microprocessors and Firmware Programming	3	No Prerequisite

## Master of Engineering in Electrical and Computer Engineering

1. Candidates applying for the MEngECE program are required to have a Bachelor's degree in Electrical Engineering, Computer Engineering, IT, or related fields from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research.
2. Based on the courses the applicant took at the undergraduate degree level and his/her previous experience, the Program Director may require the applicant to take certain remedial undergraduate courses or pass a challenge test.

Course Code	Course Title	Credit Hours	Prerequisite (s)
CEN 304	Electronic Circuits and Devices	3	No Prerequisite
EEN 345	Power Systems	3	No Prerequisite
CEN 305	Microprocessors and Firmware Programming	3	No Prerequisite
GEN 200	Engineering Economy	3	No Prerequisite

## Master of Science in Mechanical Engineering

Students with a Bachelor degree in Mechanical Engineering recognized by the UAE Ministry of Higher Education and Scientific Research and related fields are eligible to apply. However, students with undergraduate degrees other than mechanical engineering may be admitted on conditional basis. Such students will have to take some undergraduate-level deficiency courses, as determined by the graduate advisor after examination of their undergraduate transcripts.

Students who lack the expected knowledge for unconditional admission must complete the required prerequisite undergraduate courses as recommended by the graduate advisor. The expected prerequisite knowledge for the MSME:

Course Code	Course Title	Credit Hours	Prerequisite (s)
MEC 465 or equivalent	Introduction to the finite element method	3	No Prerequisite



## Master of Business Administration

1. Candidates for admission must have an undergraduate degree.
2. Students with an undergraduate degree outside of business will be required to take the 4 MBA Pre-core 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	No Prerequisite
ACC 482-PC	Financial Accounting	2	No Prerequisite
ECO 482-PC	Introduction to Economics	2	No Prerequisite
BUS 482-PC	Quantitative Methods in Business	2	No Prerequisite

- Conditionally admitted students should be preparing for clearing their English requirement situation during their first semester at Abu Dhabi University.
- Conditionally admitted students with no TOEFL/ IELTS must obtain the required English Proficiency prior to registering in any course.
- Conditionally admitted student with a TOEFL below 530 or equivalent can only take one course i.e. pre-core course in his/her first term.
- Conditionally admitted students with a TOEFL between 530 and 549 or equivalent can take one core course or one pre-core course in his/her first term.
- All students admitted conditionally based on CGPA or English proficiency will be required to participate in the COBA Postgrad Mentorship Program.
- All PG students with CGPA below 3.0 will be required to participate in the COBA Postgrad Mentorship Program.

## Master of Human Resources Management

1. Candidates for admission must have an undergraduate degree.
2. Students with undergraduate degree outside of business will be required to take the 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.

Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 482-PC	Introduction to Management	-	No Prerequisite
BUS 482-PC	Quantitative Methods in Business	-	No Prerequisite



- Conditionally admitted students should be preparing for clearing their English requirement situation during their first semester at Abu Dhabi University.
- Conditionally admitted students with no TOEFL/ IELTS must obtain the required English Proficiency prior to registering in any course.
- Conditionally admitted student with a TOEFL below 530 or equivalent can only take one course i.e. pre-core course in his/her first term.
- Conditionally admitted students with a TOEFL between 530 and 549 or equivalent can take one core course or one pre-core course in his/her first term.
- All students admitted conditionally based on CGPA or English proficiency will be required to participate in the COBA Postgrad Mentorship Program.
- All PG students with CGPA below 3.0 will be required to participate in the COBA Postgrad 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](http://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.

## Credit Hours

Courses are calculated in credit hours. Each course carries a certain number of credit hours that are awarded after the successful completion of that course.

Students admitted to a Postgraduate Degree must complete the required number of credit hours of courses taught according to a program approved by the College Council.

Students must successfully pass any remedial or other courses during the first academic year. The pre-core courses are not counted towards the GPA, although they appear on student's transcripts.

## 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.

## Re-Enrollment

a. A former Abu Dhabi University student in good academic standing, whose enrollment at ADU has been voluntarily or involuntarily interrupted (such

as Financial issues, Medical conditions, Work related issues etc), for more than one semester (excluding summer semesters). Those semesters include the semesters from which the student has withdrawn with the approval of the concerned Dean.

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

Those students must petition the Office of the Registrar in writing for re-enrollment to the University. Students are encouraged to begin the re-enrollment process at least two months prior to the beginning of the semester stating the following:

1. Reasons for leaving Abu Dhabi University and reasons for returning
2. Current contact information
3. Medical report for students who withdraw from Abu Dhabi University for reasons of illness.
4. Clearance from the Finance Department at Abu Dhabi University

If the student meets the requirements, a committee comprised of the Provost, Dean of the concerned college, and the Registrar will look into the request and make a decision on a 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.'

## 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.

## 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 towards 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.

Undergraduate students may not register for more than six credits of Independent Study. 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.

## Credits Earned At Other Academic Institutions

Continuing Abu Dhabi University students in good academic standing who wish to enroll in courses at other institutions where the credit earned will be used to fulfill degree requirements at Abu Dhabi University must satisfy one of the following conditions that delay the student's graduation:

1. The course is not offered in the current semester and not taking it will delay the graduation;
2. The course is offered but conflicts with another required course.

The course to be taken outside Abu Dhabi University has to be equivalent to an ADU course, as defined in the credit transfer policy. The respective College advisor will evaluate the student's request against the above conditions. If a student meets the conditions specified above and are in compliance with the university's residency requirements, his/her request will be forwarded to the College Dean along with all supporting documents. If approved, the Office of the Registrar will issue a Letter of Approval to the other academic institution.

## 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 in case 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](http://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.

## **Tuition Fee**

Tuition is based upon the college and/or department classification as opposed to the course classification or level. Tuition rates for undergraduate 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 are also 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 the start of each academic year.

University institutional policy requires all students to pay tuition fees in advance. Failure to pay tuition fees by designated deadlines may result in a student to be administratively dropped from one or more classes. Students who have been dropped can re-enrolled again, but 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 owed is paid in full.







## Fees Structure - AED

Postgraduate Tuition and Fees	Frequency	Fees	
		Abu Dhabi	AL Ain
<b>College Arts and Science</b>			
Professional Post-Graduate Diploma in Teaching	Per credit hour	-	900
Master of Education in Leadership	Per credit hour	2840	2840
Master of Science in Special Education	Per credit hour	2840	2840
<b>College of Business Administration</b>			
Master of Business Administration	Per credit hour	2840	2840
Master of Human Resources Management	Per credit hour	2840	2840
Doctor of Business Administration	Per credit hour	4620	-
Master of Science in Finance	Per credit hour	2840	-
Executive Master of Business Administration	Per credit hour	3500	-
<b>College of Engineering</b>			
Master of Engineering Management	Per credit hour	2940	2940
Master of Science in Computer Science	Per credit hour	2835	-
Master of Project Management	Per credit hour	2940	-
Master of Civil Engineering	Per credit hour	2835	-
Master of Science in Information Technology	Per credit hour	2835	-
Master of Science in Electrical and Computer Engineering	Per credit hour	2835	-
Master of Engineering in Electrical and Computer Engineering	Per credit hour	2835	-
Master of Science in Sustainable Architecture	Per credit hour	2835	-
Guided Reading Course	Per credit hour	2100	-
<b>College of Law</b>			
Master of Law	Per credit hour	2840	2840
<b>Admission Fee</b>			
Admission Application - (Non-Refundable)	One Time	400	400
Registration - (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	950	950
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
<b>Accommodation Fees - Only in Abu Dhabi</b>			
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	-
Dorm Clearance Penalty	Per Occurrence	200	-
Dorm Late Registration fee	Per Occurrence	200	-
<b>Other Fees - Both campuses</b>			
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	
Official Letter (Estimated Tuition Fee)	Any time/upon request	50	
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 - Refundable	One Time	5560	
Residence Visa (Applicants inside UAE)	One Time	1400	
Residence Visa (Applicants outside UAE)	One Time	850	
Visa Transfer	One Time	-	
Visa Renewal	Per Occurrence	550	
Visa Cancellation (ADU has passport)	One Time	120	
Visa Cancellation (ADU doesn't have passport)	One Time	325	
Student Health Insurance	Per Year	800	
Maintenance Deposit - Refundable	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 Penalty	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 or online using Student self-service. Tuition and fees may also be paid by cash, checks, and valid master or visa 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](http://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.

Note: The system will not allow to enter decimal while online Payment, you need to make sure to enter the amount without decimals.

- 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:
  - a) 100% refund during the first academic calendar week;
  - b) 75% refund during the second academic calendar week;
  - c) 50% refund during the third academic calendar week; and
  - d) 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 fifth and sixth days of classes
  - 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. 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.







# STUDENT AFFAIRS DEPARTMENT

The Student Affairs Department is comprised of three functional units-Career Development (CD), Student Engagement and Development Office (SEDO), and Student Support Services (SSS). Each unit has unique resources, services, programs, and activities for students, to help them adjust to university life and strengthen their overall educational experience. The Student Affairs Department is primarily student-focused with an emphasis on holistic, experiential, and developmental learning.

## Career Development Office

The Career Development Office provides an all-inclusive approach to career development beginning with career awareness and career decision making and aims at helping students and graduates in developing, evaluating and executing their career plans. The Career Development Office focuses on experiential education opportunities throughout the academic year in tune with the requirements of the UAE labor market. Therefore, upon graduation, Abu Dhabi University students manage to get their way to the most prestigious companies in the country and reach higher in their career pursuit. The Career Development Office offers a range of services:

### Career Assessment

The office provides career assessments to assist students discover their strengths and guide them to a career path that best suits their personality and values. Studies show that a fit between an individual's personality and his work plays an important role in achieving job satisfaction and success. When students choose a career based on their interests, personality, and work values, they will be able to navigate their future career along a fulfilling path. The Career Development Office administers psychometric evaluations based on John Holland's occupational themes and personality types. The office also administers work values inventory to assess personality and to measure the relative importance placed by students on work value aspects. These assessments are offered to support students' decision-making in terms of careers, majors, and career paths.

### Career Guidance

Career Guidance and Advising is offered to students and fresh graduates who have career inquiries and assists them in improving their strategies in achieving their career goals through a series of practical and effective action plans. Students can book one-to-one consultation with the Career Development Office's certified career advisors.

### Internship

The Internship program provides students the opportunity in bridging their academic knowledge with practical application and actual work experience. Internship constitutes a valuable part of the student's graduation requirements. As such, it is considered an important and natural extension of Abu Dhabi University's role in helping students increase their employability. By undertaking a supervised compulsory training course, students will have the opportunity to put into practice what they have learned in theory.

Internship is a supervised, practical training program over a specific period of time, and that which carries credit. The Career Development Office offers assistance to students requiring internship placements. Whenever possible, students are encouraged to seek and arrange their own internship as part of their job search training. Undergraduate students, enrolled in their third or fourth year, who meet a pre-specified CGPA and number of credit hours completed, are eligible for internship. Assessment is based on the evaluation of the college mentor and company supervisor evaluation, student commitment, and internship reports prepared by the intern.

### On-Campus Student Employment Program

The Student Employment Program provides on-campus part-time employment to eligible students who desire to work and acquire valuable work experience while studying at Abu Dhabi University. This program provides students the opportunity to develop skills, their profile, and widen their work history that will be important once they graduate from university. The on-campus Student Employment Program allows students the flexibility of work by providing them the option to work on campus



during their free time. The program adheres to labor and higher education ministry regulations.

### Graduate Employment Services

The office provides recruitment support to Abu Dhabi University graduates who are seeking employment after graduation. The service includes CV and LinkedIn consultation, mock interviews, job-matching service, job readiness workshops, and distribution of graduates' CVs to suitable employers.

### Career Workshops and Trainings

The Career Development Workshop conducts a series of workshops throughout the academic year to assist students and graduates with their career decision-making and planning, and enhancing their job search skills. Some of the topics covered in career workshops are: Networking for Success (How to build connections and increase your professional network), CV Writing (How to make your CV stand out from the crowd), and Career Guidance Workshop (How to discover your path and plan for your career). The office also offers professional development trainings and seminars where students gain insight to a topic via lectures and discussions conducted by industry experts.

### Career Development Conference

The Career Development Office organizes symposia and conferences to provide students learning opportunities and career development opportunities. The office invites keynote speakers allowing students the opportunity to learn from experts, develop new skills, expand their professional network, and enhance their career education.

### Career Fair

Each year, the office hold its annual careers fair designed for students and graduates to meet directly with top regional and international employers. The fair is an opportunity for students to access the job market and introduce themselves directly to prospective employers, apply for fulltime or internship opportunities, and find out more organizations' graduate programs.

### Career Events

All throughout the academic year, the Career Development Office engages students in careers events which provides learning opportunities to help in their career planning, develop their skills, as well as to meet with employers and organizations. Events organized by the Career Development Office are CV Day, Assessment

Day, Recruitment Day, Career Fashion Event, Employer Meetups, Career Connect, and many others.

### Online Jobs Portal


The Career Development Office has an online jobs portal where students can create their CVs, highlight their profile, access career resources, search for career opportunities, and directly apply for fulltime and internship opportunities. The jobs portal, exclusive for ADU students, can be accessed at: [studentjobs.adu.ac.ae](http://studentjobs.adu.ac.ae)

### Career Resource Materials

The office provides literature on career related topics and programs. Resources can be obtained at the Career Development Office.

Contact the Career Development Office at [careers@adu.ac.ae](mailto:careers@adu.ac.ae) | 02-5015919

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## Student Engagement & Development Office (SEDO)

The Student Engagement & Development Office is a student-centered department that works in unison with various student bodies, clubs and groups in order to enrich ADU's community with an expansive variety of cultural, social, artistic, religious, environmental, recreational, health, wellness and sporting programs. SEDO is always looking forward to create a vibrant campus life and to engage students into exciting new activities and events that occur on & off campus. Programs that represent the aim of the office are the following:

- **Student Council Program:** This elite body of elected individuals offer a strong bridge of communication between the student body and ADU's management. The SC ensure that they embrace the needs of their fellow students' in order to assist understanding and suggest significant developments in Abu Dhabi University. The student council undertake a variety of training style programs to enhance leadership and management opportunities once they graduate from





ADU.

- **Clubs Program:** There is an extensive and varied menu of opportunities, within the student club body, designed to motivate Abu Dhabi University students. There is also the opportunity to suggest and create new activities through application and guidance, by SEDO staff, and for students to feel as though they are free to illustrate their culture, interests and passions.
- **Sport:** There is an opportunity to enhance physical skills and also learn new skills within the ADU competitive teams and development programs, through various activities on and off campus, such as football, basketball, cricket, volleyball, badminton, table-tennis tournaments and games. ADU participate in ADISL (Abu Dhabi Inter-Sport League) and HESF (Higher Education Sports Federation) travelling to other facilities to play in well-organized leagues. This year will be the first year that ADISL promote 'gaming' along with new activities such as fencing and fitness.
- **Leadership Program:** Students are encouraged to volunteer within SEDO, ADU and the outside community whilst also working with corporates through cross-generational working and CSR initiatives. Several tiers of 'leaders' are supported and will be given rewards through training, development, university exchange and International volunteering opportunities.

Throughout SEDO's several development, leadership and empowerment programs students are given the opportunity to make informed and pro-active decisions therefore implementing positive change in their own lives, healthily spilling over into their ADU community. By empowering and enriching our students SEDO assist the faculty and administration by helping students' create their best self.

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.

## Student Support Services

Student Support Services is responsible for catering non-academic support services to Abu Dhabi University registered students. These services create co-curricular atmosphere that promotes student healthy campus life twined with upholding student development and success.

Our Office operates two counters, one for male and one female to attend to students' needs and concerns.

## Services Offered

### Code of Conduct

The Student Support Services unit fosters Abu Dhabi University community to be an environment of respect, integrity, and awareness. It promotes good behavior among students by educating and implementing the student code of conduct which creates a safe and healthy environment for Abu Dhabi University community.

### 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

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. 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.

## **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.

## Smoking

Smoking is not permitted in any University premises, public spaces and hallways of residences owned and managed by Abu Dhabi University 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.

## 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 Support 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 of:
  - 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.

### **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/or 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. Curfew hours are applied to ensure student safety and promote a secured environment of campus living.

#### **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 bed/s, complete beddings, bed side drawers, study desks, and cupboards, microwave ovens and refrigerators.

#### **Facilities and Services available:**

- Common kitchens
- Laundry room
- TV room
- Study areas with desktop computers
- Gym
- Recreation facilities
- Sports facilities (football, basketball, volleyball, tennis courts).
- Supermarket
- Weekly transportation to and from shopping areas
- Wireless Internet connection
- Cleaning services





- Safety and Security services
- Maintenance services

## Counseling Service

Counseling Services aim 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.

## 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;

### 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 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.

## 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 comply with the student visa policy.

- Immediate updating from the student's side for Student Support Service office with any changes may occur to the students communication channels (Tel Nos. & E-mails).

### Students under Abu Dhabi University sponsorships, together with GCC students wish to have Health Insurance, should apply through the Student Support Services Office, with the following requirements:

- Copy of a valid passport with the visa page / or entry stamp page for the GCC students
- (1) passport size photo white background
- Copy of Emirates ID
- (TWIMC) Letter from Registration Department shows that the student is registered & continuing at Abu Dhabi University
- Fee

### Health Insurance card process will take from 10 to 15 days upon submission of the above mentioned complete requirements

## 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, 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.

### 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.

### Campus Notice Boards

Campus Notice Boards are intended for publicizing activities and / or events that are occurring within the Abu Dhabi University or have specific relevance to the community of ADU. Notice postings will be at the discretion of Student Support Services.

### IT Services

IT department provides Information technology and computing services across ADU. Details of IT services provided for students are as follows;

#### Student user account

All ADU students are provided with a user account based on unique student ID number, this account is used for accessing all ADU online services and computer facilities in ADU

An example of ADU student account0000000@students.adu.ac.ae

Email Format: "Student Number" @students.adu.ac.ae

Example Email Address: 0000000@students.adu.ac.ae

### Access to student account

Student should set password for their account before they can access any online services in ADU. Student need to protect and ensure that their password is secure, student account and password is owned by the student and responsible for keeping it secure.

How to enable the password to student account?

1. Go to ADU portal <http://my.adu.ac.ae>
2. User will be prompted to answer security questions.
3. Choose and set a permanent password for the account.

#### Student Online Learning Services

Student online learning services are very important tools for students in ADU these services are called;

Student Information Systems that enable students to access their student information, course registration, online payment, viewing schedule and grades.

Blackboard, which is the primary eLearning platform for all ADU students. Student can access the subject/course materials on blackboard, assignments, e-textbooks. It is the primary tool for Faculty and Student interaction and can facilitate collaboration in the course.

Office 365 includes the complete academic license Microsoft Office Suite. Microsoft Office 365 provides student access to Email, download and install Microsoft Office application that can use used by current student on their personal computers.

One Drive a cloud storage hosted by Microsoft provide students 1TB of storage space online.

These services are all accessible on ADU student portal. <http://my.adu.ac.ae>.

#### IT facilities on campus

Student on campus are provided with Free Access to Internet via Wireless network. Students can connect to Wireless SSID "Student" for a secure connection or an alternative "OPEN-ACCESS" often used for guest or visitors.

ADU have several computer laboratory design and build base on the course or program offered by ADU. The labs have a secure connection and mostly have limited licensed software installed for the course.

Lecture rooms are equipped with audio and visual technology for classroom presentation.

Printer, copier and scanners are available on campus



for students, Student ID cards is required to access this service. The printers are located in the male and female side of the library. Students can print from the general purpose labs and the OPAC work stations located in the library.

#### Policies & Procedure

All student related polices and procedure are made available on student portal. <http://my.adu.ac.ae>.

#### Help Desk and Online Support

For all general IT support queries, it is best to email us at: [ithelpdesk@adu.ac.ae](mailto:ithelpdesk@adu.ac.ae)

For telephone support: Dial +971 2 501-5959

Student needing assistance on IT related service can walk-in into IT help desk.

Physical Access to ADU Campus (this can be covered under facilities, campus access, security)

Student can use the student ID card to gain access to ADU Campus. Alternatively, student can register a fingerprint for biometric authentication.

## Bookshop

The Abu Dhabi University Bookstore is dedicated to provide students, faculty and staff quality textbooks on time, combining service with value pricing. The suitability of adopted textbooks for the course has been reviewed and evaluated thoroughly by the Colleges. In addition, ADU partnered with major international publishers to provide advantages in textbook prices and selection.

ADU considers e-book's potential to provide a more effective and efficient teaching strategy and deliver of content to students. Timely availability, cost efficient, vast available online resources, highly interactive and adaptable into new editions are some of the advantages of e-books.

Abu Dhabi University Bookstore is constantly striving to supply what the consumer is asking for and continually reviews what is available in the marketplace, improving on what is available and providing new products and services as needed.

## 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 and internet access. The Abu Dhabi University library is committed to providing a well-balanced and up-to-date set of educational resources.

### 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 manager of the library or an authorized representative;
- e. students of other UAE universities as authorized by the manager of the library;
- f. access to the library print and online collection for the wider community is allowed on campus.

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

- a. Circulation and Reserves
- b. Reference Service
- c. Full Text e-Journals Search
- d. Group Study Rooms
- e. Information Literacy Sessions
- f. Interlibrary Loan
- g. Online Library Catalog
- h. Library guides

### 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 Sunday 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  
Public holidays and special days: Closed

Saturdays, Ramadan and summer sessions have special hours

The opening hours of Abu Dhabi University are displayed at the library entrance and website. The library normally closes on days on which Abu Dhabi University is closed as published in the Abu Dhabi University Calendar. Use of the Abu Dhabi University library is normally permitted to the above mentioned groups. Admission to closed collections is at the discretion of the library manager 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.

## 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:*

- Flame & Bake Restaurant
- Lamartine Valley
- Cinnamon City
- Starbucks Coffee
- Subway
- Saj Al Fareej
- Nabras Restaurant
- Circle K Supermarket
- Hardees

## Contact Center

Abu Dhabi University Contact Center 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/vendors who call the Operator (02-501-5555). The University Contact Center employs dedicated full time staffs along with part time support staffs and current Abu Dhabi University 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 Center 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 center of what we do. The Contact Center supports a wide range of service initiatives aimed at helping different departments within the Abu Dhabi University like managing the Operator line – 02-501-5555, outbound calling projects, sending 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 enquiries call 800 23968 or email Admissions@adu.ac.ae

The Contact Center team do a follow-up call with the prospects after the first conversation or after the meeting via school visits, open days, exhibitions, information session and mall booth.

The Contact Center team should have a good sales skills over the phone to follow up with prospects to share new information, call the prospect and make sure that we assist prospects or parents and advise them about what Abu Dhabi University offers.

### **Our Commitment to Quality**

The ADU Contact Service Center 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 Center is also independently assessed through Mystery shopping each month by Nielsen, a global consumer research company who specializes in such fields. Abu Dhabi University Contact Center has been consistently performing highly with more than 97% average in the last 7-month.

### **Employment Opportunities for Students**

The ADU Contact Service Center 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 Center 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 center 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.

## Environmental Health and Safety

ADU 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 the responsibility of each faculty member, staff member, student and visitors to the university.

Line responsibility for good health and safety practice begins with each person in the campus, the supervisor in the workplace, laboratory or classroom and all 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 Environment, 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 used equipment, substances and work systems used are suitable for their intended purposes and take all practical steps to meet safety requirements;x

- Protect the health and safety of Abu Dhabi University faculty, staff, students and visitors and Contractors who are present in the university campuses;
- 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;
- Ensure proper storage, segregation and disposal of the generated waste according to the UAE Environmental regulation.

The Managers of Environmental Health & Safety and Security and 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 EH&S programs; identifying the risk at the workplace and providing central health and safety services to all areas of the University.

For EH&S and security related matters, you may contact the following numbers: 02-5015860, 02-5015977 and 050-6197900.





تقديرًا وامتنانًا من جامعة أبوظبي  
لجهودكم البارزة في دعم مسيرتها الأكاديمية



# 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:

<b>Grade</b>	<b>Grade Point</b>	<b>Percentage</b>	<b>Meaning of the Grade</b>
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:

<b>Grade</b>	<b>Grade Point</b>	<b>Percentage</b>	<b>Meaning of the Grade</b>
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:

<b>A</b>	Excellent mastery of course material
<b>B+</b>	Very good mastery of course material
<b>B</b>	Good mastery of course material
<b>C+, C</b>	Satisfactory performance in the course
<b>D+, D</b>	Poor performance in the course
<b>F (credit)</b>	Unacceptable performance in the course (Failure)
<b>F (non-credit)</b>	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 result 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 3.60 or above.

The titles of the Honors and the corresponding CGPA's are as follows:

Distinction: 3.60 - 3.84

Distinction with Honor: 3.85 - 4.00

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,
6. Al Haj

Al Umra is not valid excuse 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 Advising: Mission and Objective

The Academic Advising office was founded in 2011 as one of Abu Dhabi University's strategic initiatives to support students in achieving their potential and academic goals.

The mission of Abu Dhabi University Academic Advising Office is to guide and support students during their academic journey to ensure they succeed in achieving their goals and career plans. This is done through constant and consistent communication with each student by forming a partnership with faculty mentors and academic advisors to create and maintain a solid foundation of engaged learning, an inner drive for proactive participation, and a strong sense of personal responsibility.

Main Objectives of the Academic Advising office:

1. Develop academic programs that are consistent with students' goals and actual strengths to support them in

the challenge of making plans and taking decisions that are relevant to their interests and appropriate to their level.

2. Advise and assist students with respect to ADU policies and procedures.
3. Provide accurate and timely information regarding university requirements, policies, and procedures.
4. Guide and motivate students in developing themselves and taking more responsibility for planning their own academic career.
5. Act as a focal point between the students and the University in order to ensure that the students fulfill all their academic requirements.

Responsibilities of Academic Advisors:

1. Advise and assist students with respect to ADU courses and programs.
2. Assist students with registration issues and offer guidance with course selection.
3. Identify options for students to satisfy specific degree requirements, evaluate and make recommendations on petitions, and make adjustments to the student's study plan.
4. Evaluate the students' level of development and uphold their growth by assessing the key factors and generating the required reports when necessary.

The Role of the Faculty Mentor:

Here in Abu Dhabi University, we are deeply committed to helping you succeed in college.

The faculty mentoring initiative is one such endeavor. It is designed to make your transition to college a smooth one. In the beginning of your freshman year, a faculty mentor will be assigned to you from University College. In your sophomore year, you will be assigned to a faculty mentor from your major.

The Faculty Mentor will:

1. Provide information about degree programs to aid students in making informed decisions regarding their majors and minors.
2. Deliver general guidance related to the student's field of interest.
3. Assist students with their choices of majors and minors.



4. Mentor students throughout their academic journey in ADU
5. Provide comprehensive feedback regarding students' performance.
6. Meet the students with academic support to monitor their progress and recommend the support needed for their academic development.

#### Responsibilities of Students:

Successful advising is subject to a number of factors; all of which contribute to the overall success of a student. It is dependent on the shared understanding of, and commitment to, the advising process by students, advisors, and the university. Students will be informed of their academic responsibilities in the advising process.

#### The responsibilities of students include:

1. Recognizing the importance of the relationship with their advisors.
2. Getting the necessary information needed to understand degree requirements in their respective degree program.
3. Seeking the assistance of advisors/faculty mentors or other university resources on a regular basis.
4. Keeping their assigned advisors/faculty mentors informed of any academic difficulty and challenges they may be facing.
5. Taking full responsibility of their decisions in accordance with the best advice and information given.

#### Advising student with Academic Support Notice:

Prior to the beginning of the registration period for each regular semester, an advising hold is placed on the record of each enrolled undergraduate student who has completed 16 credit hours and above with a cumulative GPA below 2.5. The advising hold prevents a student from registering for courses in the subsequent semester or term. The advising hold for any student can only be removed by the student's academic advisor of his/her college.

In order to be eligible for removal of an advising hold, each relevant student must make an appointment for

an advising session with his or her academic advisor through the University's electronic advising system and must attend the advising session. The student should prepare a proposed set of courses for the relevant semester and/or term prior to the advising session.

The student's academic advisor must record the substance of the advising session in the University's electronic advising system, including the agreed upon set(s) of courses the student will take in the subsequent semester and/or term. The advisor will remove the advising hold in view of the student at the end of the advising session.

#### Advising Tools, Purpose And Design

A variety of advising tools are provided to promote efficient and effective communication between students and advisors.

1. Academic Advising Website
  - a. Advising webpage for each college.
  - b. Registration guidelines.
  - c. The study plan should be more detailed and specific.
  - d. Inclusion of the Advisor Handbook ( soft copy);
  - e. Information about the Professional Advisors, and their office timings.
2. Student Online Account
  - a. Recommended Plan of Study - standard plan for every student of that particular major.
  - b. Plan of Study In-Progress- includes the courses that have been completed in a particular semester until date and GPA.
  - c. The assigned Professional Advisor details indicating instructor's name, qualifications, office extension, office room number/address, office hours, e-mail ID.
  - d. Link to access a pdf file of the student handbook.
  - e. A list of minors and electives being offered.

**The system should be able to automatically** generate the student's final exam schedule considering the courses taken in that particular semester rather than providing the complete list of all courses and all the exam dates.





- g. The system should include a step-by-step tutorial for all students to make them familiar with the registration and advising processes.
- 3. Academic Advising Manuals
  - a. Introduction to Academic Advising;
  - b. Registration guidelines;
  - c. Placement tests;
  - d. Information of the respective college;
  - e. Courses offered;
  - f. A detailed Study Plan according to each discipline;
  - g. Information about the Professional Advisors, and their office timings;
  - h. Campus Academic Support services and Resources.
- 4. Online Academic Advising/Faculty Mentoring Forms
  - a. Academic Advising forms - The one to one advising meetings between the academic advisors and students are recorded through on line e-advising forms. A system generated report which summaries the outcomes of the meetings is emailed to the advisor and student advisee's ADU mail accounts.
  - b. Faculty Mentoring forms - The one to one mentoring meetings between the faculty and the students' mentees are recorded through the on line e-mentoring forms. A system generated report which summarizes the outcomes of the meetings is emailed to the faculty mentor and student mentee's ADU mail accounts.
- 5. Interactive CDs, DVDs or Minimal PDFs (for newly enrolled students)
  - a. Detailed Study Plan for each discipline;
  - b. General Education planner;
- 6. Power Point Slides (for orientation sessions)
  - a. General information about Abu Dhabi University;
  - b. Information about UC, CAS, COBA, COE;
  - c. Courses offered in each college; and
  - d. Detailed Study Plan for each discipline.

## 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 thirteenth 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

## I. Research Objectives:

Abu Dhabi University (ADU) is a research-active university, playing a distinctive role in the development and application of research-informed knowledge and innovation in the Gulf region. ADU is committed to innovative research that is world class in terms of originality, significance and potential impact.

ADU recognizes that its ability to compete in an increasingly competitive higher education market will depend largely on its academic reputation, ranking and on gaining quality accreditation. Research is absolutely key to all three of these areas. High quality ranking, academic reputation and accreditation cannot be achieved without strong scholarship and research.

In its 2014-19 Strategic Plan, ADU articulates clearly its commitment to distinguished scholarship, research and innovation, and to the promotion of nationally and internationally competitive research as a core strategic goal in line with Abu Dhabi Vision 2030.

