

**University Catalog  
(Graduate Programs)  
2015-2016**





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## **I. Using the Catalog**

*This general information introduces the American University in the Emirates (AUE) and its programs covering topics such as Admissions, Registration, Comprehensive Foundation, Bachelor Degree, and Masters Requirements, Tuition and Refund Policies, Instruction and Assessment Methods. Efforts are made to ensure that the information provided in this catalog is accurate. AUE will inform students if any changes are deemed necessary to implement due to exceptional circumstances.*

*This catalog is a contract between AUE and the current and prospective students. The Catalog contains course information, academic policies, study plans of the various academic programs, and description of the courses offered at AUE.*

## **II. Accreditation**

*The American University in the Emirates was officially licensed as of July 1st, 2006 by the Ministry of Higher Education and Scientific Research (MOHESR) of the United Arab Emirates to award accredited degrees. The Commission for Academic Accreditation of the MOHESR licenses AUE to award degrees and accredits all programs offered by the University. The American University in the Emirates has been granted re-licensure by the Commission for Academic Accreditation effective 26th September 2012.*

### III. Brief History

*The AUE has grown into a highly regarded university in a short span of time. The University has established itself as a premier institution offering quality accredited academic programs. The Vision of AUE is to prepare exemplary leaders, scholars and practitioners in a range of disciplinary fields so that the young graduates, from the United Arab Emirates and abroad, are enabled to become lifelong learners in their chosen professional field.*

*The ambitious goals that were drawn up in 2007 in pursuit of a quality education with measurable outcomes have added several dimensions to its prior structure. At present, the University has six Colleges: College of Business Administration (COBA), College of Computer Information Technology (CCIT), College of Education (CEDU), College of Fine Arts and Design (CFAD), College of Media and Mass Communication (CMMC), and College of Law (CLAW). The AUE also includes several institutes and centers, such as Language Learning Institute, Center for Educational Technology, Guidance and Counseling Center, Professional Training Center and Technology Incubation Center.*

*The Founders of AUE believe that the academic freedom is an essential principle underlying the achievement of the University's goals. Academic freedom is based upon the creation of an institutional environment that offers unrestricted exchanging of ideas and information, and the promotion of liberal, educated discourse on all academic matters. Academic freedom allows faculty members the autonomy to conduct their teaching and research duties and commitments, and pursue their responsibilities. Faculty members are entitled to complete freedom in responsibly pursuing their duties in teaching, preparing courses material, discussions, publications, and evaluating students' work, free from internal or external restraints that would restrict their academic endeavors.*

*The University has committed itself to develop and sustain its faculty members in a long-term initiative, which encourages faculty development and excellent performance. This provides a basis on which faculty members can engage their students in a best-practice teaching and learning environment which is conducive to enhanced*

*international understanding allowing students to meet the requirements of an ever-challenging world. The technology of the current millennium requires that knowledge is supplemented by institutional and individual efforts to encourage international peace and stability, and greater human understanding, using tools such as negotiation, partnerships and agreements.*

*To ensure that an environment of trust and confidence is prevailing, the AUE now has a well-educated faculty, committed to student teaching and learning, state-of-art facilities, and accredited university partners, resulting in an ever-growing number of students. This continuing trend reflects the cultural richness of the society, the growing knowledge of the people, the applied learning of the population, and the use of new technologies that enhance the quality of life.*

*In meeting the above requirements, all universities and colleges seek to offer accredited undergraduate and graduate programs. The American University in the Emirates focuses on contemporary issues and imparts knowledge to its students effectively, so as to encourage continuing personal growth, meet employment market expectations, and allow its graduates to rise to the challenges of the 21st Century.*

*The AUE has emerged as a national leader in professional education. Stakes are shared by the students and the teacher-scholar community as knowledge-takers and knowledge-imparters respectively. It is noteworthy that the majority of the programs in each department are planned in a comprehensive manner to allow practical exposure. The AUE remains committed to excellence in teaching, learning, research, community service, and to the implementation of its Vision and Mission.*

*Being a standard American educational institution, AUE never fails to preserve the Culture and values of the United Arab for students seeking to penetrate the market of professionalism, AUE is one of the best choices. Coursework in the proposed Colleges of AUE is designed to prepare graduates to foster innovation, collaborate effectively, and*

assume leadership roles within diverse organizations.

### **Vision statement**

AUE is dedicated to be one of the leading liberal higher educational institutions, providing an integrated pathway for students to become creative, effective and productive members of the UAE and the regional communities.

### **Mission Statement**

AUE is committed to offer quality, multidisciplinary, research and career-oriented academic degree programs that prepare students for successful employment and

### **Goals**

AUE has developed five goals. It is believed that these goals will participate in fulfilling the AUE Vision and achieving its Mission.

|               |   |
|---------------|---|
| <b>Goal 1</b> | <i>Offer quality career-oriented academic programs to meet market demands</i>                     |
| <b>Goal 2</b> | <i>Prepare students for pursuing their higher education to further their knowledge and skills</i> |
| <b>Goal 3</b> | <i>Provide holistic education</i>   |
| <b>Goal 4</b> | <i>Establish and enhance interrelationships among the Universities, business, and communities</i> |
| <b>Goal 5</b> | <i>Develop knowledge based on the applied and basic research in various fields of study</i>       |

continuing higher education.

### **Core values**

- Respect and Dignity for all.*
- Openness, Trust and Integrity.*
- Innovation and Creativity.*
- Teamwork and Partnership for Common Goals.*
- Persistence and Entrepreneurship.*
- Stewardship and Economic Viability.*
- Equal Opportunities and Recognition.*
- Improved Quality of Life.*
- Safety and Environmental Responsibility*

## **IV. Campus**

### **1. Campus services**

AUE provides a broad selection of services and facilities to the students starting from the on-campus to the off-campus facilities. The Student Affairs Department has a vital role in the campus life and activities.

AUE has well-resourced facilities designed to create a welcoming environment that allow students to be engaged smoothly in the university life.

#### **1.1 Resident Halls**

The American University in the Emirates does provide accommodation to students upon the request. It is an off campus housing that the university has a full access to. However, AUE bears no legal or financial responsibility for any accommodation that might be secured in this way.

#### **1.2 Recreational Facilities**

AUE students have access to recreational facilities that engage students in common activities such as video games and other entertainment activities. The recreational area is available to all AUE students in the ground floor of block 6.

#### **1.3 Student's Visa**

AUE can provide one-year renewable residence visa for its students.

AUE students who want to apply for student visas should proceed as follows:

- *Secure Admission Approval from ARD.*
- *Pay the Admission and Registration fees and minimum of 3 courses in advance (Non ELI program).*
- *Pay the visa fees, Medical and EID fees as well as refunded security deposit.*
- *Submit all invoices and fill the visa request form the Protocol and Public Relations Department (PRPD) in order to start the process*

#### **1.4 Reception Desks**

Located in the main entrance of block 6 and in the main lobby of each floor in AUE campus, the reception desks are for general inquiries and information about AUE. Queries about General Services are: lost and found and transportations, both available in the main entrance of block 6.

#### **1.5 Parking & Transportations**

AUE provides a large space of free parking lots for the students, faculty, administrative staff, and visitors.

Beside the parking lots facility, AUE transportation service is offered for the students upon their request. The student shall contact the General Services Department for the shuttle bus services which are provided to the Emirates of Dubai and Sharjah only.

#### **1.6 Vending Machines**

Vending Machines are available in every floor within the campus.

### **1.7 AUE Bookstore**

AUE has its own bookstore in the ground floor of the campus. It provides students with all the necessary resources like books, text books, and documents needed to have an academic assistance.

### **1.8 AUE Library**

Located in the third floor of the campus, block 7. The Library facilitates learning in a very productive environment and a peaceful, quiet space for all students.

### **1.9 AUE Copy Center**

Located in the ground floor of Block 6 in the campus, the AUE Copy Center facilitates faculty, staff members and students' needs related to printing, documentation and lamination, inter alia, which are reasonably affordable.

### **1.10 Cards (AUE Membership)**

Students should request their AUE ID cards upon registration from the Admission & Registration Department located in the second floor of Block 6. AUE ID cards must be available with the student all the time. Students cannot enter the final exams without their IDs.

### **1.11 Dining Services**

The Food Court is located within the AUE Campus under the authority of the Dubai International Academic City (DIAC) authority. There are many international restaurants and coffee shops which offer delivery service within the Campus.

### **1.12 Mini-Market**

The mini-market is located outside AUE campus.

### **1.13 AUE Prayer Rooms**

Male and female Prayer Room are available for students, AUE employees and visitors. The prayer rooms are located on the second floor of Block 7.

### **1.14 Lost and Found Services**

The Lost and Found services are available at the General Services Department located in the ground floor of Block 6. Lost and Found services are responsible for the items found within the campus. Lost and Found Items will be kept in the General Services department and can be collected anytime.

### **1.15 AUE Security**

Security is part of the General Services offered by AUE. Security men are the authorized guards/agents on campus. They secure and monitor the entire campus 24/7, including campus halls and University buildings. The security ensures the safety and the security of students, faculty and staff members during their presence in AUE campus. In case of any type of violation or incidence, they have the right to report it.

### **1.16 Health Services**

An ambulance is available 24/7 in front of the entrance of block 6. It provides necessary medical care to students, faculty and administrative staff members in case of emergency. If needed, free transportation to hospital will be offered. AUE also provides insurance that covers accidents that may take place on campus.

### **1.17 ATM Machines**

ATMs are located in the open-area beside the Food Court.

### **1.18 Publications**

AUE students and faculty members periodically publish a newsletter filled with informational articles about current affairs on campus. Interview techniques, job search, resume preparation and career planning can be found in the newsletters which include information regarding activities and events in the American University in the Emirates. The publications of the newsletter are the responsibility of the University Council.

## **2. Facilities and resources**

### **2.1 Online Admission**

The university provides online admission service with quick response and close follow up till the applicant finish the initial requirement. However, students need to visit the university campus to proceed with the entry essay writing and admission interview.

### **2.2 Online registration**

Students have access to course schedule and have the possibility of registering courses based on study plan available on student portal. Students are still advised to meet with their academic advisors to validate their course registration.

### **2.3 The Library**

The library is key resource in the educational and research process at the AUE. With the introduction of The Integrated Library and Information Management System (ILIMS) that automates all AUE library activities, AUE library became a national leader in the implementation of the modern technologies and industrial standards, and in putting into everyday practice the latest informational products and new types of library services.

Providing easy and convenient access to information by both student and faculty is the major function of the library, as defined in its mission statement: The mission of the AUE Library is to provide quality services, learning resources, and information literacy programs in support of students, faculty, and the general information needs of the diverse community.



Over a period of only 8 years the library managed to develop a core collection of 11,960 volumes. As the language of instruction at the AUE is English, 7,588 of the books are in English, while the rest are in Arabic and some other languages (when the book is of high academic quality and it is not translated in English). For the last five years (2010 – 2015) years the library holdings have been developed at a high and steady rate, and the number of the new books, acquired by purchasing or donations, for that period amounts to 7,500, so the average yearly collection growth is 1,500 new volumes. With the introduction of the electronic format as a valid format for scholarly communication, the library started to acquire full-text electronic journals, aggregated in different vendors' databases: EBSCO Host on-line containing 11 subject databases; ProQuest – a database containing full-text e-journals in all subject areas; JSTOR – containing 4 subject collections of the full run of 400 leading journal titles in humanities and

social sciences; Ebrary, a database for on-line E-books, Web of Science, and Encyclopedia Britannica.

The total number of the original electronic journals titles is more than 19,700. All the journals titles, regardless of format, retrospectively go back to 15 years at minimum. Most of them are present in the databases with their full runs, and the access to their content is provided through print and electronic indexes, which give the readers the opportunity to search by various options – author, titles, ISSN, key words, subjects and periodicals titles.

#### *2.4 Computer Laboratories*

The American University in the Emirates provides students with access to its computer laboratories for experimental learning purposes. Either computer labs or special labs, students are encouraged to have hands on experience through practicing the course assets through theses specialized labs.



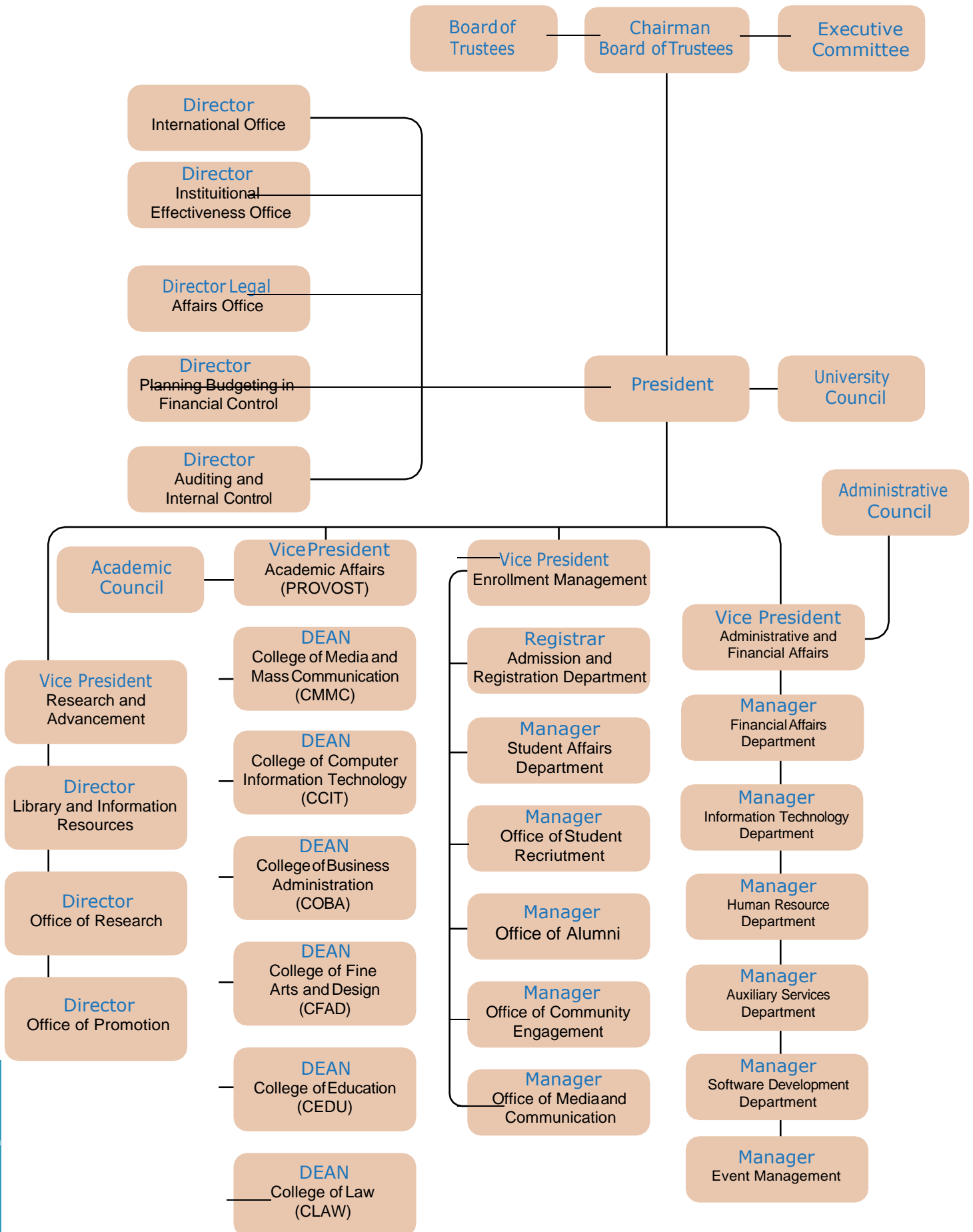
### 3. Academic Calendar

#### Fall Semester 2015-2015

|                                  |                   |                                   |
|----------------------------------|-------------------|-----------------------------------|
| Sept 2015                        | 2                 | Start of weekend classes          |
|                                  | 4                 | Start of weekday classes          |
|                                  | 10                | Arafat                            |
|                                  | 11(Sep) - 13(Sep) | Eid Adha                          |
|                                  | 20                | Home coming/The Welcome Gathering |
| Oct 2015                         | 2                 | Islamic New Year                  |
|                                  | 6                 | Career Workshop                   |
|                                  | 18                | Health Day                        |
| Nov 2015                         | 3                 | Career Workshop                   |
|                                  | 29                | UAE National Day Celebration      |
|                                  | 30                | Commemoration Day                 |
| Dec 2015                         | 1                 | Make up                           |
|                                  | 2                 | UAE National Day                  |
|                                  | 6                 | Alumni Gathering                  |
|                                  | 8                 | Final Exam Start                  |
|                                  | 12                | Prophet Birthday                  |
|                                  | 19                | Final Exam End                    |
|                                  | 20                | Fall Break Starts                 |
|                                  | 7                 | End of Fall Break                 |
| <b>Spring Semester 2015-2015</b> |                   |                                   |
| Jan 2015                         | 8                 | Start of weekend classes          |
|                                  | 13                | Start of weekday classes          |
|                                  | 16                | AUE Career Fair                   |
|                                  | 24                | AUE Got Talent                    |
|                                  | 26                | Career Workshop                   |
| Feb 2015                         | 7                 | AUE Car Show                      |
|                                  | 16                | Career Workshop                   |
| Mar 2015                         | 9                 | Career Workshop                   |
|                                  | 14-15             | AUE Global Day                    |
|                                  | 26                | Spring break starts               |
| Apr 2015                         | 8                 | Spring break ends                 |
|                                  | 24                | Israa and Miraj                   |
|                                  | 30                | Final Exam Starts                 |
| May 2015                         | 10                | Final Exam Ends                   |
| <b>Summer Semester 2015-2015</b> |                   |                                   |
| May 2015                         | 26                | Start of weekend classes          |
|                                  | 28                | Start of weekday classes          |
| Jun 2015                         | 26-28             | Eid Fitr                          |
|                                  | 16                | Career Workshop                   |
| Apr 2015                         | 28                | End of Summer Term                |

## 4. Organizational Chart

Below is the Organizational Chart of the University which outlines the reporting structure of the University units.



## V. Students Rights and Responsibilities

The American University in the Emirates, guarantee a fair treatment, equal opportunities to access the university's resources, facilities and activities. Furthermore, it is in fact the student responsibility to gather all necessary information, policies, rules and regulations that governs the university and precise the basis of the relationship between the student and his/her colleague, academic and administrative units. Student's rights and responsibilities include but not limited to the following

### 1. Student Rights

- ☒ Students have the right to be respected by academic and administrative staff within the university and treated fairly regardless of their "race, religion, color, nationality, age, sex, disability and any other differentiation
- ☒ Students have the rights to be informed with course objectives and requirements as per the syllabus.
- ☒ Students have the right to be informed about the course grading scale and criteria with guarantee of equity and fair evaluation
- ☒ Students have the right to receive the course work prior to sitting for the final examination
- ☒ Students have the right to file a grievance, report an inappropriate conduct, or submit a written concern including grading grievance. The time of filling the grievance should not exceed 7 days from the occurrence of the incident.
- ☒ The students have the right to access library information, IT Labs and specialized software and hardware to pursue knowledge and career development.
- ☒ The students have the right to access an e-mail address within the domain of AUE, which stands for a communication tool that supports the University's institutional activities, including research, teaching, learning, and administration.
- ☒ Student has the right to access computers in the Laboratories, Library work stations and references and Multimedia Labs which shall be used for academic assistance.

### 2. Student Responsibilities

- ☒ Students shall totally comply with published university policies (Student Handbook, Undergraduate and graduate manual).
- ☒ Students bear the responsibility of familiarizing themselves with the university policies and procedure through accessing the published university policies.
- ☒ Students shall attend the orientation scheduled

about the university policies and other important information.

- ☒ Students shall respect and abide completely by the university codes of conduct.
- ☒ Students shall be fully engaged in class and ~~shall~~ not engage themselves in activities that may disrupt the class.
- ☒ Students shall bear the responsibility of seeking academic and administrative assistance for faculty and admin staff which give them help in meeting their major and course requirements.
- ☒ Students shall contact their academic advisor at least once a semester to seek help related to course registration, study plan review and other academic related subject matters.
- ☒ Students shall ensure their completion of their degree requirements through meeting the academic and administrative graduation requirements.
- ☒ Students shall bear the responsibility of all classes missed due to any reasonable and non-reasonable excuses.

## VI. Partnership and Agreement

The American University in the Emirates (AUE) is proud of establishing academic partnership agreements with reputable and internationally recognized universities. AUE's strategic partnerships also include non-academic institutions, which we believe will help develop our students in various career fields.

### Academic Partner

- ☒ Villanova University
- ☒ University of Connecticut
- ☒ George Mason University
- ☒ Stetson University
- ☒ North Carolina State University
- ☒ Kansas State University
- ☒ University of Maryland
- ☒ Texas State University
- ☒ University of Montana
- ☒ Istanbul Aydin University
- ☒ The Süleyman Demirel University
- ☒ Marymount University
- ☒ TELECOM Ecole de Management
- ☒ Em Nomandie University
- ☒ Isra University
- ☒ Abu Dhabi Sports Council
- ☒ Nottingham
- ☒ American University of Afghanistan
- ☒ IBM

- ☒ Fahad Bin Sultan University
- ☒ University of Peloponnese
- ☒ Liffort Health
- ☒ Institute for Cultural Diplomacy

#### Non-Academic Partner

- ☒ Phoenix East Aviation Academy
- ☒ AMIDEAST for TOEFL
- ☒ Cisco Networking Academy
- ☒ Oracle Academy
- ☒ Dubai Media Inc. (DMI)
- ☒ Decision Makers TV

## VII. Admission to Graduate Studies

Graduate Applicants are the ones who have completed their undergraduate degree, and are pursuing their graduate studies at AUE.

### Admission Requirements

- Original copy of the Bachelor Degree Certificate, attested by the UAE Ministry of Higher Education and Scientific Research; (applicants holding a baccalaureate degree from outside the United Arab Emirates should submit an equivalency letter from the UAE Ministry of Higher Education and Scientific Research)
- Original Copy of the Academic Transcript, the Minimum CGPA required for university admission is 3.00\* out of 4.00 (\* Applicants with a CGPA (2.00 to 2.99) need to submit their academic record and meet with the concerned program director)

### English Proficiency Requirements

Applicants should provide a valid copy of one of the following:

- TOEFL PBT scored 550 or above, (The TOEFL PBT can be taken at any of the accredited higher education institutions in UAE).  
OR
- TOEFL iBT, scored 79 or above.  
OR
- IELTS Academic scored 6.0 or above.  
OR
- The Cambridge Test of advanced English, scored 162 or above.  
OR
- The City & Guilds International Test of English for speakers of Other Languages ESOL (IESOL), scored B2 or above.  
OR
- The Pearson test of English Academic (PTE Academic), scored 50 or above.

### Additional Admission Requirements

- For Master of Business Administrations (MBA) application, all applicants will be required to submit a valid GMAT score as a mandatory admission requirement, Applicants who have not taken the GMAT at the time of admission may be granted conditional admission, with a requirement that they submit GMAT score not later than the end of the first semester following admission.
- Students with the Undergraduate Degrees from an accredited university and specialized in International Relations, Political Science, International Studies, International Politics, and Communication Studies areas will be exempted from the Bridging courses under Master of Arts in Diplomacy.
- Students with the Undergraduate Degrees from an accredited university and specialized in Business Administration areas will be exempted from the Bridging courses under MBA Program and MSM Program.
- Students with the Undergraduate Degrees from an accredited university specialized in Social Science and Humanities Studies or carrying five years' experience in the security and strategic field will be admitted to Master of Arts in Security and Strategic Studies.
- Students whose specializations are not in the related fields of study will be subject to Bridging courses.
- Courses required at Bridging level are subjected to the evaluation of the transcripts which will determine the courses to be exempted.

### Interview/essay

- All applicants are required to attend an admissions interview with the Program Representative.
- All applicants are required to write a one-page (250 word) personal admissions statement in English. Personal admissions statements for Arabic Master Programs need to be in Arabic language.

### Other identification requirements

Beside the academic records and English requirements, students must submit their identification documents as follow:

- ☒ Valid passport copy
- ☒ Valid copy of UAE residency Visa
- ☒ Valid copy of UAE ID card
- ☒ Four photos with white background
- ☒ Certificate of good conduct behavior from local police authority

### Degree offerings

The American University in the Emirates offers six different Master Programs as listed below:

College of Business Administration:

- ☒ Master of Business Administration
- ☒ Master of Sports Management

College of Media and Mass Communication

- ☒ Master of Arts in Diplomacy

- ☒ Master of Arts in Security and Strategic Studies  
College of Computer Information Technology
- ☒ Master of Library and Information Science  
College of Law
- ☒ Professional Master in Sports Law

## Admission Process

### STEP 1

Before the applicant apply at AUE; he/she needs to review the admission requirements and the important dates and deadlines of submission that are published in the university website

### STEP 2

Applicant can submit the application through the following link

(<http://www.aue.ae/en/admission-registration/online-applications/application-forms.html>) Or visit the university campus to submit the above mentioned documents.

### STEP 3

Once the applicant completed the application form and uploaded/submitted the required documents, he/she will be given a tracking number in order to track the status of the application.

A confirmation Email/Offer from the admission office will be sent within 48 hours from the date of the submission of the application.

### Confirmation of admission

Graduate Students accepted by AUE must pay a non-refundable enrollment confirmation fee within a month of receiving the admissions offer and before starting the

orientation, registration and advising process. The offer of admission is only valid for the same semester in which the student applied for.

The Assessment of the Admission procedure will permit AUE to individually assess each applicant. This procedure will serve as a model for admission decisions as it has predictive powers. It is the duty of the Admission and Registration Department to always collect such scoring data to help AUE maintain its standards on admissions.

## Admission status

### Full admission

Applicants who submit all the required documents and meet all the admission requirements in the first semester are given a full admission.

### Provisional Admission

Qualified applicants who are unable to submit one or more of the required documents for admission processes (please see Required Admission Documents) will be admitted provisionally for their first semester. All admission provisions must be cleared by the end of the first semester.

If provisionally admitted students fail to clear their provisional status by the end of their first semester, administrative holds will be placed on their academic records and on their portal, preventing students' registration for future semesters until they submit all the required admission documents.

## Conditional Admission

| Category | Specialization in Undergraduate Program | CGPA in Undergraduate Program | TOEFL/ IELTS          | Interview | Type of Admission | Max. No. of Courses to register during Semester | Benchmark to be Achieved   | Failing to Achieve Benchmark                                       | Years of Experience After Completion of Undergraduate Programs                        |
|----------|---|-------------------------------|-----------------------|-----------|-------------------|---|--|--|---|
| A        | Same Specialization                     | 3.00+                         | 550+ / 6.0+           | None      | Full              | 4   | -  | -  | None  |
| B        | Same Specialization                     | 3.00+                         | 530-549<br>5.3 - 5.99 | Required  | Conditional       | 2   | One Semester to Achieve English Proficiency Test   | No Courses to be Registered till English Proficiency Test achieved | None  |
| C        | Same Specialization                     | 2.50 to 2.99                  | 550+ / 6.0+           | Required  | Conditional       | 3   | CGPA 3.0 to be achieved over first 9 credits   | Dismissed from Program   | None  |
| D        | Same Specialization                     | 2.50 to 2.99                  | 530-549<br>5.3 - 5.99 | Required  | Conditional       | 2   | CGPA 3.0 to be achieved over first 9 credits and English Proficiency Test at the end of first semester | Dismissed from Program   | None  |
| E        | Same Specialization                     | 2.00 to 2.49                  | 550+ / 6.0+           | Required  | Conditional       | 3   | CGPA 3.0 to be achieved over first 9 credits   | Dismissed from Program   | 2 years of experience in the same field after UG program OR complete remedial courses |
| F        | Same Specialization                     | 2.00 to 2.49                  | 530-549<br>5.3 - 5.99 | Required  | Conditional       | 2   | Same as Category D   | Dismissed from Program   | Same as Category E  |

## Transfer admission

### Admission requirements:

Students who are transferring from another higher education institution may be considered for admission at AUE upon availability of seats and after meeting the following requirements:

- Transfer students must be in good academic standing and have a CGPA of 3.00 out of 4.00 and should not be in academic probation or disciplinary dismissal.
- The Higher education institution attended must be accredited by the Ministry of Higher Education and Scientific Research in UAE. International students must provide authenticated transferred credit by the relevant Ministry or entity in the country of origin.
- Transfer students must satisfy all the AUE admission requirements including English proficiency prior to their admission at AUE.
- Transfer students should provide the admissions office with all required documents of admission, including official transcripts and course syllabi of courses attended at the previous university.

### Transfer credit policies:

All students are required to submit their official transcripts and course syllabi in the first semester of admission as no transfer credit will be awarded after the first semester. All transfer courses are only evaluated once.

Below are the criteria for transfer credit:

- ☒ Student CGPA at the previous university/institution should be at a minimum of 3.00 out of 4.00 or above.
- ☒ Courses with a grade of "B" (GPA 3.00) or above will be eligible for transfer of credit.
- ☒ Students may transfer (3) courses maximum, and in exceptional cases, the fourth course may be transferred after the approval of the Program Director, The College Dean, and the Provost.
- ☒ All courses transferred to AUE must be conducted in English (except Professional Master of Sports Law in Arabic).
- ☒ The transfer course will be recorded in the student's transcript as "TR" and will not be part of the student's GPA.

Credits are awarded solely by the appropriate Dean of College. Transfer students must complete the Transfer Credit Form. Transferring students will be informed in writing about transfer credits before they enroll at AUE.

## Admission for special needs students

Students who have psychological, emotional or physical difficulties that requires academic accommodation or special setting that facilitate learning in an accommodated environment

## Forged admission documents

The American University in the Emirates reserves the right to take the necessary disciplinary actions, which may include a suspension or dismissal from the University at any time, if the student submits forged documents and/or provides incorrect information to obtain admission at AUE.

## Visiting student admission

Visiting students are students from other universities who attend courses at AUE without the intent to complete a degree at AUE. They should:

- a- Check with their home institution in regards to the transferability of courses.
- b- Submit their applications with non-refundable admission fees to the Admission and Registration Department.
- c- Submit a permission letter from their home institution, listing the courses they wish to attend at AUE.
- d- Submit a copy of their TOEFL or IELTS score or any other English proficiency test as proof of their use of the English language.
- e- May enroll at any course listed by their home institution, as long as they have the required academic background.
- f- In the case of courses with limited enrollment, priority to attend the course is given to AUE students.

## Exchange student admission (Incoming Students)

### Requirements

- a- Students must meet current admission rules applicable to foreign students with regard to immunization requirements, insurance requirements and availability of adequate funding.
- b- Students must be nominated by their home university.
- c- Student should be regular student of the said home institution; to which they should pay whatever fees they are required to in order to be registered at AUE.

d-

### Fees accommodation & travelling expenses

- a- Tuition fees to be paid to the home institution per the fee policy and number of courses opted for, unless otherwise specified as per the affiliation agreement with partner institution/ host institution.
- b- Student should pay all other costs, such as application fee, visa, accommodation, meals, transport, health insurance, library card, student association, etc.

### Admission Requirements

Student must:

- a- Submit an application file including transcripts at Undergraduate level and a motivation letter explaining why they want to join the program at AUE.
- b- Taking a personal interview with a full time representative of AUE prior to admission.

- c- Students must have a minimum score of 550+ in TOEFL exam or it's equivalent prior to departure.

## I. Academic policies and regulations

### Academic Integrity

#### Plagiarism

Students shall submit a work which must be the result of their own efforts. References, quotations, ideas or data if ever used should contain a proper acknowledgment of the sources without exceeding the percentage set by the course instructor.

#### Inappropriate collaboration

AUE does encourage collaborative learning through class discussion, group presentation and research which is a method often used by instructors. However, students should distinguish between shared learning that should be guided by the course instructor and collaboration in working on assignments, projects, exams or any course work which should be individual. All instructors will guide students through the process and limitation of course collaboration. The instructor has the authority to take disciplinary actions against any proved inappropriate shared work.

#### Impersonation

Impersonating another student's identity in examination, class attendance, course work submission or presentation will make students bear the disciplinary measures.

#### Cheating / Academic dishonesty

The American University in the Emirates (AUE) seeks to ensure that student assessment processes are reliable, and that students are strongly encouraged to learn. AUE's cheating policy aims at protecting the University's academic integrity which is based upon the certain core values as Honesty, Trust, Fairness, Respect and Responsibility. These values apply to all academic activities required for degree program completion.

Cheating or academic dishonesty will not be tolerated at all. Students found guilty will have to accept the consequences, as stated below.

#### Definition of Cheating

Cheating is actual or attempted act of deception to secure unfair or lawful gain for the purpose of getting credit or grade on any assessment required from the course. This includes but not limited to the following:

1. Taking information from another student when completing an assignment of any kind to be evaluated. The detection may occur during an examination or in

the exam grading process.

2. Submitting an assignment or project that was done and submitted by another student either in the current or previous academic year.
3. Submitting projects or research with fabricated results or evidence.
4. Impersonate a student identity (which means allowing another person to sit for the exam instead of the concerned student).
5. Faking or changing any academic record.
6. Faking or submitting any false medical, academic or any kind of reports required by any unit of the University.
7. Attaining any exam (quiz, midterm or final) prior to the examination date either by bribery, conspiracy, robbery or any other inappropriate means.
8. Assisting any other student in cheating.
9. Using a headset, mobile telephone, IPod or any electronic device during the exam.
10. Talking to another student during the examination process.
11. Using unauthorized material to copy during examination, such as papers, books or phones.

NB: Any cheating offence may be detected either by the Proctor or the Instructor during the examination process.

#### Procedures

All instructor's/ faculty member in charge of the course shall ensure that all course work assessment is conducted fairly. If an offense of cheating was proved against a student during any course work, the case shall be reported to the college dean and the department of student affairs.

The below penalties shall be applied accordingly:

- ☒ Academic: Zero grades will be given to the assessment.
- ☒ Discipline: A Warning letter will be given and the student (s) referred to the Department of Student Affairs (record will be kept there).

Since the final exam is not conducted in the regular classes, cheating reports shall be submitted by the proctors to the exam committee. The Vice President for Enrollment Management will form a Disciplinary Committee to review the case. The Division of Student Affairs will inform the student that he/she has allegedly been caught cheating.

#### Penalties:

If student(s) is proven guilty, the following will be the penalties:

**First offence:** students will get zero (0) on the exam/ assignments/project etc. They shall be put in an academic probation for one regular semester and be part of a



community project within the university before the of that Academic Year.

**Second Offense:** students will fail the course he/she is currently enrolled in and get “XF” grade. Students shall get suspended for one semester that might include irregular semester (summer).

**Third Offense:** students shall be dismissed from the University with immediate effect with failing in ALL courses he/she are enrolled and receiving “XF”. The students have the right to receive upon request a transcript with academic dismissal.

All penalties shall be accompanied with documented warning letters to be kept in students’ file

#### Appeal:

Students have the right to appeal for decision made by the Discipline Committee. An Appeal Committee should be formed by the Provost office in order to review the case and arrive at a final decision.

## II. Student records

### 1. Definition of student records

Submitted documents by the student, such as transcripts from a previous university, high school certificates, diplomas, English proficiency scores and other academic records are considered the property of AUE and maintained by the Admission and Registration Department. However, student records can also be accessible through their Academic and Career Advisors.

AUE student records are confidential and therefore only accessible to specific AUE Personnel, Units, Offices, Governmental entities, Accredited/audit agencies reviewing AUE programs.

Two main AUE departments hold records of all students. The Admission and Registration Department maintains information pertaining to students’ enrollments (registration) and their official academic records (admissions application, test scores, letters of recommendation, copy of academic record, notes (if any) made by academic counselors, information on honors awarded and/or academic discipline imposed and similar items). The Financial Affairs Department also maintains information about charges assessed and payments made to students’ accounts.

### 2. Student’s privacy right

Students may:

- Access and review information reflected in ~~the~~ educational records. AUE is not required to deliver any copies of these documents.
- Notify and request updates of their profile and database for their phone number, home and email address.

- Agree to any disclosure of personal information of educational records, in accordance with UAE federal and local laws. AUE reserves the right to release students’ information and academic records to an immediate guardian and sponsor, if any.

### 3. Student records policy

The following are the policies which administer the access, preservation, audit and the final record handover to the students:

- a- A designated AUE Staff member is accountable for no more than one specific type of student record and only that person is authorized to release the record.
- b- AUE personnel who need information from students’ records for certain reasons, can obtain them from the responsible department or staff who are listed among the authorized persons to access these records.
- c- Students’ records are regularly assessed and updated. Any alteration of specific records must be reported.
- d- Students are entitled to check their own records and may obtain a copy of a payment record upon request. It is understood that this provision excludes medical and counselling records, in addition to, records that have been waived by the student.
- e- A filed documentation of students’ records relevant for advising is made available to the student’s Advisor who usually keeps the file. This file may also be accessible in the related Academic Department Office for other purposes. When the student changes Majors or Advisors within the same field, their records are handed over to the next Advisor
- f- Medical and counseling records will be delivered to any external medical or psychological entity or to AUE Staff upon a written request from the student.
- g- All AUE Staff, who are in possession of students’ records, are not permitted to deliver them to outsiders, unless authorized in writing by the student.
- h- Records of requests and disclosures of private information are secured by the staff member responsible for the custody of students’ records.
- i- Ordinary information that would be published in a newsletter, a student directory or any other materials, can be released by AUE without seeking

the student's consent. These include: student's name, home address, email address, major field of study (including degree program(s), fields, Major(s), Minor(s), year of study, awards and honors, participation in officially recognized activities and sports, weight and height of members of athletic teams and all related information. Students may request that the Registration and Admission Department and/or the Students Affairs Department withhold their information.

- j- Students' photographs may be used occasionally for AUE publications, with the consent of the student.

#### 4. Retention of student records

The educational records of all enrolled students are maintained by the Admission and Registration Department.

Duration of holding student records:

- Student records are kept for 10 years after the date of graduation, withdrawal or dismissal from the University.
- Visiting student records are kept for one year after the last attended semester in the University.

Documents to be maintained electronically before disposal:

- Academic qualifications (High school, Bachelor degree, Diploma)
- Transcript records of previous attended universities/institutes.
- English Proficiency Test (TOEFL/IELTS).
- Entry exam (interview/essay).
- Student identification: (passport/Emirates ID card)

Record disposal:

- All the above student documents will be shredded under controlled conditions.

#### 5. Holding of student records

In case of academic violations, financial requirements or not meeting the academic evaluations carried out by departments during a given semester, students' records status will be set on hold, and it's their responsible for clearing their own status. Remaining on a 'hold' status will affect a student's grades, transcripts, registration, accounts receivable and graduation.

### III. Registration

#### 1. Orientation Program

New students are encouraged to attend the Orientation Program prior to their registration. The Orientation

Program allows students to:

- a- Be introduced to AUE academic life.
- b- Gain information on the general academic policies and regulations.

- c- Socialize with peers.
- d- Meet the faculty members and administration staff of AUE.
- e- Discuss relevant issues as a new student.
- f- Gain information on the University facilities and services.
- g- Go on campus tours and visit the departments.

With the assistance of the Students Affairs Department, each college/department organize an orientation for their students to allow them to familiarize themselves with the college study plan, requirements, regulations and any other academic issues.

Students who fail to attend their Orientation Program will miss crucial information relevant to their journey at AUE, which provides updates concerning all campus-wide or program issues and changes each year.

#### 2. Academic advising

AUE believes that the process of academic advising develops life and career goals through continuous and multifaceted sequential and logical steps taken by the students and their advisors, which develops student growth. A student can build a personal plan for education and career commitment with the help of the Academic Advisors.

Students are assigned Academic Advisors, who are full-time faculty members in the area of the student's specialization, to assist them through course selection, schedule planning and approving the final course schedule. However, it is the student's responsibility to select the courses to be registered each semester in respect of the course prerequisite. In accordance with academic policies and procedures, AUE requires Academic Advisors to meet with students at least once every semester.

**Goals of Academic Advising:**

- a- Help students to determine their goals according to their capabilities, skills, concerns, career and educational interests and job markets.
- b- Help students to select courses and determine their educational plans according to their goals and career interests.
- c- Help students develop their decision-making skills.
  - d- Provide useful information to students on programs, resources, procedures and policies.
- e- Assist students in connecting with institutional services.
- f- Help students evaluate their educational plans and career goals.