Thus, ADU's Strategic Plan prioritizes the research agenda. The principal objectives of ADU's research strategy are:

- Producing research outputs of the highest relevance and quality;
- Supporting and developing further research excellence among faculty and students; and
- Contributing positively to the local and regional economy and society.

ADU is determined to achieve these objectives through pursuit of research excellence in defined strategic priority areas aligned with the National Innovation Strategy of the UAE and through supporting scholarly pursuits by producing new applied knowledge, disseminating the results regionally and internationally.

ADU's research strategy has established a framework to develop, nurture and promote faculty and student engagement in research. This mission is currently being implemented via:

- Establishing a center of excellence and supporting three research centers in selected strategic areas of relevance to the economic and social development of the UAE, and maximizing the synergy among faculty research interests.
- Providing exceptional support and opportunities for individuals and teams to develop excellence in research;
- Attracting, nurturing, retaining, and promoting outstanding research scholars;
- Leading in undergraduate education through inspired application of research;
- Fostering commercialization of applied research endeavors to the benefit of the Abu Dhabi Emirate;
- Demonstrating research achievements for the benefit of society through diverse and recognized academic channels and other means of communication; and
- Engaging students, both graduate and undergraduate, in the research enterprise.



## II. Research Structure:

Research activities at ADU are managed by the Office of Research and Sponsored Programs (ORSP), which is headed by the Director of Research, who reports to the Provost. The ORSP serves as the focal point for all research activities and policies, as well as external and internal communications related to research. The Center of Excellence and its associated research centers also function in coordination with the ORSP.

### a) Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs (ORSP) oversees all research activities at ADU. It provides the overall infrastructure and administers faculty scholarship programs. The ORSP also administers a number of other programs such as Grants & Contracts, Undergraduate Research (specifically, student-faculty collaboration in conducting research projects) and the Centers for Excellence.

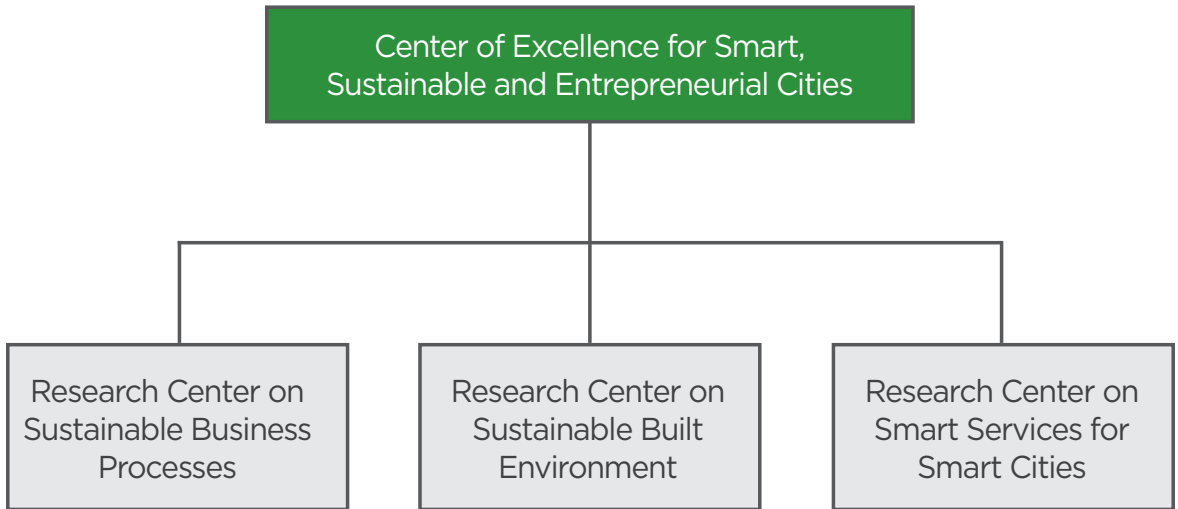
### ORSP Services

The ORSP provides many services that focus on increasing research productivity among faculty and students, including:

- Managing and administering faculty research grants and the undergraduate research fund, which are university-funded initiatives to support research;
- Establishing, supervising and managing the Center of Excellence for Smart, Sustainable and Entrepreneurial Cities and associated research centers in areas of relevance to the economic and social development of the UAE, promoting them internally and externally;
- Ensuring adherence to government, university and other regulatory concerns;
- Providing information on resources for research funding such as government agencies, foundations and the corporate community; and
- Offering workshops on grant/contract writing and other research-related activities such as statistics and proof-reading.

### b) Center of Excellence on Smart, Sustainable and Entrepreneurial Cities

In ADU's new research strategy, a Center of Excellence, encompassing three Research Centers, has been carefully designed to serve as the focus of ADU's research activities. The name and functions of the "Center of Excellence for Smart, Sustainable and Entrepreneurial Cities" were carefully chosen to be aligned with Abu Dhabi Vision 2030 as well as with the research capacity and interests of ADU faculty. Under the umbrella of the Centre of Excellence, three research centers have been established that are specially designed to be multidisciplinary and regionally relevant with the potential for international collaboration and industry links. The three centers were chosen based on their relevance to the Centre of Excellence and in a way that ensures maximum synergy among ADU researchers. The potential for high quality output was also a key factor determining the focus of each center. The Research Centers will be allocated substantial resources, in total up to 70% of the research budget. The Centers are geared to provide support for various research initiatives to which any faculty member can apply as long as the research fits under the broader theme of that particular center.



### III. Research Support for Students:

Research activities by students are supported through the following types of projects that are managed by the ORSP:

#### (i) Undergraduate Student Research Scholarship

This scholarship aims to develop research skills among ADU's top students and to contribute to ADU's commitment toward Abu Dhabi's vision of a knowledge-based economy. The aim of the scholarship is to foster undergraduate research and encourage our undergraduate students to engage in research at early stages of their academic careers. This scholarship is granted to students who submit high-potential research proposals to the ORSP and demonstrate an excellent academic record.

#### (ii) Undergraduate Student Research Competition

In ADU's new research strategy, a Center of Excellence, encompassing three Research Centers, has been carefully designed to serve as the focus of ADU's research activities. The name and functions of the "Center of Excellence for Smart, Sustainable and Entrepreneurial Cities" were carefully chosen to be aligned with Abu Dhabi Vision 2030 as well as with the research capacity and interests of ADU faculty. Under the umbrella of the Centre of Excellence, three research centers have been established that are specially designed to be multidisciplinary and regionally relevant with the potential for international collaboration and industry links. The three centers were chosen based on their relevance to the Centre of Excellence and in a way that ensures maximum synergy among ADU researchers. The potential for high quality output was also a key factor determining the focus of each center. The Research Centers will be allocated substantial resources, in total up to 70% of the research budget. The Centers are geared to provide support for various research initiatives to which any faculty member can apply as long as the research fits under the broader theme of that particular center.



## **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.

# EDUCATION DEPARTMENT

## Vision

The Education Department 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 Education Department 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.



# 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:

- Employ a wide range of methods and approaches in

teaching different subjects such as Mathematics, Sciences, English, Arabic, Social studies, Islamic studies, and Information Technology.

- Implement effective classroom management strategies.
- Utilize educational technology in the learning and teaching of different subjects.
- Recognize the key concepts of curriculum policy formation and curriculum development;
- Implement different types and techniques of measurement and evaluation in different classroom settings.
- Deploy requisite knowledge and skills of dealing with special needs students.

## Curriculum (Professional Post-Graduate Diploma in Teaching - Arabic)

### Core Courses

**21 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 and Learning	3	-
EDC 474	School Curriculum	3	-
EDC 475	Educational Technology	3	-
EDC 481	Practicum Course	6	EDC 471, EDC 474, CE 1



## Core Elective Courses Hours

**21 Total Credit**

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 (Taught in Arabic Language)

Semester I			Total Credit Hours : 12
Course Code	Course Title	Credit Hours	Prerequisite(s)
EDC 474	School Curriculum	3	-
EDC 471	Classroom Management	3	-
EDC 475	Educational Technology	3	-
CE 1	Core Elective 1	3	-

Semester II			Total Credit Hours : 12
Course Code	Course Title	Credit Hours	Prerequisite(s)
EDC 473	Educational Psychology and Learning	3	-
EDC 472	Special Education	3	-
EDC 481	Practicum Course	6	EDC 471, EDC 474, CE 1



## Curriculum (Professional Post-Graduate Diploma in Teaching - English)

### Core Courses

21 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
EDC 470	Education in UAE	3	-
EDC 471	Classroom Management	3	-
EDC 473	Educational Psychology and Learning	3	-
EDC 474	School Curriculum	3	-
EDC 475	Educational Technology	3	-
EDC 481	Practicum Course	6	EDC 471, EDC 474, CE 1

### Core Elective Courses

24 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	-
EDC 484	Methods of Teaching Fine Art and Graphic Design	3	-



## Professional Post-Graduate Diploma in Teaching Study Plan (Taught in English Language)

Semester I			Total Credit Hours : 12
Course Code	Course Title	Credit Hours	Prerequisite(s)
EDC 474	School Curriculum	3	-
EDC 471	Classroom Management	3	-
EDC 475	Educational Technology	3	-
CE 1	Core Elective 1	3	-

Semester II			Total Credit Hours : 12
Course Code	Course Title	Credit Hours	Prerequisite(s)
EDC 470	Education in UAE	3	-
EDC 473	Educational Psychology and Learning	3	-
EDC 481	Practicum Course	6	EDC 471, EDC 474, CE 1



# 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 learning outcomes

- Develop a strategic plan in Education for their area of interest.
- Develop professional development programs in learning and teaching.
- Apply organized administrative services in school management.
- Provide services in education that will help families, community and institutional services.
- Exhibit ethical and cultural leadership as they serve in the field of Education
- Create instructional leadership and supervision to help other teachers and students
- Produce action research and initiatives to improve Learning and Education field.

## 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

24 Total Credit Hours

### Required Courses for Master of Education in Leadership

No.1	Course Code	Course Title	Credit Hours
1	EDA 501	Leadership in Education	3
2	EDA 540	Institutional Enhancement	3
3	EDA 542	Professional Development	3
4	EDA 580	Internship and Capstone Project	3
5	CAI 515	Curriculum Development and Instructional Supervision	3
6	EDC 514	Research Methodology in Education	3
7	EDC 516	Program Assessment	3
8	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	-
EDA 525	Qualitative Research Design	3	-
EDC 527	Quantitative Research Design	3	-

- It Depends on student's situation and BA courses



## Master of Education in Leadership Study Plan

Semester I		Term A	
Total Credit Hours : 6			
Course Code	Course Title	Credit Hours	Prerequisite(s)
EDA 501	Leadership in Education	3	-
CAI 515	Curriculum Development and Instructional Supervision	3	-

Semester I		Term B	
Total Credit Hours : 6			
Course Code	Course Title	Credit Hours	Prerequisite(s)
EDA 540	Institutional Enhancement	3	-
EDC 514	Research Methodology in Education	3	-

Semester II		Term A	
Total Credit Hours : 6			
Course Code	Course Title	Credit Hours	Prerequisite(s)
EDA 519	Information System in Education	3	-
	Elective 1	3	-

Semester II		Term B	
Total Credit Hours : 6			
Course Code	Course Title	Credit Hours	Prerequisite(s)
EDA 542	Professional Development	3	-
EDC 580	Capstone Course / Research Project	3	-

Semester III		Term B	
Total Credit Hours : 6			
Course Code	Course Title	Credit Hours	Prerequisite(s)
EDA 516	Program Assessment	3	-
	Elective 2	3	-



# 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.

## Learning Outcome

Graduates of the program are expected to be able to

- Develop a strategic plan in Special Education for their area of interest
- Develop professional development programs in special education
- Apply organized administrative services in special education
- Provide services in special education that will help special needs families, community and institutions
- Exhibit ethical and cultural leadership as they serve in the field of Special Education
- Produce action research and initiatives to improve Learning and Education field.

## Curriculum

### Pre-Core Courses

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

No.1	Course Code	Course Title	Credit Hours	Prerequisite Course
1	EDA 100	Foundation of education	3	No prerequisite
2	EDC 302	Developmental PSYchology	3	PSY 201
3	CAI 204	Introduction to Teaching	3	EDA 100
4	EDC 301	Measurement and Evaluation in Education	3	CAI 204, STT 100, ITE 100
5	EDC 202	Introduction to Educational Psychology	3	PSY 201 or EDC 302
6	EDC 402	Introduction to Special Education	3	EDC 202 or EDC 302
7	EDA 302	Classroom Management	3	CAI 204
8	EDT 301	Instructional Design	3	CAI 204
9	CAI 202	School Curricula: Concepts and Structure	3	EDA 100
10	EDT 303	Instructional Technology	3	ITE 100



## Core Courses

**24 Total Credit Hours**

Course Code	Course Title	Credit Hours	Prerequisite(s)
SPEDC 501	Special Education and Exceptionality	3	-
SPEDC 502	Measurement and Evaluation in Sp.Ed	3	-
SPCAI 503	Curriculum Development and Instructional Strategies in Sp.Ed	3	-
SPEDC 504	Early childhood and Intervention programs	3	-
SPEDC 507	Administration, Management and organizing policies and services in Sp.Ed	3	-
SPEDA 580	Internship / Capstone Course	3	-
SPEDC 506	Research Methods in Sp.Ed	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 Sensory and Physical Disabilities	3	-
SPEDC 524	Seminar in Language and communication disorder	3	-
SPEDC 525	Seminar in Gifted and Talented education	3	-
SPEDC 526	Seminar in Remedial Education	3	-
SPEDC 527	Seminars in Autism	3	-
SPEDC 505	Advanced- Current issues in Sp.Ed	3	-



## Master of Science in Special Education Study Plan

Semester I		Term A	
Total Credit Hours : 6			
Course Code	Course Title	Credit Hours	Prerequisite(s)
SPEDC 501	Special Education and Exceptionality	3	-
SPEDC 502	Measurement and Evaluation in Sp.Ed	3	-

Semester I		Term B	
Total Credit Hours : 6			
Course Code	Course Title	Credit Hours	Prerequisite(s)
SPEDC 504	Early childhood and Intervention programs	3	-
SPEDC 506	Research Methods in Sp.Ed	3	-

Semester II		Term A	
Total Credit Hours : 6			
Course Code	Course Title	Credit Hours	Prerequisite(s)
SPEDC 507	Administration, Management and organizing policies and services in Sp.Ed	3	-
	Elective Course 1	3	-

Semester II		Term B	
Total Credit Hours : 6			
Course Code	Course Title	Credit Hours	Prerequisite(s)
SPEDT 511	Assistive Technology in Special Education	3	-
SPEDA 580	Internship / Capstone Course	3	-

Semester III		Term A	
Total Credit Hours : 6			
Course Code	Course Title	Credit Hours	Prerequisite(s)
SPCAI 503	Curriculum Development and Instructional Strategies in Sp.Ed	3	-
	Elective Course 2	3	-



# COLLEGE OF BUSINESS



## Introduction

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

- Master of Business Administration (MBA) with optional concentrations in Aviation Management, Finance, Human Resource Management, Logistics and Supply Chain Management, Project Management.
- Master of Human Resource Management (MHRM)
- Master of Strategic Leadership (MSL)
- Executive MBA (EMBA)
- Doctor of Business Administration (DBA).

The College prides itself on 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 (CAA) and International accreditation (AACSB).
- 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.

## College Vision

To be the College of Choice in the United Arab Emirates.

## College Mission

To drive Organizational Transformation in the UAE through Leadership in Business Sustainability.



## Goals

To achieve its mission, the College is committed to continuous improvement processes to attain the following goals:

1. Provide a Strong Education
  - a. Through innovative programs designed to meet the needs of the nation and the region
  - b. By preparing qualified and principled graduates who can influence organizational transformation
  - c. By attracting, supporting, developing and retaining qualified and motivated faculty
2. Do Impactful Research
  - a. By supporting research activities that focus on business sustainability and application of theory
3. Develop a Robust Foot Print
  - a. By attracting qualified and diverse student body to enhance student enrollment
  - b. Through active engagement with policy makers and practitioners

to enhance local and regional business practices. The impact of research will be measured by publications in refereed journals, development of relevant case studies, sponsored research projects, workshops and conferences that enable active partnerships between practitioners, students and academics.

# 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 Goals

- To develop professionals with a clear Understanding of organizational Sustainability.
- 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 Sustainable 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. Incorporate sustainability in orgnaizational decision making,
6. Communicate complex business issues effectively.





## Curriculum

Total Credits: 30 Credit Hours

### Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
ACC 482-PC	Financial Accounting	-	No Prerequisite
ECO 482-PC	Introduction to Economics	-	No Prerequisite
MGT482-PC	Introduction to Management	-	No Prerequisite
BUS 482-PC	Quantitative Methods in Business	-	No Prerequisite

### 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	BUS482-PC*+ MGT482-PC* Co-requisite
MKT 511	Marketing Management	3	No Prerequisite
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)
MGT 514	Organizational Behavior	3	MGT482-PC*
MGT 520	Business Ethics and Corporate Governance	3	No Prerequisite
MIS 546	Electronic Business	3	No Prerequisite
MIS 556	Innovation and Technology Management	3	No Prerequisite
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 517	Human Resource Management in a Global Environment	3	No Prerequisite
HRM 526	Employee Performance management	3	HRM 517
HRM 529	Managing Training and Development	3	No Prerequisite
HRM 531	Corporate Performance Management	3	HRM 526
HRM 535	Employment Law and Relations	3	No Prerequisite
QBA 534	Managerial Decision Models	3	BUS 482-PC*
ECO 533	Managerial Economics	3	ECO 530-PC*
SCM 541	Logistics Management	3	No Prerequisite
SCM 542	Technology in Logistic and Supply Chain Management	3	SCM 540
SCM 543	Strategic Supply Chain Management in a Global Environment	3	SCM 540
MEM 501	Project Management	3	No Prerequisite
MPM 521	Project Planning, Integration, and Scope Management	3	No Prerequisite
MPM 541	Project Contract Management and Legal Aspects	3	No Prerequisite
AVs 561	Airport Operations	3	-
AVs 562	Aviation Regulations & Safety / Quality Management Systems	3	-
AVs 563	Aircraft Fleet Strategy	3	-
ISL 603	Islamic Finance Banking	3	FIN 512



## 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

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

Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
HRM 526	Employee Performance Management	3	HRM 517
HRM 529	Managing Training and Development	3	No Prerequisite
HRM 531	Corporate Performance Management	3	HRM 526
HRM 535	Employment Law and Relations	3	No Prerequisite

## Logistics and Supply Chain Management Concentration

Course Code	Course Title	Credit Hours	Prerequisite(s)
SCM 541	Logistics Management	3	No Prerequisite
SCM 542	Technology in Logistics and Supply Chain Management	3	SCM 540
SCM 543	Strategic Supply Chain Management in a Global Environment	3	SCM 540

## Project Management Concentration

Course Code	Course Title	Credit Hours	Prerequisite(s)
MEM 501	Project Management	3	No Prerequisite
MPM 521	Project Planning, Integration, and Scope Management	3	No Prerequisite
MPM 541	Project Contract Management and Legal Aspects	3	No Prerequisite

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



## Aviation Management Concentration

Course Code	Course Title	Credit Hours	Prerequisite(s)
AVS 561	Airport Operations	3	-
AVS 562	Aviation Regulations & Safety / Quality	3	-
AVS 563	Aircraft Fleet Strategy	3	-

\* 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	No Prerequisite
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* Co-requisite
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 in a Global Environment	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)**

<b>Semester I</b>			<b>Total Credit Hours : 6</b>
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
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

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

3 Courses for a total of 9 credit hours

<b>Semester III</b>			<b>Total Credit Hours : 9</b>
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
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

<b>Semester IV -</b>			<b>Total Credit Hours : 6</b>
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
MGT 521	International Business Management	3	MGT 482-PC*
MGT 523	Strategic Management in a Global Environment	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* Co-requisite
MKT 511	Marketing Management	3	No Prerequisite

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 in a Global Environment	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**

<b>Semester I</b>			<b>Total Credit Hours : 9</b>
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
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* Co-requisite

3 Courses for a total of 9 credit hours

<b>Semester II</b>			<b>Total Credit Hours : 12</b>
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
MGT 522	Leadership and Communication	3	MGT 482-PC*
MKT 511	Marketing Management	3	No Prerequisite
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

<b>Semester III</b>			<b>Total Credit Hours : 12</b>
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
MGT 521	International Business Management	3	MGT 482-PC*
MGT 523	Strategic management in a Global Environment	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 12 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* Co-requisite
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	No Prerequisite
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*
HRM 517	Human Resource management in a Global Environment	3	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	No Prerequisite
MGT 524	Research Methods in Business	3	BUS 482-PC* + MGT 482-PC* Co-requisite
CON - 2	HRM Concentration Course 2	3	-

4 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 12
Course Code	Course Title	Credit Hours	Prerequisite(s)
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*
MGT 521	International Business	3	MGT 482-PC*
MGT 523	Strategic Management in a Global Environment	3	Last Semester
CON - 3	HRM Concentration Course 3	3	-

4 Courses for a total of 12 credit hours

\* HRM 529 could replace HRM 531 as a concentration course.



## Master of Business Administration in Human Resources Management

### 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* Co-requisite
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	No Prerequisite
HRM 517	Human Resource management in a Global Environment	3	No Prerequisite

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 - 2	HRM Concentration Course 2	3	-

3 Courses for a total of 9 credit hours

Semester IV			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 in a Global Environment	3	Last Semester
CON - 3	HRM Concentration Course 3	3	-

3 Courses for a total of 9 credit hours

\* HRM 529 could replace HRM 531 as a concentration course.



## Master of Business Administration in Logistics and Supply Chain Management

### Study Plan

### Full Time Mode

Semester I			Total Credit Hours : 12
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*
MGT524	Research Methods in Business	3	BUS482-PC* + MGT482-PC* Co-requisite
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*

4 Courses for a total of 12 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	No Prerequisite
SCM 541	Logistics Management	3	No Prerequisite
SCM 542	Technology in Logistics and SCM	3	SCM 540

4 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
SCM 543	Strategic Supply Chain Management in a Global Environment	3	SCM 540
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 Logistics and Supply Chain Management 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* Co-requisite
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	No Prerequisite
SCM 540	Operations and Supply Chain Management	3	BUS 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 541	Logistics Management	3	No Prerequisite
SCM 542	Technology in Logistics and SCM	3	SCM 540

3 Courses for a total of 9 credit hours

Semester IV			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
SCM 453	Strategic Supply Chain Management in a Global Environment	3	SCM 540
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 Project Management

### Study Plan

### Full Time Mode



Semester I			Total Credit Hours : 12
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* Co-requisite
MEM 501	Project Management	3	-

4 Courses for a total of 12 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	No Prerequisite
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC*
MPM 521	Project Planning, Integration and Scope Management	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	3	MGT 482-PC*
MGT 523	Strategic Management in a Global Environment	3	Last Semester
MPM 541	Project Contract Management and Legal Aspects	3	-

3 Courses for a total of 9 credit hours



## Master of Business Administration in Project Management

### 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* Co-requisite
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	No Prerequisite
MEM 501	Project Management	3	-

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*
MPM 521	Project Planning, Integration and Scope Management	3	-

3 Courses for a total of 9 credit hours

Semester IV			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 in a Global Environment	3	Last Semester
MPM 541	Project Contract Management and Legal Aspects	3	-

3 Courses for a total of 9 credit hours



**Master of Business Administration in Aviation Management**  
**Study Plan**  
**Full Time Mode**

<b>Semester I</b>			<b>Total Credit Hours : 12</b>
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
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* Co-requisite
CON-1	AM Concentration Course-1	3	-

4 Courses for a total of 12 credit hours

<b>Semester II</b>			<b>Total Credit Hours : 12</b>
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
MGT 522	Leadership and Communication	3	MGT 482-PC*
MKT 511	Marketing Management	3	No Prerequisite
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC
CON-2	AM Concentration Course-2	3	-

4 Courses for a total of 12 credit hours

<b>Semester III</b>			<b>Total Credit Hours : 9</b>
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
MGT 521	International Business	3	MGT 482-PC*
MGT 523	Strategic Management in a Global Environment	3	Last Semester
CON-3	AM Concentration Course-3	3	-

3 Courses for a total of 9 credit hours





## Master of Business Administration in Aviation Management

### 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* Co-requisite
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	No Prerequisite
CON-1	AM Concentration Course-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)
MGT 522	Leadership and Communication	3	MGT 482-PC*
SCM 540	Operations and Supply Chain Management	3	BUS 482-PC
CON-2	AM Concentration Course-2	3	-

3 Courses for a total of 9 credit hours

Semester IV			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT521	International Business Management	3	MGT482-PC*
MGT523	Strategic Management in a Global Environment	3	Last Semester
CON-3	AM Concentration Course-3	3	-

3 Courses for a total of 9 credit hours



# MASTER OF HUMAN RESOURCE MANAGEMENT

## Program Mission

Today's business climate demands individuals who are equipped to manage human talent. 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

- Produce graduates who demonstrate competency in managing, leading and advising on HR functions nationally and internationally.
- Produce graduates with effective HR research abilities and who can also implement published research.
- Produce graduates who operate within the UAE's business ethics and legal environments

## 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: 30 Credit Hours**

### Pre-core Courses

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



## Core Courses

**21 Total Credit Hours**

Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
HRM 526	Employee Performance Management	3	HRM 517
HRM 532	Compensation and Benefits	3	HRM 517
HRM 535	Employment Law and Relations	3	No Prerequisite
MGT 514	Organizational Behavior	3	MGT 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC*+ MGT482-PC* Co-requisite
MGT 523	Strategic Management in a Global Environment	3	Last semester

## Core Electives

**9 Total Credit Hours**

Course Code	Course Title	Credit Hours	Prerequisite(s)
CE1	Core Elective I	3	-
CE2	Core Elective II	3	-
CE3	Core Elective III	3	-

## General Core Electives

Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 529	Managing Training and Development	3	No Prerequisite
HRM 531	Corporate Performance Management	3	HRM 526
MGT 520	Business Ethics and Corporate Governance	3	No Prerequisite
MGT 513	Negotiation and Conflict Resolution	3	MGT 514
MGT 521	International Business	3	MGT 482-PC*
MGT 522	Leadership and Communication	3	MGT 482-PC*
MGT 525	Leading Organizational Change	3	MGT 514
MGT 561	Cross Cultural Management	3	MGT 514

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



## **Concentrations**

### **Training and Development Concentration**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
HRM 529	Managing Training and Development	3	No Prerequisite
HRM 531	Corporate Performance Management	3	HRM 526
HRM 599-P	Graduate Project in HRM	3	MGT 524 + Last Semester

### **Organizational Leadership Concentration**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
MGT 522	Leadership and Communication	3	MGT482-PC*
MGT 525	Leading Organizational Change	3	MGT 514
HRM 599-P	Graduate Project in HRM	3	MGT 524 + Last Semester

### **International Human Resource Management Concentration**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
MGT 561	Cross Cultural Management	3	MGT 514
MGT 521	International Business	3	MGT 482-PC*
HRM 599-P	Graduate Project in HRM	3	MGT 524 + Last Semester

### **Strategic Human Resource Management Concentration**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
HRM 531	Corporate Performance Management	3	HRM 526
MGT 525	Leading Organizational Change	3	MGT 514
HRM 599-P	Graduate Project in HRM	3	MGT 524 + Last Semester

*\*Required elective for the concentration only*



## Master of Human Resources Management Study Plan Full Time Mode

Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
MGT 514	Organizational Behavior	3	MGT482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC*+ MGT482-PC* Co-requisite

3 Courses for a total of 9 credit hours

Semester II			Total Credit Hours : 12
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 526	Employee Performance Management	3	HRM 517
HRM 532	Compensation and Benefits	3	HRM 517
CE1	Core Elective I	3	-
CE2	Core Elective II	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 523	Strategic Management in a Global Environment	3	Last semester
HRM 535	Employment Law and Relations	3	No Prerequisite
CE3	Core Elective III	3	-

3 Courses for a total of 9 credit hours



## Master of Human Resources Management Study Plan Part Time Mode

Semester I			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
MGT 514	Organizational Behavior	3	MGT 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)
MGT 524	Research Methods in Business	3	BUS 482-PC*+ MGT 482-PC* Co-requisite
HRM 526	Employee Performance Management	3	HRM 517
CE1	Core Elective I	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 532	Compensation and Benefits	3	HRM 517
HRM 535	Employment Law and Relations	3	No Prerequisite
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)
MGT 523	Strategic Management in a Global Environment	3	Last semester
CE3	Core Elective III	3	-

2 Courses for a total of 6 credit hours



## Master of Human Resources Management In Training And Development Concentration

### Study Plan Full Time Mode

Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
MGT 514	Organizational Behavior	3	MGT 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC*+ MGT 482-PC* Co-requisite

3 Courses for a total of 9 credit hours

Semester II			Total Credit Hours : 12
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 526	Employee Performance Management	3	HRM 517
HRM 529	Managing Training and Development	3	No Prerequisite
HRM 532	Compensation and Benefits	3	HRM 517
HRM 535	Employment Law and Relations	3	No Prerequisite

4 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 523	Strategic Management in a Global Environment	3	Last semester
HRM 531	Corporate Performance Management	3	HRM 526
HRM 599-P	Graduate Project in HRM	3	MGT 524 + Last semester

3 Courses for a total of 9 credit hours



## Master of Human Resources Management In Training And Development Concentration

### Study Plan

### Part Time Mode

Semester I			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
MGT 524	Research Methods in Business	3	BUS482-PC*+ MGT482-PC* Co-requisite

2 Courses for a total of 6 credit hours

Semester II			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 514	Organizational Behavior	3	MGT482-PC*
HRM 526	Employee Performance Management	3	HRM 517
HRM 529	Managing Training and Development	3	No Prerequisite

3 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 531	Corporate Performance Management	3	HRM 526
HRM 532	Compensation and Benefits	3	HRM 517
HRM 535	Employment Law and Relations	3	No Prerequisite

3 Courses for a total of 9 credit hours

Semester IV			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 523	Strategic Management in a Global Environment	3	Last semester
HRM 599-P	Graduate Project in HRM	3	MGT 524+ Last semester

2 Courses for a total of 6 credit hours





## Master of Human Resources Management In Organizational Leadership Concentration

### Study Plan Full Time Mode

Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
MGT 514	Organizational Behavior	3	MGT 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC*+ MGT 482-PC* Co-requisite

3 Courses for a total of 9 credit hours

Semester II			Total Credit Hours : 12
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 526	Employee Performance Management	3	HRM 517
HRM 532	Compensation and Benefits	3	HRM 517
HRM 535	Employment Law and Relations	3	No Prerequisite
MGT 522	Leadership and Communication	3	MGT 482-PC*

4 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 523	Strategic Management in a Global Environment	3	Last Semester
MGT 525	Leading Organizational Change	3	MGT 514
HRM 599-P	Graduate Project in HRM	3	MGT 524 + Last semester

3 Courses for a total of 9 credit hours



## Master of Human Resources Management In Organizational Leadership Concentration

### Study Plan

### Part Time Mode

Semester I			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
MGT 514	Organizational Behavior	3	MGT 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)
MGT 522	Leadership and Communication	3	MGT 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC*+ MGT 482-PC* Co-requisite
HRM 526	Employee Performance Management	3	HRM 517