#### 3. Registration procedures

With the assistance of their Academic Advisors, students should register before the beginning of each semester, and comply with the policies and procedures related to the

registration, which involve the following main phases:

- ☒ Academic advising.
- ☒ Selecting courses and registering courses online.
- ☒ Payment of tuition fees.

However, visiting and exchange students must register for their courses at the office of the Registrar. Freshman and transfer students are advised to meet with their respective Academic Advisor to select their courses prior to registering for courses online.

In order to register for courses earlier, all students are required to complete the course evaluation prior to registering for any course in the following semester.

Graduated students are given the priority to register for courses in the case of limited seats, and the University reserves the right to withdraw students from courses they repeat in order to give opportunity to other graduated

#### Course load

A regular full-time student may register maximum of 6 credit hours (two courses) per one block which consist of eight weeks.

The total number of credit hours and academic period to be successfully completed by a student is dependent on the degree awarded and as follows:

| Type of Academic Degree | Total Number of Credit Hours Required | Academic Period of Degree Completion |                    |                     |
|-------------------------|---------------------------------------|--------------------------------------|--------------------|---------------------|
|                         |                                       | Minimum (Semesters)                  | Normal (Semesters) | Maximum (Semesters) |
| Master                  | 36 - 44                               | 3                                    | 4                  | 6                   |

#### 4. Exchange student (outgoing students)

##### Requirements

- a- Students must meet current admission rules applicable to foreign students with regard to immunization requirements, insurance requirements and availability of adequate funding.
- b- Students must be nominated by AUE to partner institution.
- c- Student should be regular student of AUE, to which they should pay whatever fees they are required to in order to be registered to the partner institution.
- d- Student must be fluent in English.
- e- Student must be having a CGPA of not below 3.0
- f- For undergraduate program should have completed the first year of study at AUE.
- g- Undergraduate student can spend one semester at any partner institution with a total of no more than 15 credits.

##### Fees accommodation & travelling expenses

- a- Tuition fees to be paid by the student to the AUE per the fee policy and number of courses they opted for, unless otherwise specified as per the affiliation agreement with partner institution.

students and students taking the course for the first time.

Students are required to comply with the following registration steps:

1. Students should start reviewing their academic program and their study plan.
2. Students should plan to meet with their Program Director and review the offered courses in order to choose the right courses and complete the online registration procedure.
3. The Program Director will keep a signed copy of the student's course registration to retain in the student's file.
4. Students must proceed to the Financial Affairs Department to settle their financial dues within five days, otherwise, the selected online courses will be cancelled and students would be required to re-register for the courses.

- b- Student should pay all other costs, such as application fee, visa, accommodation, meals, transport, health insurance, library card, student association, etc. to the host institution/ partner institution.
- c- Partner institution will grant them a tuition waiver depending with the agreement between AUE and the partner institution.

##### Admission Requirements

Student must:

- a- Submit an application file including transcripts at Undergraduate level and a motivation letter explaining why they want to join the program.
- b- Taking a personal interview with a full time representative of the partner institution prior to admission.

#### 5. Transient student

AUE graduate students may choose to undertake courses at other UAE universities or abroad to complete their courses; abiding by the following conditions:

- a- The student should justify the reason for taking

the course outside AUE to the Academic Advisor, Program Director, College Dean and the Registrar and explain whether:

- The student is graduating.
- The University is not offering the said course.
- Graduation plan of the student is affected.

- b- Students should submit the duly approved *Transient Student Form*, upon approval from the VPAA/Provost, College Dean, Program Director, Academic Advisor and the Registrar for taking the course outside AUE.
- c- The VPAA/Provost, College Dean, Program Director, Academic Advisor and the Registrar should ensure that the proposed university in which the course is taken, whether in the UAE (American University of Sharjah, American University of Dubai, Abu Dhabi University and UAE University) or abroad (Universities approved by the UAE Ministry of Higher Education & Scientific Research (MOHESR) or the Universities that AUE has a partnership with, are duly approved by AUE.
- d- The Internship/Capstone /Practicum Courses are not allowed to be taken outside AUE.
- e- The learning outcomes and the syllabi of the courses taken at any other university should match an appropriate manner with the one offered by the AUE.
- f- The student should obtain prior approval and an official letter from the Registrar, should they decide to take any courses outside the University.
- g- The student should submit a letter of acceptance, duly stamped from the host university, with the official syllabi to registration within a week of approval of the student's application.
- h- Students should earn a minimum Grade of "B" for the courses to be considered.
- i- The chosen course should not be a repeated course.
- j- The student must provide the official transcript for the course in order to receive credit.

## 6. Add/drop

Upon the approval of their Academic Advisors and Program Directors, students are allowed to add and/or drop courses during the add/drop period as published in the Academic Calendar.

Dropped courses will not be recorded in the student transcript, and the tuition fees will be recalculated accordingly with no charges of add/drop.

## 7. Administrative Drop

A student will be administratively dropped by AUE officials

from one or more classes or withdrawn from all classes for various reasons. Among those are:

- > Failure to pay tuition and fees on time.
- > Class cancellations.
- > Failing to meet the specific academic requirements of the degree program.

## 8. Class Attendance policy

Students' attendance is recorded for their own benefit. It is strongly recommended that students be assiduous in attending and participating in class activities. Instructors should keep records of their students' attendance and may request them to justify their persistent absences and lateness.

The attendance policy should be clarified to the students during the first class meeting. Attendance requirements depend on the nature of the course and may be imposed by the instructor for specific courses. Attendance is particularly essential for participation courses, where the student is expected to actively participate through discussion or written assignments.

Students with poor attendance records will receive attendance warnings in the following manner:

**1st Warning:** For 10% absence of the total class hours per semester.

**2nd Warning:** For 20% absence of the total class hours per semester.

**3rd Warning:** For 25% absence of the total class hours per semester, and will receive an "FA" "Failed due to Absence" grade for that particular course.

## 9. Course withdrawal

Students who cancel a course after the add/drop period can withdraw from the course by submitting the Course Withdrawal Form to the Registration Department along with the signature of the Academic Advisor, Program Director, College Dean, Registrar and Provost. If the withdrawal occurred before the Midterm exams period, a grade of "W" will be recorded in the student transcript without any academic penalty and the refund policy will apply as per the refund calendar.

Starting from the first day of the Midterm exam until the last day of classes, any student who withdraws from a course will receive a grade of "WF" which will be recorded in the student's transcript and will affect the student's GPA. However, If a student submits an official document (medical report, serious health conditions, official work commitment) to support their request to withdraw from a course during the Midterm exam period and until the last day of classes, their grade may be recorded as "W" instead of "WF" upon approval from the College Dean, Registrar and Provost.

## Refund Policy Calendar (\*)

|                                  |   |
|----------------------------------|---|
| <b>100% refund of course fee</b> | <i>Withdrawal from a course within 7 days starting from first day of the block</i>      |
| <b>50% refund of course fee</b>  | <i>Withdrawal from a course within 14 days starting from first day of the block</i>     |
| <b>0% refund</b>                 | <i>Above 14 days after add/drop period no refund course fee is granted to students.</i> |

(\*) *The full refunded amount is only credited on the student account and no cash is given unless a student is withdrawing from the University or graduating*

### 10. Withdrawal from the University

*In order for students to withdraw from the University, they need to visit the Registration Department and complete the “Withdraw from the University Form” and the “Final Clearance Form”. Prior to submitting the forms, students shall meet with the College Dean, Guidance and Counseling Center and Student Affairs Department to discuss the reason(s) for withdrawal from the University and if any additional support can be provided to the student. According to the Academic Calendar, the withdrawn courses registered during the semester in which the withdrawal occurred, will be recorded as “W” or “WF”. However, the refund will apply as per the above Refund Policy Calendar.*

*If a student wishes to return back to AUE, they need to reapply and be readmitted. Any new admission requirements and tuition fees will also apply.*

### 11. Deferment regulations

*Students may take some time off from their studies as they are eligible for a leave for two consecutive semesters or three non-consecutive semesters during the whole period of their study at AUE.*

*Students who are seeking to postpone the semester must notify the Registration Department, fill the required “Deferment Form” and submit it to the Registration Department. In case of emergency and where the student is unable to come in person to the university to submit the required form, a family member/friend may apply for the deferment on their behalf upon receiving a signed authorization letter from the student.*

*Failure to follow the process of deferment, the student will automatically be dropped from the university due to the absence from more than one academic year.*

*During the sixth week period at the start of the semester, a student can postpone studying upon the approval of the Academic Advisor and receive a “W” grade.*

*In the case of medical reason or some special and valid reasons approved by the VPAA/Provost, students may exceed three non-consecutive semesters of absence under strict regulations:*

- a- Student should write an official letter for reason(s) of deferment.*
- b- Student must reregister and obtain a new Registration ID number.*
- c- Student must pay the admission fees again.*
- d- The course taken before at AUE can be transferred.*
- e- New admission requirements if any will apply.*
- f- The current tuition fees will apply.*
- g- The duration of absence will be included in the program duration*
- h- Any course the student attends at another institution while he/she is away from the University will not be transferred.*

### 12. Grading system and academic standing

#### Grading system

*The grading system of AUE is designed to:*

- a- Assess and recognize a student’s performance within a specific course.*
- b- Provide evaluation that helps the instructor decide on the relevance of other courses, programs, or further education.*
- c- Reinforce students’ passion for learning.*
- d- Advise prospective sponsors on student performance.*

#### Grades Description

▪ **A Exemplary**  
*Indicates original and independent work and a thorough mastery of the subject matter/skill; the achievement is so outstanding that it is normally attained only by a few students doing truly exemplary work.*

▪ **B, B+ Very Good Work**  
*Indicates clearly that an adequate competence in the subject matter/skill; there is achievement of quality higher than adequate, but not of excellent quality.*

▪ *C, C+ Adequate Work*

*Indicates that classroom work, outside assignments, and examinations have been completed at a level indicating competence in the subject matter/skill.*

▪ *F Unacceptable Work*

*A failing grade Indicates achievement that fails to meet the minimum requirements of the course and is clearly below*

*University quality--not a passing grade.*

▪ *I Incomplete Work*

*Units attempted are included in GPA after a maximum of 1 year.*

*Indicates that the student did not fulfill the minimum requirements of the course and has performed below the University Quality Standards.*

*Grading Key*

| <i>Grade</i> | <i>Percentage</i>      | <i>Grade Points</i> |
|--------------|------------------------|---------------------|
| <i>A</i>     | <i>100– 96.00</i>      | <i>4.00</i>         |
| <i>-A</i>    | <i>95.99 - 90.00</i>   | <i>3.75</i>         |
| <i>+B</i>    | <i>89.99 - 87.00</i>   | <i>3.25</i>         |
| <i>B</i>     | <i>86.99 - 84.00</i>   | <i>3.00</i>         |
| <i>-B</i>    | <i>83.99 - 80.00</i>   | <i>2.75</i>         |
| <i>+C</i>    | <i>79.99 - 77.00</i>   | <i>2.25</i>         |
| <i>C</i>     | <i>76.99 - 74.00</i>   | <i>2.00</i>         |
| <i>F</i>     | <i>74.00 Less than</i> | <i>0.00</i>         |
| <i>IP</i>    |                        | <i>0.00</i>         |
| <i>I</i>     |                        | <i>0.00</i>         |

*Academic Standing*

| <i>CGPA Range</i>  | <i>Academic Standing</i>              |
|--------------------|---------------------------------------|
| <i>0.00 -1.99</i>  | <i>Fail (Cannot Graduate)</i>         |
| <i>2.00-2.24</i>   | <i>Pass (Cannot Graduate)</i>         |
| <i>2.25 -2.74</i>  | <i>Poor (Cannot Graduate)</i>         |
| <i>2.75 -2.99</i>  | <i>Satisfactory (Cannot Graduate)</i> |
| <i>3.00 -3.24</i>  | <i>Good</i>                           |
| <i>3.25 – 3.74</i> | <i>Very Good</i>                      |
| <i>3.75 -3.99</i>  | <i>Excellent</i>                      |
| <i>4.00</i>        | <i>Exemplary</i>                      |

☒ *The role of the Vice President for Academic Affairs in approving grades*

*The grade forms which accumulate the final registered grades, signed by the concerned instructor in a particular course, are signed by the Registrar, the concerned Program Coordinator and the Dean of College. The Vice President of Academic Affairs is responsible for checking grades of students to make sure that the grading form is accurate and ready for release to the student community.*

*Incomplete grade*

*All students are expected to accomplish the course work requirements, including the final exam, in order to earn a final grade successfully.*

*Students who do not attend the final exam due to serious*

*and exceptional reasons, such as:*

- a- Emergency Illness*
- b- Road Accident*
- c- Death of next of kin*
- d- Official/Governmental Mission*

*Can apply for an Incomplete Exam within the Registration Department. However, the request for an Incomplete Exam can only proceed upon the approval of the Course Instructor, College Dean and Provost. Only students who achieve the satisfactory course work requirements and are not dismissed under any grounds (disciplinary/attendance) can be considered for an Incomplete Exam.*

*Once approved, a grade of “I” will be recorded on the student’s transcript and will be pending until the end of the second regular semester, otherwise the grade of “I”*

will be reverted to “F” or to the grade as assigned by the Academic Instructor. Students may request for an extension for the Incomplete Exam by submitting a written extension request to the College Dean, which is subject to approval or rejection.

It is the student’s responsibility to coordinate with their Academic Instructor to reschedule the date of the Incomplete Exam.

Students are unpermitted to register for a course with a grade of “I” on the following semester.

### *Grade Appeal*

A Grade Appeal applies when a student suspects that an incorrect or unfair grade has been assigned to his work, and has to be supported by evidence. Student are required to comply with the below policy:

**First:** Discuss the issue with the concerned instructor

**Second:** Unless convinced by the instructor, the student may seek arbitration from the Department Chair and the concerned Dean.

**Third:** Unless a resolution is attained, the student may request a Grade Appeal Hearing to the Provost with an ad-hoc Grade Appeal Committee.

- The responsible Dean will respond in writing to the grade appeal in 7 working days from date of receipt of the appeal.
- The ad-hoc committee which consist of college dean/Chair of department, university registrar and student affairs manager shall meet and decide upon the student’s grade appeal

No further review shall be made upon the decision of the grade appeal ad-hoc committee

### *Grade Appeal Procedure:*

- a- Grade appeal is accepted from the student after submitting the grade appeal request and payment of grade appeal fees to the Financial Affairs Department.
- b- The grade appeal form is forwarded to the Dean of the appropriate Department.
- c- Dean releases the form to the teaching faculty of the subject in the semester.
- d- Faculty scrutinizes the appeal comparing with final result.
- e- Faculty writes his observations at the back of the paper justifying changes, if required, or hold the present grade.
- f- Faculty forwards observations to the Dean of the College, through Deputy Dean or Program Coordinator.
- g- Grade appeal form along with the comments and observations of the faculty member shall be

submitted to the ad-hoc committee for review and final decision

### *In Progress grade*

An “IP” (In Progress) grade is assigned to students who could not finish their Internship/Capstone within the same semester. In this case, their Supervisor and Associate/College Dean need to submit an “IP Grade Form” to the Registrar Office during the grade publishing period to record the “IP” grade on the student’s transcript.

Students are expected to finish the course requirements of the Internship/Capstone before the deadline agreed with the Supervisor and Registrar, otherwise, the “IP” grade will revert to “F”.

It is the student’s responsibility to coordinate with their Supervisor to accomplish the Internship/Capstone requirements and meet the deadline.

### *Pass/Fail grade*

When students obtain a Pass/Fail grade, a “P” grade is granted if they obtain a percentage equal to “C” or higher. This will be counted towards their credit but not their GPA. However, an “F” grade is equal to 0.0 points and the student is considered to have failed the course, which affects their GPA.

### *W/WF grade*

If a student withdraws from a course after the add/drop period and before mid-semester, a grade of “W” will be posted on their transcript. A “W” grade is not posted on the student’s GPA. If they withdraw after mid-semester, a “WF” grade will be posted on the student’s transcript and will affect their overall GPA.

### *FA grade*

Students who exceeded the limit of absence and get dismissed from a course will receive an “FA” grade “Failure due to Absence” on that particular course and will be computed on the GPA.

### *XF grade*

The XF grade is recorded on the transcript of student who upon the decision of the cheating committee caught cheating. The XF grade indicate the failure of the student on specific course due to a cheating case and the grade is equal to 0.0 points which affects student GPA.

### *Repeating courses*

Students are permitted to repeat a course with a grade less than B; upon the approval of the Program Director, College Dean and the availability of the course and seat. Students are not permitted to repeat the course at another institution or through Independent Study.

In this case, the higher received grade will be posted on the student’s CGPA.



If the student registered for a Free Elective and did not pass or the course was removed from the program study plan, the student may study another Free Elective, upon the approval of the College Dean.

Students who gain a scholarship or financial aid should visit the Student's Affairs Department prior to deciding to repeat a course as the University will not cover the monetary expenses of the repetition of any course at AUE.

#### *Degree completion and graduation requirements*

To graduate from AUE at Graduate level every student is responsible for:

- a- Applying for graduation.
- b- Completing all courses as described in the study plan.
- c- "Incomplete" grades are given to non-fulfilled requirements of the Master Degrees. Students must reapply for graduation in the following semester when the final grade has been officially recorded.
- d- Successfully completing all the program requirements without exceeding the allowed time frame, including the apprenticeship.
- e- Have official transcripts from previous Institutions on file for Admission and Records.
- f- Earn at least a GPA of 3.00 on a 4.00 scale on any transfer coursework.
- g- Complete and submit the "Clearance Form" to the Admission and Registration Department.
- h- Earn a CGPA of 3.00 out of 4.00 to graduate from an undergraduate program.

**Important: As the University is committed to improving its academic programs, course code, course prerequisite, course requirements and content may change. Thus, all students must fulfill the most recent program requirements.**

### **13. Graduation Procedures**

#### *Applying for Graduation*

Once the Graduation Ceremony is announced, all students who are eligible to attend the commencement exercise will be notified by email and phone to visit the Registration Department, complete the "Graduation Application Form" and all other requirements, such as, gown measurements and yearbook photograph. However, students must respect the deadline to submit their application for processing. Students who do not wish to attend the commencement ceremony must submit the request to the Registrar Office and complete the "Absentia Form". In this case, the student will not receive any additional or supplementary items from the University for the Graduation Ceremony (gowns, caps and yearbook) and will not be allowed to participate in another graduation ceremony of their degree.

#### *Degree Audit*

Prior to announcing the final list of students who will participate in the Graduation Ceremony, the appropriate college academic will conduct a preliminary degree check and maintain a checklist of degree requirements and then forward the application to the Registrar's Office. The Registrar will perform a degree check of their own and notify the student of whether they are on track to graduate. The degree audit is a reliable process, hence the degree requirements are reviewed on a regular basis.

#### *Degree Lists*

AUE only confer degrees to students who complete degree requirements. Candidates on the degree list are submitted to the College Dean, Registrar and Provost for approval and ultimately to the Board of Trustees.

#### *Names on degree*

AUE will issue certificates to graduated students in English and the names will be spelled as per the passport or Emirates ID card copy.