3 Courses for a total of 9 credit hours

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 532	Compensation and Benefits	3	HRM 517
HRM 535	Employment Law and Relations	3	No Prerequisite
MGT 525	Leading Organizational Change	3	MGT 514

3 Courses for a total of 9 credit hours

Semester IV			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 523	Strategic Management in a Global Environment	3	Last Semester
HRM 599-P	Graduate Project in HRM	3	MGT 524 + Last semester

2 Courses for a total of 6 credit hours



## Master of Human Resources Management In International Human Resource Management Concentration

### Study Plan Full Time Mode

Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
MGT 514	Organizational Behavior	3	MGT 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC*+ MGT 482-PC* Co-requisite

3 Courses for a total of 9 credit hours

Semester II			Total Credit Hours : 12
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 521	International Business	3	MGT 482-PC*
MGT 561	Cross Cultural Management	3	MGT 514
HRM 526	Employee Performance Management	3	HRM 517
HRM 532	Compensation and Benefits	3	HRM 517

4 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 523	Strategic Management in a Global Environment	3	Last Semester
HRM 535	Employment Law and Relations	3	No Prerequisite
HRM 599-P	Graduate Project in HRM	3	MGT 524 + Last semester

3 Courses for a total of 9 credit hours

# Master of Human Resources Management In International Human Resource Management Concentration

## Study Plan Part Time Mode

Semester I			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
MGT 514	Organizational Behavior	3	MGT 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)
MGT 524	Research Methods in Business	3	BUS 482-PC**+ MGT 482-PC* Co-requisite
MGT 521	International Business	3	MGT 482-PC*
HRM 526	Employee Performance Management	3	HRM 517

3 Courses for a total of 9 credit hours

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 561	Cross Cultural Management	3	MGT 514
HRM 532	Compensation and Benefits	3	HRM 517
HRM 535	Employment Law and Relations	3	No Prerequisite

3 Courses for a total of 9 credit hours

Semester IV			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 523	Strategic Management in a Global Environment	3	Last Semester
HRM 599-P	Graduate Project in HRM	3	MGT 524 + Last semester

2 Courses for a total of 6 credit hours



## Master of Human Resources Management In Strategic Human Resource Management Concentration

### Study Plan

### Full Time Mode

Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
MGT 514	Organizational Behavior	3	MGT 482-PC*
MGT 524	Research Methods in Business	3	BUS 482-PC*+ MGT482-PC* Co-requisite

3 Courses for a total of 9 credit hours

Semester II			Total Credit Hours : 12
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 525	Leading Organizational Change	3	MGT 514
HRM 526	Employee Performance Management	3	HRM 517
HRM 532	Compensation and Benefits	3	HRM 517
HRM 535	Employment Law and Relations	3	No Prerequisite

4 Courses for a total of 12 credit hours

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 523	Strategic Management in a Global Environment	3	Last Semester
HRM 531	Corporate Performance Management	3	HRM 526
HRM 599-P	Graduate Project in HRM	3	MGT 524+ Last semester

3 Courses for a total of 9 credit hours



## Master of Human Resources Management In Strategic Human Resource Management Concentration

### Study Plan Part Time Mode

Semester I			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
MGT 514	Organizational Behavior	3	MGT 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)
MGT 524	Research Methods in Business	3	BUS 482-PC*+ MGT 482-PC* Co-requisite
HRM 526	Employee Performance Management	3	HRM 517
HRM 532	Compensation and Benefits	3	HRM 517

3 Courses for a total of 9 credit hours

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 525	Leading Organizational Change	3	MGT 514
HRM 531	Corporate Performance Management	3	HRM 526
HRM 535	Employment Law and Relations	3	No Prerequisite

3 Courses for a total of 9 credit hours

Semester IV			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 523	Strategic Management in a Global Environment	3	Last Semester
HRM 599-P	Graduate Project in HRM	3	MGT 524 + Last semester

2 Courses for a total of 6 credit hours



# MASTER OF STRATEGIC LEADERSHIP

## Program Goals

1. Produce graduates with competencies in leading people and organizational issues in the UAE and the international context
2. Produce graduates who can provide strategic guidance to organizational units and entire organizations in the light of the latest trends, business ethics and corporate governance
3. Produce graduates with leadership traits and external influencing capabilities who can assume leadership roles in the UAE's private and public sector

## Program Learning Outcomes

1. Apply concepts and theories of leadership, organizational behavior, change management, and communication for addressing organizational issues in a cross-cultural organizational context
2. Design educational programs for developing skills and capabilities of employees
3. Apply theories and practices of team work for creating, managing and leading high performance teams
4. Evaluate and improve leadership traits and skills using neuro-linguistic programming and field research
5. Formulate organizational strategies that are based on the latest global trends in strategic management, business ethics and corporate governance

## Curriculum

**Total Credits: 30 Credit Hours**

## Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
MSL 500	Strategic Dimensions of Business Functions	3	-
MSL 522	Leadership and Communication	3	MSL 500
MSL 524	Research Methods in Business	3	MSL 500 or BUS 482
MSL 525	Leading Organizational Change	3	MSL 514
MSL 501	Developing a Leader Within You	3	MSL 522
MSL 514	Organizational Behavior	3	MSL 500
MSL 503	Contemporary Issues in Leadership	3	MSL 522
MSL 502	Leading and Building High Performing Teams	3	MSL 514
MSL 599	Thesis in Leadership	3	MSL 522 + MSL 524
CE 1	Core Elective 1	3	



## Core Elective

Course Code	Course Title	Credit Hours	Prerequisite(s)
MSL 561	Cross-Cultural Management	3	MSL 514
MSL 513	Negotiation and Conflict Resolution	3	MSL 514

## Master of Strategic Leadership Study Plan

### Full Time Mode

Semester I			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
MSL 500	Strategic Dimensions of Business Functions	3	-
MSL 522	Leadership and Communication	3	MSL 500

Semester II			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
MSL 514	Organizational Behavior	3	MSL 500
MSL 524	Research Methods in Business	3	MSL 500 or BUS 482

Semester III			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
MSL 501	Developing a Leader Within You	3	MSL 522
MSL 502	Leading and Building High performing Teams	3	MSL 514

Semester IV			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
MSL 525	Leading Organizational Change	3	MSL 514
MSL 503	Contemporary Issues in Leadership	3	MSL 522





Semester V			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
MSL 561	Elective	3	MSL 514
MSL 599	Thesis in Leadership	3	MSL 522, MSL 524

# EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

## Program Mission

The mission of the Executive MBA program is to provide an opportunity for working professionals to obtain a master's degree in Business Administration on a carefully designed schedule that minimises disruption of work commitments. The program is designed to provide business executives with a wide range of new skills that would enhance their analytical abilities and knowledge of the global business environment, thus making them an asset to their organization.

## Program Learning Outcomes

1. Apply leadership skills in strategy formulation and implementation with a focus on sustainable business practices
2. Select marketing strategies, prepare marketing plans, market analysis, market planning, and identify critical factors to ensure efficient and effective marketing functions.
3. Apply ethically and culturally appropriate communication and negotiation skills in international business situations.
4. Analyze various accounting and financial data and apply models in accordance with the "triple bottom line" to effectively manage the aspects that affect an organization's financial performance domestically and internationally
5. Critically evaluate and implement decision making tools and sustainable supply chain models in a global business environment



## Curriculum

**Total Credits: 48 Credit Hours**

Course Code	Course Title	Credit Hours	Prerequisite(s)
EMBA 730	Cross Cultural Management & Negotiations	4	
EMBA 762	Global Supply Chain Management	4	
EMBA 741	Global Finance	4	
EMBA 720	Contemporary Global Economics Issues	4	
EMBA 733	Entrepreneurship in a Global Economy	4	
EMBA 763	International Residency	4	
EMBA 750	Global Marketing Strategy	4	
EMBA 735	Strategic Management in a Global Environment	4	
EMBA 710	Management Accounting	4	
EMBA 524	Research Methods	4	
EMBA 732	Managing People and Organization	4	
EMBA 731	International Leadership and Team Building	4	

### EMBA Study Plan

#### Year 1

Semester I			Total Credit Hours : 8
Course Code	Course Title	Credit Hours	Prerequisite(s)
EMBA 710	Management Accounting	4	
EMBA 730	Cross Cultural Management & Negotiations	4	

Semester II			Total Credit Hours : 4
Course Code	Course Title	Credit Hours	Prerequisite(s)
EMBA 762	Global Supply Chain Management	4	



Semester I			Total Credit Hours : 8
Course Code	Course Title	Credit Hours	Prerequisite(s)
EMBA 741	Global Finance	4	
EMBA 720	Contemporary Global Economics Issues	4	

Semester II			Total Credit Hours : 4
Course Code	Course Title	Credit Hours	Prerequisite(s)
EMBA 750	Global Marketing Strategy	4	

## Year 2

Semester I			Total Credit Hours : 8
Course Code	Course Title	Credit Hours	Prerequisite(s)
EMBA 524	Research Methods	4	
EMBA 731	International Leadership and Team Building	4	

Semester II			Total Credit Hours : 4
Course Code	Course Title	Credit Hours	Prerequisite(s)
EMBA 732	Managing People and Organization	4	

Semester I			Total Credit Hours : 8
Course Code	Course Title	Credit Hours	Prerequisite(s)
EMBA 733	Entrepreneurship in a Global Economy	4	
EMBA 763	International Residency	4	

Semester II			Total Credit Hours : 4
Course Code	Course Title	Credit Hours	Prerequisite(s)
EMBA 735	Strategic Management in a Global Environment	4	



# DOCTOR OF BUSINESS ADMINISTRATION



## Program 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.

## Program 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, the 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 a learning environment that values creativity and innovation
- Foster a leadership mindset through training in cooperative and active learning
- 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 the existing body of knowledge in a relevant area of business administration; (b) makes an 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 skills.

## Curriculum

**Total Credits: 66 Credit Hours**

### Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
BUS 482-PC	Quantitative Methods in Business	-	No Prerequisite
ECO 482-PC	Introduction to Economics	-	No Prerequisite
MGT 482-PC	Introduction to Management	-	No Prerequisite



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

Course Code	Course Title	Credit Hours	Prerequisite(s)
COMM1	Communication and Leadership	3	No Prerequisite
METH1	Introduction to Business Research	3	COMM1 Co-requisite
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	No Prerequisite
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	Completion of Phase I** or Department Consent
RSCH2	Dissertation	24	Admission to Phase II**

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

\*\* Successful completion of all the course in Phase 1 with a minimum CGPA of 3.5

\*\*\* Completion of Phase 1 and COMM2

### 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 Management Program Study Plan

**Phase I: Coursework including Research Proposal**

**39 Total Credit Hours**

### Academic Year I

Semester I			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
COMM1	Communication and Leadership	3	No Prerequisite
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	No Prerequisite

### Academic Year II

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



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

### Academic Year III

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

### Academic Year IV

Semester I			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
RSCH2 (A)	Dissertation	6	Admission to Phase II

Semester II			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
RSCH2 (B)	Dissertation	6	Admission to Phase II





Semester I			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
RSCH2 (C)	Dissertation	6	Admission to Phase II

## Academic Year V

Semester II			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
RSCH2 (D)	Dissertation	6	Admission to Phase II

Dissertation Defense			
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# COLLEGE OF ENGINEERING




## Introduction

The COLLEGE OF ENGINEERING (CoE) at Abu Dhabi University offers nine bachelor's degree programs and eight master's degree programs. The graduate degree programs are Master of Engineering Management (MEM), Master of Project Management (MPM), Master of Science in Information Technology (MSIT), Master of Science in Sustainable Architecture, (MSSA), Master of Science in Electrical and Computer Engineering (MSECE), Master of Engineering in Electrical and Computer Engineering (MEng.ECE), Master of Science in Mechanical Engineering (MSME), and Master of Science in Civil Engineering (MSCE) 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 Architecture, the Bachelor of Science in Aviation, the Bachelor of Science in Chemical Engineering,

the Bachelor of Science in Civil Engineering, the Bachelor of Science in Computer Engineering, the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Information Technology, the Bachelor of Science in Interior Design, and the Bachelor of Science in Mechanical Engineering.

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



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Engineering lab, Construction Materials lab, Hydraulics lab, Surveying lab, Electric and Electronic Circuits lab, Communications lab, Electric Power and Renewable Energy lab, Microprocessors and Embedded Systems lab, Mobile Computing lab, Flight Simulation and Training lab, CISCO Academy 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.

## College Mission

The mission of the College of Engineering at Abu Dhabi University is to meet the educational, research and community development needs of UAE and the region through faculty scholarship and engagement in community service, and through offering carefully-selected undergraduate and graduate degree programs that use modern curricula and follow international standards in order to produce highly-qualified graduates who are prepared to face the current and emerging professional challenges in various fields of engineering.

## 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 Master of Engineering Management (MEM) program at Abu Dhabi University is offered by the College of Engineering (CoE) in collaboration with the College of Business Administration (COBA) and Purdue University Calumet. The program accepted the first cohort of students in Spring 2010. The program consists of 10 courses (30 credit hours), of which are engineering courses and 4 are business courses. The students could also do a thesis in lieu of 2 elective courses. The program accepts students with a Bachelor's degree in Engineering, Architecture, Computer Science or Information Technology.

## 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	2	6
<b>Total</b>	<b>10</b>	<b>30</b>

<sup>1</sup> Electives: The six credit hours of program electives could be utilized by choosing anyone of the following three options:

- Master's thesis (6 credit hours),
- The two courses in the Management basket.
- The two courses in the Engineering basket.

## Core Courses

**24 Total Credit Hours**

Course Code	Course Title	Credit Hours	Prerequisite(s)
MEM 501	Project Management	3	No Prerequisite
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	No Prerequisite
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<sup>2</sup>

**6 Total Credit Hours**

Course Code	Course Code	Course Title	Credit Hours	Prerequisite(s)
Management	MGT 522	Leadership and Communication	3	No Prerequisite
	MEM 510	Innovation and Entrepreneurship	3	No Prerequisite
Engineering	MEM 507	Systems Engineering	3	MEM 501
	MEM 508	Engineering Risk Management	3	MEM 507

<sup>2</sup>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	No Prerequisite
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	No Prerequisite
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)<sup>®</sup> developed by the Project Management Institute (PMI). This prepares the students to take the exam of Project Management Professional (PMP) 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 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 Electives <sup>1</sup>	2	6
<b>Total</b>	<b>10</b>	<b>30</b>

<sup>1</sup> Electives: The six credit hours of program electives could be utilized by choosing any one of the following two options:

- Master's thesis (6 credit hours),
- 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	No Prerequisite
MPM 521	Project Planning, Integration, and Scope Management	3	No Prerequisite
MPM 531	Project Management Professionalism	3	MEM 501
MPM 541	Project Contract Management and Legal Aspects	3	No Prerequisite
MPM 561	Project Scheduling and Time Management	3	MEM 501
MPM 581	Project Costing and Financial Management	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	Advanced Engineering Economics	3	GEN 200*
	FIN 512	Financial Management	3	GEN 200*+ ACC 482 PC*
Theme 2: Project HR Management and Leadership	HRM 517	Human Resource Management in a Global Environment	3	No Prerequisite
	MGT522	Leadership and Communication	3	No Prerequisite

*\*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	no prerequisite
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	No Prerequisite
MPM 521	Project Planning, Integration, and Scope Management	3	No Prerequisite
MPM 541	Project Contract Management and Legal Aspects	3	No Prerequisite

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 Thesis <sup>1</sup>	2	6
<b>Total</b>	<b>10</b>	<b>30</b>

<sup>1</sup>A student may replace Master's thesis with the following:

- CIV598 Professional Project (3 credit hours); and
- 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 503	Finite Element Analysis	3	Graduate Standing
CIV 511	Structural Dynamics I	3	Graduate Standing
CIV 516	Structural Bridge Design	3	Graduate Standing
CIV 517	Advanced Steel Design	3	Graduate Standing
CIV 518	Pre-stressed Concrete Design	3	Graduate Standing
CIV 521	Advanced Foundation Engineering	3	Graduate Standing

### 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

\* Additional technical elective could be found in the General Concentration list of elective courses



## 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 503	Finite Element Analysis	3	Graduate Standing
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
CIV 561	Construction Project Management	3	Graduate Standing
CIV 5xx2	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 517	Advanced Steel Design	3	Graduate Standing
CIV 518	Pre-stressed Concrete Design	3	Graduate Standing
CIV 561	Construction Project Management	3	Graduate Standing
CIV 562	Construction Scheduling & Resource 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

\* Additional technical elective could be found in the General Concentration list of elective courses



## 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
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 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	-





# MASTER OF SCIENCE IN INFORMATION TECHNOLOGY



## Introduction

The Master of Science in Information Technology (MSIT) program at Abu Dhabi University is offered by the College of Engineering (CoE). The program requires the completion of either 9 graduate-level courses (27 credit hours) in addition to a master's thesis (6 credits) or 9 graduate-level courses (27 credit hours) in addition to a capstone project (3 credit hours).

## Program Mission

The mission of the MSIT program is aligned with ADU mission by providing prospective students, both fresh IT graduates as well as working professionals, with an excellent opportunity to obtain a master's degree in Information Technology. The program offers graduates a highly rewarding career-oriented graduate degree that will improve their chances and contribute to the progress of their career. The program will enable its graduates to develop an understanding of the latest Information Technology issues and to gain technical skills that are essential for effective IT professionals. The MSIT program is also aligned with the needs of the UAE and the region. The UAE economy in general, and Abu Dhabi in particular, is in high demand for IT professionals with advanced degrees to develop and manage the various growing sectors such as the banking industry, the construction industry, and the telecommunication industry.



## Curriculum

Program Component	Courses	Credit Hours
Program Core	9	27
Capstone Project in IT	1	3
<b>Total</b>	<b>10</b>	<b>30</b>

Note: For the thesis option, a student must replace the Capstone Project with Thesis in IT (6 credit hours)

## Core Courses

**30 Total Credit Hours**

Course Code	Course Title	Credit Hours	Prerequisite(s)
ITE 500	Rich Internet Application	3	Graduate status
ITE 501	Cloud Computing	3	Graduate status
ITE 502	Advanced Database and Data Mining	3	Graduate status
ITE 510	Advanced Data Communication and Networks	3	Graduate status
ITE 511	Wireless and Mobile Networks	3	ITE 510
ITE 512	Network Security	3	Graduate status
ITE 520	Mobile application development	3	Graduate status
ITE 521	Embedded Linux and Applications	3	ITE 520
ITE 522	Advanced Topics in Mobile Computing	3	ITE 520
ITE 590	Capstone Project in IT*	3	15 credits

\*For the thesis option, a student must replace the ITE 590 (Capstone Project in IT, 3 credit hours) with ITE 591 (Thesis in IT, 6 credit hours)



## Master of Information Technology Study Plan Full-time student

Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ITE 500	Rich Internet Application	3	Graduate status
ITE 510	Advanced Data Communication and Networks	3	Graduate status
ITE 520	Mobile application development	3	Graduate status

Semester II			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ITE 501	Cloud Computing	3	Graduate status
ITE 511	Wireless and Mobile Networks	3	ITE 510
ITE 512	Network Security	3	Graduate status

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ITE 502	Advanced Database and Data Mining	3	Graduate status
ITE 521	Embedded Linux and Applications	3	ITE 520
ITE 522	Advanced Topics in Mobile Computing	3	ITE 520

Semester IV			Total Credit Hours : 3
Course Code	Course Title	Credit Hours	Prerequisite(s)
ITE 590	Capstone Project in IT*	3	15 credits

*\*For the thesis option, a student must replace the ITE 590 (Capstone Project in IT, 3 credit hours) with ITE 591 (Thesis in IT, 6 credit hours)*



# Master of Science in Sustainable Architecture



## Introduction

The program at Abu Dhabi University is offered by the College of Engineering and is in line with Abu Dhabi's aim to transform its urban fabric into a model of sustainable urbanization, through supporting cross-disciplinary research, and to deliver more improved environmental designs, the Master of Science in Sustainable Architecture program goals are to incorporate the best international practices of environmental design into contemporary architecture and to prepare students to lead innovative sustainable solutions in the UAE and the region. The program aims to promote advanced research and innovation in sustainable architecture in the UAE, the region, and internationally, and contribute to a sustainable design practice and research-based knowledge towards sustainable regional architecture. The program offers graduates a highly rewarding career-oriented graduate degree that will improve their chances and contribute to the progress of their career. The program will enable its graduates to develop research skills in environmental designs, Sustainable Architecture program and integration of latest practices that lead to innovative sustainable solutions. This program is introduced at Abu Dhabi University in response to the UAE market needs where Environmental Design and Sustainable Architecture are driving many sectors of the industry and where planners and architects aware of sustainability issues are crucial to the UAE public and private firms.



## Program Mission

The mission of the Master of Science in Sustainable Architecture is to provide an opportunity for fresh graduates from schools of architecture and urban planning as well as working professionals to obtain a master's degree in Sustainable Architecture on a carefully designed schedule that minimizes disruption of work commitments. The program is designed to provide project its graduates with a wide range of new skills that would enhance their design and analytical abilities and knowledge of Sustainable Design, thus making them an asset to their organizations. The program will enable its graduates to develop an understanding of latest environmental design issues and to gain research skills that are essential for effective sustainable architecture. Curriculum prepares students for doctoral programs, and provides architectural designers/researchers with the qualitative and quantitative knowledge, methods, and tools that are appropriate for regional, desert environments in order to implement sustainable designs in professional practice. The Master of Science in Sustainable Architecture Program (MSSA) is a 30 credit-hour program that includes 24-27 hours of course work and 3 credit hours for the Capstone Project or 6 Credit hours for the Thesis option.

## Curriculum

Program Component	Project Option		Thesis Option	
	Courses	Credit Hours	Courses	Credit Hours
Program Core	9	27	8	24
Capstone/Thesis	1	3	1	6
<b>Total</b>	<b>10</b>	<b>30</b>	<b>9</b>	<b>30</b>

## Core Courses

## 30 Total Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite(s)
ARC 600	Approaches to Sustainable Design	3	No Prerequisite
ARC 605	Sustainable Urban Spaces and Landscape Design	3	No Prerequisite
ARC 610	Building Skins and Façade Design	3	No Prerequisite
ARC 615	Environmental Planning	3	No Prerequisite
ARC 620	Efficient Building Systems	3	No Prerequisite
ARC 625	Sustainable Indoor Spaces	3	No Prerequisite
ARC 630	Passive Design Strategies	3	No Prerequisite
ARC 635	Professional Responsibility in Sustainable Environmental Design	3	No Prerequisite
ARC640	Architectural Research Methods	3	No Prerequisite
ARC 690	Capstone Project	3	Completion of 27 Cr. Hours
ARC 691	Thesis	6	Completion of 24 Cr. Hours

Note: For those selecting the Thesis option, they may do so by taking a 6-credit thesis in lieu of (ARC 690 and ARC 640).



## Master of Science in Sustainable Architecture Study Plan

The following is a 4-semester model study plan after completing the pre-core courses, if needed.

Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ARC 600	Approaches to Sustainable Design	3	No Prerequisite
ARC 610	Building Skins and Façade Design	3	No Prerequisite
ARC 620	Efficient Building Systems	3	No Prerequisite

Semester II			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ARC 605	Sustainable Urban Spaces and Landscape Design	3	No Prerequisite
ARC 615	Environmental Planning	3	No Prerequisite
ARC 625	Sustainable Indoor Spaces	3	No Prerequisite

Semester III			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
ARC 630	Passive Design Strategies	3	No Prerequisite
ARC 640	Architectural Research Methods or 3 cr. hours Thesis	3	No Prerequisite

Semester IV			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
ARC 635	Professional Responsibility in Sustainable Environmental Design	3	No Prerequisite
ARC 690 / ARC 691	Capstone Project / 3 cr. hours of Thesis	-	No Prerequisite



# MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING

## Introduction

The College of Engineering (COE) at Abu Dhabi University offers the Master of Science in Electrical and Computer Engineering (MSECE) program. The MSECE program offers students opportunities for advanced education in the field of Electrical and Computer Engineering (ECE), thus producing engineers with state-of-the-art specialized technical knowledge and skills who are ready to serve as experts in their fields and/or to pursue PhD degrees in ECE. The MSECE program has a coursework option and a thesis option. In the coursework option, students are required to complete 10 graduate-level courses (30 credit hours) in addition to a capstone project (3 credit hours). For the thesis option, students complete 9 graduate-level courses (27 credit hours) and a thesis (6 credit hours). The program accepts students with bachelor's degrees in Electrical Engineering, Computer Engineering, or related fields. Students who lack the necessary background in certain topics, as per their undergraduate transcript, may be admitted conditionally. Such students will need to take some undergraduate-level courses as remedial courses or pass challenge exams as determined by the Program Director.

The MSECE paves the way for advancement in professional practice. Graduates of the program are ready to tackle complex problems in the areas of microelectronics, communications and networking, power and renewable energy, embedded systems, robotics, the Internet of Things, machine learning, signal processing, and information technology. The graduates achieve the breadth and depth of knowledge and skills needed to innovate in today and tomorrow's world where innovation, technology, communication, and energy are the driving forces for economic growth and prosperity. The program is designed with a schedule that minimizes disruption of work commitments.

The program aims at producing graduate who can (i) apply current techniques, skills, and necessary tools in Electrical and Computer Engineering practices, (ii) develop focused knowledge in areas of specialization in Electrical and Computer Engineering, (iii) formulate, analyze and solve problems within the discipline, (iv) develop critical thinking, problem investigation, design, and research skills, (v) demonstrate effective oral and written communication skills, (vi) recognize the social and ethical responsibilities of a professional working in the discipline, (vii) recognize the need for, and engage in life-long learning, and (viii) function effectively in teams to accomplish common goals.

This program has been introduced at Abu Dhabi University in response to UAE market needs and is aligned with Abu Dhabi Vision 2030. It also comes at the perfect time to serve the innovation movement in the country and the march towards smart cities with smart services in the area of education, health, government, industry, and business.

## Program Mission

The mission of the M.Sc in ECE program is to provide an opportunity for fresh graduates in Electrical and Computer Engineering or related field as well as working electrical and computer professionals to obtain a Master degree in Electrical and Computer Engineering on a carefully designed schedule that minimizes disruption of work commitments. The program is designed to provide electrical and computer professionals with a wide range of technical skills that would enhance their analytical abilities and knowledge in the area of Electrical and Computer Engineering, thus making them an asset to their organization.



## Curriculum

Program Component	Project Option		Thesis Option	
	Courses	Credit Hours	Courses	Credit Hours
<b>Program Core</b>	<b>8</b>	<b>24</b>	<b>8</b>	<b>24</b>
<b>Program Electives</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>3</b>
<b>Capstone/Thesis</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>6</b>
<b>Total</b>	<b>11</b>	<b>33</b>	<b>10</b>	<b>33</b>

## Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 500	Integrated Circuit Design	3	Graduate Standing
ECE 501	Advanced Embedded System Design	3	Graduate Standing
MEM 501	Project Management	3	Graduate Standing
ECE 510	Advanced Communication Systems	3	Graduate Standing
ECE 512	Smart Grids and Renewable Energy	3	ECE 520
ECE 520	Advanced Power System Analysis	3	Graduate Standing
ECE 611	Advanced Mixed-Mode Integrated Circuit Design	3	ECE 500
ECE 621	Computer and Machine Vision	3	Graduate Standing
ECE 690 Or ECE 691	Electrical and Computer Engineering Project Thesis in ECE	3 6	15 credits

## Elective Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 630	Advanced Low-Power Integrated Circuit Design	3	ECE 511
ECE 632	Computer Based Power System Planning and Design	3	ECE 520
ECE 622	Embedded Signal Processing	3	ECE 501
ECE 638	Nano-Optical Devices	3	Graduate Standing
ECE 634	Optoelectronic Devices and Circuits	3	ECE 510
ECE 635	Special Topics in ECE	3	Graduate Standing
ITE 500	Rich Internet Application	3	Graduate Standing
ITE 510	Advanced Data Communication and Networks	3	ITE 510
ITE 520	Mobile Application Development	3	ITE 520

\*Students who lack the expected knowledge for unconditional admission must complete the required prerequisite undergraduate courses as recommended by the graduate advisor or take a challenge exam.





## Possible pre-core courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CEN 304	Electronic Devices and Circuits	3	-
CEN 305	Microprocessors and Firmware Programming	3	-
CEN 345	Power Systems	3	-
EEN 220	Electric Circuits II	3	-

## Master of Science in Electrical and Computer Engineering Study Plan - Full-time Students

Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 500	Integrated Circuit Design	3	Graduate Standing
ECE 510	Advanced Communication Systems	3	Graduate Standing
ECE 520	Advanced Power System Analysis	3	Graduate Standing

Semester II			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 501	Advanced Embedded System Design	3	Graduate Standing
MEM 501	Project Management	3	Graduate Standing
ECE 512	Smart Grids and Renewable Energy	3	ECE 520

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 611	Advanced Mixed-Mode Integrated Circuit Design	3	ECE 500
ECE 621	Computer and Machine Vision	3	Graduate Standing
	Elective course I	3	-

Semester IV			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
	Elective course II + ECE 690 Electrical and Computer Engineering Project	6	15 credits

OR

ECE 691	Thesis in ECE	6	15 credits
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## Master of Science in Electrical and Computer Engineering Study Plan Part-time Students

### Semester I Total Credit Hours : 6

Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 500	Integrated Circuit Design	3	Graduate Standing
ECE 510	Advanced Communication Systems	3	Graduate Standing

### Semester II Total Credit Hours : 6

Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 501	Advanced Embedded System Design	3	Graduate Standing
MEM 501	Project Management	3	Graduate Standing

### Semester III Total Credit Hours : 6

Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 520	Advanced Power System Analysis	3	Graduate Standing
ECE 611	Advanced Mixed-Mode Integrated Circuit Design	3	ECE 500

### Semester IV Total Credit Hours : 6

Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 512	Smart Grids and Renewable Energy	3	ECE 520
	Elective course I	3	-

### Semester V Total Credit Hours : 6

Course Code	Course Title	Credit Hours	Prerequisite(s)
	Elective course II	3	-
ECE 621	Computer and Machine Vision	3	Graduate Standing

### Semester VI Total Credit Hours : 3/6

Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 690	Electrical and Computer Engineering Project	3	15 credits

OR

ECE 691	Thesis in ECE	6	15 credits
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# MASTER OF ENGINEERING IN ELECTRICAL AND COMPUTER ENGINEERING

## Introduction

The College of Engineering (COE) at Abu Dhabi University offers the Master of Engineering in Electrical and Computer Engineering (MEngECE) program. The College also offers a Master of Science in Electrical and Computer Engineering program (MSECE). The MEngECE responds to regional and international market demand for engineers with a unique blend of advanced ECE and Engineering Management backgrounds, thus preparing the Electrical and Computer Engineering project managers and industrial leaders of tomorrow. The MEngECE program has seven technical courses and three engineering management courses. Students are also expected to complete a capstone project in the area of Electrical and Computer Engineering project management. The program accepts students with bachelor's degrees in Electrical Engineering, Computer Engineering, or related fields. Students who lack the necessary background in certain topics, as per their undergraduate transcript, may be admitted conditionally. Such students will need to take some undergraduate-level courses as remedial courses or pass challenge exams as determined by the Program Director.

The MEngECE paves the way for advancement in professional practice. Graduates of the program are ready to tackle complex problems in the areas of microelectronics, communications and networking, power and renewable energy, embedded systems, robotics, the Internet of Things, machine learning, signal processing, and Electrical and Computer Engineering Management. The graduates achieve the breadth and depth of knowledge and skills needed to innovate in today and tomorrow's world where innovation, technology, communication, and energy are the driving forces for economic growth and prosperity. Moreover, they also receive the advanced business training required to successfully manage the large scale and complex projects of today. The program is designed with a schedule that minimizes disruption of work commitments.

The program aims at producing graduate who can (i) apply current techniques, skills, and necessary tools in Electrical and Computer Engineering practices, (ii) develop focused knowledge in areas of specialization in Electrical and Computer Engineering, (iii) formulate, analyze and solve problems within the discipline, (iv) develop critical thinking, problem investigation, design, and research skills, (v) demonstrate effective oral and written communication skills, (vi) recognize the social and ethical responsibilities of a professional working in the discipline, (vii) recognize the need for, and engage in life-long learning, and (viii) function effectively in teams to accomplish common goals.

This program has been introduced at Abu Dhabi University in response to UAE market needs and is aligned with Abu Dhabi Vision 2030. It has been designed in consultation with industrial leaders and managers in the areas of Electrical and Computer Engineering. It also comes at the perfect time to serve the innovation movement in the country and the march towards smart cities with smart services in the area of education, health, government, industry, and business.

## Program Mission

The mission of the M. Eng in ECE program is to provide an opportunity for fresh graduates in Electrical and Computer Engineering or related field as well as working electrical and computer professionals to obtain a Master degree in Electrical and Computer Engineering on a carefully designed schedule that minimizes disruption of work commitments. The program is designed to provide Electrical and Computer professionals with a wide range of technical skills that would enhance their analytical abilities and knowledge in the area of Electrical and Computer Engineering, thus making them an asset to their organization.



## Curriculum

Program Component	Courses	Credit Hours
Program Core	10	30
Project	1	3
<b>Total</b>	<b>11</b>	<b>33</b>

## Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 500	Integrated Circuit Design	3	Graduate Standing
ECE 501	Advanced Embedded System Design	3	Graduate Standing
MEM 501	Project Management	3	Graduate Standing
ECE 510	Advanced Communication Systems	3	Graduate Standing
ECE 512	Smart Grids and Renewable Energy	3	ECE 520
ECE 520	Advanced Power System Analysis	3	Graduate Standing
ECE 611	Advanced Mixed-Mode Integrated Circuit Design	3	ECE 500
MEM 502	Advanced Engineering Economics	3	GEN 200
MEM 510	Innovation and Entrepreneurship	3	Graduate Standing
ECE 621	Computer and Machine Vision	3	Graduate Standing
ECE 690	Electrical and Computer Engineering Project	3	15 credits

•Students who lack the expected knowledge for unconditional admission must complete the required prerequisite undergraduate courses as recommended by the graduate advisor or take a challenge exam.

## Possible pre-core courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CEN 304	Electronic Devices and Circuits	3	-
CEN 305	Microprocessors and Firmware Programming	3	-
CEN 345	Power Systems	3	-
EEN 220	Electric Circuits II	3	-



## Master of Engineering in Electrical and Computer Engineering Study Plan Full-time Students

Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 500	Integrated Circuit Design	3	Graduate Standing
ECE 510	Advanced Communication Systems	3	Graduate Standing
ECE 520	Advanced Power System Analysis	3	Graduate Standing

Semester II			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 501	Advanced Embedded System Design	3	Graduate Standing
MEM 501	Project Management	3	Graduate Standing
ECE 512	Smart Grids and Renewable Energy	3	ECE 520

Semester III			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 611	Advanced Mixed-Mode Integrated Circuit Design	3	ECE 500
ECE 621	Computer and Machine Vision	3	Graduate Standing
MEM 502	Advanced Engineering Economics	3	GEN 200

Semester IV			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
MEM 510	Advanced Communication Systems	3	Graduate Standing
ECE 690	Electrical and Computer Engineering Project	3	15 credits



## Master of Engineering in Electrical and Computer Engineering Study Plan Part-time Students

Semester I			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 500	Integrated Circuit Design	3	Graduate Standing
ECE 510	Advanced Communication Systems	3	Graduate Standing

Semester II			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 501	Advanced Embedded System Design	3	Graduate Standing
MEM 501	Project Management	3	Graduate Standing

Semester III			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 520	Advanced Power System Analysis	3	Graduate Standing
ECE 611	Advanced Mixed-Mode Integrated Circuit Design	3	ECE 500

Semester IV			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECE 512	Smart Grids and Renewable Energy	3	ECE 520
MEM 502	Advanced Engineering Economics	3	Graduate Standing

Semester V			Total Credit Hours : 6
Course Code	Course Title	Credit Hours	Prerequisite(s)
	Elective course II	3	
ECE 621	Compute and Machine Vision	3	Graduate Standing



<b>Semester VI</b>			<b>Total Credit Hours : 6</b>
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite(s)</b>
MEM 510	Innovation and Entrepreneurship	3	Graduate Standing
ECE 690	Electrical and Computer Engineering Project (Management-based)	3	15 credits



# MASTER OF SCIENCE IN MECHANICAL ENGINEERING

## Introduction

The Master of Science in Mechanical Engineering (MSME) program is offered by the College of Engineering at Abu Dhabi University (ADU). The MSME program has been designed to provide a wide range of technical knowledge and skills that would enhance analytical abilities and knowledge in the area of Mechanical Engineering. The program is also beneficial for working ME professionals seeking competitive edge to aid promotional opportunities by obtaining a master's degree in Mechanical Engineering on a carefully designed schedule that minimizes disruption of work commitments.

Students with a bachelor degree in mechanical engineering and related fields are eligible to apply. However, students with undergraduate degrees other than mechanical engineering may be admitted on conditional basis. Such students will have to take some undergraduate-level deficiency courses, as determined by the graduate advisor after examination of their undergraduate transcripts.

## Program Mission

The mission of the MSME program is to provide an opportunity for fresh graduates in ME related fields as well as working ME professionals to obtain a master's degree in Mechanical Engineering on a carefully designed schedule that minimizes disruption of work commitments. The program is designed to provide ME professionals with a wide range of technical knowledge and skills that would enhance their analytical abilities and knowledge in the area of Mechanical Engineering, thus making them an asset to their organization.

## Curriculum

The Master of Science in Mechanical Engineering is a 30-credit hour program. Table 1 summarizes the degree requirements of students taking the thesis option. Students have to complete 8 graduate level courses (24 credit hours) in addition to a master's thesis (6 credit hours). Students electing to pursue a project option have to take one additional graduate level technical elective course and a graduate project (3 credit hours) as per details shown in Table 3. This path is ideal for students wishing to complete the degree in 1.5-2 years and to use their advanced degree as a foundation for a career in industry related to design and analysis, testing, consulting, or management.

Program Component	Project Option		Thesis Option	
	Courses	Credit Hours	Courses	Credit Hours
Program Core	9	27	8	24
Capstone/Thesis	1	3	2	6
Total	10	30	10	30





## Table 1: Summary of Course Requirements (Project/Thesis Option)

### Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
MEC 511	Advanced Mathematics and Applied Statistics		Graduate Status
MEC 513	Advanced Thermo-Fluid		Graduate Status
MEC 515	Linear Elasticity		Graduate Status Co-requisite: MEC 511
MEC 522	Advanced Heat Transfer		MEC 511 and MEC 513
MEC 524	Finite Element Applications in Solid Mechanics & Heat Transfer		MEC 465 or equivalent + MEC 515 and MEC 511
MEC 526	Renewable Energy		MEC 522
Elective 1	Technical Elective 1		ECE 500
Elective 2	Technical Elective 2		-
Elective 3	Technical Elective 3 (Project Option)		-
MEC 588	Graduate Project (Project Option)		-
MEC 589	Thesis 1 (Thesis Option)		-
MEC 599	Thesis 2 (Thesis Option)		-

Students who lack the expected knowledge for unconditional admission must complete the required prerequisite undergraduate courses as recommended by the graduate advisor. Table 2 shows the expected prerequisite knowledge for the MSME:

### Table 2: Expected Pre-core Requirement

Course Code	Course Title	Credit Hours	Prerequisite(s)
MEC 465 or equivalent	Introduction to the Finite Element Method	3	-

### Table 3: Study Plan

The following is the study plan for a typical full-time student:

First Year: Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
MEC 511	Advanced Mathematics and Applied Statistics	3	Graduate Status
MEC 513	Advanced Thermo-Fluid	3	Graduate Status
MEC 515	Linear Elasticity	3	Co-requisite: MEC 511



First Year: Semester II			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
MEC 524	Finite Element Applications in Solids & Heat Transfer	3	MEC 465 or equivalent + MEC 511
MEC 522	Advanced Heat Transfer	3	MEC 513 + MEC 511
MEC 526	Renewable Energy	3	Co-requisite: MEC 522

Second Year: Semester I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
	Technical Elective 1	3	-
	Technical Elective 2	3	-
MEC 598	Master Thesis 1 (Thesis Option)	3	-

Second Year: Semester I I			Total Credit Hours : 9
Course Code	Course Title	Credit Hours	Prerequisite(s)
	Technical Elective 3 (Project Option)	3	-
MEC 588	Graduate Project (Project Option)	3	-
MEC 599	Master Thesis 2 (Thesis Option)	3	-

## Technical Elective Courses

The following are the Technical courses for the MSME:

GROUP A: Students can select up to three technical courses from the following:

Course Code	Course Title	Credit Hours	Prerequisite(s)
MEC 551	Computational Fluid Dynamics (CFD) & Heat Transfer (HT)	3	MEC 524 + min. of 15 credits
MEC 552	Mechanical Design Optimization	3	MEC465 or Equivalent + min. of 15 credits
MEC 553	Online condition-based monitoring of rotating equipment	3	MEC 511 + min. of 15 credits
MEC 554	MEMS (Microelectromechanical systems)	3	Min. of 15 credits



MEC 555	Bio-Materials	3	Min. of 15 Credits
MEC 556	Solar Energy	3	MEC 522 + min. of 15 credits
MEC 557	Advanced Mechatronics	3	Min. of 15 Credits
MEC 558	Computer Aided Analysis of Multi-Body systems	3	Min. of 15 Credits
MEC 559	Design of Robotics Manipulators	3	Min. of 15 Credits
MEC 560	Production Systems Operations	3	Min. of 15 Credits
MEC 561	Dynamics of Mechanical Systems	3	Min. of 15 Credits
MEC 562	Transport Phenomena in Porous Media	3	Min. of 15 Credits

GROUP B: Students can select maximum of one course from the following group as a technical elective:

Course Code	Course Title	Credit Hours	Prerequisite(s)
MEM 501	Project Management	3	None
MEM 504	Quality Engineering	3	Knowledge of basic statistics

**Admission Requirements:**

A Bachelor's Degree recognized by the UAE Ministry of Higher Education in Mechanical Engineering or related degree.



## COLLEGE OF LAW



### MASTER OF LAW IN ARABIC

### ماجستير في القانون باللغة العربية

#### مهمة البرنامج:

يقوم هذا البرنامج على منح درجة الماجستير في القانون بتخصصين: الاول القانون العام والثاني القانون الخاص، حيث يختار الطالب التركيز الذي يناسبه.

#### أهداف البرنامج:

1. اكساب الدارسين المعرفة القانونية المتخصصة النظرية والمرتبطة بالممارسة العملية
2. تعزيز البحث العلمي في جامعة أبوظبي في مجال القانون العام والخاص
  - تطوير المهارات البحثية والمعرفية والعملية لدى الطلبة في مجال القانون العام والخاص.
  - الإسهام من خلال البحث العلمي المعمق في تطوير النظم القانونية القائمة ومعالجة قضايا قانونية تطبيقية.
3. تلبية حاجة المجتمع في دولة الإمارات العربية المتحدة من الكفاءات الأكاديمية القادرة على التدريس فيها
  - سد النقص في المؤسسات العامة والخاصة من الكفاءات القانونية المتخصصة.
4. إتاحة فرص القبول وإكمال الدراسات العليا للطلاب الذين لم يتمكنوا من الالتحاق بالدراسات العليا في الجامعات الحكومية أو في الخارج في تخصص القانون
5. تعزيز مكانة الجامعة العلمية والأكاديمية على المستويات المحلية والعالمية كمركز للدراسات القانونية



## Master of Public Law Curriculum

## المقرر الدراسي لبرنامج الماجستير في القانون العام

### Core Courses 33 Total Credit Hours

المتطلبات الاجبارية  
إجمالي عدد الساعات المعتمدة: ٣٣

Course Code رقم المساق	Course Title اسم المساق	Prerequisite(s) المتطلب السابق	Credit Hours عدد الساعات المعتمدة
LAIN 503	القانون الدولي العام مع التعمق باللغة الانجليزية	لا يوجد	3
LACR 501	القانون الجزائري مع التعمق	لا يوجد	3
LARM 506	منهج البحث القانوني مع التعمق	لا يوجد	3
LAAD 502	القانون الإداري مع التعمق	لا يوجد	3
LAPO 504	القانون الدستوري والنظم السياسية مع التعمق	لا يوجد	3
LAFI 505	المالية العامة مع التعمق	لا يوجد	3
LADI 590	رسالة الماجستير	لا يوجد	9

### Major Electives 6 credit Hours

المتطلبات الاختيارية  
٦ ساعة معتمدة

Course Code رقم المساق	Course Title اسم المساق	Prerequisite(s) المتطلب السابق	Credit Hours عدد الساعات المعتمدة
LAPR 507	قانون الإجراءات الجزائية مع التعمق	لا يوجد	3
LAIS 512	نظام الحكم في الاسلام مع التعمق	لا يوجد	3
LAAC 516	العقود الإدارية مع التعمق	لا يوجد	3
LAFE 517	التشريعات الإقتصادية والمالية مع التعمق	لا يوجد	3
LACI 512	القانون الجنائي الدولي مع التعمق	لا يوجد	3



## Master of Public Law Study Plan

## الخطة الدراسية لبرنامج الماجستير في القانون العام

السنة الأولى First Year				
	Course Code رقم المساق	Course Title اسم المساق	Credit Hours عدد الساعات المعتمدة	Prerequisite(s) المتطلب السابق
الفصل الأول (Semester 1)	LAIN 503	القانون الدولي العام مع التعمق باللغة الانجليزية	3	لا يوجد
	LACR 501	القانون الجزائري مع التعمق	3	لا يوجد
	LARM 506	منهج البحث القانوني مع التعمق	3	لا يوجد
Total Credit Hours/إجمالي عدد الساعات			9	
الفصل الثاني (Semester 2)	LAAD 502	القانون الإداري مع التعمق	3	لا يوجد
	LAFI 505	المالية العامة مع التعمق	3	لا يوجد
	LAPO 504	القانون الدستوري والنظم السياسية مع التعمق	3	لا يوجد
Total Credit Hours/إجمالي عدد الساعات			9	
السنة الثانية Second Year				
	Course Code رقم المساق	Course Title اسم المساق	Credit Hours عدد الساعات المعتمدة	Prerequisite(s) المتطلب السابق
الفصل الأول (Semester 1)		متطلب اختياري	3	لا يوجد
		متطلب اختياري	3	لا يوجد
Total Credit Hours/إجمالي عدد الساعات			6	
الفصل الثاني (Semester 2)	LADI 590	رسالة الماجستير	9	لا يوجد
Total Credit Hours/إجمالي عدد الساعات			9	



## Master of Private Law Curriculum

## المقرر الدراسي لبرنامج الماجستير في القانون الخاص

### Core Courses 33 Total Credit Hours

المتطلبات الاجبارية  
إجمالي عدد الساعات المعتمدة: ٣٣

Course Code رقم المساق	Course Title اسم المساق	Prerequisite(s) المتطلب السابق	Credit Hours عدد الساعات المعتمدة
LACI 501	فقه المعاملات مع التعمق	لا يوجد	3
LAJT 505	قانون المعاملات المدنية مع التعمق	لا يوجد	3
LARM 506	منهج البحث القانوني مع التعمق	لا يوجد	3
LACO 502	القانون التجاري مع التعمق	لا يوجد	3
LAIS 503	القانون الدولي الخاص مع التعمق	لا يوجد	3
LACP 504	قانون الإجراءات المدنية مع التعمق	لا يوجد	3
LADI 590	رسالة الماجستير	لا يوجد	9

### Major Electives 6 credit Hours

المتطلبات الاختيارية  
٦ ساعة معتمدة

Course Code رقم المساق	Course Title اسم المساق	Prerequisite(s) المتطلب السابق	Credit Hours عدد الساعات المعتمدة
LAIP 507	قانون الملكية الفكرية مع التعمق باللغة الانجليزية	لا يوجد	3
LACA 508	التحكيم التجاري الداخلي والدولي مع التعمق	لا يوجد	3
LACL 509	حماية المستهلك مع التعمق	لا يوجد	3
LAIT 514	عقود التجارة الدولية مع التعمق	لا يوجد	3
LAIA 516	الجوانب القانونية للإستثمار مع التعمق	لا يوجد	3



## Master of Private Law Study Plan

## الخطة الدراسية لبرنامج الماجستير في القانون الخاص

السنة الأولى First Year				
	Course Code رقم المساق	Course Title اسم المساق	Credit Hours عدد الساعات المعتمدة	Prerequisite(s) المتطلب السابق
الفصل الأول (Semester 1)	LACI 501	فقه المعاملات مع التعمق	3	لا يوجد
	LAJT 505	قانون المعاملات المدنية مع التعمق	3	لا يوجد
	LARM 506	منهج البحث القانوني مع التعمق	3	لا يوجد
اجمالي عدد الساعات/Total Credit Hours			<b>9</b>	
الفصل الثاني (Semester 2)	LACO 502	القانون التجاري مع التعمق	3	لا يوجد
	LACP 504	قانون الإجراءات المدنية مع التعمق	3	لا يوجد
	LAIS 503	القانون الدولي الخاص مع التعمق	3	لا يوجد
اجمالي عدد الساعات/Total Credit Hours			<b>9</b>	
السنة الثانية Second Year				
	Course Code رقم المساق	Course Title اسم المساق	Credit Hours عدد الساعات المعتمدة	Prerequisite(s) المتطلب السابق
الفصل الأول (Semester 1)		متطلب اختياري	3	لا يوجد
		متطلب اختياري	3	لا يوجد
اجمالي عدد الساعات/Total Credit Hours			<b>6</b>	
الفصل الثاني (Semester 2)	LADI 590	رسالة الماجستير	9	لا يوجد
اجمالي عدد الساعات/Total Credit Hours			<b>9</b>	





# CODE OF CONDUCT

## Academic Integrity

### I. *Academic Integrity (AI) 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. Failing of students 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 cite 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 of data 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 of data 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. Claiming false 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/her 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 Violations of Academic Integrity (AI)**

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 AI. 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.

## **Excerpts of Examinations Protocols and Rules - Students’ Responsibilities**

### **I. Introduction**

The Office of Academic Integrity (OAI) has formulated Examinations’ Protocols and Rules that govern students’ conduct during examinations. It is the responsibility of students to be familiar with these rules and comply with them.

### **II. Types of Examinations**

Examinations at Abu Dhabi University (ADU) can be either “closed book” or “open book.” In “closed book” examinations, access to all materials related to the course is strictly prohibited. In “open book” examinations, students are allowed to have access to all materials during examination, with the exception of those specifically prohibited by the instructor. In the absence of any specific information, examinations are to be considered as “closed book.”

### **III. Students’ Responsibilities**

#### **A. Pre Examination**

1. Switch-off your mobile phones (and all other electronic devices) and place them in front of the examination room and away from where you are seated.
2. Put all the materials such as books, notes, etc. in front of the examination room and away from where you are seated.
3. Select your seat randomly and avoid seating next to friends, family, and/or associates.
4. Bring and use only the type of calculator that is allowed by the instructor.

#### **B. During Examination**

1. Read and sign the “Warning Section” on the top of the Exam Cover Sheet.
2. Sign the exam’s “Attendance Sign-Up Sheet.”
3. Refrain from looking at someone else’s exam paper



4. Refrain from engaging in any form of communication (e.g., talking and/or whispering) with other students.
5. Refrain from any movements that can raise suspicions of illicit activities.
6. Refrain from engaging in any arguments with the instructor or proctor.
7. Write answers on the papers provided by the proctor.
8. Use the back of your answer sheets for any required calculations.

C. After Examination

1. Finish the examination on time and stop writing answers when instructed to do so.
2. Leave the room quietly.
3. Collect your belongings.
4. Report any concerns or problems to the OAI staff.

## Excerpts of Procedural Guidelines for Examinations and Proctoring

### I. Introduction

The content and particulars of examinations are decided by the faculty members and communicated to the proctors and other concerned individuals such as IT staff. The overriding responsibility of the Office of Academic Integrity (OAI) is to ensure the integrity of the examination processes.

The responsibility for providing proctors to administer examinations rests with colleges and academic units. In the event of any shortfalls, the OAI will arrange for additional proctors to meet the needs of colleges and academic units.

The Procedural Guidelines for Examinations and Proctoring are described in the following sections. It is the responsibility of faculty members and proctors to be familiar with these rules and comply with them.

### II. Personal and Professional Attributes of Proctors

- Good reputation,
- Ability to take a supervisory role in the administration of examinations, and

- Lack of conflict of interest, both “in fact” and “in appearance.”

### III. Types of Examinations

Irrespective of the type of examination, and to minimize the possibility of students’ violations of the Academic Integrity Policy, faculty members are requested to prepare more than one version of an exam (this could be done by simple rearrangement of the questions or changing numbers in the exercises, etc.). In addition, all examinations should have the standard Exam Cover Sheet.

Examinations at ADU can be either “closed book” or “open book.” In “closed book” examinations, access to all materials related to the course is strictly prohibited, unless the materials are provided by the instructor (e.g., a formula sheet). In “open book” examinations, students are allowed to have access to all materials, with the exception of those specifically prohibited by the instructor. In the absence of any specific information, examinations are to be considered “closed book.”

### IV. Types of Proctors

- Proctor – the person responsible for monitoring exam-taking activities to ensure compliance with applicable rules and procedures.
- Roving proctor – the person representing the college and responsible for all examinations in any given examination time slot. The roving proctor is responsible for overseeing the activities of all proctors and addressing any issues of concern.

### V. Assigning Proctors

The scheduling of final examinations is the responsibility of the Office of the Registrar. The responsibility of the OAI is the assignment of proctors, which is done in collaboration with the colleges.

### VI. Proctoring Duties

A. Pre Examination

1. Be available in the examination rooms 20 minutes and rearrange the chairs to create physical separation between students.
2. Review each examination information sheet for special requirements requested by the instructor.
3. Allow students into the examination room ten (10)



minutes before the exam time.

4. Ensure random seating of students as they enter the classroom and take-up seats.
5. Request each student to display valid Student ID (other valid IDs with photo such as driving license may be acceptable).
6. Instruct students to put away all unauthorized materials, including mobile phones and other electronic devices in front of the examination room and away from where they are seated.
7. Review with students major items that constitute cheating (e.g. speaking, exchanging information, accessing unauthorized materials such as mobile phones, etc).
8. Ensure each student receives the correct version of the exam.
9. Place the examination papers in front of students, faced-down, and one-by-one.
10. Announce the start of the examination, write the time of the examination on the whiteboard (e.g., exam duration two (2) hours, starting time 09:00 a.m., and finishing time 11:00 a.m.), and adjust the finishing time, if necessary (e.g., exams starting with some delays require finishing time to be extended to compensate for the delay).
11. Start the exam.

#### B. During Examination

1. Preventing conducts that are violations of the provisions of the AIP (e.g., cheating), and
2. Detecting acts of violations of the provisions of the AIP (e.g., catching cheating activities).

Prevention -- The continuous vigilance and engagement of proctors are the two necessary conditions to prevent violations.

Detection of Violations – In instances where direct evidence of violations exists (e.g., students using and/or possessing handwritten or electronically stored course related materials), the proctor should take the following actions:

1. Approach the student.
2. Collect the Student ID and the examination papers.
3. Secure the evidence of violation such as handwritten notes or electronic devices.

4. Notify the instructor of the course or the roving proctor.
5. Complete and submit to the OAI the Exam Violation Documentation Form along with the evidence of cheating (e.g., notes, mobile phones, or other electronic devices).
6. Notify the roving proctor and/or the representative of the OAI, in cases of non-cooperating students.

In instances where the violations of the AIP is suspected, but no direct evidence is observed, students should be allowed to complete the exam. However, once the exam is completed, students' exam papers should be marked as "suspected case of cheating," the instructor of the course notified, the Exam Violation Documentation Form completed, and the case referred to the OAI.

In addition to the above broad guidelines, proctors need to follow specific rules during examinations, as outlined below:

1. Ensure unauthorized electronic devices are kept away from the proximity of students.
2. Remind students that any violations of the AIP will result in the ejection of students from the examination room.
3. Instruct students to read and sign the "Warning Section" on the top of the Exam Cover Sheet.
4. Circulate exam's "Attendance Sign-Up Sheet" to collect students' signatures.
5. Prevent students to enter the examination room after 30 minutes from the start of the exam. In these cases, the Non-Admitted Late Comers Notification Form should be completed and submitted to the OAI.
6. Prevent students to leave the examination room prior to 40 minutes from the start of the exam.
7. Prohibit use of any unauthorized materials or resources unless specifically allowed by the instructors.
8. Monitor students to ensure they are focused on completing the examination.
9. Maintain a physical presence at all times by walking around and paying close attention to students' behavior and conduct.
10. Monitor students' conduct while on emergency break (e.g., using the restrooms).
11. Enforce the following exam-taking rules:

- a. No talking between and among students,



- b. No answering of questions by students or proctors,
  - c. No exchanges of any kind of materials between and among students, and
  - d. No change of seats unless for valid reasons and with the consent of the proctor.
- C. After Examination
1. Finish the examination on time and orderly.
  2. Secure the completed examination papers.
  3. Deliver completed exams to the representative of the college or the roving proctor.
  4. Ensure students remain seated until the proctor collects the examination papers.
  5. Collect examination papers from students, one-by-one.
  6. Account for the total number of exam copies by counting completed exam papers, match the numbers against the number of students on the "Attendance Sign-Up Sheet", and the head count.
  7. Validate the completeness of total copies of the exam (i.e., exams taken plus excess copies should be equal to the number of copies originally received).
8. Contact the IT staff to secure the lab for the lab-based examinations.
  9. Remind students to collect their personal belongings.
  10. Handover any items left behind by students to the Security Officer or the OAI Representative.



  
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# COURSE DESCRIPTIONS

## College of Arts and Sciences

### Professional Post-Graduate Diploma in Teaching

#### Core Courses

#### **EDC 474 - School Curriculum**

*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 ineligancies theory, curriculum planning, development, integration, and evaluation.

#### **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 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 equipment's 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](http://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 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 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 481- Practicum**

*Credit Hours: 6*

*Prerequisite: EDC 471, EDC 474, CE 1*

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: None*

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: None*

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: None*

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: None*

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: None*

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: None*

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: None*

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.



# Master of Education in Leadership

## Core Courses

### EDA 501 - Leadership in Education

*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 the education field including school administration, planning and teacher development, while focusing on the constantly changing nature of administrative responsibility. Students develop an integrated view of the knowledge base, research and practice of leadership, planning and 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 education.

### EDA 540 - Institutional Enhancement

*Credit Hours: 3 Prerequisite: None*

This course focuses on the process of development of fundamental concepts and procedures relative to effective planning and change. The course will cover the main issues related to enhancement capacity programs and institutional development and help leaders and managers to plan, implement, improve, change and create supportive environment. Course will cover research in organizational settings, organizational theory, change theory,

and organizational development. Students will learn apply the criteria to develop and evaluate instructional methods and strategies to enhance schools and learning environment and improve learning process. Students will learn about international programs and they will write, design and create individual projects, create local standers, and design programs to assist leaders for academic leadership covering strategic planning and implementation, people management and corporate governance, and resources management.

### EDA 542 - Professional Development

*Credit Hours: 3 Prerequisite: None*

This course will help students to be successful as school leaders and especially beginning school administrators, the course will help them to develop their skills, attitudes and behaviors they currently hold and use, and accordingly develop a plan for growth and help other teachers to learn and grow. The course will help them to understand how to 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 in this course. 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 580 - Internship and Capstone Project

*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. This internship should provide opportunities to work with and to learn from administrators in schools. Through field-based experiences, the student has the opportunity to strengthen his/her qualifications and gain experience. Through careful planning, the student should be able to accomplish the level of professionalism. The Capston project 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. Conferences, presentations and discussions occur under the guidance of a major professor.

### CAI 515 - Curriculum Development and Instructional Supervision

*Credit Hours: 3 Prerequisite: None*

This course is designed to specifically help educators, leaders and administrators gain the knowledge, skills and attitudes necessary in curriculum Development and



Instructional Supervision to support schools, teachers and students in their learning and professional development, guide ongoing curriculum and instructional development, improve school effectiveness and responsiveness to the community. The course will provide opportunities to actively engage in thinking and learning about the material covered in the field of curriculum development and Instructional supervision. Feature discussions, cooperative learning activities, and lecture presentations will provide students with the main issues, skills, knowledge, recent and modern models in curriculum supervision. Participants will learn strategies for empowering teachers and administrators to become active, responsible teachers and supervisors, so they will achieve greater success in the dissemination of their skills and knowledge. This advanced course will focus also on learning to design and deliver effective professional development events for educators in their schools. This train-the-trainer course is intended to improve the participants' skills in designing and delivering success strategies to educators. The course content will cover skills that are drawn from best practices in academic curriculum design, learning styles applications, active learning strategies, learner-centered instruction, corporate training, instructional supervision and personal development seminars.

### **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 related subjects of the research paradigms used in education as well as opportunities to apply specific research methods related to these paradigms, the course will covered definition and evaluation

of the Purpose/Problem statement, the research/scientific hypothesis, the statistical hypothesis, the null hypothesis, alternative hypotheses, directional or non-directional, Ethical issues in empirical research, types of educational reference resources, sources and effects of sampling error, characteristics and consequences of biased samples, types of probability and non-probability based sampling plans randomness, types of variables and how they are used, research validity, measurement instruments, types of research designs--advantages and disadvantages, descriptive statistics.

### **EDC 516 - Program Assessment**

*Credit Hours: 3 Prerequisite: None*

This course focuses on the philosophies, methods and processes of evaluation and assessment in curriculum and instruction in education to 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 assessment and 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.

### **EDC 519 - Information System in Education**

*Credit Hours: 3 Prerequisite: None*

This course will Examine 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. They will learn the process and skills needed in assessment conducted, evaluate, and apply through this course gives them, as well as their own experiences and programs in schools and districts. The knowledge they will learn can enhance decision-making for their schools and students information, records, and teachers' documentation. Program and the creation of a practices systems Action Plan to be successful in their school, beginning apply and enhance school administration should reflect upon the skills, attitudes and behaviors they currently hold. Class sessions will feature discussions, cooperative learning activities, and lecture presentations; they will provide opportunities to actively engage in thinking and learning about the material covered. Students are expected to come to class prepared to thoughtfully discuss assigned readings and to participate in activities based upon the concepts.