# 1. Tuition fees and other Financial Payments:

## 1. Tuition fees:

The below table describe the tuition fees that an Undergraduate student pays per credit hour depend on the college/specialization. AUE reserves the right to revise its tuition and service fees annually. AUE announce the new fees in the University Catalog and AUE website.

| <i>Programs</i>   | <i>AED</i> | <i>AED</i> | <i>USD</i> |
|---|------------|------------|------------|
| <i>Master of Arts in Diplomacy (MAD) - Bridging Course</i>                  | 2,000      | 4,000      | 1,096      |
| <i>Master of Arts in Diplomacy (MAD) - Core/Specialization Course</i>       | 3,335      | 10,005     | 2,741      |
| <i>Master of Business Administration (MBA) - Bridging Course</i>            | 1,500      | 3,000      | 822        |
| <i>Master of Business Administration (MBA) - Core/Specialization Course</i> | 3,000      | 9,000      | 2,466      |
| <i>Master in Library and Information Science (MLIS)</i>                     | 3,000      | 9,000      | 2,466      |
| <i>Master of Sports Management (MSM)</i>                                    | 3,335      | 10,005     | 2,741      |
| <i>Master of Arts in Security and Strategic Studies (MSSS)</i>              | 3,335      | 10,005     | 2,741      |
| <i>Professional Master in Sports Law- Bridging Course</i>                   | 1,375      | 2,750      | 753        |
| <i>Professional Master in Sports Law- Core/Specialization Course</i>        | 3,250      | 9,750      | 2,670      |

## 2. Student service fees:

| <i>Services</i>   | <i>Fees</i> |            |
|---|-------------|------------|
|   | <i>AED</i>  | <i>USD</i> |
| <i>Admission Fees - Undergraduate Degrees (including ID + Application Fees)</i> | 3,000       | 822        |
| <i>Admission Fees - Graduate Degrees (including ID + Application Fees)</i>      | 3,500       | 959        |
| <i>Admission Fees - Undergraduate Degrees (Visiting Students)</i>               | 1,000       | 274        |
| <i>Admission Fees - Graduate Degrees (Visiting Students)</i>                    | 1,500       | 411        |
| <i>Admission Application Form Fee - ELI Fees</i>                                | 750         | 205        |
| <i>Late Registration Fees</i>   | 1,500       | 411        |
| <i>Graduation Fee</i>   | 2,000       | 548        |
| <i>Internet &amp; Lab Fees (per semester)</i>                                   | 500         | 137        |
| <i>Replacement ID Fees</i>  | 200         | 55         |
| <i>Grade Appeal Fee / per course</i>  | 350         | 96         |
| <i>External Transfer Fee / per course</i>                                       | 500         | 137        |
| <i>Official Transcript</i>  | 300         | 82         |
| <i>Graduation Certificate Fee</i>   | 650         | 168        |
| <i>Attested Graduation Certificate Fee</i>                                      | 300         | 82         |
| <i>Official Letter Request</i>  | 75          | 21         |
| <i>Fee Quotations</i>   | 100         | 27         |
| <i>Student Lockers (per semester)</i>   | 150         | 41         |
| <i>Visa Processing Fee - Inside UAE</i>   | 4,000       | 1,096      |
| <i>Visa Processing Fee - Outside UAE</i>  | 3,500       | 959        |
| <i>Passport Deposit / Security Fee (In Lieu of Passport)</i>                    | 5,500       | 1,507      |
| <i>Visa Renewal Fee</i>   | 1,000       | 274        |

|   |       |     |
|---|-------|-----|
| Visa Cancellation Fee - Inside UAE            | 500   | 137 |
| Visa Cancellation Fee - Outside UAE           | 750   | 205 |
| Transport - Dubai after Mall of the Emirates  | 1,500 | 411 |
| Transport - Dubai before Mall of the Emirates | 1,150 | 315 |
| Transport – Sharjah                           | 1,750 | 479 |
| Penalty for bouncing cheque                   | 500   | 137 |
| Health Care Services / per regular semester   | 120   | 33  |
| Health Care Services in Summer Semester       | 60    | 16  |
| Change Major/College Fees                     | 200   | 55  |
| Course Syllabus (Printed & stamped)           | 200   | 55  |
| TOEFL Test - AUE students                     | 550   | 164 |
| TOEFL Test - Outsiders                        | 650   | 192 |
| IETLS Test                                    | 950   | 260 |

### 3. Additional notes on tuition fees and fines:

a. There will be no remission of fees in whole or in part except when remission is a specified part of scholarship, prize, bursary, or similar award.

b. Once the normal period for a course is completed, a student whose qualification is incomplete will be required to pay a continuation fee.

c. A student who is permitted or required to repeat a complete year of the curriculum for a Bachelor's Degree will pay the Registration Fee.

made by two months and three months postdated checks respectively.

#### Enrolled Sponsored Students

Students who are sponsored by governmental, semi-governmental and private sectors should submit a sponsorship letter along with the registration form indicating that the sponsor organization will bear all student's financial liabilities. Upon receipt of the invoice from AUE Financial Affairs Department.

#### Student financial aid:

AUE grants students with financial difficulties the opportunity to apply for financial aid which is subject to the submission of all necessary supporting documents, review and approval of the concerned committee. However, the responsibility of financing higher education rests with students and their families. Students can apply for a financial aid by submitting a completed Financial Aid Form together with the required supporting documents to the Student Affairs Division. Based on the student and the university financial aid budget, a discount will be applied to the student's balance. The discount will be reviewed on yearly basis and not included in summer semesters.. Financial aid will be awarded to students regardless of race, color, sex, national origin, or disability. All students are guaranteed fair and equal treatment in the allocation of financial aid.

#### Financial Aid requirements:

- A financial Aid Form to be filled in details
- A valid copy of passport and resident visa for parents and student

#### Payment policy:

Cash, credit cards, and cheques (current and post-dated) will be acceptable form of payment. AUE will hold postdated checks until specified dates are due. AUE utilizes fees payment through different options.

#### Payment options:

#### Enrolled Self Sponsored Students

Enrolled students at AUE must choose one of the following payment options and finalize the arrangements with the Financial Affairs Department:

- **Option 1:** Full Payment (Payment should be made on the first day of registration)
- **Option 2:** 50% down payment for the total tuition fees should be made on the same day of registration, the second 50% must be done by two months postdated check.
- **Option 3:** 60% down payment of the total tuition fees should be made on the same day of registration; the equal second and the third installments (20% each) should be

- Detailed financial status of both parents: Salary certificate and bank statement of last six months
- If the student is self-sponsored: Salary certificate and bank statement of last six months
- Certificates verifying education tuition fees for all family members
- A copy of the rental contract for accommodation
- A documentation of loans or family difficult circumstances (sickness/ death...)

- 2- 10% for students working in Semi-Governmental Sectors within UAE 30% for the AUE students
- 3- 20% for AUE graduates

#### **Master of Arts in Security & Strategic Studies (MSSS)**

Students enrolled in the Master of Arts in Security & Strategic Studies and who are working in Governmental Sectors within UAE might be eligible 25% waiver on tuition fees upon meeting the requirements and maintaining a minimum CGPA of 3.

#### **Master in Information of Library Sciences (MLIS)**

Students enrolled in the Master in Information of Library Sciences might be eligible 25% waiver on tuition fees upon meeting the requirements and maintaining a minimum CGPA of 3

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

Students enrolled in Master in Business Administration might be eligible 15% waiver on tuition fees upon meeting the requirements and maintaining a minimum CGPA of 3

#### **Master in Art in Diplomacy (MAD)**

Students enrolled in Master of Arts in Diplomacy might be eligible 15% waiver on tuition fees upon meeting the requirements and maintaining a minimum CGPA of 3

More details are available in the Student Handbook

### **University Grants**

#### **Professional Master in Sports Law (PMSL)**

Students enrolled in the Professional Masters of Sport Law program might be eligible for below grants upon meeting the requirements and maintain a minimum CGPA of 3:

- 1- 25% for students working in Governmental Sectors within UAE
- 2- 20% for students working in Semi-Governmental Sectors within UAE 30% for the AUE students

#### **Master in Sports Management (MSM)**

Students enrolled in the Masters of Sport Management Program might be eligible for below grants upon meeting the requirements and maintain a minimum CGPA of 3:

- 1- 15% for students working in Governmental Sectors within UAE

## **University Terminology**

|                          |  |
|--------------------------|--|
| <b>Academic Advisor</b>  | Faculty member assigned to guide the student in choosing courses by providing information about the university study requirements and all academic policies and procedures   |
| <b>Academic Calendar</b> | Where all the official dates and deadlines of the academic year are listed   |
| <b>Academic Standing</b> | Is determined by the number of credit hours attended and the number of grade points earned by the student (Good standing, Academic warning, Academic dismissal)              |
| <b>Academic Year</b>     | The period of the year during which students attend classes; usually starting from the beginning of the Fall semester and ending in the Summer semester                      |
| <b>Add/Drop</b>          | The process when students need to change a schedule (courses/sections) for which they have already registered; this process usually occurs in the beginning of each semester |
| <b>Admission</b>         | The process of being granted acceptance as student   |
| <b>Alumni</b>            | Students who graduated and earned a degree from a university   |
| <b>CGPA</b>              | Cumulative Grade Point Average of the grades earned on all courses attended at a university  |
| <b>College Dean</b>      | Head of the college within the university  |
| <b>Commencement</b>      | Graduation ceremony  |
| <b>Course Load</b>       | The number of credit hours carried by a student during a given semester  |
| <b>Course withdrawal</b> | The act of canceling a course after the drop period but before the final exam. The Withdrawn course is recorded on the student transcript by "W" or "WF"                     |
| <b>Credit hour</b>       | Related to the number of hours of instruction per week during the academic semester  |
| <b>Deferred</b>          | When a student decides to postpone his registration until a future semester  |

|   |   |
|---|---|
| <b>Dismissal</b>                        | <i>When the student is involuntary separated from the university due to unacceptable academic achievement or misconduct</i>   |
| <b>Enrollment</b>                       | <i>The process by which a student who has been admitted to a university program, formally registers to undertake courses within their program as either a new or continuing student.</i>  |
| <b>Free elective course</b>             | <i>A college-level course or subject taken by a student which counts as credit earned toward graduation requirements, but is not required for a Major or Minor</i>  |
| <b>GPA</b>                              | <i>Grade Point Average of the grades earned in the course</i>   |
| <b>Prerequisite</b>                     | <i>A course that students must take prior to attending another course</i>   |
| <b>Registration</b>                     | <i>The process of enrolling in classes for an upcoming semester. Registration may be accomplished by accessing student's portal, "eduGate"</i>  |
| <b>Regular Semester</b>                 | <i>An academic term of 15 weeks of instruction, followed by one week of final exams</i>   |
| <b>Schedule</b>                         | <i>A list of offered courses during a semester's specified days, hours, locations and name of instructors</i>   |
| <b>Student</b>                          | <i>A person who was admitted at the University within one of the colleges/specializations, holding a University Identity number and paid the non-refundable admission fees.</i>   |
| <b>Specialization</b>                   | <i>An approved area of study, having a specific curriculum, within a particular graduate degree</i>   |
| <b>Syllabus</b>                         | <i>The document that an instructor provides as a course outline. A syllabus usually includes assignments, due dates, grading procedures and attendance policies</i>   |
| <b>Transcript</b>                       | <i>The official record of a student's academic achievement at AUE, listing credit courses, grades and credit hours earned or attended by a student</i>  |
| <b>Transfer student</b>                 | <i>A student who attended another institute and receives acceptance at AUE. Courses completed at the student's previous institute might be considered for transfer after satisfying the transfer policies.</i>  |
| <b>Transient student</b>                | <i>AUE student who would like to attend courses at a different university, upon approval of the University</i>  |
| <b>University withdrawal</b>            | <i>The process of officially leaving the AUE for reasons other than graduation</i>  |
| <b>Developmental / Remedial Courses</b> | <i>Such courses or programs prepare a student for enrolling in a regular institutional curriculum, and aid the student in rectifying an area or areas of deficiency.</i><br><br><i>Developmental or remedial courses are non-credit courses and do not count toward the requirements of an academic qualification. The Standards limit the number of credit-bearing courses that a student may take while enrolled in a developmental or remedial program</i>   |
| <b>Bridge Program</b>                   | <i>A program intended to bridge the gap between a student's prior work and the background required for the program he/she is entering. Typically such a program would be needed by students entering graduate business education where the student's undergraduate major was in an area other than business, or graduate engineering programs where the student's major was in a different engineering specialty. The courses in a bridge program typically do not carry degree credit. Institutions may choose to require enrollment in bridge programs as a condition of admission.</i> |
| <b>Visiting student</b>                 | <i>A student who has enrolled in an accredited university and is granted permission from his University to register for specific courses (for two semesters) at AUE and earn transferable grades.</i>   |

## College of Business Administration (COBA)

The College of Business Administration is committed to providing quality education to its students and to prepare them to become business professionals through academic programs and applied learning approaches. We seek to inculcate life-long learning aspirations in students, so that they keep advancing themselves to meet the changing needs of the market. The College's portfolio of programs aspires to prepare students for employment and to inspire them to the highest standards of professionalism and integrity. Such programs promote critical thinking, creativity and advanced practices, with an interdisciplinary approach to applying fundamental, theoretical, and practice-led enquiries into contemporary business and management solutions.

Undergraduate programs can be chosen from a variety of multidisciplinary backgrounds. They are tailored for the business environment in the GCC and timed to coincide with the emerging business solutions in the 21st century environment. The in-house classroom atmosphere and practical exposures offered to each participant increases their confidence, self-esteem, sense of accomplishment, and prepares them to be successful young businessmen or businesswomen, or educators following graduation.

### Offered degree programs

#### 1. Master of Business Administration

The MBA program offers a personal academic approach to help mature students to prepare for a rapidly evolving business world. The MBA program is elaborately tailored to meet the needs and interests of graduates as they build on their current base of knowledge and work experience. Students' understandings are enhanced through the personal attention of highly qualified faculty of American University in the Emirates, Dubai.

Surveys from business alumni suggest that this teaching approach has a significant impact on professional development. The primary benefit of the program is geared to prepare students for a lifetime professional development.

The MBA program has a global perspective reflecting the position of United Arab Emirates (UAE) as a hub of international business activities. Moreover, the status of Dubai as a global business city and the center of the world-class financial market provides ample opportunities to draw on local resources globally. Students from diverse nationalities and cultural backgrounds add flavor to the MBA program and learning environment at AUE Dubai.

### Program Study plan

| Requirements     | MBA            |          |
|------------------|----------------|----------|
|                  | No. of Courses | Cr. Hrs. |
| Bridging courses | 5              | -        |
| Core Courses     | 7              | 21       |
| Free Electives   | 2              | 6        |
| Thesis           | 1              | 6        |
| Total            | -              | 33       |

Bridging Courses (5 courses/10 CH) \* required for students who have their Bachelor degree in different field than Business

| No. | Course Code | Course Title                           | Cr. Hrs. |
|-----|-------------|--|----------|
| 1   | MGT 500     | Management and Organizational Behavior | 2        |
| 2   | MGT 501     | Production and Operations Management   | 2        |
| 3   | MKT 500     | Marketing Concepts                     | 2        |
| 4   | ACC 500     | Accounting for Managers                | 2        |
| 5   | SQA 500     | Statistics and Quantitative Analysis   | 2        |

*Core Requirements Courses (7courses/21 CH)*

| <i>No.</i> | <i>Course Code</i> | <i>Course Title</i>                       | <i>Cr. Hrs.</i> |
|------------|--------------------|---|-----------------|
| 1          | MKT 600            | Marketing and International Business      | 3               |
| 2          | FIN 600            | Advanced Financial management             | 3               |
| 3          | ACC 600            | Strategic Cost and Managerial Accounting  | 3               |
| 4          | ECO 600            | Managerial Economics                      | 3               |
| 5          | MGT 600            | Strategic Management: Theory and Practice | 3               |
| 6          | MGT 601            | Leadership and Change Management          | 3               |
| 7          | MGT 602            | Management of Information Technology      | 3               |

*Free Elective courses (2 courses/6 CH)*

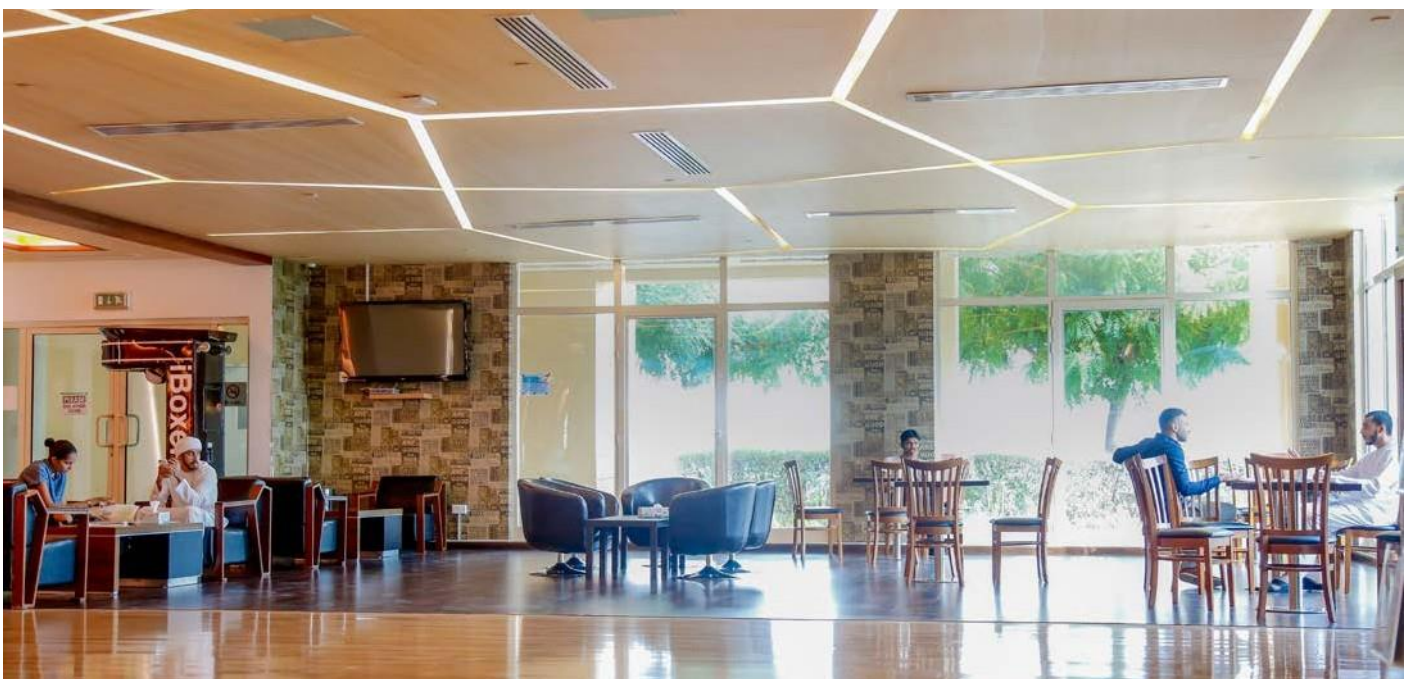
| <i>No.</i> | <i>Course Code</i> | <i>Course Title</i>                | <i>Cr. Hrs.</i> |
|------------|--------------------|------------------------------------|-----------------|
| 1          | MGT 606            | Project Management                 | 3               |
| 2          | MGT 604            | Innovation and Entrepreneurship    | 3               |
| 3          | MGT 615            | Total Quality Management           | 3               |
| 4          | MKT 603            | E-Commerce and International Trade | 3               |
| 5          | MGT 607            | Special Topics                     | 3               |
| 6          | MGT616             | Organizational Development         | 3               |
| 7          | RMT 600            | Business Research Method           | 3               |

*Thesis (6 Credits)*

AUE has the special topics course and thesis research in the area of specialization of MBA. Upon attending 7 core courses and passing them successfully (AGPA 3.0), MBA students are allowed to submit their thesis plan to the MBA Coordinator. During summer time, the MBA coordinator in coordination with the Dean of College of Business Administration (COBA), the thesis topics will be approved

and the supervisors will be assigned for each student. This policy will allow the students to start writing their thesis in advance and hence their graduation can be achieved successfully by the end of the third semester. MBA students who are not interested to be specialized in one of the proposed specializations, they are entitled to choose additional two elective course in lieu of the thesis.

| <i>No.</i> | <i>Course Code</i> | <i>Course Title</i> | <i>Cr. Hrs.</i> |
|------------|--------------------|---------------------|-----------------|
| 1          | MGT 605            | Thesis              | 6               |



## 2. Master of Sports Management

The Master of Sport Management at AUE is a pioneering program combining coursework, research and practical experiences to foster innovative leaders in the thriving, global sport industry. Housed in the College of Business Administration, the sport management program has a keen focus on core business competencies practiced in the context of a diverse and growing sport market. According to PricewaterhouseCoopers estimates, the global sport market generates nearly \$150 billion USD in annual revenue for a sport market defined as:

- Sponsorships, which include payments to have a

product associated with a team, league or event and naming rights.

- Gate revenues for live sporting events.
- Media rights fees paid to show sports on broadcast and cable television networks, television stations, terrestrial radio, satellite radio, the internet and on mobile devices.
- Merchandising, which includes the selling of licensed products with team or league logos, player likenesses, or other intellectual property. Food concession revenues are not included.

### Program Study plan

| Requirements     | MSM            |          |
|------------------|----------------|----------|
|                  | No. of Courses | Cr. Hrs. |
| Bridging courses | 7              | -        |
| Core Courses     | 7              | 21       |
| Free Electives   | 2              | 6        |
| Thesis           | 1              | 6        |
| Total            | -              | 33       |

Bridging Courses (7 courses/14 CH) \* required for students who have their Bachelor degree in different field than Business

| No. | Course Code | Course Title                           | Cr. Hrs. |
|-----|-------------|--|----------|
| 1   | MGT 500     | Management and Organizational Behavior | 2        |
| 2   | MGT 501     | Production and Operations Management   | 2        |
| 3   | MKT 500     | Marketing Concepts                     | 2        |
| 4   | ACC 500     | Accounting for Managers                | 2        |
| 5   | SQA 500     | Statistics and Quantitative Analysis   | 2        |
| 6   | FIN 500     | Finance for Managers                   | 2        |
| 7   | MGT 502     | Strategic Management                   | 2        |

Core Requirements Courses (7courses/21 CH)

| No. | Course Code | Course Title                           | Cr. Hrs. |
|-----|-------------|--|----------|
| 1   | MSM 600     | Sport Governance                       | 3        |
| 2   | MSM 601     | Sport Marketing                        | 3        |
| 3   | MSM 602     | Managing Sport                         | 3        |
| 4   | MSM 603     | Finances of Sport                      | 3        |
| 5   | MSM 604     | Sport Facilities and Events Management | 3        |
| 6   | MSM 605     | Sports Law and Ethics                  | 3        |
| 7   | MSM 606     | Internship                             | 3        |

Free Elective courses (2 courses/6 CH)

| No. | Course Code | Course Title                 | Cr. Hrs. |
|-----|-------------|------------------------------|----------|
| 1   | MSM 607     | Sport Development and Policy | 3        |
| 2   | MSM 608     | Sport Consumer Behavior      | 3        |
| 3   | MSM 609     | Sport Globalization          | 3        |
| 4   | MSM 611     | Sport Tourism                | 3        |
| 5   | MSM 612     | Market Research for Sport    | 3        |
| 6   | MSM 613     | Sports and Society           | 3        |
| 7   | RMT 600     | Business Research Method     | 3        |

### Thesis (6 Credits)

Upon attending 5 core courses and passing them successfully (AGPA 3.0), MSM students are allowed to submit their thesis plan to the MSM Coordinator. During summer time, the MSM coordinator in coordination with the Dean of COBA, the thesis topics will be approved and the supervisors will be assigned for each student. This

policy will allow the students to start writing their thesis in advance and hence their graduation can be achieved successfully by the end of the third semester. MSM students who are not interested in conducting a thesis, are entitled to choose additional two elective course in lieu of the thesis.

| No. | Course Code | Course Title | Cr. Hrs. |
|-----|-------------|--------------|----------|
| 1   | MSM 610     | Thesis       | 6        |

## Course Description

### Master of Business Administration

#### Bridging Courses:

**Course Name:** Management and Organizational Behavior

**Course Code:** MGT 500

**Credits:** 2

**Description:**

This course examines individual, group, and organizational behavior within various business settings in a culturally diverse workplace. Topics covered include management theory, communication, perceptions, motivation, leadership, managing rewards, stress management, employee counseling, appraisal, employee disciplinary systems, conflict management, training, and organizational development. Throughout the course, students work individually and in teams on cases and business simulations.

**Course Name:** Accounting for Managers

**Course Code:** ACC 500

**Credits:** 2

**Description:**

This course will present and discuss the types of financial information a manager needs in order to plan, assess performance, and choose between alternative courses of action. This course is organized around the major uses of accounting by managers and, at the conclusion of the course, you will have a better understanding of what limitations of traditional accounting systems, and what financial information is needed for effective decision making.

**Course Name:** Production and Operations Management

**Course Code:** MGT 501

**Credits:** 2

**Description:**

The course is designed for students to understand the analytic methods in operation of organizations and industries. The course aims to familiarize the issues facing the operations of organization, production scheduling, inventory control, project management, and quality control and methodology to gain competitive advantage in an organization

**Course Name:** Marketing Concepts

**Course Code:** MKT 500

**Credits:** 2

**Description:**

This course will provide a solid basis for marketing principles. Student will discuss marketing concepts like product planning strategy, pricing, advertising, distribution from a business perspective.

**Course Name:** Statistics and Quantitative Analysis

**Code:** SQA 500

**Credits:** 2

**Description:**

This course aims to acquire a sound education in those statistical concepts quantitative analysis and their applications in the fields of business and economics. This course requires fundamental understanding of basic statistics like frequency distribution, averages, measures of variability, probability, confidence intervals. The course also recommends a prior understanding of software application and MS Excel. Course covers statistical concepts and methods like hypothesis testing, variance Tests, chi-Square analysis and ANOVA with an emphasis on business application. Emphasis would be made on the formulation of problems and their solution by standard methods or by computer packages.

#### Core Courses:

**Course Name:** Marketing and International Business

**Course Code:** MKT 600

**Credits:** 3

**Description:**

Focused on identifying International Business and satisfying global customer needs better than the competition, both domestic and international, and coordinating marketing activities and international business in the context of the global environment. The growth of international business in recent years has been clear and dramatic. Several basic motives have compelled firms, to become more global in both their organization and actions. The increase of





free trade in the modern world has had its effect on the International business activities of many countries, including marketing; many production activities are becoming global. Technology allows many products to be made practically anywhere it is cheapest to do so.

**Course Name:** Advanced Financial Management Course

**Code:** FIN 600

**Credits:** 3

**Description:**

This course aims to study the Corporate Financial Management with an emphasis on the responsibility to contribute to the efficiency of the firm and its long range objectives. The course covers realistic applications and case studies concerning financial statements and cash flow analysis, financial impacts of decision making, capital budgeting, strategic and operational planning. In addition, the course aims at further understanding and application of financial concepts learned in the basic course with emphasis on the responsibility of the Financial Manager to contribute to the day-to-day efficiency of the firm, to its long range objectives, and to its responsibilities toward the society and the financial environment from the ethical, social and legal angles.

**Course Name:** Strategic Cost and Managerial Accounting

**Course Code:** ACC 600

**Credits:** 3

**Description:**

This course provides a comprehensive, graduate level exploration of Managerial Accounting. The course focuses on the use of accounting data in the management of an organization. Naturally, what accounting data are interesting and how they might be used depend on what the Manager is seeking to accomplish and what other information is available.

**Course Name:** Managerial Economics

**Course Code:** ECO 600

**Credits:** 3

**Description:**

This course is designed to enhance the understanding of microeconomic concepts and quantitative tools that can be used in decision making problems. Topics to be covered in the course include: forecasting consumer demand, production, pricing and production decisions, sensitivity analysis, and capital budgeting. The course covers the varying structure of organizations and the strategic behavior of Managers in today's complex and continuously changing business environment.

**Course Name:** *Strategic Management Theory and Practice*

**Course Code:** MGT 600

**Credits:** 3

**Description:**

This course is a Capstone Course in the MBA Program that integrates the knowledge gained from the other core courses and aims to develop a clear concept of strategy in the students. The course on Strategic Management emphasizes the concept of strategy and strategic and the effects of the external environment on the organizations and their strategy. The concept is also emphasized through the application of GLO-BUS online system where online simulations of business scenarios are implemented during the course.

**Course Name:** *Leadership and Change Management*

**Course Code:** MGT 601

**Credits:** 3

**Description:**

This course aims to develop core competencies and skills needed for effective leadership in organizations. This course includes the historical development of the field of leadership, examination of various leadership perspectives and models, and various measures of managerial and organizational effectiveness.

**Course Name:** *Management of Information Technology*

**Course Code:** MGT 602

**Credits:** 3

**Description:**

The course provides a broad IT background in areas performed by Managers regarding Information Technology topics, development of personal competencies, market development, feasibility, use and management. The course covers knowledge and abilities essential for effective leadership in IT communication, relationships and negotiation and readiness for change and enhances the capacity for leadership.

**Elective Courses:**

**Course Name:** *Innovation and Entrepreneurship*

**Course Code:** MGT 604

**Credits:** 3

**Description:**

This course is offered for students who are involved in the process of creating and developing new products or services within organizations or who plan to start their own business. Students are exposed to the challenges, problems and issues faced by inventors who transform their inventions into economic viable innovations. This integrative course directly addresses these problems and develops the fundamental business skills necessary to identify, evaluate, develop and exploit business opportunities.

**Course Name:** *Project Management*

**Course Code:** MGT 606

**Credits:** 3

**Description:**

This course is designed to provide students an introductory overview of the field of Project Management by applying the tools, techniques, and challenges associated with planning and managing projects. The topics include basic project management phases – initializing, scheduling, implementation, control, and closure through integrated strategic and project management techniques.

**Course Name:** *Total Quality Management*

**Course Code:** MGT 615

**Credits:** 3

**Description:**

The course explores Total Quality Management (TQM) as a field leaning on performance excellence with the integration of Six Sigma Methods. This course an on-going process that deals with the most fundamental issues facing the businesses today and how they interrelate: Leadership, Quality of Products and Services, Customer Service, Productivity, Motivation and ongoing Product and Service improvement.

**Course Name:** *E-Commerce and International Trade*

**Course Code:** MKT 603

**Credits:** 3

**Description:**

The growth of the trades continues to have a tremendous influence on business. Companies and Organizations of all types and sizes are rethinking their strategies and how they run their operations.

The E-Marketing Program challenges students to explore the realities and implications of E-Commerce from a marketer's perspective. Business-to-Consumer (B2C) and Business-to-Business (B2B) E-Commerce markets are examined. The course introduces students to a wide range of electronic commerce issues for trade marketers, as a foundation for continual learning in the dynamic E-Commerce environment and International Businesses Trade challenges.

**Course Name:** *Special Topics in Business Administration*

**Course Code:** MGT 607

**Credits:** 3

**Description:**

The course content will reflect the interest of the faculty members and current issues in business and industry such as global challenges in management, ethical issues confronting management, management in changing environment and management under crises. Topics will vary annually.

**Course Name:** Organizational Development

**Course Code:** MGT 616

**Credit hours:** 3

**Description:**

The course explores Organization Development (OD) as a field leaning on performance excellence with the integration of various methods. This course is an on-going process that deals with the most fundamental issues facing the businesses today and how they interrelate: leadership, growth and death of organizations.

**Course Name:** Business Research Method

**Course Code:** RMT 600

**Credit hours:** 3

**Description:**

This course offers an introduction to quantitative and qualitative designs in management research as well as to applied statistical methods. The students will learn the language and terminology of business research, the research process, use of different data sources and statistical techniques, measurement issues such as reliability and validity, and research instruments including questionnaires and interview schedules. It will prepare students for conducting an independent study, including formulating research questions, reviewing the literature, selecting a research approach and analytical/statistical models appropriate for answering the questions. The course has an applied orientation and students will develop basic research skills and knowledge to effectively use research in decision-making and solving organizational problems. The students will be trained in the use of SPSS and NVivo software programs and will learn to apply SPSS-based statistical methods in their quantitative studies and NVivo in qualitative research projects. The course will emphasize the importance of cross-cultural dimension in the design and execution of empirical studies relating to different aspects of business.

**Course Name:** Thesis

**Course Code:** MGT 605

**Credit hours:** 6

**Description:**

Conducted under the supervision of a faculty member assigned as advisor, this work enables the students to make a research on a chosen topic and prepare a report on the study conducted and its results. Emphasis will be given on methods of data collection and analysis, conclusions on the basis of the findings of the study and proper presentation of the study in a desired format.

## Master of Sports Management

### Bridging Courses:

**Course Name:** Management and Organizational Behavior

**Course Code:** MGT 500

**Credits:** 2

**Description:**

This course examines individual, group, and organizational behavior within various business settings in a culturally diverse workplace. Topics covered include management theory, communication, perceptions, motivation, leadership, managing rewards, stress management, employee counseling, appraisal, employee disciplinary systems, conflict management, training, and organizational development. Throughout the course, students work individually and in teams on cases and business simulations.

**Course Name:** Accounting for Managers

**Course Code:** ACC 500

**Prerequisite:** N/A

**Credits:** 2

**Co requisite:** N/A

**Description:**

This course will present and discuss the types of financial information a manager needs in order to plan, assess



performance, and choose between alternative courses of action. This course is organized around the major uses of accounting by managers and, at the conclusion of the course, you will have a better understanding of what limitations of traditional accounting systems, and what financial information is needed for effective decision making.

**Course Name:** Production and Operations Management

**Course Code:** MGT 501

**Credits:** 2

**Description:**

The course is designed for students to understand the analytic methods in operation of organizations and industries. The course aims to familiarize the issues facing the operations of organization, production scheduling, inventory control, project management, and quality control and methodology to gain competitive advantage in an organization

**Course Name:** Marketing Concepts

**Course Code:** MKT 500

**Credits:** 2

**Description:**

This course will provide a solid basis for marketing principles. Student will discuss marketing concepts like product planning strategy, pricing, advertising, distribution from a business perspective.

**Course Name:** Statistics and Quantitative Analysis

**Code:** SQA 500

**Credits:** 2

**Description:**

This course aims to acquire a sound education in those statistical concepts quantitative analysis and their applications in the fields of business and economics. This course requires fundamental understanding of basic statistics like frequency distribution, averages, measures of variability, probability, confidence intervals. The course also recommends a prior understanding of software application and MS Excel. Course covers statistical concepts and methods like hypothesis testing, variance Tests, chi-Square analysis and ANOVA with an emphasis on business application. Emphasis would be made on the formulation of problems and their solution by standard methods or by computer packages.

**Course Name:** Finance for Managers

**Course Code:** FIN 500

**Credit hours:** 3

**Description**

The objective of this course is to introduce the student to the basic principles of financial statement analysis, time value of money, bond valuation, stock valuation, the relationship between risk and return, capital budgeting and investment decision, short term and long term financing decisions, financial planning, and options. Other topics include capital

budgeting, business decisions, and real options embedded in investment decisions. This course lays the foundation for more advanced investment and corporate finance courses. (Cited from Georgia Technology University, mgt.gatech.edu)

**Course Name:** Strategic Management

**Course Code:** MGT 502

**Pre-requisites:** MGT 500,

**Credit hours:** 2 MGT 501, MKT 500, FIN 500

**Description**

This course will provide students with the knowledge and skills necessary to manage the long-term performance of a firm. Taking the perspective and mindset of top management, students will learn to analyze the firm in its environment. By matching opportunities and threats found in this environment with the internal strengths and weaknesses of the firm, you will learn to formulate strategies and develop ways to implement these strategies. Student's performance in this course depends to a significant extent on the successful integration of previous coursework in the various functional areas of business theories.

**Course Name:** Research Methodology

**Course Code:** RMT 500

**Pre-requisites:** SQA 500 & MGT 501

**Credit hours:** 2

**Description**

This course will introduce students to the various approaches to designing and conducting qualitative and quantitative research projects in the field of Business Administration. Participants in this class will gain hands – on experience in various research methods and analysis techniques while carrying out their research projects.

### **Core Courses:**

**Course Name:** Sport Governance

**Course Code:** MSM 600

**Credit hours:** 3

**Description**

The course explains the governance of the sport in detail including recreational sport, amateur athletics, Olympic and professional sport. The course highlights the sport governance and processes in GCC countries.

**Course Name:** Sports Marketing

**Course Code:** MSM 601

**Credit hours:** 3

**Description:**

This course examines the application of basic principles of business marketing to diverse sectors in the sport industry. The course explores the basics of sport fanship, and builds on that to identify principles for creating and maintaining sport fans, including customer relationship management in sport. It also explores marketing operations for sport

including database marketing, customer relations, fantasy sport, and brand and line extensions in sport. It presents the basics of sponsorship, including matching sponsors to sport properties, activating sponsorship, and sponsorship agreements.

**Course Name:** *Managing Sport*

**Course Code:** MSM 602

**Credit hours:** 3

**Description**

This course provides the basic concept of sports management in terms of its scope, principles, issues and future trends. Additionally, it provides an opportunity to explore sport managers' role, responsibilities, and required skills in organizations in the sport industry and to learn strategies for their career success. It provides students with the opportunity to gain information and understanding of the various practices and procedures associated with sport administration and management.

**Course Name:** *Finances of Sport*

**Course Code:** MSM 603

**Credit hours:** 3

**Description**

This course examines the key financial skills necessary to manage sport organizations in both public and private settings. Emphasis will be placed on the different financial attributes of sport industry segment including recreational, amateur, and professional sports. It will also provide the students with an opportunity to explain the various financial challenges facing the sports industry and critically analyze several components. The goal of this course is to enable the students to evaluate and to solve problems involving sports financing and to effectively communicate their recommendations to others.

**Course Name:** *Sport Facilities and Events Management*

**Course Code:** MSM 604

**Credit hours:** 3

**Description**

This course examines fundamental skills necessary to manage different kinds of sport facilities and events and then extends that knowledge into the challenges of managing sport facilities and events. The course focuses on fundamentals of facility operations including programming, maintenance scheduling, risk management, environmental management and impact assessment. The later part of the course builds on the facility management material by examining the ways that events fit into scheduling for facility use.

**Course Name:** *Sport Law and Ethics*

**Course Code:** MSM 605

**Credit hours:** 3

**Description**

This course is designed to provide an extensive overview of legal principles and ethical issues that apply to the sport industry and that impact the work setting of sport organizations. It begins with an introduction to the different fields of law and the broad issues related to sports law. The course also covers the role and application of ethics in the decision-making process.

**Course Name:** *Internship*

**Course Code:** MSM 606

**Credit hours:** 3 Other Core Courses

**Description**

The course provides students with the opportunity to apply acquired learning in a practical field in addition to extending their learning in a contextualized and practice based environment. The purpose of the course is the synthesis, extension and practical based application of learned skills by field experience with a sport organization under the supervision of a faculty member to develop knowledge and skills in the application of sport management theory in a non-classroom setting.

**Elective Courses:**

**Course Name:** *Sports Development and Policy*

**Course Code:** MSM 607

**Credit hours:** 3

**Pre-requisites:** MSM 600

**Description**

The course deals with development of Sports and the various policies that govern the sport in the UAE, GCC and international levels. The management of Sports development and the development of Sports as a tool for human development is discussed. Sports development will be examined from a social construct and infrastructure development. The course discusses policies to develop Sports at a regional and international level.

**Course Name:** *Sports Consumer Behavior*

**Course Code:** MSM 608

**Pre-requisites:** MSM 601

**Credit hours:** 3

**Course Status:** Elective

**Description**

The course deals with various consumer behavior factors that affect sports and events like motivation, decision

making, and sport marketing activities. It also deals with marketing strategies for sports awareness, attraction and identifies constraints associated with sports activities. The course also helps in preparing a functional guide to prepare and succeed in marketing actions that promote and delivers Sports Events.

**Course Name:** Sport Globalization

**Course Code:** MSM 609

**Credit hours:** 3

**Course Status:** Elective

**Description**

The course is designed to provide an overview of sport globalization. The course examines how sports are associated with globalization and explores the international nature of sport and the ways that sport practices have become popular across national settings. The topics include the localization of international sport and the relationships between sport and culture. The challenges of managing sport across national and cultural boundaries are explored.

**Course Name:** Sports Tourism

**Course Code:** MSM 611

**Credit hours:** 3

**Course Status:** Elective

**Description**

This course is designed to understand an interrelationship between two multi-billion dollars industry of tourism and sports. This course introduces students to the nature, structure, and complexity of the sport tourism industry. It focuses on nature of tourism and entertainment, its economics aspects, cultural factors, marketing, management and nature of sports. Topics covered include: economic, sociocultural and environmental impacts, motivations, marketing, and development principles.

**Course Name:** Market Research in Sports

**Course Code:** MSM 612

**Pre-requisites:** MSM601

**Credit hours:** 3 Course

**Course Status:** Elective

**Description**

The course covers fundamental techniques of qualitative and quantitative market research, and marketing operations for sport. The course provides the experience in various research methods and analysis techniques while carrying out their research projects. The course also demonstrates the use of market research to the study the feedback of sport participants and sport spectators. This course is strongly recommended for students whose work will include any aspect of sport marketing.

**Course Name:** Sports and Society

**Course Code:** MSM 613

**Credit hours:** 3

**Course Status:** Elective

**Description**

Sports play an important role in our daily lives as fans, players, and consumers. It is designed to provide an understanding of the roles of sports in the community and the society including the United States and United Arab Emirates. The course explores sports as social and cultural phenomena. It examines the interaction between sports and society and how sports are associated with various social issues including performance enhancing drug and violence), social institutions including family, and religion, and social variables such as gender and race.