## **Core Electives**

### **EDA 511 - Philosophy of Education**

*Credit Hours: 3 Prerequisite: None*

This course provides a study of the educational implications of Idealism, Realism, Neo-Thomism, Experimentalism and Existentialism. Significant factors will include the curricula emphasis, preferred method, ethics, and aesthetics stressed by each philosophy. Attention is placed on the learner's ability to identify and



describe his or her own philosophy of education. 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 designed to enable students to understand the educational system of the United Arab Emirates, its historical development, and stages undergone by the developments that have accompanied the state and the Union. It will support the students in identifying the philosophy of education, social and economic objectives of the UAE community, types of schools, different phases of education, higher education, Principal and leadership and teacher's license system in UAE. In addition to understand the nature and components of the curriculum with its cultural, psychological, philosophical, social and economic elements that are applied in UAE schools and different educational institutions and mechanisms of its implementation, educational outcomes, characteristics of Emirati student according to the contents of the national document. Also the course aims to provide the context of discussion among students to argue education issues from a reflective perspective of leaders and teacher's actions and practices; aiming to develop students' abilities to understand and critique the educational reality according to a

scientific and objective basis. Students in this course will discuss the growth and development of the educational movement in UAE society, and analyze the role of the educational system in building a cohesive community equipped with science and able to cope with the requirements of this era using language of technology. Also, the students will discuss the educational system in the framework of multi-cultural community.

### **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. Significant theoretical and conceptual frameworks that draw upon critical aspects of women's leadership will be covered. 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. The course aimed to facilitate discussion based on required readings. Full and active engagement in meaningful dialogue regarding relevant issues concerning women in administrative roles and leadership development is expected of each student.

### **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 in addition, help students to develop specific research skills that are necessary to produce academic literature reviews and research papers. This course will explore these questions. First, review the ways in which comparative and international educational research has been pursued, focusing on issues of theory and methodology, second: balancing reading between theoretical and methodological treatments of comparative education. Also review a number of recent examples of empirical work. After a general exploration of major methodological and theoretical issues in the area of Comparative and International Education, the course will examine literature addressing two overarching themes: Education and Economic Development and Quality, Standards, and Accountability.

### **EDC 525 - Qualitative research Design**

*Credit Hours: 3 Prerequisite: None*

This course focuses on the qualitative methods used for research in schools and other organizations, the students will learn how to collect data and how to manage their understanding about the data collected from different recourse. They will cover all the concepts and the techniques used in this methods and how to design their research. Analyzing and writing findings, hypotheses, questions, and all components in this design will be covered to develop student's skills. Students will be involved in structured learning activities to learn about processes of qualitative research. Fieldwork relations and beginning data analysis. Applying concepts to practice, the students will learn how to design their research and select the topics, and then they will learn how to use different material and tools, statistical procedures and writ the final report. The important of qualitative research in educational field and other fields will help leaders in this field to understand effective variables on the



learning, culture, ethnicities, values and any related factors.

### **EDC 527 - Quantitative Research Design**

*Credit Hours: 3 Prerequisite: None*

This course focuses on the quantitative methods used for research in schools and other organizations, the students will learn how to collect data and how to manage their understanding about the data collected from different recourse. They will cover all the concepts and the techniques used in this methods and how to design their research. Analyzing and writing findings, hypotheses, questions, and all components in this design will be covered to develop student's skills. Students will be involved in structured learning activities to learn about processes of quantitative research. Fieldwork relations and beginning data analysis. Applying concepts to practice, the students will learn how to design their research and select the topics, and then they will learn how to use different material and tools, statistical procedures and write the final report. The important of quantitative research in educational field and other fields will help leaders in this field to understand effective variables on the learning, culture, ethnicities, values and any related factors.

## Master of Science in Special Education

### **Core Courses**

#### **SPEDC 501- Special Education and**

#### **Exceptionality**

*Credit Hours: 3 Prerequisite: None*

This course is designed to give students the basic overview of all the areas and categories of special education. The course will provide an advanced educational knowledge base consisting of philosophical, historical, psychological, educational, social and legal foundations. The purpose is to prepare students to work and to be able to manage, design, and develop strong background in special education programs.

#### **SPEDC 502 - Measurement and Evaluation in Sp.Ed**

*Credit Hours: 3 Prerequisite: None*

This course is designed to cover methods, approaches, tools and scales used to identify the special needs, developing formal and institutional screening tools for diagnoses and assessment. Class sessions will feature discussions, cooperative learning activities, and lecture presentations and will provide opportunities to actively engage in learning the various types of assessment along with the ability to select or design and implement the appropriate assessment tool. Authentic assessment strategies, specifically designed to support and inform instruction are the hallmark of best practices in special education. The expert teacher also analyzes evaluation data to make informed decisions about student progress.

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

*Credit Hours: 3 Prerequisite: None*

This course is designed to give students the basic overview of background in special education curriculum and instruction as a central to educational improvement; they will study the different methodology and instructional strategies in special education. Also the course will provide them with the most

recent approaches and methods in curriculum development for the students with special needs. The course will prepare them to take on increased responsibilities in the planning, implementation, research, and evaluation of curriculum, instruction and assessment through develop their own project and design curriculum outlines model. The study of curriculum and instruction not only entails content, methodology and assessment but also entails an understanding of why curriculum and instruction are important in affecting change both within and outside of schools. The study of curriculum can help students to design materials and instructional procedures for teaching exceptional individuals. Curriculum selection, program design, and classroom organization are considered with commonalities across exceptionalities emphasized.

#### **SPEDC 504- Early childhood and Intervention programs**

*Credit Hours: 3 Prerequisite: None*

This course is designed to provide students with subject matter, curriculum, learner characteristics, reflection opportunities, and intervention techniques to use with young children who have moderate to severe disabilities. Students will be provided with lectures and reading materials to integrate and reflect on current trends and research in early childhood and intervention programs. Students will focus on instructional content and practice that are appropriate for young children with disabilities. In addition, field experiences, and case studies will provide students with opportunities to apply and synthesize knowledge relative to being a teacher in early childhood special education.

#### **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, philosophical orientation to inclusive programming, legal and policy issues, equity and the tension between responsibilities for services delivery between general and special educators, services and program evaluation, instructional practices, community and parent engagement in services delivery. This course is designed to provide students with 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.

This course is an analysis of important conceptual and practical issues that face special education professionals. It illustrates the background and status of special education through current analysis of fundamental guiding practices. It focuses on key practices in special education services with the latest information on assessment, instruction, early intervention, transition, and school reform. Also, it provides an analysis of social, political, legal, and economic activity reflected in special education practice.

### **SPEDA 580 - Internship / Capstone Course**

*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. This internship should provide opportunities to work with and to learn from administrators in schools. Through field-based experiences, the student has the

opportunity to strengthen his/her qualifications and gain experience. Through careful planning, the student should be able to accomplish the level of professionalism. The Capstone project 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. Conferences, presentations and discussions occur under the guidance of a major professor.

### **SPEDC 506 - Research Methods in Sp.Ed**

*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 related subjects of the research paradigms used in education as well as opportunities to apply specific research methods related to these paradigms, the course will cover definition and evaluation of the Purpose/Problem statement, the research/scientific hypothesis, the statistical hypothesis, the null hypothesis, alternative hypotheses, directional or non-directional, Ethical issues in empirical research, types of educational reference sources, sources and effects of sampling error,

characteristics and consequences of biased samples, types of probability and non-probability based sampling plans randomness, types of variables and how they are used, research validity, measurement instruments, types of research designs--advantages and disadvantages, descriptive statistics.

### **SPEDT 511 - Assistive Technology in Special Education**

*Credit Hours: 3 Prerequisite: None*

This course exposes students to a variety of technologies used by and with persons with exceptionalities. Students will gain hands-on skills in designing technology-based instructional materials for students with a wide range of exceptionalities. A focus on Universal Design for Learning is at the core of this course—with a goal of providing students with the ability to adapt technology, instruction, and assessment to meet a range of student needs. Exposure to adaptive and assistive technologies, as well as state-of-the-art software and hardware, will take place during the course.

This course includes lecture, testing, prepared products, and classroom activity/participation and laboratory activities/practice. This course stresses the need to use cooperative learning teams when teaching students who have disabilities and many of the assignments reflect this approach. Class lectures will supplement information from the assigned readings.

## **Core Electives**

### **SPEDC 520 - Seminar in Learning disabilities**

*Credit Hours: 3 Prerequisite: None*

This course provides the current





perspectives on issues related to the legal and theoretical principles of special education and related services provided for the students with learning disabilities, curriculum adaptation and universal design to serve students with mild disabilities. Selected topics are explored through readings and discussion, and research. The students are expected to cover issues like inclusion education, accountability, diversity, recent and advanced programs and practices.

### **SPEDC 521 - Seminar in Mental Handicaps and intellectual challenges**

*Credit Hours: 3 Prerequisite: None*

This course covers the most advanced issues in Intellectual and Developmental Disabilities, new approaches and researches, family and early intervention programs, rehabilitation and community services and legislations. Medical, genetic research and intervention. This course provides the current perspectives on issues related to the legal and theoretical principles of special education and related services provided for the students with Intellectual and Developmental Disabilities, selected topics are explored through readings and discussion, and expletory research. The students expected to understand issues like inclusion education, accountability, diversity, recent and advanced programs and practices

### **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, behavior analysis approach and teacher's intervention in the classroom, Behavior management, family and early intervention programs, rehabilitation and community services. Behavioral management and behavioral analyzes strategies. Legislation, and will cover

the inclusive, behavior treatment within support groups and classrooms.

### **SPEDC 523 - Seminar in Sensory and Physical Disabilities**

*Credit Hours: 3 Prerequisite: None*

This course covers the most advanced issues in developmental disabilities (Sensory and Physical), the course will focus in new approaches and researches early intervention programs, and rehabilitation and community services. These issues and studies include sensory and physical and health disorders: Deafness, Blindness. Related services, teaching, technology and treatment approaches. Inclusive education and school management.

This course designed to help students to Examines current research on Sensory and Physical Disabilities. It is designed to increase students' awareness of the causes and characteristics of a variety of sensory and physical disabilities, together with current approaches to service provision. Causes of sensory disabilities, physical and health disabilities and the support needs will be examined. Several specific programs will be studied in greater detail, and students will be expected to complete an in-depth study in one of these areas.

### **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. This course will focus in new approaches and researches in early intervention programs, and rehabilitation and community services. These issues and studies include speech, language, and communication disorders.

This course design to help students to Examines current research on language and communication disorders. It is designed to increase students' awareness of the causes and characteristics of a variety of speech problems, language and communication disorders together with current approaches to service provision. And the support needs will be examined. Several specific programs will be studied in greater detail, and students will be expected to complete an in-depth study in one of these areas.

### **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. This course covers focus in new methods and educational programs for gifted and talented characteristics, needs, and rehabilitation and community services and new techniques. This course will focus in new approaches and researches in this field. Evaluation, assessment and prepare qualified teachers and resource room.

This course design to help students to Examines current research on Gifted and Talented It is designed to increase students' awareness of the characteristics and the educational needs of giftedness and talented students. current approaches to service them. And the support needs will be examined. Several specific programs will be studied in greater detail, and students will be expected to complete an in-depth study in one of these areas.

### **SPEDC 526 - Seminar in Remedial 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. This course covers focus in new methods and educational programs for gifted and talented characteristics, needs, and rehabilitation and community services and new techniques. This course will focus in new approaches and researches in this field. Evaluation, assessment and prepare qualified teachers and resource room.

This course design to help students to Examine current research on Gifted and Talented It is designed to increase students' awareness of the characteristics and the educational needs of giftedness and talented students. current approaches to service them. And the support needs will be examined. Several specific programs will be studied in greater detail, and students will be expected to complete an in-depth study in one of these areas.

### **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. This course covers issues related to different resources and new programs in the field of Autism and related services in special education. This course will cover readings and research on narrative people with Autism as well as field visits to Autism center in UAE.

This course design to help students to examine current research on Autism and related services programs provides for persons with autism and their families. Programs and activities designed to increase students' awareness and knowledge of the characteristics and the educational, psychological, social, medical needs and support needs for Autism. Several

specific programs will be studied in greater detail, and students will be expected to complete an in-depth study in one of these areas.

### **SPEDC 505 - Advanced- Current issues in Sp.Ed**

Credit Hours: 3 Prerequisite: None

This course is designed to provide students with 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, assessment, leadership and teacher development, transition between services, and post school life. This course is an analysis of important conceptual and practical issues that face special education professionals. It illustrates the background and status of special education through current analysis of fundamental guiding practices. It focuses on key practices in special education services with the latest information on assessment, instruction, early intervention, transition, and school reform. Also, it provides an analysis of social, political, legal, and economic activity reflected in special education practice.





# College of Business

## 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 a firm's assets and financial 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 the 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 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 among the members of a group or an 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 the

leader as an 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 Co-requisite*

This course is designed for the business researcher or professional to help him/her make choices about handling the most important business variables and methods of studying 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 making 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.

### **MKT 511 - Marketing Management**

*Credit Hour: 3*

*Prerequisites: No Prerequisite*

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 and 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 an 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 chains 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 from a global perspective with a consideration of 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 the strengths and weaknesses in the various approaches considered. Students should also learn the importance of 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 the 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 the theoretical basis of the various issues, it relies on both empirical evidence and discussion of firms' real world activities.



### **HRM 517 - Human Resource Management in a Global Environment**

*Credit Hour: 3*

*Prerequisite: No Prerequisite*

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 - Employee Performance Management**

*Credit Hour: 3*

*Prerequisite: HRM 517*

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 human resource management as a whole. Mediators and moderators of such relationships may also be examined. On the practical 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: No Prerequisite*

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 the appropriate training and development that ensures realization of their 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 526*

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 535- Employment Law and Relations**

*Credit Hour: 3*

*Prerequisite: HRM 517 Co-requisite*

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 failures in achieving these goals. Ultimately, this course teaches students how to manage the 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: No Prerequisite*

This course examines current issues in business ethics from the perspective of fundamental concepts and theories of ethics and social responsibility. The issues resulting from construction activities and liquid and

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: No Prerequisite*

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 analyses and discussions in class..

### **MIS 556 - Innovation and**



## Technology Management

*Credit Hour: 3*

*Prerequisite: No Prerequisite*

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 progress from an industrial, product-centric economy to a networked, digital economy that is service-centric?
- How can we innovate?

Within the context of these important questions, this course addresses issues which are central to managing innovation and technology. It aims to enhance an 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 levels. Specifically, it aims to integrate the management of technological, organizational and market changes 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 - 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 analyses 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.

## SCM 541 - Logistics Management

*Credit Hour: 3*

*Prerequisite: No Prerequisite*

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 an 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.

## SCM 542 - Technology in Logistics and Supply Chain Management

*Credit Hour: 3*

*Prerequisite: SCM 540*

This course introduces students to the main concepts, principles, models, theories, and practices of global logistics management. Topics covered by this course include: international logistics, global strategy for logistics & SCM, structuring the global supply chain, international sourcing & distribution, role of ports & airports in international product movement, economics of international air & ocean carriers, freight forwarding industry, and security & risk management for international supply chains. These topics are taught in the international and the UAE context. In addition to covering these central topics in logistics and SCM, the course also requires students to use cross-functional business knowledge with the logistics function. Finally, the course puts a particular emphasis on teaching students how technology can be used for addressing practical problems in logistics and supply chain management.

## SCM 543 - Strategic Supply Chain Management in a Global Environment

*Credit Hour: 3*

*Prerequisite: SCM 540*

The focus of this course is on the strategic importance of logistics and supply chain management in a global environment. It covers basic topics such as developing supply chain strategies and obtaining a strategic fit with the business strategy, strategic sourcing and purchasing, design of supply chain and logistics networks and supply chain integration and collaboration. The use of information technology is emphasized as a vital



tool in dealing with logistics and supply chain problems.

### **MEM 501 - Project Management**

*Credit Hour: 3*

*Prerequisite: No Prerequisite*

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. It integrates and clarifies the principles and tools through case studies from a variety of disciplines.

### **MPM 521 - Project Planning, Integration, and Scope Management**

*Credit Hour: 3*

*Prerequisite: No Prerequisite*

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 541 - Project Contract Management and Legal Aspects**

*Credit Hour: 3*

*Prerequisite: No Prerequisite*

This course presents the legal aspects of contract documents and

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.

### **AVS 561 - Airport Operations**

*Credit Hour: 3*

*Prerequisite: MGT482-PC\**

The course provides a foundation for understanding the key elements of airport operations including management, financing, regulation, risk mitigation and community impacts. Considering the recent and upcoming developments of airports and airport infrastructure in the UAE, an understanding of the importance of airports in airline operation and regional economics is critical for future professionals in the aviation industry.

### **AVS 562 - Aircraft Fleet Strategy**

*Credit Hour: 3*

*Prerequisite: MGT482-PC\**

The civil aviation industry is the most regulated industry in the world today. The regulations have been developed over many years since the end of the second world war in 1945 & the formation of the International Civil Aviation Organization (ICAO). Each region of the world follows a regulatory base frame work that might differ slightly but do follow the same core rules, standards, guidelines & regulations to ensure a safe & airworthy aircraft operation. Managers involved in aviation must have an understanding of the regulations & what they are responsible & accountable for by law. This course will outline & review the regulations & the responsibilities of

the aviation managers in different regions around the world & in the different management disciplines & how they developed over the years to what they are today. It will look also at the development of the Safety Management Systems (SMS) & Quality Management Systems (QMS) that must be in place to meet the regulations & ensure compliance with the regulations. This course will review the regulations for Europe through EASA, the USA through the FAA, the UAE through the GCAA.

### **AVS 563 - Aviation Regulations & Safety /Quality Management Systems**

*Credit Hour: 3*

*Prerequisite: MGT482-PC\**

An aviation manager must have an understanding of all the types & series of aircraft that are available today in the world for leasing or buying, both new & used aircraft. Each aircraft type offers different capabilities & performance for different possibilities & business strategies. This course will introduce the different aircraft manufacturers from Boeing to Airbus & others, the different types of aircraft from the B737 NG to the A380 airbus all in between. We will look at their classification, capability, specifications, performance & relevance for different corporate strategies & business plans. We will look at the variants of types, the engines available for the types & their fuel burn & the environmental impact. We will review how to take a business plan & identify the right type for the fleet to accomplish the business plan & how to approach the manufacturer to buy a fleet of aircraft or a single aircraft or to lease a fleet of aircraft instead of purchase. We will not only review performance & capability but also the financial aspect of fleet strategy, the price of purchase & the price of leasing. We will review Direct Operating Costs of the fleet as well as Fixed Costs & Asset Costs of fleet strategy. We will compare fleet types & build a fleet for an imaginary operation.





## **ISL 603 Islamic Finance and Banking**

*Credit Hour: 3*

*Prerequisite: MGT482-PC\**

This course will cover essential elements of Islamic Finance and Banking, which is one of the fastest growing and most innovative financial disciplines in the international financial important sector of the finance industry. Islamic finance is one of the least understood finance disciplines both by the western financial community and indeed by those in Islamic communities. This course offers a clear and understandable examination of the theoretical and practical issues related to Islamic Finance and Banking. It will help participants to fully understand the fundamental principles underlying modern Islamic finance, as well as modern practices prevailing in this industry.

### **PRE-CORE COURSES**

#### **MGT 482-PC - Introduction to Management**

*Credit Hour: 2*

*Prerequisite: No Prerequisite*

This course examines, in depth, the role that managers play 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 Methods in Business**

*Credit Hour: 2*

*Prerequisites: No Prerequisite*

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: No Prerequisite*

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: No Prerequisite*

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 517 - Human Resource Management in a Global Environment**

*Credit Hour: 3*

*Prerequisite: No Prerequisite*

In today's increasingly global business environment, Human Resource Management (HRM) plays an increasingly important role in supporting organizational strategies, goals, and tactics. The main goal of this course is to provide students with a thorough understanding of the main concepts, theories, and practices of Human Resource Management (HRM). Since the United Arab Emirates (UAE) workforce is very diverse and is comprised primarily of expatriates from



across the globe, these fundamentals of HRM are taught in both the local and global context. This course makes a particular emphasis on fundamental local and global practices in relation to job analysis, job design, selection, recruitment, training and development, reward management, performance appraisal, and compensation. Particular practical emphasis is placed on recruitment a selection. Students will be asked to develop a recruitment and selection system for a UAE organization. Additional topics covered include overview of labor law and labor relations, employee data management and related HRM information systems, and common HRM metrics. The course ends with a discussion of future global challenges of HRM. This course equips students with the necessary international perspective that will allow them to develop a deep understanding of why HRM practices differ across the globe and use theories and practices appropriate for a given context.

### **HRM 526 - Employee Performance Management**

*Credit Hour: 3*  
*Prerequisite: HRM 517*

The course examines in-depth the role of performance management system in managing employees' productivity for overall organizational successes. More specifically, the course has been designed to familiarize the students with the concepts on performance management system and the usage of performance management systems as a powerful tool for line manager as well as the Human Resource Management professionals in leveraging employees' performance. The course starts with an in-depth introduction to performance management systems, allowing students to develop a holistic understanding of performance management systems and evaluate their strengths and weaknesses. After that, the course centers on the nature and drivers of performance. The course explains how performance management process supports strategic goals of an organization. Particular emphasis is placed on selecting the right performance measurement metrics and data

gathering process in relation to these metrics. Implementing and managing performance management system is another broad topic covered in this course. The course concludes with equipping students with the necessary knowledge and skills in implementing performance remedies at the individual, group and organizational levels. Ultimately, this course aims to prepare students to design effective performance management systems for their organizations.

### **HRM 532 - Compensation and Benefits**

*Credit Hour: 3*  
*Prerequisite: HRM 517*

This course teaches students how to design an effective compensation and benefits system in their organizations. Topics covered within the compensation area include importance of monetary compensation, determining the relative worth of jobs, performance based pay schemes and indirect compensation. In order to emphasize practical application of these concepts, theories, and practices, students will be asked to create fictional companies in which they will have to make decision on issues related to compensation in benefits. The topics of compensation and benefits are examined in the context of contemporary developments related to Human Resource Management in the UAE and globally. These developments include increased migration of labor and increased reliance on expatriates, 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 - Employment Law and Relations**

*Credit Hour: 3*  
*Prerequisite: HRM 517 Co-requisite*

This course is an overview of the law and social legislature impacting the workplace: the employer-employee contract; anti-discrimination law; employee testing and privacy;

regulatory agencies; compensation and other statutory rights. Ethics and social responsibility are used as lenses through which these laws and practices are reviewed. Moreover, this course looks at the labor law from the international perspective so that students are well-equipped to function as business professionals in today's increasingly global business environment. In order to accomplish this goal, this course reviews labor law and social legislature in the United Arab Emirates, the United States of America, European Union together with an overview of international law and practices. While the focus of this course is rather international, the ultimate goal of this course is to provide students with an overview of the legal environment of the UAE; legal, social, economic and political forces impacting the law; and strategies for effective response to forces in the legal, economic socio-cultural environment. Ultimately, this course teaches students to manage labor relations within a legal and ethical framework.

### **MGT 514 - Organizational Behavior**

*Credit Hour: 3*  
*Prerequisite: MGT 482-PC*

This course provides a framework for understanding the values, attitudes and behaviors of individuals and groups 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. Specific topics covered in this course include: theoretical foundations of organizational behavior (including an emerging practical paradigm of Neuro Linguistic Programming or NLP); personality and individual differences; the impact of values, attitudes, and job satisfaction on organizational behavior; motivational theories; group dynamics and decision making; communication and leadership; power, politics, and influence within an organizational context; organizational design and its role in achieving organizational goals. The course emphasizes practical applications of concepts, theories and framework covered in the course in the workplace. By doing so, this course



prepares students to manage behavior of individuals and groups within an organization in order to achieve organizational goals.

### **MGT 524 - Research Methods in Business**

*Credit Hour: 3*

*Prerequisite: BUS 482-PC\*+ co-req MGT 482-PC\**

This course teaches business professionals how to use various research methods for addressing practical problems in the workplace. The course starts with the fundamentals of the scientific research methods in the business context. After that, the course covers 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. A special emphasis is placed on communicating research results as this step is essential for a successful implementation of change based on research findings.

### **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. A special emphasis is placed on the area where strategies typically fail – implementation. Students will be taught various change management techniques together with the necessary leadership skills needed for implementing strategies. The course concludes with an overview of various traditional and new metrics and methods for evaluating effectiveness of a particular strategy. Ultimately, this course prepares managers to use various concepts, frameworks, theories, and methods of strategic management to attain a sustainable competitive advantage for their organizations.

## **Elective Courses**

### **HRM 529 - Managing Training and Development**

*Credit Hour: 3*

*Prerequisites: No Prerequisite*

In order for organizational leaders, supervisors, and HR professionals to be effective in their jobs, they need to acquire the appropriate knowledge and skills necessary for training and developing their human capital. This course provides students with a hands-on understanding of theories and practices to train and develop organizational members in order to ensure the realization of the full potential of human capital in organizations. On a more strategic level, this course examines how training and development can be correlated with long term organizational change and development. Training and development activities are placed within the context of knowledge management and the need to create, develop and sustain a "learning organization".

This course starts with the role of training and development in organizations, and then provides a clear understanding of the relationship between training and development and other organizational functions. Next, adult learning concepts and their application to training and development are examined. Further, the course focuses on various concepts, theories and techniques related to training need assessment, planning for training, designing and developing the training content, implementing training (with a particular emphasis on the knowledge and skill transfer process), and training evaluation. The course also addresses issues related to the management and leadership development in organizations. Finally, the course requires students to design and deliver a training project, applying various tools and techniques of effective training and development. Ultimately, this course prepares students to effectively manage training and development in their organizations.

### **HRM 531 - Corporate Performance Management**

*Credit Hour: 3*

*Prerequisite: HRM 526*

This course examines human resource management from a strategic perspective and focuses on how the Balanced Scorecard approach can be implemented as a strategic tool for improving performance of companies of different size across various industries. The first part of this course teaches students how to use the tool to align the organization to its stated intent and translate the tool into operational objectives. The second part of this course teaches students how to unite employees through a strategic performance enhancement program implemented with the help of Balanced Scorecards. A particular emphasis is placed on management approaches and techniques for implementing Balanced Scorecards in organizations. These management techniques include creating organizational awareness, setting individual and team goals, and linking those goals to rewards. The course also teaches how to evaluate





effectiveness of Balanced Scorecards implementation and make the necessary adjustments based on the feedback received.

### **MGT 520 - Business Ethics and Corporate Governance**

*Credit Hour: 3*  
*Prerequisite: No Prerequisite*

This course examines current 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 513- Negotiation and Conflict Resolution**

*Credit Hour: 3*  
*Prerequisite: MGT 514*

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.

### **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. The first part of this course includes analysis of the extent of the international business, the theories underlying it, and the forces affecting it. Some of the topics covered in this part include: globalization, the history of international business and global trade, main actors in the international business environment, the role of culture in international business, theories and frameworks used to analyze the international business environment, etc. The second part of this course includes analysis of appropriate company responses to various developments in the international business environment. Topics covered in the second part include: strategic alliances, international entry modes, environmental scanning, international marketing strategies, etc. A particular emphasis is placed on managing human resources in the international context. Ultimately, this course prepares students to effectively manage a business in the international context.

### **MGT 522 - Leadership and Communication**

*Credit Hour: 3*  
*Prerequisite: MGT482-PC\**

Leadership is an essential ingredient in any attempt to achieve collective goals. The process of leadership depends on the interaction in a group or organization. Communication is one of the processes that are central to 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. Particular emphasis is placed on the role of ethics

in leadership.

### **MGT 525 - Leading Organizational Change**

*Credit Hour: 3*  
*Prerequisite: MGT 514*

This course provides students with an understanding of the theories and practice associated with leadership and organizational change. The first part of this course focuses on change and change management. Topics covered include the nature of change, drivers of change, dimensions of change, organizational context within which change is implemented, change management process, as well as the role of various organizational and environmental factors in change management. The main goal of this first part of the course is to equip students with a deep understanding of what change is and the dynamics of change. The second part of this course focuses on leadership in the context of change management. This part examines various strategic approaches to managing change as well as specific leadership responses to change. Students will learn such essential leadership competencies as influence, conceptual thinking and systems thinking. All of these competencies are considered to be essential for initiating, managing, and implementing change within organizations. This part of the course also gives students an opportunity to assess their leadership potential in terms of identifying their leadership 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 continue their personal development in relation to leadership and change management skills after finishing this course. Ultimately, this course prepares students to lead and manage change in their organizations.

### **MGT 561 - Cross Cultural Management**

*Credit Hour: 3*  
*Prerequisite: MGT 514*



This course addresses practical management skills for global managers. It examines common issues and best practices for managing a global workforce as well as relations with important customers and partners. Managers with keen strategic insights often fall short when it comes to practical implementation because they lack the skills required to interface effectively with their counterparts from around the world.

Generic cross-border management issues are discussed and then applied to specific skill areas, including establishing credibility, building relationships, obtaining information, evaluating people, giving & receiving feedback, training & development, meeting management, sales & marketing, negotiation, and conflict resolution. Beyond such person-to-person skills, global organization development and consulting skill areas such as multicultural team building, knowledge transfer, innovation, and change management are also covered.

Generic skill areas are applied and adapted to the specific business practices of different localities. Assigned projects will be supplemented by simulations of common situations by course participants, cases, and video materials.

### **HRM 599-P - Graduate Project in Human Resource Management**

*Credit Hour: 3*  
*Prerequisite: MGT 524 + Last semester*

The ultimate goal of this course is to equip students with advanced knowledge in a specialized area of Human Resource Management (HRM) and practical research skills that can be used for addressing important HRM problems in the workplace. In this course, students are expected to conduct original business research in a specialized area of HRM. The area in which research is conducted should be related to student's concentration within MHRM program or general professional interests. The research is conducted under the guidance of the instructor assigned to this course.

Students are expected to stay in close contact with the instructor and consult him or her regularly on the subject matter of their research, research methodology, written and verbal communication of research, and other operational issues that may arise while conducting the research project. While reliance on secondary data sources is permissible, generally, students are expected to use primary data for their research. At the end of the course, students are required to communicate effectively the results of their research in a written and verbal form. Produced research should adhere to the highest standards of professional and research ethics.

## Master of Strategic Leadership

### **Core Courses**

#### **MSL500- Strategic Dimensions of Business Functions**

*Credit Hour: 3*  
*Prerequisite:*

This course is designed to provide students with a foundation on the strategic dimensions of the key business functions. The course is offered with an assumption that the target students are experienced senior level managers, and are familiar with the roles and responsibilities of various functional units of business operations such as Finance and Accounting, Marketing, and Human Resource Management, and therefore this course does not teach students the operational details of these functional units. Instead, the course aims to provide a clear picture on the nature and complexity of various functional aspects, and their impact on organizational decision making at a strategic level. In addition, the course also intends to demonstrate the importance of research skills

and the use of data for managerial decision making.

This course provides an important foundation to the whole programme by helping students identify a suitable topic for further research.

#### **MSL522 Leadership and Communication**

*Credit Hour: 3*  
*Prerequisite: MSL 500; MGT482-PC for MBA and MHRM*

Sophisticated communication skills are critical to effective strategic leadership. Successful leaders understand the needs of their followers and are able to lock into powerful channels of communication to engage their followers and secure maximum contribution to their plans.

This course is designed to help senior managers understand their potential to convey powerful leadership strategies.

This would involve examining how decision makers think about difficult problems and characterizing the limitations of the human decision making ability. Guidelines and techniques for overcoming the limitations and improving the quality of decision making would also be discussed.