**Course Name:** Business Research Method

**Course Code:** RMT 600

**Credit hours:** 3

**Course Status:** Elective

This course offers an introduction to quantitative and qualitative designs in management research as well as to applied statistical methods. The students will learn the language and terminology of business research, the research process, use of different data sources and statistical techniques, measurement issues such as reliability and validity, and research instruments including questionnaires and interview schedules. It will prepare students for conducting an independent study, including formulating research questions, reviewing the literature, selecting a research approach and analytical/statistical models appropriate for answering the questions. The course has an applied orientation and students will develop basic research skills and knowledge to effectively use research in decision-making and solving organizational problems. The students will be trained in the use of SPSS and NVivo software programs and will learn to apply SPSS-based statistical methods in their quantitative studies and NVivo in qualitative research projects. The course will emphasize the importance of cross-cultural dimension in the design and execution of empirical studies relating to different aspects of business.

**Course Name:** Thesis

**Course Code:** MSM 610

**Pre-requisites:** MSM 600, MSM 601, MSM 602, MSM 603, MSM 604, and MSM 605

**Credit hours:** 6

**Description**

Conducted under the supervision of a faculty member assigned as advisor, this work enables the students to make a research on a chosen topic and prepare a report on the study conducted and its results. Emphasis will be given on methods of data collection and analysis, conclusions on the basis of the findings of the study and proper presentation of the study in a desired format.

## COBA Faculty Members

| No. | Name                           | Nationality              | Educational Qualification         | University                                      | Country                  |
|-----|--------------------------------|--------------------------|-----------------------------------|---|--------------------------|
| 1   | Prof. Nizar Sahawneh           | Jordan                   | PhD in Banking & Finance          | University Mahraja Sayajira                     | Jordan                   |
| 2   | Prof. Salaheddin S. Abosedra   | United States of America | PhD in Economics                  | University of Colorado                          | United States of America |
| 3   | Dr. Abdul Hadi Al Khasawneh    | Jordan                   | PhD in Marketing                  | Amman Arab University                           | Jordan                   |
| 4   | Dr. Asma Salman                | Pakistan                 | PhD in Finance & Economics        | School of Mgt, Harbin Institute of Tech         | China                    |
| 5   | Dr. Mahesh Pillai              | India                    | PhD in Management                 | B.I.T.S, Pilani -India                          | India                    |
| 6   | Dr. Akram Masoud Elias Haddad  | Jordan                   | PhD in Economics                  | Nagpur - India                                  | India                    |
| 7   | Dr. Azzam Hannon               | Jordan                   | PhD in Accounting                 | Arab Academy- Jordan                            | Jordan                   |
| 8   | Dr. Tahir Masood               | Pakistan                 | PhD in Human Resource Management  | Mohammad Ali Jinnah University                  | Pakistan                 |
| 9   | Mr. Nauman Munir               | Pakistan                 | Master Accounting and Finance     | Newports University                             | Pakistan                 |
| 10  | Dr. Mageed Hussain             | Canada                   | PhD in Econometrics               | University of Keele                             | United Kingdom           |
| 11  | Mr. Matthew Adam Gilbert       | United States of America | Masters in Marketing & Management | Woodbury University                             | United States of America |
| 12  | Mrs. Shireen Nawal Chaya       | United States of America | Masters in Project Management     | British University in Dubai                     | United Arab Emirates     |
| 13  | Dr. Narcisa Roxana Mosteanu    | Romania                  | PhD in Finance                    | Bucharest University of Economics Studies       | Romania                  |
| 14  | Mrs. Nikolina Ljepava          | Canada                   | Masters in Social Data Analysis   | University Of Windsor                           | Canada                   |
| 15  | Dr. Danielle Mincey White      | United States of America | PhD in Sport Administration       | Florida State University                        | United States of America |
| 16  | Ms. Jazla Fadda                | Syria                    | Masters in Public Health          | Liverpool University                            | United Kingdom           |
| 16  | Dr. Mounir Kehal               | Algeria                  | PhD in Computing                  | University of Surrey                            | United Kingdom           |
| 18  | Dr. Sean Dodd                  | United Kingdom           | PhD in Project Management         | Brunel University                               | United Kingdom           |
| 19  | Dr. Kevin Craig Heisy          | United States of America | PhD in Sport Economics            | German Sport University-Cologne                 | Germany                  |
| 20  | Prof. Miroslav Iordanov Mateev | Bulgaria                 | PhD in Finance                    | University of National and World Economy, Sofia | Bulgaria                 |
| 21  | Mr. Suhail Arif Bhat           | India                    | Masters in Marketing              | Huddersfield University                         | United Kingdom           |

|    |  |                                 |   |                                    |                                 |
|----|--|---------------------------------|---|------------------------------------|---------------------------------|
| 22 | <i>Ms. Astha Bhandari</i>                        | <i>India</i>                    | <i>Masters in Finance and Human Resource Management</i>       | <i>Central Michigan University</i> | <i>United States of America</i> |
| 23 | <i>Mr. Haytham Omar Abdelakher Mohamed</i>       | <i>Egypt</i>                    | <i>Master in Global Supply Chain Management</i>               | <i>Kedge Business School</i>       | <i>France</i>                   |
| 24 | <i>Dr. Farouk Amor Benghezal</i>                 | <i>Canada</i>                   | <i>PhD in Management</i>                                      | <i>Michigan State University</i>   | <i>United States of America</i> |
| 25 | <i>Prof. Assem Abd El-Fattah Hussein Tharwat</i> | <i>Egypt</i>                    | <i>PhD in Operations Research</i>                             | <i>Charles University</i>          | <i>Czech Republic</i>           |
| 26 | <i>Prof. Mohamed Abd El-Hafeez Youssef</i>       | <i>United States of America</i> | <i>PhD in Business-Operations and Supply Chain Management</i> | <i>City University of New York</i> | <i>United States of America</i> |
| 27 | <i>Ms. Lindsey Kathleen Griffith</i>             | <i>United States of America</i> | <i>Juris Doctor</i>   | <i>University of Daytona</i>       | <i>United States of America</i> |





# College of Media and Mass Communication

## (CMMC)

The mission of the College of Media & Mass Communication is to educate students in the knowledge, skills and perspectives necessary for future careers in their respective specialties, prepare students for life-long learning and/or advanced study in mass communications- related disciplines, and diplomacy, provide a strong liberal arts education, and achieve recognition among professionals, public organizations/agencies and scholars as a pre-eminent program in mass communications and diplomacy education, research and service.

The CMMC programs empower students through a sustainable environment of academic practices to meet challenges of a collaborative and competitive environment that provides opportunities of cultural inclusiveness, internationalism, and higher education.

### Offered degree programs

CMMC offers the following programs:

#### Master of Arts in Diplomacy

Winston Churchill, the former prime minister of UK once said: "Diplomacy is the art of telling people to go to hell in such a way that they ask for directions." As diplomats are dealing with major disputes in the world from trade

disagreements to armed confrontations, it is crucial for them to be tactful when dealing in these matters. In negotiations, a diplomat is trying to get the best possible deal in the best possible way, making sure the interests of the home country are protected. Representing your country comes with great responsibilities and the Master's Program in Diplomacy prepares you to have a leading role in the public or private sector where your knowledge of international relations, your skills in negotiations and your abilities of critical thinking will lead to great successes. Have you always dreamt of a career at the foreign service, an international organization or at a multinational company?

The Master's in Diplomacy is the stepping stone to let these dreams become reality.

In recent years the UAE has excelled in foreign policy and diplomacy by stepping forward to host the headquarters of first ever Center of Excellence for Countering Violent Extremism (Hedayah) and of the International Renewable Energy Agency (IRENA). To top it off, Dubai will be hosting the Expo 2020 under the theme of "Connecting Minds, Creating the Future" displaying the strength of partnerships and co-operations that has made UAE to the driven force in development and innovation. To maintain the high standards, skillful, talented people striving for perfection will be needed. The Master's in Diplomacy is a unique program to prepare you for becoming the front-runner dealing with international relations.

#### Master of Arts in Diplomacy Program Study plan

| Requirements     | MAD            |          |
|------------------|----------------|----------|
|                  | No. of Courses | .Cr. Hrs |
| Bridging courses | 4              | -        |
| Core Courses     | 4              | 12       |
| Free Electives   | 6              | 18       |
| Thesis           | 1              | 6        |
| Total            | -              | 44       |

#### Bridging Courses (4 courses/8 CH) \* required for students who have their Bachelor degree in different field than Media and Communication

| No. | Course Code | Course Title                            | Cr. Hrs. |
|-----|-------------|---|----------|
| 1   | DIP 500     | Introduction to International Relations | 2        |
| 2   | DIP 501     | Communication and Diplomacy             | 2        |
| 3   | DIP 502     | Introduction to Sociology               | 2        |
| 4   | DIP 503     | World-History                           | 2        |

#### Core Requirements Courses (4courses/12 CH)

| No. | Course Code | Course Title                                 | Cr. Hrs. |
|-----|-------------|--|----------|
| 1   | DIP 600     | Negotiation and Conflict Resolution          | 3        |
| 2   | DIP 601     | Diplomacy in the Gulf States                 | 3        |
| 3   | DIP602      | Global Trade and Financial Institutions      | 3        |
| 4   | DIP 603     | International Security and Strategic Studies | 3        |

**Free Elective courses (6 courses/18 CH)**

| No. | Course Code | Course Title                             | Cr. Hrs. |
|-----|-------------|--|----------|
| 1   | DIP 604     | Intercultural Communication              | 3        |
| 2   | DIP 605     | International Law and Human Rights       | 3        |
| 3   | DIP 606     | Internship                               | 3        |
| 4   | DIP 607     | International Political Economy          | 3        |
| 5   | DIP 608     | Regional and International Organizations | 3        |
| 6   | DIP 607     | Theories of International Relations      | 3        |
| 7   | DIP 610     | Islam among Civilizations and Cultures   | 3        |
| 8   | DIP 611     | Foreign Policy Analysis                  | 3        |
| 9   | DIP 612     | Media and International Relations        | 3        |
| 10  | DIP 613     | Environment and Climate Change           | 3        |
| 11  | DIP 614     | Comparative Politics                     | 3        |
| 12  | DIP 615     | Energy                                   | 3        |
| 13  | DIP 616     | Ethics and International Affairs         | 3        |

**Thesis (6 Credits)**

Students in M.A. Diplomacy program have the option either to write a thesis or to select two courses instead of the thesis from the above elective courses. However, a Master's thesis allows students to demonstrate their ability to work on their own and to present a cogent defense of a central claim. Thesis (6 credit hours) or two Free Elective courses (6 credit hours) in lieu of the thesis.

| No. | Course Code | Course Title | Cr. Hrs. |
|-----|-------------|--------------|----------|
| 1   | DIP 616     | Thesis       | 6        |

**Master of Arts in Security and Strategic Studies**

**Master of Arts in Security and Strategic Studies Program Study plan**

| Requirements          | No. of Courses | MAD | Cr. Hrs. |
|-----------------------|----------------|-----|----------|
|                       |                |     |          |
| Core Courses          | 4              |     | 12       |
| Free Elective Courses | 2              |     | 6        |
| Thesis                | 1              |     | 6        |
| Internship            | 1              |     | 6        |
| Total                 | -              |     | 30       |

**Core Requirements Courses (4courses/12 CH)**

| No. | Course Code | Course Title                                 | Cr. Hrs. |
|-----|-------------|--|----------|
| 1   | MSS 600     | International Security and Strategic Studies | 3        |
| 2   | MSS 601     | Crisis Management Communication              | 3        |
| 3   | MSS 602     | Homeland Security                            | 3        |
| 4   | MSS 603     | Research in Security and Strategic Studies   | 3        |

**Free Elective courses (2 courses/6 CH)**

| No. | Course Code | Course Title                               | Cr. Hrs. |
|-----|-------------|--|----------|
| 1   | MSS 605     | Special Topics in the Middle East Security | 3        |
| 2   | MSS 606     | Diplomacy and Military Forces              | 3        |
| 3   | MSS 607     | Contemporary Issues in Foreign Politics    | 3        |
| 4   | MSS 608     | International Law and Security             | 3        |
| 5   | MSS 609     | Intelligence and Security                  | 3        |

### Internship (6 Credits)

Internship will be conducted in relative institutions such as universities' specialization departments abroad, state institutions, international organizations etc.

| No. | Course Code | Course Title | Cr. Hrs. |
|-----|-------------|--------------|----------|
| 1   | MSS 620     | Internship   | 6        |

### Thesis (6 Credits)

Thesis is the mandatory in the MA in Security and Strategic Studies Program.

| No. | Course Code | Course Title | Cr. Hrs. |
|-----|-------------|--------------|----------|
| 1   | MSS 630     | Thesis       | 6        |

## Course Description

### Master of Arts in Diplomacy

#### Bridging Courses:

**Course Name:** Introduction to International Relations

**Course Code:** DIP 500

**Credit hours:** 2

#### Description

This course introduces students to the basic principles and institutions of international relations that remain constant despite the challenges of current international conflict. One focus of the course will be international security, examining both power politics and alternatives to power. International conflict will be examined and the work of international organizations analyzed. Enforcement of international law and the use of conflict resolution will be discussed.

**Course Name:** Communication and Diplomacy

**Course Code:** DIP 501

**Credit hours:** 2

#### Description

This course will introduce students to the basic principles and techniques of modern diplomacy. The course will include discussions of international legal obligations, diplomatic policy and the role of publicity in diplomacy.

**Course Name:** Introduction to Sociology

**Course Code:** DIP 502

**Credit hours:** 2

#### Description

This course examines the communication process involved when individuals from different social classes attempt to interact. The instructor will address possible sources of misunderstandings in cross social communication. The impact of religion, politics, races and education in society will be looked at.

**Course Name:** World-History

**Course Code:** DIP 503

**Credit hours:** 2

#### Description

This course provides an overview of World/General History. The course will conclude with discussions about perspectives on WorldHistory.

#### Core Courses:

**Course Name:** Negotiation and Conflict Resolution

**Course Code:** DIP 600

**Credit hours:** 3

#### Description:

This course acquaints graduate students with negotiation, mediation, and good offices techniques in diverse settings. Attention is given to different styles of negotiation, different phases in the negotiation process, and to the negotiating environment. This course aims to develop conflict resolution theory, peace keeping and peace building. It focuses on threats, opportunities and strategies that cover the many dimensions of change since the end of the cold war. In addition, this course discusses the importance of communication skills, persuasion, and cultural differences.

**Course Name:** Diplomacy in the Gulf States

**Course Code:** DIP 601

**Credit hours:** 3

#### Description:

This course focuses on Gulf States ( UAE, Bahrain, Saudi Arabia, Oman, Qatar, and Kuwait) with regards to major issues in the world, mainly Oil, Gas, the situation in Iraq, Afghanistan, Palestine, terrorism, relation with the U.S, the E.U, China and Russia; ties with Iran, and the dynamics of the GCC

**Course Name:** Global Trade and Financial Institution

**Course Code:** DIP 602

**Credit hours:** 3

#### Description:

This course will introduce students to the theoretical and practical aspect of Global Trade and Financial Institutions. It will examine the major issues involved in international trade, trade laws and development and develop an understanding of the role of diplomatic missions in promoting business and trade. It will demonstrate understanding of role of international financial institutions and the primary issues and conflicts, which usually influence the formation of global trade policies. It will clarify fundamental issues concerning global trade, i.e. trade and the protection of the environment and trade and development.

**Course Name:** International Security and Strategic Studies

**Course Code:** DIP 603

**Credit hours:** 3

**Description:**

This course examines the various facets of the dynamics of Intelligence and National Security. It investigates the evolution of intelligence and the international intelligence community. It will provide adequate knowledge about the relationship between military force, international security, military organizations and diplomacy. It also focuses on international relations issues of importance, such as: nuclear politics, war, secret intelligence, economic integration and political fragmentation. This political development has been accompanied by civil war, terrorism, use of force, instability, and occupation. All of these mentioned variables play an important role in shaping international relations. This course will also deal with diplomacy and statecraft emphasizing economic, demographic and environmental issues.

**Elective Courses:**

**Course Name:** Intercultural Communication

**Course Code:** DIP 604

**Credit hours:** 3

**Description:**

This course examines the communication process involved when individuals from different cultures or subcultures attempt to interact. The course addresses possible sources of misunderstandings in intercultural communication, (e.g., time/space factors, linguistic and nonverbal factors, and ethnocentric communication) along with communication problems encountered by persons engaged in personal or professional intercultural contacts. The course also deeply analyses the communication concepts through theoretical, methodological tools to develop intellectual, ethical and develop a sense of self-awareness.

**Course Name:** International Law and Human Rights

**Course Code:** DIP 605

**Credit hours:** 3

**Description:**

This course examines the different aspects of International Law and its application in Diplomacy. It will reflect on the primary issues of public International Law, inclusive of the decision-making process operational within the United Nations (UN). It will unravel an understanding of what is required of diplomats for their effective participation in developing principles. The course also international criminal tribunals, international human rights, current challenges to human rights, nature of state sovereignty and protection of human rights. It will also examine the significance of advocating inter-regional, national, and international ideas at international forums.

**Course Name:** Internship

**Course Code:** DIP 606

**Course Pre-requisites:** 15Cr. Hrs

**Credit hours:** 3

**Description:**

The Internship or Exchange program is a required academic course for graduation in the MA program in Diplomacy. Students must choose between the Internship and the Exchange Program. The latter provides students with the opportunity to experience diplomatic training in a different academic, cultural, and geographic background. The grade for this course will be assessed based on four criteria: portfolio, project, supervisor's evaluation, and attendance and participation.

**Course Name:** International Political Economy

**Course Code:** DIP 607

**Credit hours:** 3

**Description:**

This course examines various aspects and politics of international economic relations. It will acquaint students with the major issues involved in international trade and development and develop an extensive knowledge of the politics of trade and investment, tensions between nations and international organizations. Further, it examines fundamental issues concerning international trade and economics: states and markets, theories of trade, foreign investments, international monetary affairs, foreign aid, globalization, and protection of the environment.

**Course Name:** Regional and International Organizations

**Course Code:** DIP 608

**Credit hours:** 3

**Description:**

This course will introduce students to the basic principles of the institutional structures, political processes, and the impact of regional and international organizations within the larger context of world politics. This course also explores the prominent role regional and international organizations play to resolve global conflicts. There is an emphasis on authority, enforcement and legitimacy of International and regional organizations. Special concentration will be on international security, environmental problems, distribution of wealth, and social welfare.

**Course Name:** Theories of International Relations

**Course Code:** DIP 609

**Credit hours:** 3

**Description:**

This course is devoted to international relations theories and their interactions with general social sciences. Theories of International Relations focus on a selection of classic and contemporary texts in the study of what is generally referred to as "IR". Major themes include morality and politics; debates over methods and theory; foreign policy and global conflict; and the search for peace, dominant approaches to IR, including realism, liberalism, institutionalism, constructivism, the English school, decision-making, game theory, neo- Marxism, and post-modernism.

**Course Name:** Islam among Civilizations and Cultures

**Course Code:** DIP 610

**Credit hours:** 3

**Description:**

This course focuses on the various aspects of diplomacy as practiced by Muslim countries in the interstate, regional, and global arenas. Special attention is devoted to the institutional framework, concepts, and current issues and problems with an overview of the Muslim World and the West.. The course outlines broad and specific issues in diplomacy and international relations related to political, economic, cultural, ethical, gender issues related to Islam and its interaction with the world civilization.

**Course Name:** Foreign Policy Analysis

**Course Code:** DIP 611

**Credit hours:** 3

**Description:**

This course covers various facets of Foreign Policy Dynamics. The factors that influence Foreign Policy decisions are explored with an emphasis to develop participation, appreciation of Foreign Policy issues. The course also covers the role of the branches of the government across political systems, concept of national interest and relationship between foreign Policy decision making and implementation.

**Course Name:** Media and International Relations

**Course Code:** DIP 612

**Credit hours:** 3

**Description:**

This course provides adequate academic knowledge to the students regarding how information technology, media communication, international communication policy, and mediated popular culture both influence and are influenced by the changes. This course will also examine the functioning of electronic media, print, media, satellite, digital transmission, application of computers in electronic media for international affairs. Finally, it will examine how international broadcasting affects development efforts, news, and international diplomacy.