#### **MSL524 Research Methods in Business**

*Credit Hour: 3*  
*Prerequisite: BUS482 + MGT482PC or MSL500*

This course is designed to equip professionals with advanced knowledge and practical skills in applied research. The first week of this course is designed to equip students with a deep philosophical and practical understanding of the scientific method of research in the organizational context. Then the course examines specific issues and techniques related to research projects addressing business sustainability: finding a problem that can be addressed through research, doing background research using secondary sources, formulating and fine-tuning research questions, collecting quantitative and qualitative



data, analyzing the data and presenting the research in written and oral formats for the purposes of influencing organizational decision-making. The course examines both quantitative and qualitative research oriented toward the empirical domain of sustainability and considers a multi-method approach as a more balanced way to achieve pragmatic goals of research. This course places special emphasis on developing an understanding of the ethical principles of research, namely, the issues related to plagiarism, the rights of human subjects in relation to privacy and prevention of harm, protection of data and the importance of sound research for decision making.

### **MSL525 Leading Organizational Change**

*Credit Hour: 3*  
*Prerequisite: MGT514*

This course provides students with an understanding of the theories and practice associated with leadership and organizational change. The first part of this course focuses on change and change management. Topics covered include the nature of change, drivers of change, dimensions of change, organizational context within which change is implemented, change management process, as well as the role of various organizational and environmental factors in change management. The main goal of this first part of the course is to equip students with a deep understanding of what change is and the dynamics of change. The second part of this course focuses on leadership in the context of change management. This part examines various strategic approaches to managing change as well as specific leadership responses to change. Students will learn such essential leadership competencies as influence, conceptual thinking and systems thinking. All of these competencies are considered to be essential for initiating, managing, and implementing change within organizations. This part of the course also gives students an opportunity to assess their leadership potential in terms of identifying their leadership 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 continue their personal development in relation to leadership and change management skills after finishing this course. Ultimately, this course prepares students to lead and manage change in their organizations.

### **MSL501 Developing a Leader Within You**

*Credit Hour: 3*  
*Prerequisite:*

This course is designed for business leaders with direct experience of managing teams who wish to develop their leadership skills to inspire others to 'exceptional performance'. The course aims to improve on the existing knowledge, skills and attitudes (KSA) necessary to lead and motivate people, while developing effective strategies in a socially responsible manner. It aims to help you become an 'authentic', well-rounded ethical leader. The course uses the latest thinking in the use of psychometric tools for leadership development. Working with skilled coaches, students will be given the opportunity to analyze their own personality dimensions, to identify the most critical components of their personality and to apply this to gain a deeper understanding of their leadership effectiveness. Only through a deep awareness of their leadership qualities will the students be able to develop an effective plan for personal development which they will implement throughout the program. This course will help you understand some of the secrets to developing, motivating, inspiring and sustaining high-performing teams to drive sustainable organizational success.

### **MSL514 Organizational Behavior**

*Credit Hour: 3*  
*Prerequisite: MSL 500; MGT482-PC for MBA and MHRM*

This course provides a framework for understanding the values, attitudes and behaviors of individuals and groups in an organizational setting. This course explains how individuals and groups function to achieve goals and the reasons for their success or failure in achieving these goals. Specific topics covered in this course include: theoretical foundations of organizational behavior; personality and individual differences; the impact of values, attitudes, and job satisfaction on organizational behavior;

motivational theories; group dynamics and decision making; communication and leadership; power, politics, and influence within an organizational context; organizational design and its role in achieving organizational goals. The course emphasizes practical applications of taught concepts, theories and frameworks in the workplace. By doing so, this course prepares students to manage the behavior of individuals and groups within an organization in order to achieve organizational goals.

### **MSL503 Contemporary Issues in Leadership**

*Credit Hour: 3*  
*Prerequisite: MGT522*

Leadership is a glue that holds the organization together. It makes employees give his/her best to achieve sustainable organizational goals. The course has been designed to help the students to earn for themselves the knowledge, skills, competencies and behaviors of successful leaders in the contemporary business world. The course will expose the students to the business challenges of a truly flat world and also provide them with a skill set to find out sustainable business solutions. Overall, the course will help the students to earn sustainable leadership skills and competencies in simulated real life situations.

### **MSL502 Leading and Building High Performing Teams**

*Credit Hour: 3*  
*Prerequisite: MGT514*

This course delivers knowledge and insights into Leading and Building High Performance Teams. Such a process is considered as one of the most important and complex challenges facing any strategic leader. The course is experiential and theoretical in terms of representing an opportunity to be part of a real time team building experience and reflecting on the academic foundation of such experience. The course will consider a range of theories and conceptual models about the nature of teamwork. It provides an understanding that strategic leaders need to direct and coordinate team problem solving, provide performance expectations, clarify roles, assist in conflict resolution, provide feedback, facilitate self-correction, increase task involvement and share information and goal setting. Strategic leadership



involves an ability of the senior management team to supply critical thinking, identify changes and reprioritise organisational resources in the light of ongoing change. Such leadership capabilities at this senior level in the organisation need to be grounded in sustainability such that the team process assumes resilience and robustness over time. Students will be able to encompass and assume core behaviours that enable the strategic leadership of effective teams to have an in depth understanding of overt and covert interpersonal team process skills and an understanding of the impact such skills have upon team performance. The need to understand and negotiate interdependent relationships between team colleagues, departments and senior managers will be clarified. Models for multicultural team effectiveness will be developed that foster the synergistic resolution of organisational issues and problems enhancing the delivery of valid strategic decisions. The course content relates issues of sustainability and team work with the economic, social and environmental systems ensuring that senior managers have a collective team view regarding issues of efficiency, social equity and environmental accountability. The course allows for the coaching of students both as team leaders and team players. Course members will pursue and experience this goal of synergistic team performance in simulated and action learning projects.

### **MSL599 Thesis in Leadership**

*Credit Hour: 3*  
*Prerequisite: MGT522 and MGT524*

The goal of this course is to apply the student's advanced research skills and familiarity with the challenges faced by leaders so that the student can propose a sound research approach to address one of those challenges. The type and nature of the project are arranged between the student, the program chair and the thesis supervisor. These three parties must agree on a topic and as a minimum requirement, the student must define the research problem and its magnitude, conduct an extensive literature review that covers the classic and emerging methods and techniques in addressing the problem, and propose an innovative approach to address the problem. Students will register for this course while they are in their second semester and take it while taking the research methods course in

the curriculum. Students are to work on their thesis at a steady pace over two semesters to complete all requirements and submit it for evaluation.

## **Elective Courses**

### **MSL 561 Cross-Cultural Management**

*Credit Hour:: 3*  
*Prerequisite: MGT 514*

This course addresses practical cross-cultural management skills for global managers. It examines common issues and best practices for managing a global workforce as well as relations with important customers and partners.

Managers with keen strategic insights often fall short when it comes to practical implementation because they lack the skills required to interface effectively with their counterparts from around the world.

Generic cross-border management issues are discussed and then applied to specific skill areas, including establishing credibility, building relationships, obtaining information, evaluating people, giving and receiving feedback, training and development, meeting management, sales and marketing, negotiation, and conflict resolution. Beyond such person-to-person skills, global organization development and consulting skill areas such as multicultural team-building, knowledge transfer, innovation, and change management are also covered.

Generic skill areas are applied and adapted to the specific business practices of different localities. Assigned projects will be supplemented by simulations of common situations by course participants, cases, and video materials.

### **MSL513 Negotiation and Conflict Resolution**

*Credit Hour: 3*  
*Prerequisite: MGT514*

This course is a practical approach to the principles and practices of negotiation and dispute resolution. The course has a special focus on how managers and leaders can resolve conflicts in the workplace and improve internal and external 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.

## **Doctor of Business Administration**

### **Phase I**

### **COMM 1 - Communication and Leadership**

*Credit Hour: 3*  
*Prerequisite: No 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, (6) 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 of 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 an 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 made 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 as 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 them with behavioral and social principles as they apply to various organizational and managerial contexts. 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 choose a position on the debate that the measure of innovation is more than the number of patents, market share, and revenues or profits.

### **MGMT 2 - Seminar in Strategic Management**

*Credit Hour: 3*  
*Prerequisite: No Prerequisite*

This seminar focuses on contemporary theories and practices in strategic management. Four research themes from the 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 with both theoretical and practical approaches. 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 the 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 approaches. 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*

This is a seminar that focuses on contemporary theories and practices in organization theory and behavior. In this seminar, four research themes from the 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 the 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 with 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 the 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.

## Executive MBA

### Core Courses

EMBA 730 Cross Cultural Management & Negotiations

Credit Hour: 4

Prerequisite: No Prerequisite

This course addresses the practical skills for global managers. It examines common issues and best practices for managing a global workforce as well as relations with important customers and partners. Managers with keen strategic insights often fall short when it comes to practical implementation because they lack the skills required to interface effectively with their counterparts from around the world.

Generic cross-border management issues are discussed and then applied to specific skill areas, including establishing credibility, building relationships, obtaining information, evaluating people, giving & receiving feedback, training & development, meeting management, sales & marketing, negotiation, and conflict resolution. Beyond such person-to-person skills, global organization development and consulting skill areas such as multicultural team building, knowledge transfer, innovation, and change management are also covered

EMBA762 Global Supply Chain Management

Credit Hour: 4



Prerequisite: No Prerequisite

The course provides an introduction to supply chain management language, concepts, tools, and strategies and is targeted to executives and general managers. The course focuses on supply-chain strategy; therefore, the course begins with an overview of business, corporate, and global strategy. 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. Students will also develop the quantitative and analytical skills to analyze, model and solve supply chain problems.

EMBA741 Global Finance

Credit Hour: 4

Prerequisite: EMBA 710

Global finance has become more important as financial markets continue to integrate at an accelerating pace. Firms can create value through sophisticated financial strategies that improve the liquidity of their financial instruments and lower their cost of capital. Risk management across multiple currencies is a key function of the treasury department of multinational corporations. This course introduces the key financial techniques of exchange rate forecasting, capital budgeting, capital structure, risk management, and portfolio theory all from a global perspective. Exchange rate behavior over time is evaluated using parity conditions and net foreign exchange risk exposures are managed using appropriate financial instruments and enterprise resource planning systems. Capital structure theory is developed from seminal articles and extended to the modern multinational firm accessing multiple financial markets. Multinational capital budgeting techniques are introduced and are used to evaluate capital budgeting using Monte Carlo simulation. The benefits of portfolio diversification are quantified using the mean-variance framework in a global setting.

EMBA720 Contemporary Global Economics Issues

Credit Hour: 4

Prerequisite: No Prerequisite

The course aims to provide business students with a broad overview of key topics in international macroeconomics and finance. The following aspects will be emphasized in the course: drivers of long-term economic growth and development; challenges posed by natural resource abundance; international business cycle fluctuations; cross-border interdependence and spillover; causes and consequences of global imbalances; and, key aspects of international finance – exchange rates, currency crises, and global monetary system. This course will emphasize applications – usage of the basic frameworks of economics to analyze and understand real world economic developments.

EMBA733 Entrepreneurship in a Global Economy

Credit Hour: 4

Prerequisite: No Prerequisite

This course provides an understanding of the principles of entrepreneurship and new venture creation in a global marketplace. In addition to examining the role of entrepreneurship in the global economy, the course will focus on developing skills that fundamental to recognizing and developing a business opportunity. Students will examine key features of an international business deal as well as legal, financial, and cultural considerations that impact an international business opportunity. Utilizing these skills, students will prepare a feasibility analysis for an international business concept.

EMBA763 International Residency

Credit Hour: 4

Prerequisite: Capstone Course

This course is designed to give students an opportunity to develop personal familiarity with the global business environment. By combining academic lectures in various functional areas of business and visits with local companies and governmental representatives, students are able to gain in-depth understanding of the local business environment and how it is influenced by economic, legal/political, and sociocultural factors.

EMBA750 Global Marketing Strategy

Credit Hour: 4

Prerequisite: No Prerequisite

Building on the fundamentals of marketing, this course introduces the context of the global environment. The course first examines the cultural, social, legal, political, financial and geographic dimensions of the global marketplace. Using primarily qualitative methodologies, the course then assesses the impact and integration of global factors in marketing programs and strategies. Topics of particular emphasis include: marketing strategies in developed nations, marketing in emerging economies, international differences in consumer behavior, entry strategies in foreign markets, international branding strategies and issues, international communication strategies, and understanding the implications for implementation, monitoring and control of the international marketing planning process.

EMBA735 Strategic Management in a Global Environment

Credit Hour: 4

Prerequisite: Capstone Last Semester

In our globalized economy, every company is influenced by trends in international business. Even small localized companies must acknowledge that employees, customers, vendors, competitors, and prices are subject to pressures from international markets. This course focuses on business-unit and corporate level strategy formulation in a global context. Readings, cases, and lectures are presented from a senior management point of view and students are expected to demonstrate a cross-functional perspective for thinking strategically about managing organizations across borders.

## Core Electives

EMBA710 Management Accounting

Credit Hour: 4

Prerequisite: No Prerequisite

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.

EMBA 524 Research Methods

Credit Hour: 4

Prerequisite: No Prerequisite

This course is designed to equip professionals with advanced knowledge and practical skills in applied research. The first week of this course is designed to equip students with a deep philosophical and practical understanding of the scientific method of research in the organizational context. Then the course examines specific issues and techniques related to research projects addressing business sustainability: finding a problem that can be addressed through research, doing background research using secondary sources, formulating and fine-tuning research questions, collecting quantitative and qualitative data, analyzing the data and presenting the research in written and oral formats for the purposes of influencing organizational decision-making. The course examines both quantitative and qualitative research oriented towards the empirical domain of sustainability and considers a multi-method approach as a more balanced way to achieve pragmatic goals of research. This course places special emphasis on developing an understanding of the ethical principles of research, namely, the issues related to plagiarism, the rights of human subjects in relation to privacy and prevention of harm, protection of data and the importance of sound research for decision making.

EMBA732 Managing People and Organization

Credit Hour: 4

Prerequisite: No Prerequisite

This course will address issues on processes and structures within organizations. It will examine processes within the organization from the individual to the group to the organizational level of analysis. Our aim will be to sample approaches and to evaluate their applicability to proposed studies of individuals, groups, and organizations. The course will use an interdisciplinary approach, and as such will draw upon work from a variety of social science areas.

EMBA731 International Leadership and Team Building

Credit Hour: 4

Prerequisite: No Prerequisite

Leadership is an essential ingredient in any attempt to achieve collective goals. This course will equip the student, as an executive practitioner, in such leadership and team building skills within an international context of the UAE. Traditional views of leadership as special people or heroes have a place in our myths and collective consciousness. However, today and more importantly, tomorrow, a new view of a leader of a learning organization is emerging that needs to focus on more complex, subtle and important tasks of leading as a designer, a steward, and a teacher. This course examines the role of the leader who needs to build learning organizations where teams use their joint capabilities to understand complexity, clarify vision, and improve shared conceptual models in an increasingly global environment.

The course will examine critical skills and practice of being both a team leader and a team player and will require students to think insightfully about themselves and complex organizational issues, initiate innovative and coordinated team action and to share the team learning with other teams. Opportunities will be given to deal with real time organizational issues raised by participating students and discuss how to deal creatively with opposing forces or 'defensive routines' in the pursuit of learning.





# College of Engineering

## Master of Engineering Management

### Core Courses

#### **MEM 501 - Project Management**

*Credit Hour: 3*  
*Prerequisite: No Prerequisite*

This course covers the elements of project management critical to the success of engineering projects: project management framework, project selection and initiation, project organization, scope management, time management, cost management, resource management, risk management, tradeoffs, and project closing. The course also integrates and clarifies the practices and software tools used in project management through a team project and case studies from a variety of disciplines.

#### **MEM 502 - Advanced Engineering Economics**

*Credit Hour: 3*  
*Prerequisite: GEN 200*

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.

#### **MEM 504 - Quality Engineering**

*Credit Hour: 3*  
*Prerequisite: Knowledge of basic statistics*

This course covers basic and advanced quality concepts and methods including statistical approaches that are used in Quality Engineering such as SPC, Process Capability, and Experimental Design. It also covers process and product quality tools; quality assurance methods and standards such as QFD, ISO9000 and Six-Sigma, quality planning and control, quality awards, and continuous 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, quality tools and techniques in real world organization, and ethical issues related to sampling and quality audit and assurance.

#### **MEM 506 - Operations Research & Simulation**

*Credit Hour: 3*  
*Prerequisite: MEM 509*

This course covers computer simulation concepts and operations research modeling techniques, including problem formulation and discrete event simulation modeling. It include 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: No Prerequisite*

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 506*

This course covers the major issues in operations and supply chain management including their individual components and their interrelationships. It is mainly focused on Capacity Planning, Procurement, Forecasting Demand, Production Planning, Inventory Controls, Lean Philosophy and techniques, and Transportation and Distribution in different types of organizations. It also covers the role of advances in technologies and electronic commerce in coordinating the supply



chain of a product from the point of origin to the point of consumption. The course helps students 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 - Advanced 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/ Management Basket***

### **MEM 510 - Innovation and Entrepreneurship**

*Credit Hour: 3*  
*Prerequisites: No Prerequisite*

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.

### **MGT 522 - Leadership and Communication**

*Credit Hour: 3*  
*Prerequisite: No Prerequisite*

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.

## ***Electives/ System Engineering Basket***

### **MEM 507 - Systems Engineering**

*Credit Hour: 3*  
*Prerequisite: MEM 501*

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 - Engineering Risk Management**

*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.

### **ACC 482-PC - Financial Accounting**

*Credit Hour: 2*  
*Prerequisites: No Prerequisite*

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.

### **GEN 200 - Engineering Economy**

*Credit Hour: 3*  
*Prerequisite: ENG 200 + 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: No Prerequisite*

This course covers the elements of project management critical to the success of engineering projects: project management framework, project selection and initiation, project organization, scope management, time management, cost management, resource management, risk management, tradeoffs, and project closing. The course also integrates and clarifies the practices and software tools used in project management through a team project and case studies from a variety of disciplines.

#### **MPM 521 - Project Planning, Integration & Scope Management**

*Credit Hour: 3*  
*Pre-requisite: No Prerequisite*

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 Managers 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: No Prerequisite*

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*

*Pre-requisite: 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*

*Pre-requisite: No Prerequisite*

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 basic and advanced quality concepts and methods including statistical approaches that are used in Quality Engineering such as SPC, Process Capability, and Experimental Design. It also covers process and product quality tools; quality assurance methods and standards such as QFD, ISO9000 and Six-Sigma, quality planning and control, quality awards, and continuous 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, quality tools and techniques in real world organization, and ethical issues related to sampling and quality audit and assurance

\*A course in statistics in the undergraduate study or passing a statistics challenge test.

### **MEM 511 - Operations & Supply Chain Management**

*Credit Hour: 3*

*Prerequisite: MEM 504*

This course covers the major issues in operations and supply chain management including their individual components and their interrelationships. It is mainly focused on Capacity Planning, Procurement, Forecasting Demand, Production Planning, Inventory Controls, Lean Philosophy and techniques, and Transportation and Distribution in different types of organizations. It also covers the role of advances in technologies and electronic commerce in coordinating the supply chain of a product from the point of

origin to the point of consumption. The course helps students develop the quantitative and analytical skills to analyze, model and solve supply chain problems.

## **Management & Business Requirement Basket**

### **Theme 1: Project Economics & Finance**

#### **MEM 502 - Advanced Engineering Economics**

*Credit Hour: 3*

*Prerequisite: GEN 200*

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 uncertainty, investment worth, pricing of firms, and finance instruments, interest rate term structure, fixed income instruments duration, etc.

#### **FIN 512 - Financial Management**

*Credit Hour: 3*

*Prerequisite: GEN 200\* + ACC 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**

### **HRM 517 - Human Resource Management**

*Credit Hour: 3*

*Prerequisite: No Prerequisite*

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.

### **MGT 522 - Leadership and Communication**

*Credit Hour: 3*

*Prerequisite: No Prerequisite*

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.

# Master of Science in Civil Engineering

## Core Courses

### **CIV 502 - Advanced Engineering Mathematics**

*Credit Hour: 3*

*Prerequisite: Graduate Standing*

A course that covers advanced topics in engineering mathematics and applications of the material in advanced engineering models. Topics include: advanced topics in linear algebra (matrices, eigenvalue problems, bases, transformations, and numerical solutions); linear algebra applications in advanced engineering models: Artificial Neural Networks (ANN), Linear Programming-Simplex Method, and Principal Component Analysis (PCA); ordinary differential equations (ODEs); partial differential equations (PDEs); numerical methods for solution of ODEs and PDEs, and Laplace transforms and Fourier series

### **CIV 503 – 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.

### **CIV 518 - 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.

### **CIV 511 - 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.

### **CIV 516 - 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.

### **CIV 515 - Reinforced Concrete Design III**

*Credit Hour: 3*

*Prerequisite: Graduate Standing*

The course covers design topics that emphasize the design of reinforced concrete systems to resist lateral forces including earthquakes and wind. Computer models are used to assess structural response to lateral forces per relevant codes including but not limited to ASCE 7, FEMA, and IBC. A special topic is included such as strut-and-tie models.

### **CIV 517 - 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.

### **CIV 521 - 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.

### **CIV 531 - 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.

### **CIV 561 - 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.

### **CIV 562 - 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.

## **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.

### **CIV 504 - 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.

### **CIV 507 - 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).

### **CIV 508 - 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.

### **CIV 512 - Structural Dynamics II**

*Credit Hour: 3*  
*Prerequisite: CIV 511*

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.

### **CIV 519 - Earthquake Engineering**

*Credit Hour: 3*  
*Prerequisite: CIV 512*

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.

### **CIV 522 - 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.

### **CIV 523 - 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.

### **CIV 524 - 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.

### **CIV 532 - 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.

### **CIV 533 - 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.

### **CIV 534 - 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.

### **CIV 541 - 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.

### **CIV 544 - 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.

### **CIV 551 - 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.

### **CIV 552 - 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.

### **CIV 566 - 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.

### **CIV 567 - 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.

### **CIV 568 - 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.

## Master of Science in Information Technology

### **Core Courses**

### **ITE 500 - Rich Internet Applications**

*Credit hours: 3*

*Prerequisite: Graduate status*

This course will concentrate on the use of Ajax (Asynchronous Java Scrip and XML) techniques in order to implement Rich Internet Applications (RIAs). Students are required to build client side RIA, as well as the server side RIA. The separation of client side user interaction and communication with the server is emphasized. Different tools will be covered in the course, like Adobe flash and Adobe flex. Other topics that will be covered are ASP.NET, java server and Ajax



enabled java server.

### **ITE 501 - Cloud Computing**

*Credit hours: 3*

*Prerequisite: Graduate status*

Cloud computing is considered a paradigm shift in technology that will affect most of the organization in the near future. Organizations no longer have to run and maintain their own extensive technology infrastructure to support their own businesses rather they can utilize on-demand computing resources as needed. This supposed to save much needed time and money and enables organizations to focus on their own core services. This course will introduce students to basic concepts and principles of cloud computing. The students will learn new programming paradigms and benefits and challenges as well as tradeoffs for using the cloud services. The course will teach students how to utilize the cloud services such Amazon (AWS) and Microsoft Azure. Other topics such as programming models (MapReduce and Hadoop), virtualization, storage, and distributed file systems will be covered as well.

### **ITE 502 - Advanced Database and Data mining**

*Credit hours: 3*

*Prerequisite: Graduate status*

This course provides the students with a deeper understanding of the relational database model and familiarize them with the concepts of data warehouses and data mining. Topics covered in this course include RDBMS, database implementation, query optimization, database recovery, and security. In addition, fundamental concepts of data warehousing such as ETL, data marts and data cubes will be discussed. Data mining techniques of frequent pattern mining, classification, clustering, and analyzing big data will be reviewed.

### **ITE 510 - Advanced Data Communication and Computer Networks**

*Credit hours: 3*

*Prerequisite: Graduate status*

The course covers the advancements of communication networks and presents in depth some topics introduced in the first networking course such as advanced routing protocols, advanced congestion control techniques, and Quality of Service. In addition, this course provides an in-depth understanding of existing and emerging optical network technologies and includes: fiber optic communications, SONET/SDH, WDM, DWDM, and optical Ethernet. The course also covers new emerging networks such as sensor networks, MANETs, VANETs and their applications.

### **ITE 511 - Wireless and Mobile Networks**

*Credit hours: 3*

*Prerequisite: ITE 510*

This course provides both practical and fundamental concepts underlying current developments in wireless computer networks and mobile communication systems. In addition, it covers the architectures and related protocols of new self-organizing networks such as wireless ad-hoc, sensors and mesh networks. Students will learn the principles of wireless mobile computing and its enabling technologies. Main topics include: wireless transmission basics, wireless MAC protocols, wireless LANs, mobile network and transport layers, mobile ad-hoc networks, and cellular networks.

### **ITE 512 - Network Security**

*Credit hours: 3*

*Prerequisite: Graduate status*

This course provides a clear and practical approach of both the principles and practice of crypto-protocols and network security. The emphasis is on applications that are widely used on the Internet for corporate networks, and on standards, especially Internet standards, that have been widely deployed. Topics covered in this course include network

security concepts, types of attacks and malicious software (viruses, bots, rootkits, worms, Trojan horses, ...), methods for protection and prevention (including anti-viruses approaches, firewalls filtering, encryption, security policies), data integrity, confidentiality and availability, access controls and authentication, cryptographic protocols, authentication protocols, key distributions protocols. The practical component of this course will provide the students with the skills to install, troubleshoot and monitor network devices to maintain integrity, confidentiality and availability of data and. The course concludes upon the topic of legal and ethical aspects of computer security including cybercrime, intellectual property, privacy and ethical issues.

### **ITE 520 - Mobile Application Development**

*Credit hours: 3*

*Prerequisite: Graduate status*

With the ever increasing proliferation of mobile devices such as smart phones and tablets, it becomes very pertinent for Information Technology professionals and students to learn how to write software for these devices. Mobile Applications are becoming one of the most popular ways to quickly reach millions of users. In this course students learn how to develop a variety of mobile applications. Android will be used as the development platform but other platforms can be considered by students and instructor whenever needed. The course covers the most relevant concepts and techniques for developing mobile applications. It introduces students to the basic components that define a mobile OS or platform and then moves to cover specific structures for building a mobile application. Topics such as mobile user interface, storage organization, application life cycle and communication will be covered in details.

### **ITE 521 - Embedded Linux and**



## Engineering

### Core Courses

#### ECE 500 – Integrated Circuit Design

*Credit Hour: 3*

**Prerequisite: Graduate Standing**

CMOS technology continues to be the dominant technology for fabricating integrated circuits (ICs or chips). This course introduces students to the design of CMOS analog and digital integrated circuits. It covers the design, physical layout, and simulation of CMOS analog and digital integrated circuits. Design techniques are presented for the long and short-channel (nanometer) CMOS technologies. At first, MOSFET modeling, current mirrors, voltage and current references, differential amplifiers and op-amps are presented. The second section of the course is dedicated to the introduction of the inverter, static logic gates, and digital clocked circuits. The students will learn the methodologies to carry out Integrated Circuit design, and related computer-aided design (CAD) software tools (CADENCE).

#### ECE 501 - Advanced Embedded System Design

*Credit Hour: 3*

**Prerequisite: Graduate Standing**

This course introduces students to advanced embedded systems design techniques and their applications. Students learn and experiment with building their own microcontroller printed circuit board and interface it to external hardware such as different sensors and actuators. They then move to discuss networking aspects of embedded systems at the low-level using USART, SPI, and I2C, and the high-level using HTTP over WiFi. They experiment with RTOS for microcontroller. Finally, students study Linux for embedded system design and use its powerful feature set to build advanced embedded Linux

### Applications

*Credit hours: 3*

*Prerequisite: ITE 520*

This course introduces the students to Embedded Linux and its applications. Embedded Linux is used in the development of many mobile applications such as tablet devices, air plane entertainment systems, routers and switches, smartphones, and robotics. Linux offers reliability, features, open-source code, and a proven track record; these features make it perfectly suited for embedded system design. Topics covered include how to use and develop Embedded Linux products, including the production of a live target system.

#### ITE 522 - Advanced Topics in Mobile Computing

*Credit hours: 3*

*Prerequisite: ITE 520*

The market for mobile applications is becoming very significant due to ever increasing number of smart phones and tablets. Nowadays smart devices are equipped with powerful processors, large memories and diverse array of sensors. These capabilities increased the importance of mobile applications in our daily lives. In this course students learn how to develop a variety of mobile applications that utilize the different sensors and capabilities of the mobile devices. Students will build mobile applications with special focus on media and sensors. The course teaches students how to build real-world mobile applications that utilize different and diverse capabilities of modern smart devices such as mobile phones and tablets. It introduces students to the mobile platform internals that include processes, threads, handlers, asynchronous tasks, notification managers, GPS sensor, Accelerometers, Near Field Communication, multimedia.

#### ITE 590 - Capstone Project in Information Technology

*Credit hours: 3*

*Prerequisite: 15 credits*

The objective of this course is to provide guided experience in wide areas of information technology to student teams working on design projects. The projects will integrate various IT skills into operational prototypes. The projects will emphasize problem definition, design conceptualization, implementation and system integration in software and hardware aspects. There are no formal lectures associated with the course. Teams of students will be formed to work as a unit on each project, and also for the purpose of an oral special topic presentation. Every project is unique and may require additional readings to promote self and life-long learning, and part of the challenge for the students is to determine the steps to take. Typical goals are conducting feasibility studies, development of preliminary designs, creation of advanced designs in software and hardware, final building and testing of the product, and understanding the impact of the solution in a global economic, environmental and societal context. There will be regularly scheduled online class sessions every week. All members of the class are expected to attend these sessions, which are partially devoted to class discussion, overall planning and scheduling of class activities.

Master of  
Science in  
Electrical and  
Computer  
Engineering  
and  
Master of  
Engineering  
in Electrical  
and Computer



applications.

### **ECE 510 – Advanced Communication Systems**

*Credit Hour: 3*

*Prerequisite Graduate Standing*

The course covers recent advances of today's communication systems. The analog and digital transmission is reviewed at the beginning of the course. Consequently, advanced topics of communication systems are presented. The tentative topics include light propagation in special fibers, optical waveguides, slowly varying envelope approximation, group velocity dispersion, chirp, dispersion management in communication system design, optical amplification, and soliton signaling.

### **ECE 512 - Smart Grids and Renewable Energy**

*Credit Hour: 3*

*Prerequisite: ECE 520*

The purpose of this course is to understand and analyze requirements and challenges for implementing future smart grids including different forms of distributed generation. Recent approaches for implementing smart grids will be covered in more detail. Then renewable energy resources will be covered with details of system constraints, challenges, design and control. Case studies will be included to understand the major challenges in wind and solar power integration in Europe and North America.

### **ECE 520 – Advanced Power System Analysis**

*Credit Hour: 3*

*Prerequisite: Graduate Standing*

This course builds on the fundamental knowledge the students have gained in their undergraduate program. It starts from the review of various topics covered in the pre-requisite course. Then it will cover optimal power flow, unit commitment, economic dispatch, automatic generation control, system stability analysis for multi-machine systems and advanced Control Strategies for power systems to

enhance system stability and automatic control.

### **ECE 611 – Advanced Mixed Mode Integrated Circuit Design**

*Credit Hour: 3*

*Prerequisite: ECE 500*

The increasing market demand on integrated system-on-chip applications creates wide demand for integrated circuits (ICs) that can process both analog signals and digital logic. This course covers electrical system building blocks working between the analog and digital world that are used in integrated circuits. Such structures include e.g. comparators, Nyquist-Rate analog to digital converters, Nyquist-Rate digital to analog converters, and oversampling converters.

The students will learn the methodologies to carry out a design of a mixed-mode IC, and related computer-aided design (CAD) software tools to improve the quality and optimality of mixed-signal IC designs.

### **ECE 621 – Computer and Machine Vision**

*Credit Hour: 3*

*Prerequisite: Graduate Standing*

This course introduces students to the applications of computer and machine vision. The course starts by introducing 2D and 3D projective transformations, then presents features extraction and matching, camera calibration, epipolar geometry and 3D reconstruction. The course then present more advanced topics in computer and machine vision such as Pattern recognition techniques and applications.

### **ECE 622 – Embedded Signal Processing**

*Credit Hour: 3*

*Prerequisite: ECE 501*

This course introduces students to real-time signal processing systems and their design and implementation using embedded systems. It introduces students to the Blackfin processor and its programming and applications in the area of real-time audio, image,

and video signal processing. It also discusses the limitations imposed due to use of embedded systems and the influence of these limitations on algorithm utilization and design. The course discusses digital signal processing principles and filter design before introducing implementation techniques using embedded systems.

### **ECE 630 – Advanced Low-Power Integrated Circuit Design**

*Credit Hour: 3*

*Prerequisite: ECE 511*

In recent years, with the development of applications such as mobile systems, sensor networks, and biomedical applications, power consumption has become the most compelling constraint in designing integrated circuits (ICs). This course introduces in depth the theme of low-power analog and digital integrated circuits. At first, energy-constrained applications and system requirements are introduced. In the second section, MOSFET modeling in weak inversion is presented. The second section of the course is dedicated to the analog circuits in weak inversion. Finally, the third section of the course is dedicated to low-power digital circuits.

On the other hand, the students will be involved in a project work in small groups. They will apply their knowledge from earlier courses to design a low-power integrated circuit. This is done using modern CAD tools such as CADENCE. It will provide precious hands-on experience as the students go through a realistic ASIC design cycle from specification to finished integrated circuit.

### **ECE 632 – Computer Based Power System Planning and Design**

*Credit Hour: 3*

*Prerequisite: ECE 520*

This course covers power system planning and design using modeling and simulation tools and techniques. The main part of this course is dedicated for implementing various types of analysis and design techniques for future power systems and analyzes various future energy scenarios. The



analysis types include load flow, economic load flow, harmonic load flow, reliability analysis, short-circuit analysis, switch events and transients, contingency analysis and stability analysis (Dynamic and transient).

### **ECE 634 - Optoelectronic Devices and Circuits**

*Credit Hour: 3*

*Prerequisite: ECE 510*

This course introduces in depth the theme of optoelectronic devices and circuits. At first, an extensive revision of semiconductor physics is introduced. The crystal structure and fabrication technologies, the semiconductor band structures, the scattering processes and the optical and the optoelectronics properties of semiconductors are all presented. In the second section, the optical sources and detectors are introduced. These include: Light Emitting Diodes (LEDs) and their structures, output characteristics, coupling to fibers, bandwidths, and spectral emissions. The LASERS and their operation types, spatial emission pattern, and their current Vs. output characteristics. The photo-detectors and their characteristics, Photoemissive types, Photoconductivity and photovoltaic devices. Finally, the last section of the course is dedicated to introduce the theme of integrated optical circuits. These include dielectric waveguides, coupled-mode theory, directional couplers, and photonic crystals.

### **ECE 635 - Special Topics in Electrical and Computer Engineering**

*Credit Hour: 3*

*Prerequisite: Graduate Standing*

This course introduces students to advanced topics in areas not covered by the program. Students cover these topics theoretically and using hands-on software or hardware lab experiments. The course emphasizes exploration of recent technologies and advances in the area. The course content may change as the course is repeated.

### **ECE 638 - Nano-Optical Devices**

*Credit Hour: 3*

*Prerequisite: Graduate Standing*

Recently, research has focused on a new range of materials and technologies that fall under the umbrella of nanotechnology. Optical devices, for instant, are developed on a nanometer scale; promising a new world of scalability and integration. This course emphasizes on the analysis and design of nano-optical devices and systems. As the theme in its nature is dynamic and continuously evolving, the course is based on a combination of traditional delivery of teaching material, covering recent advances of the field, and conducting research projects carried out by the students. In these projects, students - with the instructor assistance- shall research, analyze and design nano-optical devices and systems. This will provide them an up-to-date knowledge, experience on modern design tools, and understanding of the state-of-the-art technology.

### **ECE 690- Electrical and Computer Engineering Project**

*Credit Hour: 3*

*Prerequisite: ECE 690*

The objective of this course is to provide guided experience in wide areas of Electrical and Computer Engineering to student teams working on design projects. The projects will integrate various Electrical and Computer Engineering skills into operational prototypes. The projects will emphasize problem definition, design conceptualization, implementation and system integration in software and hardware aspects. There are no formal lectures associated with the course. Teams of students will be formed to work as a unit on each project, and also for the purpose of an oral special topic presentation. Every project is unique and may require additional readings to promote self and life-long learning, and part of the challenge for the students is to determine the steps to take.

Typical goals are conducting feasibility studies, development of preliminary designs, creation of advanced designs in software and hardware, final

building and testing of the product, and understanding the impact of the solution in a global economic, environmental and societal context. There will be regularly scheduled online class sessions every week. All members of the class are expected to attend these sessions, which are partially devoted to class discussion, overall planning and scheduling of class activities. Students on the MEngECE program are expected to orient their project towards management of Electrical and Computer Engineering project.

### **ECE 691- Thesis in ECE**

*Credit Hour: 3*

*Prerequisite: ECE 690*

The objective of this course is to provide guided experience in wide areas of Electrical and Computer Engineering to student teams working on design projects. The projects will integrate various Electrical and Computer Engineering skills into operational prototypes. The projects will emphasize problem definition, design conceptualization, implementation and system integration in software and hardware aspects. There are no formal lectures associated with the course. Teams of students will be formed to work as a unit on each project, and also for the purpose of an oral special topic presentation. Every project is unique and may require additional readings to promote self and life-long learning, and part of the challenge for the students is to determine the steps to take.

Typical goals are conducting feasibility studies, development of preliminary designs, creation of advanced designs in software and hardware, final building and testing of the product, and understanding the impact of the solution in a global economic, environmental and societal context. There will be regularly scheduled online class sessions every week. All members of the class are expected to attend these sessions, which are partially devoted to class discussion, overall planning and scheduling of class activities.

### **ITE 500 - Rich Internet Applications**

*Credit Hour: 3*





#### *Prerequisite: Graduate Standing*

Rich Internet applications (RIAs) are web applications that approximate the look, feel, and usability of desktop applications. The techniques to implement them are based on a group of technologies collectively known as Ajax (Asynchronous JavaScript and XML), which uses client-side scripting to make web applications more responsive. The resultant applications were richer than the relatively static pure-HTML-based Web applications that preceded them. These applications have become known as Ajax applications, rich internet applications, or Web 2.0 applications. They separate client-side user interaction and server communication, and run them in parallel reducing the delays of server side processing normally experienced by the user. This course will examine techniques to develop Ajax applications. It will look at the underlying techniques; explore client-side tools, and server-side tools

#### **ITE 510 – Advanced Data Communication and Computer Networks**

*Credit Hour: 3*

*Prerequisite: CSC 305 or equivalent*

The course covers the advancements of communication networks and presents in depth some topics introduced in the first networking course such as advanced routing protocols, advanced congestion control techniques, and Quality of Service. In addition, this course provides an in-depth understanding of existing and emerging optical network technologies and includes: fiber optic communications, SONET/SDH, WDM, DWDM, and optical Ethernet. The course also covers new emerging networks such as sensor networks, MANETs, VANETs and their applications

#### **ITE 520 – Mobile Application Development**

*Credit Hour: 3*

*Prerequisite: ITE 421 or equivalent*

With the ever increasing proliferation of mobile devices such as smart

phones and tablets, it becomes very pertinent for Information Technology professionals and students to learn how to write software for these devices. Mobile Applications are becoming one of the most popular ways to quickly reach millions of users. In this course students learn how to develop a variety of mobile applications. Android will be used as the development platform but other platforms can be considered by students and instructor whenever needed. The course covers the most relevant concepts and techniques for developing mobile applications. It introduces students to the basic components that define a mobile OS or platform and then moves to cover specific structures for building a mobile application. Topics such as mobile user interface, storage organization, application life cycle and communication will be covered in details.

#### **MEM 501 – Project Management**

*Credit Hour: 3*

*Prerequisite: Graduate Standing*

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.

#### **MEC 513: Advanced Thermo-Fluid**

*Credit Hours: 3*

*Pre-requisite: Graduate status*

Study the fundamental concepts and laws of classical thermodynamics – e.g., pressure and temperature; energy, work, heat, entropy; and the first law and second law of thermodynamics. Review of vectors, tensors, tensor notation, hydrostatics and stresses in fluids, and Eulerian and Lagrangian viewpoints. Develop conservation of

mass, momentum, and energy laws and examine their properties. Analyze boundary layer flows, potential flows, and introduce transition to turbulence and turbulent flows.

#### **MEC 515: Linear Elasticity**

*Credit Hours: 3*

*Pre-requisite: Graduate status Co-requisite: MEC 511*

Stress and strain in three dimensions, fundamental field equations of linear elasticity; deformation: displacements, strains and compatibility; equilibrium; three dimensional Hooke's law; energy methods and related principles; two-dimensional problems in elasticity; stress function solutions in Cartesian and Polar coordinates; torsion of prismatic and thin-walled members; stresses in thick and thin-walled pressure vessels and rotating discs; linear elastic fracture mechanics; anisotropic elasticity. Ethical and autonomous learning techniques will be employed throughout the course where relevant.

#### **MEC 522: Advanced Heat Transfer**

*Credit Hours: 3*

*Pre-requisite: MEC 511 and MEC 513*

Review of fundamentals of heat transfer modes (conduction, convection, radiation). Steady State conduction with internal heat generation. Solution of 2-D conduction and fins problems. Laminar Boundary layer concepts and solution of Laminar and turbulent convection problems. Different forms solutions for heat exchangers. Black body and gray surface radiation exchange. Boiling and condensation heat transfer.

## Master of Science in Mechanical Engineering

### Core Courses

#### **MEC 511: Advanced Mathematics**



## and Applied Statistics

*Credit Hours: 3*

*Pre-requisite: Graduate status*

This course focuses on mathematical formulation and analysis of Mechanical engineering processes and systems, including initial and boundary value problems. The course will include matrices and vectors, system of equations, ordinary and partial differential equations, and complex variables. Mathematical methods such as separation of variables, Laplace transformation, Fourier transformation, orthogonal functions and Bessel functions will be covered. Applications to structural analysis, fluid mechanics, Heat transfer and dynamical systems to practical mechanical engineering problems are demonstrated.

### **MEC 524: Finite Element Applications in Engineering**

*Credit Hours: 3*

*Pre-requisite: MEC 465 or Equivalent + MEC 515 and MEC 511*

This is a second level course in the area of finite element applications in engineering. The course provides a brief review of basic FE in solids and builds on the knowledge gained in the introductory course in FEA. The course expands on the theory of variational and weighted residual methods and their use in formulating the FE equations for general PDE's. The course provides theoretical treatment for the formulation of isoparametric and special elements and their applications in engineering problems. Various types of elements, singularity elements and extended FE will be discussed. The numerical methods for spatial and time integration, solution of linear algebraic equations, and the evaluation of eigenvalues will be introduced. Application in solid mechanics will include elastic problems and linear elastic fracture mechanics problems. In each application area the basic governing equations will be outlined and methods of their finite element formulation will be discussed. Students will use commercial program

(ANSYS) in mini-project in the above areas. Ethical and autonomous learning techniques will be employed throughout the course where relevant.

### **MEC 526: Renewable Energy Systems and Analysis**

*Credit Hours: 3*

*Co-requisite: MEC 522*

This course introduces the basic technical and economic criteria to design efficient energy conversion processes of the traditional as well as renewable energy systems. The course discusses design strategies to increase energy efficiency and more green operation. This introduces also spectrum of the most used energy systems and design and selection criteria based on long-term economic viability and overall energy management strategies

#### **Technical Courses:**

### **MEC 551: Computational Fluid Dynamics (CFD) & Heat Transfer (HT),**

*Credit Hours: 3*

*Pre-requisite: MEC 524 + min. of 15 credits*

This is a foundation course in the area of numerical methods in fluid dynamics and heat transfer. The course provides a brief review of the variational, residual methods and Galerkin FE formulation methods, then develops the Galerkin formulation in the application of conduction heat transfer with radiation and convection boundary conditions. Both steady state and transient conditions will be considered. Direct time integration schemes, treatment of nonlinearities, accuracy and convergence characteristics will be discussed. In the second area of application, the course provides a unified theoretical treatment for the formulation of the finite element, finite volume and finite difference methods in fluid dynamics. The formulation is presented for general engineering problems in incompressible fluid mechanics and convection diffusion analyses. The course is aimed at giving students an overview of the use, limitations and applications of various

numerical techniques in the above fields. The use of a commercial program (ANSYS, FLUENT) in a project type of work will provide the students with an overview of the capabilities and limitations of such programs available in the market. Ethical and autonomous learning techniques will be employed throughout the course where relevant.

### **MEC 552: Optimization Theory and Application to Mechanical Design,**

*Credit Hours: 3*

*Pre-requisite: MEC465 or Equivalent + min. of 15 credits*

General mathematical model of optimum design problems; formulation of optimal design mechanical problems, Graphical optimization; Review of calculus concepts: gradient vector, Hessian matrix and quadratic forms; unconstrained and constrained problems, inequality constraints and Karush-Kuhn-Tucker (KKT) conditions; linear programming methods for optimum design; steepest descent method, search and quasi-Newton methods, finite element formulation for optimal design problems, optimal design of mechanical dynamic systems, design sensitivity analysis; introduction to genetic algorithms and particle-swarm techniques; applications.

### **MEC 553: Condition Based Monitoring (CBM) of Rotating Equipment**

*Credit Hours: 3*

*Pre-requisite: MEC 511 + min. of 15 credits*

This is a first course in online condition health monitoring aiming at introducing basics of monitoring techniques and the use of vibration and acoustic measurements in online monitoring of rotating equipment. The course covers the following topics: Review of basic vibrations concepts; Overview of condition monitoring systems; Vibration transducers; Vibration signals from rotating machines; Basic signal processing techniques: Fourier and fast Fourier transforms, Time-frequency analysis and wavelet transforms; Diagnostic techniques; Rolling elements bearings faults and detection; Journal bearing analysis, stability and



monitoring; Inverse analysis for crack detection, crack size estimates and remaining safe life.

### **MEC 554: Fundamentals of MEMS (Microelectromechanical Systems)**

*Credit Hours: 3*

*Pre-requisite: Min. of 15 credits*

This course introduces the fundamental engineering knowledge of MEMS (Microelectromechanical Systems). The students will also learn about the nano-materials and smart materials and their operation characteristics and limitations. In this course fabrication technique of the MEMS components is provided with concentration on the key components including actuation transducers and microfluidic chips. The students will be expected to employ the course knowledge by participating in design project of MEMS system

### **MEC 555: Bio-Materials**

*Credit Hours: 3*

*Pre-requisite: Min. of 15 credits*

This course introduces the science and engineering of Biomaterials. The introduced biomaterials are: metals, ceramics, polymers, composites. The structure and properties of biomaterials and the biologic tissues will be studied. Specific implant applications including biocompatibility will be addressed.

### **MEC 556: Solar Energy**

*Credit Hours: 3*

*Pre-requisite: MEC 522 + min. of 15 credits*

This course will focus on fundamentals of solar energy conversion, solar cells, optical engineering, photoelectrochemical cells, thermoelectric generators, and energy storage and distribution systems. The course covers solar energy insolation and global energy needs, current trends in photovoltaic energy engineering, solar cell material science, design and installation of solar panels for residential and industrial applications and connections to the national grid and cost analysis

of the overall system. In addition, basic manufacturing processes for the production of solar panels, environmental impacts, and the related system engineering aspects will be included to provide a comprehensive state-of-the art approach to solar energy utilization.

### **MEC 557: Advanced Mechatronics**

*Credit Hours: 3*

*Pre-requisite: Min. of 15 Credits*

This course aims to introduce the students to the design and analysis techniques of mechatronic systems with key focus on the biomedical technology. Students will learn how to integrate mechanical and electromechanical systems by utilizing a commodity microcontroller. The Design and analysis of the fundamental mechatronic system will enable the students to integrate the sensing and actuation components with the microcontroller and generate advanced mechatronic workstation. The medical mechatronics concepts are reinforced through computer design and simulation using MATLAB toolbox.

### **MEC 558: Computer Aided Analysis of Multi-Body systems**

*Credit Hours: 3*

*Pre-requisite: Min. of 15 Credits*

This course will cover the kinematics, dynamics, and analysis of flexible mechanisms. It also cover the constrained mechanical systems with flexible components, Numerical methods, Computer-Aided Analysis, Applications, Large scale deformable bodies, Finite element method, and Constrained motion of interconnected rigid and deformable bodies. It will introduce coordinate reduction, computational methods, and applications using computer software, e.g. ADAMS

### **MEC 559: Design of Robotics Manipulator**

*Credit Hours: 3*

*Pre-requisite: Min. of 15 Credits*

This course aims to provide the student with advanced kinematics

concepts and it is application to the design, analysis and control of robotic manipulators. It focuses on studying the kinematic synthesis of planar linkages and Higher-order precision point and approximate synthesis. Also it focuses on studying function, and path-angle problems, spatial kinematics and coordinate transformation. It will also introduce the learner to forward and inverse kinematics of articulated mechanical arms, rigid body motion and dynamics of robots, Trajectory generation, and robot control.

### **MEC 560: Production Systems Operations**

*Credit Hours: 3*

*Pre-requisite: Min. of 15 Credits*

This is a Production Systems Operations course which deals with analytical principles of manufacturing systems design, analysis and control; emphasis placed on stochastic analysis; role of variability and impact on cycle time; push versus pull production strategies including Kanban and constant WIP control; probability, queuing theory, Little's Law, heavy traffic approximation and queuing networks.

### **MEC 561: Dynamics of Mechanical Systems**

*Credit Hours: 3*

*Pre-requisite: Min. of 15 Credits*

This course will include studying the concepts of Degrees of freedom, generalized coordinates, principle of virtual work, D'Alembert's Principle, Lagrange's Equation, and Hamilton's Principle both in planar and spatial motion to develop equations of motion and Newton-Euler equations for rigid bodies.

### **MEC 562: Transport Phenomena in Porous Media**

*Credit Hours: 3*

*Pre-requisite: Min. of 15 Credits*

Over recent years, fluid flow, heat transfer and mass transfer through porous media has seen an explosive increase in research attention and this is evident through the creation of new





journals existing journals conference and workshop on this topic. This rapidly increasing research activity has been mainly due to the increasing number of important application in porous media in many modern industries, ranging from heat removal process in engineering technology and geophysical problems to thermal insulation, chemical reactors, the underground spread of pollutant, heating of rooms, combustion, fires and many other heat transfer process both natural and artificial. This graduate course is intended as advanced course in the field of transport phenomena in porous media. Fluid flow, heat and mass transfer play a major role in different engineering discipline such as in civil in the area of concrete corrosion, chemical in petroleum industries, biomedical in flow in lungs and bones and in mechanical engineering such as in filters. This course will give the student a strong knowledge of porous media and its application. The course will cover different applications in the Mechanical engineering field.

## Master of Science in Sustainable Architecture

### Core Courses

#### **ARC 600 - Approaches to Sustainable Design**

Credit Hours: 3

This course provides students with a broad overview of environmental challenges, and promotes understanding of environmental impacts in a life cycle framework. This course examines environmental challenges including pollution, water resources, energy, global warming, population and land degradation and investigate strategies that address these challenges, through design, and planning and government intervention.

The course aims to show that it is essential to understand, quantify and embed the environmental dimension, and helps identify the magnitude, type and location of the environmental impacts caused by all the stages of a production process, from the gathering of raw materials, to the disposal of the products at the end of its life. This course also discusses the characteristics and influences of climatic conditions on the natural and built environment, the responses to different climatic conditions, the optimization of building performance to meet human thermal comfort requirements, and real-life applications on the local environment

#### **ARC 605: Sustainable Urban Spaces and Landscape Design**

Credit Hour: 3

This course discusses the elements of urban space and various design strategies of landscape design in the context of sustainable environmental, aesthetic, and cultural considerations. The course will address issues related to the following: the integration of green elements (green roofs, green walls, vegetation), renewable energy, mobility and transportation, place making, livability as well as land use. These issues are dealt with through exercises, essays, lectures, and an individual research project. The research project is intended to deal with specific urban issues or case studies related to green urbanism and landscape design using both academic and planning/design skills in order to provide concepts and suggestions. Group assignments strengthen students' competences in teamwork. This course aims to help students in using environmental and landscape architecture in turning public spaces into more sustainable by focusing on green neighborhood development, livability and economic viability. It introduces ways for assessing the opportunities in order to integrate ecological factors in landscape design as a mechanism to enhance the human built environment. Students will be expected to use problem-solving skills to explore - in depth - specific and complex urban issues of a particular site/area with a view to forwarding

positive proposals for change.

#### **ARC 610: Building Skins and Façade Design**

Credit Hours: 3

The aim of this course is to provide understanding for a good overall environmental design, including thermal insulation, natural daylighting and acoustics with an emphasis on reducing CO2 emissions in building environments. This course focuses on the design of innovative facades and building skins including mixed-mode ventilation systems that aim to provide comfort, health and energy efficiency via integrating principles and techniques of that assess environmental performance of building envelopes. This course also addresses mechanical and hybrid ventilation, climatic influences, airflow behavior and pollutant emission characteristics as determinants of ventilation requirements and demands, through simulation software that help identify best passive solutions, juxtapose CO2 emissions & renewable energy technologies.

#### **ARC 615: Environmental Planning**

Credit Hours: 3

This course introduces the principles of sustainable urbanism and the tools of its implementation, as well as strategies to green the cities and to use renewable energies. Furthermore, it addresses ecological governance in the green cities and draws attention to legal, economic and ecological foundations of environmental planning. The course also presents principles and examples of two environmental planning and management types of wetlands and coastal zones. The course encourages the use of technology in the students' projects. Software like GIS, ECOTECT and/or ENVIMET or others, can be applied in mapping, modelling and conducting simulations.

#### **ARC 620: Efficient Building Systems**

Credit Hours: 3

This course investigates buildings and their systems to satisfy the



requirements for a comfortable, healthy, and productive indoor environment. It will focus on the influences of energy, human comfort, climate, context, heating, cooling and water on the design of buildings and sites. The design of environmental systems with continued emphasis on day lighting, acoustics and design strategies for sustainability, and issues of green construction relating to energy in buildings. Students will use their individual building evaluations to develop a small area climate action plan as part of team assignment. This course explores the principles behind current low energy solutions, and deals with basic application information and strategies. Students will have an opportunity to extend their use of environmental design software. The course is designed to complement information provided in other courses.

### **ARC 625: Sustainable Indoor Spaces**

*Credit Hours: 3*

Indoor environments are the scenario where the human-architecture interaction take place. Supposed benefits coming from correct sustainable strategies and green building methodologies applied to the whole construction, should have their main impact on living indoor environments enhancing their livability, healthiness, and comfort at any level. The primary objective of this course is to foster knowledge and understanding of building technology systems that support people's activities and well-being in indoor environments, focusing on the building design process required to assure indoor environmental quality (IEQ) and the needs of building's occupants to live and work in healthy spaces, psychologically and thermally comfortable, aesthetically and livable satisfactory, both for residential as well as in working places. Students will be provided with knowledge of design strategies, methods and analysis applied in indoor environments, in addition of technical overview of indoor building technologies, construction and finishing materials, special requirements and specifications for healthy interior environments.

Based on understanding ecological and sustainable principles, students will research innovations in the areas of indoor air quality, thermal and humidity comfort, lighting, vegetation, and accessibility using an integrated design approach. Technologies applied to retrofit aged buildings and/or to enhance indoor environments in existing buildings will be considered also.

### **ARC 630: Passive Design Strategies**

*Prerequisite: No Prerequisite*

*Credit Hours: 3*

In this course students will learn how to arrange and integrate the form, fabric and systems of a building to maximize the benefits of ambient sources and sinks of energy for heating, lighting, ventilation and cooling in order to achieve higher levels of human comfort and reduce the consumption of conventional fuels and the emission of greenhouse gases. It will demonstrate techniques for selecting passive strategies appropriate to local climate, site conditions and user needs. It will also introduce simple methods for assessing the effectiveness of design decisions.

### **ARC 635: Professional Responsibility in Sustainable Environmental Design**

*Credit Hours: 3*

This course aims to expose graduate students to several environmental issues in order to promote understanding of environmentally responsible design and planning, development of sustainable buildings and communities, and encouragement of sustainable practices. Topics include the impact of construction activities on marine ecosystems, coastal and ocean pollution, groundwater pollution and land subsidence resulting from construction activities and liquid and solid waste management options. Hence, the first goal is to accustom architectural students with the need to continuously assimilate information from various scientific disciplines in their professional development. The second overarching goal is to illustrate that it is the professional responsibility

of architects to act as informed decision-makers and provide planning and design solutions to a number of environmental concerns. The course relies heavily on class debates and project presentation and report writing where elements from various scientific disciplines are to be presented as integral parts of architectural solutions.

### **ARC 640: Architectural Research Methods**

*Credit Hours: 3*

This course would provide an essential introduction to the process of research within architecture essential to the successful completion of the program. Research in architectural design and its relation to the environment provides a very rich domain of investigation and poses problems whose solution relies upon judgment, creativity, and integration of a multitude of skills. The aim is to address the criteria of sustaining resources for future generations. This course addresses a complex domain of investigations in architecture and sustainable design and poses problems whose solution relies upon alternative theories of design, and the integration of interdisciplinary fields. The assumption that underlies the research in this area is that ultimately the answers to these questions will form a coherent theory of design in relation to sustainable environments.

### **ARC 690: Capstone Project (Prerequisite Completion of 24 Cr. Hours)**

*Credit Hours: 3*

The ARC 690 project is intended to consolidate student capacity for independent study, and to conglomerate techniques needed to represent research findings. The student will reflect on all his/her research activities in the previous courses and incorporate critical reviews of previous outcomes. The ARC 690 project could integrate research findings on building design, regional environments, energy conservation & management of resources. This



course focuses on the development of schematic formulations of environmentally oriented design, and comprehensive experiences related to professional practice and the industry.

**Thesis ARC 691 (Credit Hour 6: for those selecting (ARC691) in place of (ARC 690) they may do so in lieu of ARC 640)**

The ARC 691 Thesis is a comprehensive integrated research project that brings together knowledge, skills, and competencies developed during the program. Thesis requirements: (a) the thesis should exhibit elements of creativity, initiative and independent thinking; (b) involve both knowledge gained through coursework and skills acquired during the conduct of the M.Sc. thesis research; (c) demonstrate the ability to carry out a major piece of work according to sound scientific and engineering principles; (d) organize work in a comprehensive and well-structured report, and (e) demonstrate the ability to defend assumptions, methodology, and significance and impact of work.



# توصيف المساقات لتخصصي

ماجستير في القانون العام والخاص  
باللغة العربية

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## المتطلبات الاختيارية

### اسم المساق: العقود الادارية مع التعمق

رمز المساق: LAAC516

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتناول المساق دراسة نشأة العقود الادارية واركائها وخصائصها والاثار المترتبة عليها والقواعد القانونية التي تحكم ابرامها، كما يحكم المساق، سلطات الادارة وحقوق المتعاقدين معها.

المنهج الخاص: يعالج المساق التنظيم القانوني الخاص بأحد الموضوعات المتصلة بالعقود الادارية كانهاء العقود الادارية والاثار المترتبة على ذلك، طرق فض المنازعات الادارية وبالاخص عن طريق التحكيم في القانون الاماراتي والقوانين المقارنة.

### اسم المساق: التشريعات المالية والاقتصادية مع التعمق

رمز المساق: LAFE 517

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

يتناول هذا المساق دراسة عامة للتشريعات المتعلقة بالنشاط الاقتصادي والمالي في الدولة. كما يتضمن المساق في منهجه الخاص دراسة تحليلية معمقة في احد موضوعات التشريعات الاقتصادية مثل: النظام القانوني للتجارة الدولية بالتركيز على نظام الجات او دراسة للنظام المصرفي او نظام الاسواق المالية او تشريعات الاستثمار او الشركات المتعددة الجنسيات والمعاملات الاقتصادية الدولية التي تعبر الحدود الوطنية.

### اسم المساق: قانون الاجراءات الجزائية مع التعمق

رمز المساق: LAPR 507

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتناول هذا المساق دراسة الاصول والاجراءات الجزائية: التحري والاستدلال والتحقيق الابتدائي والمحاكمة وطرق الطعن في الاحكام الجزائية.

المنهج الخاص: يتناول هذا المساق دراسة معمقة لموضوع او اكثر من النظريات

### اسم المساق: القانون الدولي العام مع التعمق (باللغة الانكليزية)

رمز المساق: LAIN503

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يعالج المساق نظرية القانون الدولي العام، مصادره، أشخاصه، المنازعات المسلحة، النظرية العامة للمنظمات الدولية.

### اسم المساق: القانون الدستوري والنظم السياسية مع التعمق

رمز المساق: LAPO504

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: ويشتمل على دراسة المبادئ العامة للقانون الدستوري والنظم السياسية وكذلك دراسة التنظيم الدستوري للسلطات الاتحادية وفقا لدستور دولة الامارات.

المنهج الخاص: يتضمن دراسة معمقة لموضوع او اكثر من موضوعات القانون الدستوري والنظم السياسية كتفسير النصوص الدستورية والقضاء الدستوري ومبدأ الفصل بين السلطات، والرقابة على دستورية القوانين.

### اسم المساق: طرق وأساليب البحث القانوني

رمز المساق: LARM 506

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

يعالج المساق قسمين رئيسيين: الاول يتضمن التعريف بالبحث القانوني وأسس وضع خطط البحث بأساليبها المختلفة، والأصول التي يتعين مراعاتها من حيث الشكل والموضوع، والتعرف على أدوات البحث القانوني. وكيفية الرجوع إلى المراجع، وأسس التوثيق السليم، كيفية الاستفادة من شبكة المعلومات عبر الانترنت ووسائل التكنولوجيا الحديثة في البحث العلمي كذلك أساليب التحليل واستنباط النتائج. القسم الثاني من المساق يتضمن اعداد الطالب بحث مكتوب في مجال القانون العام تتوافر فيه شروط البحث العلمي القانوني بحيث يتم تقيومه من لجنة مناقشة تتألف من المشرف واحد اعضاء هيئة التدريس المعنيين.

الجزائية الخاصة مثل: نظرية الإعلان في قانون الاجراءات الجزائية، مبدأ الشرعية الإجرائية من حيث قواعدها وأساسها وعناصرها المتعارف عليها في النظم الإجرائية المعاصرة، الجزاءات الإجرائية كوسيلة للرقابة القضائية على ضمان المحاكمة العادلة، حجية الحكم الجنائي.