**Course Name:** Environment and Climate Change

**Course Code:** DIP 613

**Credit hours:** 3

**Description:**

The principles of ecosystem ecology will be developed in the course. The factors that control fluxes and stocks of elements such as carbon, water and nutrients which are within terrestrial ecosystems will be examined. The recent research findings are used to illustrate the response of ecosystems and feedback to climate change. Within the context of scientific evidence we will discuss human-induced climate change.

**Course Name:** Comparative Politics

**Course Code:** DIP 614

**Credit hours:** 3

**Description:**

This course introduces students to the basic principles and institutions of international relations that remain constant despite the challenges of current international conflict. One focus of the course will be International Security, examining both power politics and alternatives to power. International conflict will be examined and the work of international organizations analyzed. Enforcement of international law and the use of conflict resolution will be discussed.

**Course Name:** Energy

**Course Code:** DIP 615

**Credit hours:** 3 Course

**Description:**

This course provides students with a comprehensive understanding of the crucial role of energy in our society. Attention will be given to the contrasting benefits and drawbacks of each energy source. The course will attempt to study all the facets of the alternatives that can provide energy sources, preserve the energy needs and protect our environment. This course will also dwell on the environmental, social and economic aspects of energy usage, while discussing the complex questions of energy policies and strategies.



**Course Name:** Ethics and International Relations

**Course Code:** DIP 616

**Credit hours:** 3

**Description:**

This course acquaints students with the ethical questions involved in areas of conflict, resource distribution, trade, human rights, peace, and conflict resolution in the international context. The course will enable students to gain experience in the research and analysis of specific cases they select for more detailed study. Students will also participate in discussion of issues raised from the readings and other resources.

**Course Name:** Thesis

**Course Code:** DIP 616

**Course Pre-requisites:** 24 Cr. Hr

**Credit hours:** 6

**Description:**

The Master's Thesis in Diplomacy functions as the closing part of the study. It is meant to stimulate students in acquiring an in-depth knowledge and insight in a specific subject of interest to the students. The emphasis lies in the critical choice of method, in the creation of a relevant theoretical frame of reference, and in the extensive analysis of the theoretical and empirical material in which the students will make a contribution to the literature in a chosen field of interest. The methodology discussions must be clearly connected to the chosen area and well integrated as a harmonized unity. The length of the Master's Thesis typically ranges from (40) to (60) pages. An evaluation and assessment of the MA Thesis will be conducted by the concerned supervisor or by another member of the program faculties. The Thesis should be marked by the Supervisor and reviewed by the external examiners.

## Course Description

### Master of Arts in Security and Strategic Studies

#### Core Courses:

**Course Name:** International Security and Strategic Studies

**Course Code:** MSS 600

**Credit hours:** 3

**Description:**

This course examines the various facets of the dynamics of Intelligence and National Security. It investigates the evolution of intelligence and the international intelligence community. It will provide adequate knowledge about the relationship between military force, international security, military organizations and diplomacy. It also focuses on international relations issues of importance, such as: nuclear politics, war, secret intelligence, economic integration and political fragmentation. This political development has been accompanied by civil war, terrorism, use of force, instability, and occupation. All of these mentioned variables

play an important role in shaping international relations. This course will also deal with diplomacy and statecraft emphasizing economic, demographic and environmental issues.

**Course Name:** Crisis Management Communications

**Course Code:** MSS 601

**Credit hours:** 3

**Description:**

This course focuses on the issues relevant to planning, development and execution of crisis communications programs for businesses, and organizations including public relations techniques for communication with stakeholders during a crisis.

**Course Name:** Homeland Security Pre-requisites:

**Course Code:** MSS 602

**Credit hours:** 3

**Description:**

This course will provide students with a clear understanding of the strategic, political, legal and organizational challenges associated with national defense. It examines the range of potential terrorist acts. This course also addresses the implications of homeland security challenges.

**Course Name:** Research in Security and Strategic Studies

**Course Code:** MSS 603

**Credit hours:** 3

**Description:**

This course will introduce students to the various approaches to designing and conducting qualitative research projects in the field of Security and Social Sciences. Participants in this class will gain hands-on experience in various research methods and analysis techniques while carrying out their research projects and futuristic Thesis.

**Course Name:** Special Topics in the Middle East Security

**Course Code:** MSS 605

**Credit hours:** 3

**Description:**

This course will provide adequate academic knowledge and facts regarding Middle Eastern Security and Politics. It will examine different themes that are important to the region: colonialism, democratization, economic development, atomization, nationalism, and Pan Arabism. This course also focuses on the importance of Islam in Politics, the Arab-Israeli conflict, and the Iraqi wars.

**Course Name:** Diplomacy and Military Forces

**Course Code:** MSS 606

**Credit hours:** 3

**Description:**

This course provides adequate knowledge about the relationship between Military Forces and Diplomacy. It also focuses on international relations

issues of importance, such as: nuclear politics, war, secret intelligence, economic integration and political fragmentation. This political development has been accompanied by civil war, terrorism, use of force, instability, and occupation. All of these mentioned variables play an important role in shaping international relations. This course will deal mainly with the basic principles of International Politics and its connection to Diplomacy.

**Course Name:** Contemporary Issues in Foreign Politics

**Course Code:** MSS 607

**Credit hours:** 3

**Description:**

This course is designed to acquaint students with the political frameworks within which Contemporary Foreign Policies are formulated and executed. It will involve a critical assessment of Foreign Policy issues. It will also familiarize students with the role that global variables play in contemporary Foreign Policy and the focus will be on the real world of political decision making process.

**Course Name:** International Law and Security

**Course Code:** MSS 608

**Credit hours:** 3

**Description:**

This course focuses on the relations of law, use of force and intervention. In the modern world International Law has been changing slowly. Especially after the cold war and beginning of new world order, intervention rules are changed in practice. Iraq intervention, Kosovo war became samples of these changing rules of International Law. This course provides former, current and developing international Law on/in Security and International Security. The topics are included use of force, threat of force precluding and justifying of international intervention, self defense and humanitarian intervention in practice and in International Law.

**Course Name:** Intelligence and Security

**Course Code:** MSS 609

**Credit hours:** 3

**Description:**

This course will examine the various facets of the Intelligence and National Security. It also surveys traditional issues such as the causes of war, the utility of deterrence coercion and engagement, international intervention.

**Course Name:** Internship

**Course Code:** MSS 620 Pre-requisites: 18 C.H.

**Credit hours:** 6 Co-requisites: N/A

**Description:**

The Internship is a required credit for graduation in the M.Sc. Program in Security Studies.

Internship is a must in the M.Sc. Security Program. The grade for this course will be assessed based on four criteria: portfolio, project, supervisor's evaluation, and attendance and participation. Internship will be completed in abroad in related institutions which AUE has affiliation agreements with.

**Course Name:** Thesis

**Course Code:** MSS 630 Pre-requisites: 12 C.H.

**Credit hours:** 6 (Core courses)

**Co-requisites:**

**Description:**

MSS 630 governs the conduct of the Thesis for the master level student. The Thesis is a major undertaking that is a demonstration of Mastery of a field of study, and an original contribution to the field. The length of the Thesis will determine the number of pages, this maybe quantitative or qualitative research.



## CMMC Faculty Members

| No. | Name                                    | Nationality              | Educational Qualification                  | University                                     | Country                  |
|-----|---|--------------------------|--|--|--------------------------|
| 1   | Mr. Asad Ullah Khalid                   | Pakistan                 | Master's in Business Administration        | Institute of Business Administration- Pakistan | Pakistan                 |
| 2   | Dr. Samuel Kayode Tesunbi               | United States of America | PhD in Communication                       | Howard University                              | United States of America |
| 3   | Dr. William Robert Gueraiche            | France                   | PhD in History                             | University of Toulouse                         | France                   |
| 4   | Prof. Golam Mostafa                     | Canada                   | PhD in Political Science                   | Carleton University                            | Canada                   |
| 5   | Mr. Ahmad Ghaleb Abdalla Abdalla        | Jordan                   | Masters in Motion Pictures and Television  | Academy of Arts University                     | United States of America |
| 6   | Dr. Seppe Wiet Henriette Johan Verheyen | Belgium                  | PhD in Political Science                   | Trinity College - The University Of Dublin     | Ireland                  |
| 7   | Dr. Bassant Mohamed Said Eyada          | Egypt                    | PhD in Advertising                         | Helwan University                              | Egypt                    |
| 8   | Dr. Paul Keith Mears                    | United States of America | PhD in Criminology                         | Rochelle University                            | United States of America |
| 9   | Mr. Mohammad Adel Mahmoud Hatamleh      | Jordan                   | Masters in Digital Media Production        | Oxford Brookes University                      | United Kingdom           |
| 10  | Dr. Marios Panagiotis Efthymiopoulos    | Greece                   | PhD in Political Science                   | University of Crete                            | Greece                   |
| 11  | Dr. Tarik Emre Yildirim                 | Turkey                   | PhD in Communication Studies               | Marmara University                             | Turkey                   |
| 12  | Dr. Konrad Gunesch                      | Germany                  | PhD in Education and Cultural Studies      | University of Bath                             | United Kingdom           |
| 13  | Dr. Michael Bozeman                     | United States of America | PhD in Criminal Justice                    | Sam Houston State University                   | United States of America |
| 14  | Dr. Wojciech Michnik                    | Poland                   | PhD in International Relations             | Jagiellonian University                        | Poland                   |
| 15  | Dr. James Phelps                        | United States of America | PhD in Criminal Justice                    | Sam Houston State University                   | United States of America |
| 16  | Ms. Safanah Al Badri                    | United States of America | Masters In Diplomacy and Strategic Studies | George Mason University                        | United States of America |





## College of Computer Information Technology (CCIT)

The College of Computer Information Technology (CCIT) provides a long-term focus on building excellence in its accredited programs and developing a quality learning environment for its students so that the mission, goals and objectives are met and the vision of the University is upheld. Achieving these goals requires resources to build and sustain faculty capacity, enhance student experiences inside and outside of the classroom, and improve the teaching and research infrastructure. CCIT aims to offer hands-on training integrated within the accredited Bachelor, and Master's Degree, which require students to be simultaneously and sequentially involved with diverse disciplines and concepts. The programs are structured to teach the fundamentals of disciplines, and to reflect changes

in the profession. Currently, CCIT provides quality teaching that creates an environment in which interested students can achieve full potential and allow them to choose from a broad range of Bachelor and Master's Degree Programs.

### Offered degree programs

CCIT offers the following programs:

#### Master of Library and Information Science

The graduate program in Library and Information Science is expected to be one of the enduring successes of the American University in the Emirates, bringing together a mixture of theory and practice that truly demonstrates activities found in the workplace. The course will enable learners to obtain a professionally accredited graduate level qualification. The course also focuses on the digital transition of recent years, coupled with high level skills in organizing, managing and retrieving information using modern tools and techniques.

### Program Study plan

| Requirements     | MLIS           |          |
|------------------|----------------|----------|
|                  | No. of Courses | Cr. Hrs. |
| Core Courses     | 7              | 21       |
| Elective Courses | 2              | 6        |
| Thesis           | 1              | 6        |
| Internship       | 1              | 3        |
| Total            | -              | 36       |

### Core Requirements Courses (4courses/12 CH)

| No. | Course Code | Course Title  | Cr. Hrs. |
|-----|-------------|---|----------|
| 1   | LIS 600     | Introduction to Library and Information Science                                 | 3        |
| 2   | LIS 601     | Information and Communication Technologies in Libraries and Information Centers | 3        |
| 3   | LIS 602     | Resource Management in Library & Information Institutions                       | 3        |
| 4   | LIS 604     | Information Storage and Retrieval   | 3        |
| 5   | LIS 605     | Collection Development and Management   | 3        |
| 6   | LIS 606     | Research Methodology  | 3        |
| 7   | LIS 607     | Knowledge Organization and Representation                                       | 3        |
| 8   | LIS 608     | Internship  | 3        |

### Free Elective courses (2 courses/6 CH)

| No. | Course Code | Course Title                                    | Cr. Hrs. |
|-----|-------------|---|----------|
| 1   | LIS 609     | Electronic Publishing and Information Industry  | 3        |
| 2   | LIS 610     | Introduction to Archives and Records Management | 3        |
| 3   | LIS 611     | Marketing Libraries and Information Services    | 3        |
| 4   | LIS 613     | Digital Libraries                               | 3        |
| 5   | LIS 615     | Special Libraries                               | 3        |
| 6   | LIS 616     | Metadata  | 3        |
| 7   | LIS 619     | Information Technology and Archives             | 3        |
| 8   | LIS 603     | Information Sources and Services                | 3        |

## Thesis (6 Credits)

Students in MLIS program have to write a thesis that allows students to demonstrate their ability to work on their own and present a cogent defense of a central claim.

| No. | Course Code | Course Title | Cr. Hrs. |
|-----|-------------|--------------|----------|
| 1   | LIS 700     | Thesis       | 6        |

## Course Description

### Master of Library and Information Science

#### Core Courses:

**Course Name:** Introduction to Library & Information Science

**Course Code:** LIS 600

**Credit hours:** 3 Course

**Description:**

This course will introduce students to the history of libraries and information institutions touching upon the situation in the UAE. The course provides an overview of the role and dynamics of libraries and information in society and reviews the emerging technologies in information management and services in the light of current professional developments and issues.

**Course Name:** Information and Communication Technologies in Libraries and Information Centers

**Course Code:** LIS 601

**Credit hours:** 3

**Description:**

This course will provide students with the ability to use the ICT in the manipulation and communication of information. It further makes them able to operate efficiently in an electronic environment and be in line with the global developments and standards.

**Course Name:** Resource Management in Library & Information Institutions

**Course Code:** LIS 602

**Credit hours:** 3

**Description:**

This course will provide students with skills for management of financial and human resources in library and information institutions and it review modern management techniques and their application in library operations and its performance measurements. It further helps them in the preparation of manual procedures and guidance for problems solving.

**Course Name:** Information Storage and Retrieval

**Course Code:** LIS 604

**Credit hours:** 3

**Description:**

This course provides students with an in depth understanding and use of information storage and retrieval systems and apply them in management of information and its evaluation.

**Course Name:** Collection Development and Management

**Course Code:** LIS 605

**Pre-requisites:** None

**Credit hours:** 3

**Co-requisites:** None

**Description:**

This course will enable students to identify and assess user needs. Formulation of Policies and Procedures that support the selection, acquisition, evaluation and maintenance of information sources in print and electronic formats. Budget allocation is done to achieve a balanced collection that meets the needs of diverse user communities.

**Course Name:** Research Methodology **Pre-requisites:** None

**Course Code:** LIS 606

**Co-requisites:** None

**Credit hours:** 3

**Description:**

This course will provide students with an introduction to empirical research and introduce them to qualitative and quantitative research methods and their application in designing and planning research in library and information field.

**Course Name:** Knowledge Organization and Representation

**Course Code:** LIS 607 **Pre-requisites:** None

**Credit hours:** 3

**Co-requisites:** None

**Description:**

This course will introduce students to the library technical services including acquisition, cataloguing and classification, indexing and serial control and to the theory and structure of bibliographic records emphasizing the principles of cataloging and classification using

traditional and machine-readable tools with emphasis on the changing information landscape. Creation of MARC records. Import and export records from cataloging sources such as OCLC and AUC. The Online Cataloging is practiced through Cataloging software like Data Crow and Soft Cat during the course.

**Course Name:** Internship Course Code: LIS 608

**Credit hours:** 3

**Pre-requisites:** 15 C.H

**Description:**

This course is intended to provide the student with supervised field work experience in an approved cooperating library. Students will have the opportunity to practice acquired skills and knowledge in real library situation bridging the gap between the University and workplace. Students will be required to submit periodic progress reports and a final one identifying problems and critical examination. Supervised On-the-Job Learning Experiences in Library/Media/Information Center settings with seminars will be provided to students to enable them develop practice knowledge and skills. It is a work experience and part of the program. All students must complete the training before becoming eligible for the MLIS.

**Course Name:** Thesis

**Course Code:** LIS 700

**Credit hours:** 6

**Pre-requisites:** Completed 30 C.H

**Description:**

Conducted under the supervision of a faculty member assigned as Advisor, this work enables the students to make a Research on a chosen topic and prepare a report on the study conducted and its results. Emphasis will be given on methods of data collection and analysis, conclusions on the basis of the findings of the study and proper presentation of the study in a desired format.

### **Elective Courses**

**Course Name:** Information Sources and Services

**Course Code:** LIS 603

**Credit hours:** 3

**Description:**

This course provides students with an understanding of Information Sources and Services, underlying the concept of reference services with emphasis on information inquiry problem and provision of authoritative solutions to users.

**Course Name:** Electronic Publishing and Information Industry

**Course Code:** LIS 609

**Credit hours:** 3

**Description:**

This course will introduce students to the history of the book publishing and information industry. It deals with the organization and structure of the book trade in the UAE and other GCC countries and relationships between the publishing chains. Electronic publishing and new forms of

information will be highly emphasized. It further covers the organizational business, manufacturing and marketing of printed materials and other multi-media materials.

**Course Name:** Introduction to Archives & Records Management

**Course Code:** LIS 610

**Credit hours:** 3

**Description:**

This course serves as an introduction to the responsibilities of archivists and records managers working in today's business, government and non-profit environments, particularly the theoretical principles, methodologies and practical administration of such programs. It presents the evolution of the several recordkeeping professions and the development of theories of the identification and management of records and recordkeeping systems.

**Course Name:** Marketing Libraries and Information Services

**Course Code:** LIS 611

**Credit hours:** 3

**Description:**

This course offers an introduction to modern marketing concepts and their application in profit and non-profit organizations. It addresses the environment in which all types of libraries and information services operate, and provides the student with an opportunity to apply marketing concepts to information services operation. It explores the question, "how can a library or information service determine the needs and wants of its target patrons, and go about satisfying them in such a way as to become (or remain) an information provider of choice?"

**Course Name:** Digital Libraries

**Course Code:** LIS 613

**Pre-requisites:** LIS 601

**Credit hours:** 3

**Description:**

This course covers the field of digital libraries with an emphasis on the interplay of people, organizations and technology. It will demonstrate and exemplify current activities in the digital library field, and will give students up-to-date, hands-on experience in a rapidly developing field. Students will plan and create fully operational models for real-life digital library activities.

**Course Name:** Special Libraries

**Course Code:** LIS 615

**Credit hours:** 3

**Description:**

This course introduces the major types of special libraries, their purposes and functions, appropriate principles of administration, and some aspects of the collections and services offered in special libraries. The course will also talk about the role of the Chief Information Officer (CIO) in organizations. The roles of national, regional and international organizations will be discussed.

**Course Name:** Metadata

**Course Code:** LIS 616

**Credit hours:** 3

**Description:**

This course introduces students to the principles that support the development and implementation of Metadata schemes; to the issues of interoperability, internal and external standardization, and evaluation of Metadata schemes; and to the role of Metadata architectures, registries and crosswalks. The class is structured to provide extensive opportunities for hands-on application of these principles and practices in the development, implementation and evaluation of a variety of metadata structures.

**Course Name:** Information Technology and Archives

**Course Code:** LIS 619

**Credit hours:** 3

**Description:**

This course aims to provide knowledge of the role of Information Technology in archival work, at the theoretical and pragmatic level. Through lectures, guest speaker presentations, educational visits and hands-on experience. Students will gain insight into relevant technology-raised issues, and will learn what kind of technology is applied in archives.