### اسم المساق: القانون الجزائي الدولي مع التعمق

رمز المساق: LACI 512

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتناول المساق التعريف بالقانون الجزائي الدولي وكيفية نشأته ووسائل تنفيذها، التعريف بالقضاء الجزائي الدولي ومصادره وتطوره التاريخي.

المنهج الخاص: يتناول هذا المساق التعريف بمبادئ القانون الجنائي الدولي مثل مبدأ الشرعية وحق الدفاع وسائر الأسس التي يقوم عليها هذا القانون، كما سيتم التركيز على المحاكم الجنائية الدولية من حيث بيان الجرائم التي تختص المحكمة الجنائية الدولية بنظرها والاجراءات المتبعة امامها. وإجراء تطبيقات على بعض الجرائم الدولية.

### اسم المساق: نظام الحكم في الإسلام مع التعمق

رمز المساق: LAIS 512

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتناول هذا الجانب دراسة نظم الحكم في العصور المختلفة، الحقوق والحريات وغير ذلك.

المنهج الخاص: يتناول هذا المساق دراسة معمقة لموضوع أو أكثر من الموضوعات الآتية:

تتناول هذه المادة عدة موضوعات، مثل: مكانة نظام الحكم وأهميته في الحياة الإسلامية، ووسائل تفويض السلطة، جهاز الحكم في الدولة الإسلامية. أحكام الوزارة ومجلس الشورى، وقضاء الحسبة، وقضاء المظالم.

المبادئ أو القواعد العامة في نظام الحكم مثل مبدأ المساواة ومبدأ العدل بالإضافة إلى موضوعات أخرى تتعلق بمسائل معاصرة من نظام الحكم ومؤسسات المجتمع المدني ودورها في تنظيم المجتمع الشورى وطرق تعيين رئيس الدولة في نظام الحكم الإسلامي.



4- العلاقة بين المالية العامة والسياسة.  
5- العلاقة بين المالية العامة والإقتصاد  
و بيان المقصود بالنفقة العامة وعناصرها  
، والتميز بين النفقة العادية والنفقة غير  
العادية تقسم النفقات من حيث أثرها إلى  
نفقات حقيقية وأخرى تحويلية مع إبراز  
العوامل التي تؤثر في حجم الإنفاق العام.  
ثم دراسة أنواع الرقابة على المالية العامة.  
لا سيما أن هذه الرقابة هي إما رقابة إدارية  
أو رقابة برلمانية وارتباطا بذلذ الوقوف  
على الأسباب الحقيقية لزيادة في الإنفاق  
العام وأثار النفقات العامة على الإنتاج  
القومي وعلى الإستهلاك القومي.

### اسم المساق: القانون الإداري

رمز المساق: LAAD502

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتضمن المساق مدخل عام  
لدراسة النظريات العامة للقانون الإداري  
ونشاط الإدارة في تنفيذ القوانين والضبط  
الإداري ونظام المرافق العامة، والوسائل  
القانونية للإدارة، والرقابة على أعمال  
الإدارة من حيث ماهيتها وأنواعها وأثارها.

المنهج الخاص: يتضمن المساق دراسة  
تحليلية تطبيقية لأحد الموضوعات  
المتعلقة بالمنازعات الادارية كدعوى الالغاء،  
التحقيق الإداري والمخالفات التأديبية أو  
بالوظيفة العامة أو العقد الإداري، أو  
القرارات الإدارية.

### اسم المساق: القانون الجزائي مع التعمق

رمز المساق: LACR501

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتضمن دراسة النظرية  
العامة للجريمة والعقوبة، وكذلك  
دراسة النظرية العامة للمسئولية الجزائية  
بصورها المختلفة مع موانعها.

المنهج الخاص: يتضمن دراسة تحليلية  
مقارنة لأحد الموضوعات المتعلقة  
بالقانون الجزائي مثل: القصد الجنائي،  
مبادئ المحاكمة العادلة، النظرية العامة  
في الإثبات الجزائي، مبدأ الشرعية  
الجنائية، البطان في القانون الجزائي.  
نظرية الاختصاص في القانون الجزائي. مع  
مقارنة كل ذلك بالقواعد التي وردت في  
الشرعية الإسلامية والقوانين المقارنة.

يتناول هذا المساق التعريف بحق الملكية  
الفكرية وتحديد عناصره، يعالج هذا  
المساق فرعي قانون الملكية الفكرية  
وهما الملكية الأدبية والفنية والملكية  
الصناعية. القواعد القانونية الخاصة بحماية  
الملكية الفكرية على الصعيدين المحلي  
والدولي، المنظمات الدولية المعنية  
بحماية الملكية الفكرية، كما أن هذا  
المساق يخصص جزءاً هاماً منه لمعالجة  
الاتفاقيات والمعاهدات الدولية  
المرتبطة بحق الملكية الفكرية  
المنهج الخاص: ويتضمن دراسة معمقة  
لأحد مفردات الملكية الفكرية مثل: العلامة  
التجارية، براءات الاختراع، الرسوم والنماذج  
الصناعية، الاسم التجاري المصنفات الأدبية  
والفنية المشمولة بالحماية، الحماية  
القانونية لبرامج الحاسوب وقواعد البيانات،  
الإشكاليات القانونية والأخلاقية لبراءات  
الاختراع الماسمة للمجال الحيوي كذلك  
العلاقة الشائكة بين حقوق الملكية  
الفكرية وحقوق الإنسان، أثر البيئة  
الرقمية على حق المؤلف والحقوق  
المجاورة.

## ماجستير في القانون العام

### المتطلبات الإجبارية

#### عنوان المساق: المالية العامة

رمز المساق: LAFI 505

لا يوجد المتطلبات السابقة:

المتطلبات اللاحقة: لا يوجد

الساعات المعتمدة: 3

يتناول هذا المساق الاتجاهات الحديثة في  
علم المالية العامة هو العلم الذي يعني  
بدراسة المشاكل المتعلقة بالحاجات العامة  
فهناك نفقات عامة يجب تغطيتها، وينحصر  
دور المالية العامة في حدود الحصول على  
الإيرادات اللازمة لتغطية النفقات.

سيكون ذلك من خلال طرح وتحليل ما يلي:  
إبراز العلاقة بين المالية العامة وفروع  
القانون

العلاقة بين المالية العامة والقانون  
الدستوري

2- العلاقة بين المالية العامة والقانون  
الإداري

3- العلاقة بين المالية العامة والقانون  
الدولي العام

#### عنوان المساق: قانون حماية المستهلك

##### مع التعمق

رمز المساق: LACL 509

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتناول المساق شرح  
المبادئ القانونية العامة التي تنظم  
وسائل حماية المستهلك والضمانات  
القانونية المتوفرة له في كافة مراحل  
التعاقد.

القسم الخاص: يعالج المساق احد  
الموضوعات المتعلقة بحماية المستهلك  
مثل: حماية المستهلك في العقود  
الالكترونية والقانون الواجب التطبيق عليها،  
او دراسة مقارنة للقواعد القانونية التي  
تتعلق بحماية المستهلك وحقوقه وفقا  
للمبادئ المتعارف عليها دولياً مع القواعد  
القانونية المنصوص عليها في قانون  
حماية المستهلك في دولة الامارات العربية  
المتحدة. كما يمكن ان يتناول المساق شرح  
وتحليل القواعد القانونية والتي تهدف إلى  
حماية المستهلك من الشروط التعسفية،  
ومن المنتجات التجارية المعيبة وغير  
صالحة للاستخدام، وغيرها من القواعد  
اللازمة لحماية المستهلك.

#### عنوان المساق: التحكيم التجاري الداخلي والدولي مع التعمق

رمز المساق: LACA 508

المتطلبات السابقة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتضمن منهاج الدراسة  
لهذا المساق التعريف بالتحكيم التجاري  
وأهميته ودوره في حل المنازعات التجارية  
على الصعيد الداخلي والدولي، وإجراءات  
التحكيم والقانون الواجب التطبيق في  
التحكيم.

المنهج الخاص: يتضمن دراسة تفصيلية  
وتحليلية مقارنة لأحد الموضوعات  
المرتبطة بالتحكيم مثل دور التحكيم في  
تسوية المنازعات الناشئة عن عقود التجارة  
الدولية، بطلان حكم التحكيم، وحجية  
حكم التحكيم وتنفيذه، أهم الاتفاقيات  
الإقليمية في التحكيم، استقلال شرط  
التحكيم عن العقد الأصلي.

#### عنوان المساق: الملكية الفكرية (باللغة الانجليزية) مع التعمق

رمز المساق: LAIP 507

المتطلبات السابقة: لا يوجد

الساعات المعتمدة: 3



# كلية القانون ماجستير في القانون الخاص

## المتطلبات الإجبارية

### اسم المساق: فقه المعاملات مع التعمق

رمز المساق: LAIT 505

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

يتناول هذا المساق دراسة الأسس والمرتكزات العامة للعقود في الشريعة، مع عرض سريع لنظرية العقد، متضمنة الإشارة إلى ما تتميز به الشريعة عن غيرها، كما يتناول بالدراسة والتحليل عددا من العقود المشروعة، وآخر من العقود غير المشروعة، وثالثا من العقود المختلف فيها، إضافة لعدد من العقود والمعاملات المعاصرة.

### عنوان المساق: قانون المعاملات المدنية مع التعمق

رمز المساق: LAIC 501

المتطلبات المسبقة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتناول المساق دراسة الطالب للنظرية العامة للالتزام من حيث مصادره وأحكامه.

المنهج الخاص: يتضمن المساق دراسة تفصيلية وتحليلية ومقارنة لأحد الموضوعات الحديثة في قانون المعاملات المدنية مثل: المسؤولية المدنية وتطبيقها العملية بخصوص ذوي المهن الحرة والمسؤولية المدنية الالكترونية، دور المسؤولية المدنية في حماية البيئة من التلوث، نظرية العقد مع التركيز على أحد العقود الهامة في الواقع العملي، نظرية البطان وتبعية الهلاك ونحوها من الموضوعات الحديثة التي تحتاج إلى البحث والمناقشة.

### عنوان المساق: قانون المعاملات التجارية مع التعمق (متطلب إجباري)

رمز المساق: LACO502

المتطلبات المسبقة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتناول هذا المساق دراسة أحكام قانون المعاملات التجارية بشكل عام مثل الأعمال التجارية والتاجر والتزاماته والعقود التجارية والأوراق التجارية وعملياتها البنوك.

المنهج الخاص: يتضمن المساق دراسة تفصيلية وتحليلية لأحد الموضوعات

في قانون المعاملات التجارية مثل: نظام الإفلاس والصلح الوافي من الإفلاس، اندماج الشركات وتصفيتها، مسؤولية الناقل البحري والجوي، التأمين البحري، الاعتماد المستندي.

### عنوان المساق: قانون الإجراءات المدنية مع التعمق (متطلب إجباري)

رمز المساق: LACP504

المتطلبات المسبقة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتضمن دراسة التنظيم القضائي في دولة الإمارات العربية المتحدة ودراسة الاختصاص القضائي ونظرية الدعوى وإجراءاتها ونظرية الأحكام القضائية وطرق الطعن في هذه الأحكام.

المنهج الخاص: يتضمن دراسة معمقة وتحليلية لأحد الموضوعات في قانون الإجراءات المدنية مثل: نظرية الحكم القضائي وطرق الطعن فيها، نظرية المصلحة في الدعوى والتحكيم الإلكتروني.

### عنوان المساق: القانون الدولي الخاص مع التعمق (متطلب إجباري)

رمز المساق: LAIS503

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: دراسة النظرية العامة للجنسية، نظرية التنازع من حيث شروط تطبيق قواعد التنازع، تنازع الاختصاص القضائي الدولي.

المنهج الخاص: يتضمن دراسة أحد موضوعات التنازع مثل: الاختصاص القضائي الدولي، الإحالة والنظام العام والعقود الدولية، إجراءات الخصومة المدنية الدولية، المسائل الأساسية في التحكيم الخاص الدولي مع دراسة مقارنة للأنظمة القانونية المتعلقة به والبعد الفلسفي والقانوني لأنواع التحكيم المختلفة والفواعل القانونية المنطبقة على كل منها.

### عنوان المساق: طرق واساليب البحث القانوني

رمز المساق: LARM506

المتطلبات المسبقة: لا يوجد

الساعات المعتمدة: 3

يعالج المساق قسمين رئيسيين: الأول يتضمن التعريف بالبحث القانوني وأسس وضع خطط البحث بأساليبها

المختلفة، والأصول التي يتعين مراعاتها من حيث الشكل والموضوع، والتعرف على أدوات البحث القانوني. وكيفية الرجوع إلى المراجع، وأسس التوثيق السليم، كيفية الاستفادة من شبكة المعلومات عبر الانترنت ووسائل التكنولوجيا الحديثة في البحث العلمي كذلك. أساليب التحليل واستنباط النتائج. القسم الثاني من المساق يتضمن اعداد الطالب بحث مكتوب في مجال القانون العام تتوافر فيه شروط البحث العلمي القانوني بحيث يتم تقويمه من لجنة مناقشة تتألف من المشرف واحد اعضاء هيئة التدريس المعنيين.

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رمز المساق: LAIA 516

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

يتناول المساق دراسة التشريعات المنظمة للاستثمار من حيث تعريف الاستثمار وبيانه انواعه ومعايير تحويل الاستثمار. كما يتناول المساق شرح المشاكل التي تواجه الاستثمار واهم الاساليب المستخدمة في حل هذه المشكلات. ويشرح المساق الضمانات التي يتمتع بها المستثمر الأجنبي حسب قوانين الاستثمار في دولة الامارات ومقارنتها بالاتفاقيات والمعاهدات الدولية.

### اسم المساق: عقود التجارة الدولية مع التعمق

رمز المساق: LAIT 513

المساقات المسبقة: لا يوجد

المساقات المشتركة: لا يوجد

الساعات المعتمدة: 3

المنهج العام: يتناول المساق شرح الإطار القانوني المنظم للتجارة الدولية على الصعيدين الوطني والدولي وتحديد اهم المصادر التي تحكم التجارة الدولية بما في ذلك لاتفاقيات الدولية.

المنهج الخاص: يتضمن هذا المساق شرح وتحليل دراسة لوحد أو أكثر من موضوعات التجارة الدولية مثل: عقد البيع الدولي حسب اتفاقية الأمم المتحدة بشأن عقود البيع الدولي للبضائع لعام 1980، التحكيم التجاري كوسيلة لحل المنازعات الدولية، والاعتماد المستندي.





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**Academic Calendar**  
2017-2018

# ABU DHABI UNIVERSITY

## ACADEMIC YEAR 2017-2018

### FALL SEMESTER 2017-2018

- ▶ PUBLIC HOLIDAY
- ▶ EXAMINATION DATES
- ▶ FIRST/LAST DAY OF CREDIT CLASSES

WEEK	JUNE 2017							EVENTS
	S	M	T	W	T	F	S	
					1	2	3	
	4	5	6	7	8	9	10	<b>1 JUNE</b>
	11	12	13	14	15	16	17	Fall Semester Internship Program Application Submission Begins
	18	19	20	21	22	23	24	<b>25-27 JUNE</b> Eid Al Fitr Holiday <sup>(1)</sup>
	<b>25</b>	<b>26</b>	<b>27</b>	28	29	30		

WEEK	JULY 2017							EVENTS
	S	M	T	W	T	F	S	
							1	
	2	3	4	5	6	7	8	<b>6 JULY</b>
	9	10	11	12	13	14	15	Fall Semester Internship Program Application Submission Deadline
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						

WEEK	AUGUST 2017							EVENTS
	S	M	T	W	T	F	S	
			1	2	3	4	5	<b>28 AUGUST</b>
	6	7	8	9	10	11	12	Deadline of Submissions for Declaration/Change of Major
	13	14	15	16	17	18	19	<b>28 AUGUST</b>
	20	21	22	23	24	25	26	Math Placement Test for New Undergraduate Students
	27	28	29	30	<b>31</b>			<b>30 AUGUST</b>
								Admission/Transfer Credit Deadline
								<b>30 AUGUST</b>
								Registration Deadline for Newly Admitted Students
								<b>31 AUGUST</b> Arafat Day <sup>(1)</sup>

#### 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.





**WEEK**      **SEPTEMBER 2017**      **EVENTS**

S   M   T   W   T   F   S

					<b>1</b>	<b>2</b>
<b>1</b>	<b>3</b>	<b>4</b>	5	6	7	8
<b>2</b>	10	11	12	13	14	15
<b>3</b>	17	18	19	20	<b>21</b>	22
<b>4</b>	24	25	26	27	28	29

- 1-3 SEPTEMBER**      Eid Al Adha Holiday<sup>(1)</sup>
- 4 SEPTEMBER**      First Day of Classes
- 4-7 SEPTEMBER**      Add/Drop Period with 100% Refund
- 5 SEPTEMBER**      Orientation for Newly Admitted Male Students
- 6 SEPTEMBER**      Orientation for Newly Admitted Female Students
- 7 SEPTEMBER**      Payment Deadline
- 10 SEPTEMBER**      Graduation Online Application Begins
- 10 SEPTEMBER**      Winter Term Internship Program Application Submission Begins
- 10-14 SEPTEMBER**      Course Withdrawal Period with 75% Refund
- 17-24 SEPTEMBER**      Course Withdrawal Period with 50% Refund<sup>(2)</sup>
- 21 SEPTEMBER**      Islamic New Year<sup>(1)</sup>
- 28 SEPTEMBER**      Term A Course Withdrawal Deadline for PG students
- 28 SEPTEMBER**      Winter Term Internship Program Application Submission Deadline

**WEEK**      **OCTOBER 2017**      **EVENTS**

S   M   T   W   T   F   S

<b>5</b>	1	2	3	4	5	6
<b>6</b>	8	9	10	11	12	13
<b>7</b>	15	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	20
<b>8</b>	<b>22</b>	23	24	25	26	27
	29	30	31			

- 1 OCTOBER**      Spring Semester Internship Program Application Submission Begins
- 12 OCTOBER**      Graduation Online Application Deadline
- 15-16 OCTOBER**      Make up days for Postgraduate Students only (Sept 3/Sept 21)
- 16 OCTOBER**      Term A Last of Classes for Postgraduate Students
- 17-19 OCTOBER**      Term A Final Exams Period for PG Students<sup>(3)</sup>
- 21 OCTOBER**      Term A Final Grades Released for PG Students<sup>(4)</sup>
- 22 OCTOBER**      Term B First Day of Classes for Postgraduate Students

# ABU DHABI UNIVERSITY

## ACADEMIC YEAR 2017-2018

### FALL SEMESTER 2017-2018

- ▶ PUBLIC HOLIDAY
- ▶ EXAMINATION DATES
- ▶ FIRST/LAST DAY OF CREDIT CLASSES

#### WEEK / OCTOBER 2017 / EVENTS

S M T W T F S

5	1	2	3	4	5	6	7
6	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28
	29	30	31				

- 22 OCTOBER** Release of the Winter 2017-2018 Term and Spring 2017-2018 Semester Schedules
- 22-23 OCTOBER** Term B PG Students Add/Drop Period with 100% Refund
- 23 OCTOBER** Term B PG Student Payment Deadline
- 29 OCTOBER** Grade Appeals Deadline for Spring 16-17 Semester and Sum 16-17 Term Final Grades<sup>(4)</sup>
- 29 OCTOBER** Advising/Early Registration Begins
- 31 OCTOBER** Spring Semester Internship Program Application Submission Deadline

#### WEEK / NOVEMBER 2017 / EVENTS

S M T W T F S

9			1	2	3	4
10	5	6	7	8	9	10
11	12	13	14	15	16	17
12	19	20	21	22	23	24
	26	27	28	29	<b>30</b>	

- 1 NOVEMBER** Summer Term Internship Program Application Submission Begins
- 1 NOVEMBER** Appreciation Ceremony for Undergraduate Students (Al Ain Campus)
- 2 NOVEMBER** Appreciation Ceremony for Undergraduate Students (Abu Dhabi Campus)
- 2 NOVEMBER** Release of Mid-Semester Grades
- 9 NOVEMBER** Course Withdrawal Deadline
- 14 NOVEMBER** Summer Term Internship Program Application Submission Deadline
- 30 NOVEMBER** Martyrs' DAY
- 30 NOVEMBER** Prophet Mohammed Birthday "May Peace be Upon Him"<sup>(1)</sup>

#### Notes:

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- (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.



**WEEK**      **DECEMBER 2017**      **EVENTS**

S   M   T   W   T   F   S

						1	<b>2</b>
<b>13</b>	3	4	<b>5</b>	<b>6</b>	<b>7</b>	8	<b>9</b>
	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	15	<b>16</b>
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

- 2 DECEMBER**      UAE National Day
- 3-5 DECEMBER**      Make up days for Undergraduate Students (Sept 3/Sept 21/Nov 30)
- 3-6 DECEMBER**      Reading Day for PG Students Only
- 5 DECEMBER**      Last Day of Classes for Undergraduate Students only
- 6-16 DECEMBER**      Final Exams Period for Undergraduate Students<sup>(3)</sup>
- 7-9 DECEMBER**      Make up days for Postgraduate Students only
- 9 DECEMBER**      Last Day of Classes for Postgraduate Students only
- 10-16 DECEMBER**      Final Exams Week for Postgraduate students<sup>(3)</sup>
- 17 DEC - 6 JAN**      Fall Break
- 19 DECEMBER**      Final Grades Released<sup>(4)</sup>

**WINTER SEMESTER 2017-2018**

- ▶ PUBLIC HOLIDAY
- ▶ EXAMINATION DATES
- ▶ FIRST/LAST DAY OF CREDIT CLASSES

**WEEK**      **JANUARY 2018**      **EVENTS**

S   M   T   W   T   F   S

		<b>1</b>	2	3	4	5	6
<b>1</b>	<b>7</b>	8	9	10	11	12	13
<b>2</b>	14	15	16	17	18	19	20
<b>3</b>	21	22	23	24	25	26	27
	28	29	30	31			

- 1 JANUARY**      Gregorian New Year
- 4 JANUARY**      Admissions/Transfer Credit Deadline
- 7 JANUARY**      Deadline of Submission for Declaration/Change of Major
- 7 JANUARY**      First Day of Classes
- 7-8 JANUARY**      Add/ Drop Period 100% Refund
- 8 JANUARY**      Payment Deadline
- 9 JANUARY**      Graduation Online Application Begins
- 9-10 JANUARY**      Course Withdrawal Period 75% Refund

# ABU DHABI UNIVERSITY

ACADEMIC YEAR 2017-2018

## WINTER SEMESTER 2017-2018

- ▶ PUBLIC HOLIDAY
- ▶ EXAMINATION DATES
- ▶ FIRST/LAST DAY OF CREDIT CLASSES

WEEK	JANUARY 2018							EVENTS
	S	M	T	W	T	F	S	
		1	2	3	4	5	6	
1	7	8	9	10	11	12	13	<p><b>11-14 JANUARY</b> Course Withdrawal Period 50% Refund<sup>(2)</sup></p> <p><b>28 JANUARY</b> Release of Mid-Term Grades</p> <p><b>28 JANUARY</b> Graduation Online Application Deadline</p>
2	14	15	16	17	18	19	20	
3	21	22	23	24	25	26	27	
	28	29	30	31				

WEEK	FEBRUARY 2018							EVENTS
	S	M	T	W	T	F	S	
					1	2	3	
4								<p><b>1 FEBRUARY</b> Course Withdrawal Deadline</p> <p><b>17 FEBRUARY</b> Last Day of Classes</p> <p><b>18-20 FEBRUARY</b> Final Exams Period<sup>(3)</sup></p> <p><b>22 FEBRUARY</b> Final Grades Released<sup>(4)</sup></p>
5	4	5	6	7	8	9	10	
6	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28				

**Notes:**

- (1) Subject to change based on the sighting of the moon.
- (2) Tuition fee will not be refunded after this date.
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- (4) Grade appeal deadline is one week prior to the early registration in the following regular semester.



## SPRING SEMESTER 2017-2018

### WEEK FEBRUARY 2018 EVENTS

S M T W T F S

				1	2	3	
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
1	25	26	27	28			

<b>19 FEBRUARY</b>	Math Placement Test for New Undergraduate Students
<b>22 FEBRUARY</b>	Deadline of Submissions for Declaration/Change of Major
<b>22 FEBRUARY</b>	Admissions/Transfer Credit Deadline
<b>22 FEBRUARY</b>	Registration Deadline for Newly Admitted Undergraduate Students
<b>25 FEBRUARY</b>	First Day of Classes
<b>25 FEB - 1 MAR</b>	Add/Drop Period with 100% Refund
<b>27 FEBRUARY</b>	Orientation for Newly Admitted Male Students
<b>28 FEBRUARY</b>	Orientation for Newly Admitted Female Students

### WEEK MARCH 2018 EVENTS

S M T W T F S

				1	2	3	
2	4	5	6	7	8	9	10
3	11	12	13	14	15	16	17
4	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

<b>1 MARCH</b>	Payment Deadline
<b>4 MARCH</b>	Graduation Online Application Begins
<b>4-8 MARCH</b>	Course Withdrawal Period with 75% Refund
<b>11-15 MARCH</b>	Course Withdrawal Period with 50% Refund <sup>(2)</sup>
<b>22 MARCH</b>	Term A Course Withdrawal Deadline for PG students
<b>22 MARCH</b>	Graduation Online Application Deadline
<b>25 MAR - 7 APR</b>	Spring Break

# ABU DHABI UNIVERSITY

## ACADEMIC YEAR 2017-2018

WEEK	APRIL 2018							EVENTS
	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7	
<b>5</b>	8	9	10	11	12	<b>13</b>	14	
<b>6</b>	15	16	17	18	19	20	21	
<b>7</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	26	27	28	
	29	30						
<b>13 APRIL</b>	Israa Miaraj Night <sup>(1)</sup>							
<b>22 APRIL</b>	Make up days for Postgraduate Students (Friday April 13)							
<b>22 APRIL</b>	Term A Last of Classes for Postgraduate Students							
<b>23-25 APRIL</b>	Term A Final Exams Period for PG Students <sup>(3)</sup>							
<b>26 APRIL</b>	Term A Final Grades Released for PG Students <sup>(4)</sup>							
<b>29 APRIL</b>	Term B First Day of Classes for Postgraduate Students							
<b>29 APRIL</b>	Release of the Summer 2017-2018 Term and Fall 2018-2019 Semester Schedules							
<b>29-30 APRIL</b>	Term B PG students Add/Drop Period with 100% Refund							
<b>30 APRIL</b>	Term B PG Student Payment Deadline							

WEEK	MAY 2018							EVENTS
	S	M	T	W	T	F	S	
<b>8</b>			1	2	3	4	5	
<b>9</b>	6	7	8	9	10	11	12	
<b>10</b>	13	14	15	16	17	18	19	
<b>11</b>	20	21	22	23	24	25	26	
	27	28	29	30	31			
<b>1 MAY</b>	Fall Semester 18-19 Internship Program Application Submission begins							
<b>6 MAY</b>	Grade Appeals Deadline for Fall 17-18 Semester and Winter 17-18 Term Final Grades <sup>(4)</sup>							
<b>6 MAY</b>	Advising/Early Registration Begins							
<b>9 MAY</b>	Appreciation Ceremony for Undergraduate Students (Al Ain Campus)							
<b>10 MAY</b>	Appreciation Ceremony for Undergraduate Students (Abu Dhabi Campus)							
<b>10 MAY</b>	Release of Mid-Semester Grades							
<b>16 MAY</b>	First day of the Holy Month of Ramadan <sup>(1)</sup>							
<b>17 MAY</b>	Course Withdrawal Deadline							
<b>24 MAY</b>	Fall Semester 18-19 Internship Program Application Submission Deadline							

### 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.



WEEK	JUNE 2018							EVENTS
	S	M	T	W	T	F	S	
12						1	2	<b>9 JUNE</b> Last Day of Classes <b>10-13 JUNE</b> Term B PG Students Final Exams Period <sup>(3)</sup> <b>10-23 JUNE</b> Final Exams Period <sup>(3)</sup> <b>14-16 JUNE</b> Eid Al Fitr Holiday <sup>(1)</sup> <b>24 JUNE</b> Summer Break Begins <b>25 JUNE</b> Final Grades Released <sup>(4)</sup>
13	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	

## SUMMER SEMESTER 2017-2018

- ▶ PUBLIC HOLIDAY
- ▶ EXAMINATION DATES
- ▶ FIRST/LAST DAY OF CREDIT CLASSES

WEEK	JUNE 2018							EVENTS
	S	M	T	W	T	F	S	
						1	2	<b>28 JUNE</b> Deadline of Submissions for Declaration/Change of Major  <b>28 JUNE</b> Admissions/Transfer Credit Deadline  <b>28 JUNE</b> Registration Deadline for Newly Admitted Students
	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	

# ABU DHABI UNIVERSITY

ACADEMIC YEAR 2017-2018

## SUMMER TERM 2017-2018

WEEK	JULY 2018								EVENTS
	S	M	T	W	T	F	S		
1	1	2	3	4	5	6	7	8	
2	9	10	11	12	13	14	15	16	
3	17	18	19	20	21	22	23	24	
4	25	26	27	28	29	30	31		



WEEK	AUGUST 2018								EVENTS
	S	M	T	W	T	F	S		
5				1	2	3	4	5	
6	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							

### 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

- 1 JULY** First Day of Classes
- 1-2 JULY** Add/Drop Period 100% Refund
- 2 JULY** Payment Deadline
- 3-4 JULY** Course Withdrawal Period 75% Refund
- 3 JULY** Graduation Online Application Begins
- 5-8 JULY** Course Withdrawal Period 50% Refund<sup>(2)</sup>
- 9 JULY** Release of Mid-Term Grades
- 9 JULY** Graduation Online Application Deadline
- 26 JULY** Course Withdrawal Deadline

- 11 AUGUST** Last Day of Classes
- 12-15 AUGUST** Final Exams Period<sup>(3)</sup>
- 18 AUGUST** Final Grades Released<sup>(4)</sup>
- 21 AUGUST** Arafat Day<sup>(1)</sup>
- 22-25 AUGUST** Eid Al Adha Holiday<sup>(1)</sup>



**ADU BUILT UP AREAS OF ALL THE BUILDINGS AND OTHER DETAILS**

- |   |                                   |   |                                       |
|---|-----------------------------------|---|---------------------------------------|
|  | ADU MAIN EDUCATION BUILDING       |  | STUDENT NEW & OLD MALE ACCOMODATION   |
|  | MAIN EDUCATION BUILDING EXTENSION |  | STUDENT NEW & OLD FEMALE ACCOMODATION |
|  | BRITISH SCHOOL ( BISAD )          |  | FACULTY/ STAFF ACCOMODATION           |
|  | BISAD SPORTS CENTER               |  | EXECUTIVE & DEANS VILLAS              |
|  | FACILITIES MANAGEMENT OFFICES     |  | MOSQUE & COMMUNITY CENTER             |



**ABU DHABI**  
CAMPUS SITE LAYOUT

SACLE



- |   |                            |   |          |
|---|----------------------------|---|----------|
|  | SUBSTATION & SERVICES      |  | NURSERY  |
|  | WAREHOUSE                  |  | GUARD    |
|  | SPECIALIZED LABS BUILDINGS |  | ENTRANCE |
|  | NEW CRICKET SPORTS FIELD   |  | PARKING  |



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# POSTGRADUATE CATALOG 2017-2018





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