### CCIT Faculty Members

| No. | Name                                 | Nationality              | Educational Qualification                 | University                      | Country                  |
|-----|--------------------------------------|--------------------------|---|---------------------------------|--------------------------|
| 1   | Mrs. Manal Mustafa Nasir             | United States of America | MS Information Technology                 | American Intercontinental Un.   | United States of America |
| 2   | Dr. Abedallah Zaid Ahmad Abualkishik | Jordan                   | PhD in Software Engineering               | University of Putra Malaysia    | Malaysia                 |
| 3   | Mr. Jamal Ahmad Diab                 | Palestine                | Masters in Computer Science               | Abu Dhabi University            | United Arab Emirates     |
| 4   | Dr. Ons Faisal Mohammad Al-Shamaileh | Jordan                   | PhD in Interactive Systems                | University of Manchester        | United Kingdom           |
| 5   | Dr. Adel Khelifi                     | Canada                   | PhD in Software Engineering               | ETS- Univeristy of Quebec       | Canada                   |
| 6   | Dr. Razi Iqbal                       | Pakistan                 | PhD in Engineering                        | Akita University                | Japan                    |
| 7   | Dr. Muhammad Afzaal                  | Pakistan                 | PhD in Information Engineering            | University of Naples Parthenope | Italy                    |
| 8   | Dr. Talal Ashraf Butt                | Pakistan                 | PhD in Computer in Science                | LOUGHBOROUGH UNIVERSITY         | United Kingdom           |
| 9   | Dr. Mohammad Khaled Issa Al Shboul   | Jordanian                | PhD in Library and Information Systems    | University of Malaya            | Malaysia                 |
| 10  | Dr Anas Aloudat                      | Australia                | PhD in Information Systems and Technology | University of Wollongong        | Australia                |

لقد أصبح القانون الرياضي من أهم المجالات القانونية باعتبارها مجموعة القواعد التي تنظم المجال الرياضي بما يتمدد به من جذب جماهيري واسع وعقود رياضية مبنية، وظهور الكثير من المشكالات المرتبطة بعالم الرياضة، كظاهرة انتقال اللاعبين بين الأندية وطنياً ودولياً، والتأمين من الصراعات الرياضية، وظاهرة المنشطات الرياضية، ومهنة الطب الرياضي، وكثرة حالات العنف والشغب في الملاعب، وتعدد ونشوب حالات المسؤولية المدنية الرياضية، وازدياد الخروقات للوائح الرياضية، ومن ثم تعدد صور الجرائم المرتكبة بسبب الرياضة أو بمناسبتها، كما ظهرت وسائل جديدة في التسويق، وأخرى في الدعاية والعلن، وبالأدلة في العالم والنشر واحتكار البث الحصري للمباريات، واستغلال المشاهير من نجوم الرياضة، وأخذت الكثير من العقود والتصرفات تتصل بنجوة اللاعب، وما يشكلونه من دور ال مناصمه في تحريك هذه العجلة التسويقية الضخمة.

إن النشاطات التي يهتم القانون الرياضي بتنظيمها والمراقبة بالرياضة، أخذت تأخذ مكاناً لها في سوق العمل اليوم، ففي ظل وجود الكثير من الهيئات والمنظمات الرياضية الوطنية والدولية، والتي تتصرف بأزمها منظمات غير حكومية، بجانب وجود هيئات حكومية تعنى بالرياضة كوزارة الشباب والرياضة والأجهزة التابعة لها، جعل الكثير من النشاطات التي تقوم بها هذه الهيئات بحاجة إلى مختصين بالقواعد التي تحكمها، وهي قواعد تابعة للقانون الرياضي، ولكون واقعنا متغير تماماً لمن يحمل هذا التخصص، فإن هذا البرنامج سيوفر قاعدة جدد للمعرفة الرياضية منسجمة مع التطورات الحديثة وبمعلومات مهمة وبمملكة كفاءة الإدارة وتنظيم مختلف النشاطات المرتبطة بالرياضة..

## الماجستير المهني في القانون الرياضي

| المساقات الإجبارية        |  |
|---------------------------|--|
| 8 مساقات / 21 ساعة معتمدة |  |
| ت                         | اسم المساق                               |
| 1                         | المدخل لدراسة القانون الرياضي            |
| 2                         | المنازعات الرياضية                       |
| 3                         | النظام القانوني للإحراق الرياضي          |
| 4                         | التنظيم الرياضي                          |
| 5                         | التدريب العملي                           |
| 6                         | مصطلحات قانونية رياضية باللغة الإنجليزية |
| 7                         | المسؤولية الرياضية                       |
| 8                         | العقود التجارية في المجال الرياضي        |

2- مساقات التخصص الاختيارية (6 ساعات يختارها الطالب وفقاً للجدول رقم 2:

| المساقات الاختيارية                      |   |
|--|---|
| مساقين / 6 ساعات معتمدة لمسار الرسالة    |   |
| 5 مساقات / 15 ساعة معتمدة لمسار المساقات |   |
| ت  | اسم المساق  |
| 1  | النظام القانوني للمنشطات                                  |
| 2  | موضوعات قانونية رياضية معاصرة (التحكيم-أمن الملاعب)       |
| 3  | التأمين الرياضي   |
| 4  | الطب الرياضي  |
| 5  | قوانين الألعاب الرياضية                                   |
| 6  | الإدارة الرياضية  |
| 7  | المواثيق الرياضية   |
| 8  | التسويق والتسويق الرياضي                                  |
| 9  | الرعاية الرياضية  |
| 10                                       | مشروع البحث (إجباري لمن يختار مسار المساقات بدون الرسالة) |

3- استكمال مسار الرسالة أو المسابقات:

يخيار الطالب استكمال لدراسته (بعد اجتياز المسابقات الإجمالية والاختيارية) أحد المسارين التاليين:

- مسار الرسالة: يخصص للرسالة 9 ساعات معتمدة.
- مسار المسابقات: يقوم الطالب بدراسة ثلاثة من لاقات (9 ساعات معتمدة) من المسابقات الاختيارية، على أن يكون من بينه من لاق «مشروع البحث».

وبذلك يكون توزيع إجمالي الساعات المعتمدة لمطلبات التخرج في كل من مسار الرسالة، ومسار المسابقات، على النحو الموضح في الجدول رقم 3:

### جدول رقم 3

|   |                              |    |    |
|---|------------------------------|----|----|
| 1 | المسابقات الإجمالية          | 21 | 21 |
| 2 | المسابقات الاختيارية         | 06 | 12 |
| 3 | رسالة التخرج (مسار الرسالة)  | 9  | -  |
| 4 | مشروع البحث (مسار المسابقات) | -  | 03 |
|   | مجموع الساعات المعتمدة       | 36 | 36 |

تأنيلاً: الحاصلون على البكالوريوس في غير تخصص القانون (48 ساعة معتمدة) موزعة على النحو التالي:

1- يشترط دراسة المسابقات التكميلية الموضحة في الجدول التالي

2- اجتياز المسابقات الإجمالية الواردة في الجدول رقم (1)

3- اجتياز المسابقات الاختيارية الواردة في الجدول رقم (2)

استكمال مسار الرسالة أو المسابقات:

يخيار الطالب استكمال لدراسته (بعد اجتياز المسابقات الإجمالية والاختيارية) أحد المسارين التاليين:

وبذلك يكون توزيع إجمالي الساعات المعتمدة لمطلبات التخرج في كل من مسار الرسالة، ومسار المسابقات، على النحو الموضح في الجدول التالي:

- مسار الرسالة: يخصص للرسالة 9 ساعات معتمدة.
- مسار المسابقات: يقوم الطالب بدراسة ثلاثة من لاقات (9 ساعات معتمدة) من المسابقات الاختيارية، على أن يكون من بينه من لاق «مشروع البحث».

| ت | طبيعة المسابقات              | عدد الساعات لمسار الرسالة | عدد الساعات لمسار بدون رسالة |
|---|------------------------------|---------------------------|------------------------------|
| 1 | المسابقات التكميلية          | 12                        | 12                           |
| 2 | المسابقات الإجمالية          | 21                        | 21                           |
| 3 | المسابقات الاختيارية         | 06                        | 12                           |
| 4 | رسالة التخرج (مسار الرسالة)  | 9                         | -                            |
| 5 | مشروع البحث (مسار المسابقات) | -                         | 03                           |
|   | مجموع الساعات المعتمدة       | 48                        | 48                           |

| المسابقات التكميلية        |                        |            |                  |   |                         |            |                  |
|----------------------------|------------------------|------------|------------------|---|-------------------------|------------|------------------|
| 8 مسابقات / 12 ساعة معتمدة |                        |            |                  |   |                         |            |                  |
| ت                          | اسم المساق             | رمز المساق | الساعات المعتمدة | ت | اسم المساق              | رمز المساق | الساعات المعتمدة |
| 1                          | المدخل إلى علم القانون | LAW500     | 2                | 5 | أحكام اللزام            | LAW502     | 2                |
| 2                          | مصادر اللزام           | LAW501     | 2                | 6 | قانون التحكيم           | LAW504     | 2                |
| 3                          | قانون العمل            | LAW503     | 1                | 7 | قانون الإجراءات المدنية | LAW506     | 1                |
| 4                          | قانون العقود           | LAW507     | 1                | 8 | القانون الدولي العام    | LAW505     | 1                |

## توصيف المساقات:

المساقات البنكيميائية

اسم المساق: المدخل إلى علم القانون

رقم المساق: LAW 500

المطلوب السابق: لا يوجد

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

يُدرس هذا المساق نظرية القانون وأقسامه، ونوعه، ونفسه، والقواعد

القانونية من حيث قوته، نسبيته إلى أزمومعيار البنيوي بين

المادة والمكملة، وما هي نكبة النظام العلم والبدان ونظرياتها

نسي القانون العلم والخاص، ومصطلح القواعد القانونية

ق نظريته، وكذلك يُدرس نظرية الحق، من حيث تعريف الحق

وأواعه ومصطلحه وأركانها ومحلها، والشخصيات الطبيعية

والاعتبارية والتميز بين العقار والمقول، والشخصيات المثالية والشخصيات

الفهمية، والنتائج التي تُترتب على التفريق بينهم.

اسم المساق: مصادر اللزائم

رقم المساق: LAW 501

المطلوب السابق: لا يوجد

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

يُضمّن دراسة هذا المساق التعريف باللزائم ومصطلحه ال

والتي تُشتمل على ما يلي: العقود، دراسة العقد وأركانها وآثاره

وانحلاله، التصرف الزائف اري: دراسة الحركات الخاصة بالتصرف الزائف ا

ردي وأهم تطبيقاته.

اسم المساق: قانون العمل

رقم المساق: LAW 503

المطلوب السابق: لا يوجد

الساعات المعتمدة: 1 ساعة معتمدة

توصيف المساق:

يُنشأ هذا المساق دراسة المبادئ العامة لقانون العمل، عقد

العمل الفردي وعقد العمل الجماعي والأمور التي عالجها

القانون نسي مجال المسؤولية العام، البصاحب العمل، الضمان الاجتماعي،

قانون الضمان الاجتماعي وأصنعه، إصابات

العمل، وأرض المهنة، التأمين ضد الشيخوخة وخاصة نسي دولة العمل

ارت العربيه المنجدة.

اسم المساق: قانون العقوبات

رقم المساق: LAW 507

المطلوب السابق: لا يوجد

الساعات المعتمدة: 1 ساعة معتمدة

توصيف المساق:

يُنشأ هذا المساق دراسة نفسية وتحليلية للنظرية العامة

للجريمة، من حيث التعريف بالجريمة وأنواعها، ودراسة ركنيها

(المادي والمعنوي)، مع بيان سوابق القانون الجنائي من حيث الزملا

والمكان والأشخاص، وبيان الشكرك نسي الجريمة

وأحكامها، وموانع المسؤولية الجنائية وأسباب الإباحة.

اسم المساق: أحكام اللزائم

رقم المساق: LAW 502

المطلوب السابق: لا يوجد

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

يُنشأ هذا المساق دراسة آثار اللزائم والأصول المعدلة لآثار

اللزائم، ثم بيان انتقال اللزائم، وحالات الحق، وحالات الدين،

وإفشاء اللزائم، وتبطل اللزائم من خلال "الكفاية، البينة، البق

ارئين، البقارر، التمييز

اسم المساق: قانون التحكيم

رقم المساق: LAW 504

المطلوب السابق: لا يوجد

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

يُنشأ هذا المساق التعريف بمادة التحكيم وأصنعه نسي حل

المنازعات التجارية على الصعيد الدولي والقواعد الخاصة

بالتحكيم لمختلف ماركيز التحكيم الدولية والعربية والنفائات

الخامسة بتبني أحكام التحكيم وكذلك جهود المنظمات الدولية نسي

إيجاد قواعد محددة للتحكيم ولكل ما يتعلق بانفاق التحكيم وش

روطه وحسارطة التحكيم وكذلك التحكيم نسي القوانين

والنفائات العربية

اسم المساق: قانون الإجراءات المدنية

رقم المساق: LAW 506

المطلوب السابق: لا يوجد

الساعات المعتمدة: 1 ساعة معتمدة

توصيف المساق:

يُنشأ هذا المساق التعريف بقانون أصول المحاكمات المدنية، ودا

رسنة التنظيم القضائي من حيث تشكيل المحاكم ودرجات

القضاة ورجال القضاء ومعاونيهم وأنواع الخصائص ونظرية

الدعوى وأحكامها وأنواعها والطقس نسيها

اسم المساق: القانون الدولي العام

رقم المساق: LAW 505

المطلوب السابق: لا يوجد

الساعات المعتمدة: 1 ساعة معتمدة

توصيف المساق:

هذا المساق يهدف للتعريف بالقانون الدولي العلم ونوعه كما

يركز على المعاصرات الدولية ومارحلها ونسجها وأنصائها

بالفانسة لالعتارف الدولي والمسؤولية الدولية ثم يقوم بعمل

مقارنة مع قواعد الشريعة الإسلامية ذات الصلة ببعض قواعد

القانون الدولي العام.

## متطلبات التخصص :

اسم المساق: المدخل إلى القانون الرياضي

رقم المساق: LAW 601

المطلوب السابق: لا يوجد

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يُنشأ هذا المساق دراسة أصول قانون الرياضيات من

حيث مفهوم الرياضيات لغة

واصطلاحا والمعيار القانونية المطلوبة للتمييز بينهما ونسج

العمليات الستة نظرية والبدنية

الأخرى، ومعنى المصطلحات الرياضية، وأهميتها القانونية والإدارية والتجارية، وأصولها التاريخية، كما يتم هذا المساق بدراسته المصاحبة للمخبرات القانونية القانونية، مثل العقود الرياضية التي يبرم مع اللاعبين، والمدربين، والرعلة، والمصاحبة الدولية بمثلثة نسي اللوائح الدولية ونسي مقدمتها الميثاق الأولي وحل يفرضه من قواعد أخلاقية ونفسية، مثل وضع الرياضة نسي خدمة الإنسان، وبنس عالم أفضل، وتأبين مسنبل اللاعبين، ويتضمن الميثاق ما يعتبر قواعد وأرويه مزجة مثل اعتبار ممارسة الرياضة حق من حقوق الإنسان، وممارستها دون تمييز من أي نوع بالدين واللون وبالعقيدة. كما تعتبر اللوائح والمواثيق الوطنية من المراجع المهمة للمواثيق الخاصة

بإعداد لائحة القدم محبالم، وحل يفرضه من ميثاق حقوق والتزامات. ويتبين أن القوانين الرياضية كذلك الخاصة بإنشاء الهيئة العامة للرياضة وتعتبر قواعدها من مبادئ الرياضة بما تنفرضه من مبادئ المصاحبة المعنوية. وصرح أن اللوائح الخاصة بالرياضة لائحة القدم تحكم الرياضة المدفوعة إلى أنهما اتسمت به من تنظيم يمكن أن تعتبر مرجعاً عاماً لكل المصاحبة الرياضية. وأجروا لشك أن قواعد القانون العامة المدنية والتجارية والعقارية

مصدر معنوية يجب تطبيقها بكل مل لم يود به نص. ويتأكد هذا المساق على دراية النظام القانوني للعبة المحترف والهادوي من حيث حقوقه نسي إبرام العقود مع اللاعبين، وحل يفرضه به والتفيل *Player agent* والتزامه، ودور التفيل اللاعبين نسي تنظيم المباريات بين الفوق الرياضية، واللوائح الخاصة بمنع *hctam tnega* المباريات المنشطات، والنظام القانوني للتأديب، والعقوبات المقصورة وحدي مشروعة... والجمعهمسور ومرئزها القانوني، والفضاء الرياضي

والخاصات وأجروا... والجمعهمسور ومرئزها القانوني، والفضاء الرياضي

اسم المساق: المنازعات الرياضية

رقم المساق: LAW 602

المطلوب السابق: ال يوجد

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتضمن هذا المساق دراسة النظام القانوني للفضاء التحكيم الرياضي،

ويسمى إخصاراً *International Council of arbitration for sport*

وصمو ينبوع إدارياً مجلس التحكيم الرياضي الدولي

اسم المساق: النظام القانوني للتحكيم الرياضي

رقم المساق: LAW 603

المطلوب السابق: ال يوجد

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتضمن هذا المساق دراسة الأحكام القانونية للعبة المحترف،

واللاعب الهادي، من حيث معنى

الاحت ارف والهواوية، والتفيلية التمييزية بينه، والقواعد الخاصة بشأن

إجارات التفرغ الرياضي المقررة نسي دولة الإمارات من رئاسة

مجلس الوزراء، وأثارها القانونية من حيث ثبوت صرفة الاحت ارف

من عدمه... ونسجول اللاعب نسي اتحاد رياضي وأحكامه ونسجول

التسجيل. ويهتم المساق بشكل خاص بعقد الاحت ارف

الرياضي من حيث أركانها وشروطه، وحدي مشروعه، تلك الشروط

والتفاهة مع القواعد الصورية..

والأهمية المطلوبة للعقد وحدي توافق التطبيقات الرياضية مع قواعد

القانون الكلية، والعقوبات التأديبية

والمهنة نسي نوع للعبة من حيث مايتها وحدي اتفاقها مع

القواعد القانونية الكلية. ويدرس المساق

الأحكام الخاصة بالتحكيم اللاعبين، واللوائح المقررة بهذا الخصوص،

ولذلك كما يتعلم باعارة اللاعبين  
وتنفس اللاعبين وشروطه المقررة دولياً. ولذلك دور التفيل اللاعبين  
نسي العقود واللوائح المترتبة على

ذلك.

يكمل ما تقدم تبين أحكام اللاعب الهادي، والتفيلية بزيادة من

حيث استازمات وحقوق كل من هم، وحدي

مشروعية تفيل حريته الهادي نسي الاحت ارف الأول مره ونسرض

مسئقات لتأديبه، عن ذلك الاحت ارف !!.

والرعية الرياضية وشروطها وأثارها، ويتكون دراسة المساق من أسئلة

لدراسة تلك العقود (عقود الاحت ارف)

من حيث أركانها أو لزوم وجود شكلية معينة نياها.

وأخيراً انفضل العقد بالتفاهة أو بيه بوجود السبب المبور أو

بعدم وجوده، والتفيلية المسئقات بهذا

الخصوص... والتفيلية مسوطة المنازعات سواء بين النادي أو اللاعب،

والخاصات الفيزيا ولجنة تفيل

اللاعبين وغرفة مسوطة المنازعات نسي النظر نسي المنازعات المخالفة،

واجارات التفيلية نياها.

اسم المساق: التنظيم الرياضي

رقم المساق: LAW 604

المطلوب السابق: ال يوجد

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتضمن هذا المساق دراسة بعض المنظمات الرياضية منها:

منظمة الفيزيا وهي من بين أهم المنظمات الرياضية، من حيث

أهدافها، والعضوية نياها، واجارات التفيلية للعضوية،

والاستازمات وحقوق العضو، وحالات الحرجان والبطود والسئلة،

ومرئز التحليلات الرياضية نسي الفيزيا.

ويهتم المساق بدراسة أجهزة الفيزيا وهي:

الهيئة التشريعية - وهي الجهاز الأعلى (التشريعي) -

اللجنة التنفيذية - وهي الجهاز التنفيذي

- الأمانة العامة هي الجهاز الإداري

- اللجان الخاصة والدائمة وتساعد اللجنة التنفيذية الإنجاز واجاراتها.

وللجنة هيئات تضائية متعددة هي:

أ- لجنة التأديب.

ب- لجنة الشارف

ج- لجنة الأخلاق تحكم بموجب قانون الفيزيا الأخلاقي -

محكمة التحكيم الرياضية. ولكل من هذا الخاصات محدة بموجب

ميثاق الفيزيا

وتصدر الفيزيا اللوائح المخالفة للزجة لتنظيم شؤون اللعبة. من هذا

مما يتعلق بالعقوبات

*FIFA Disciplinary code*

*Sponsorship Guidelines* - وحدها مما يتعلم بالتحكيم اللاعبين،

والضباطهم، أو بالرعية

وهي لوائح تحظى بالاحت ارف نسي عامة بلدان العالم، ولين من دا

رسبتها بقدر من التفيلية.

ومن المنظمات الرياضية الدولية المهمة، اللجنة الأولمبية، وهي

المساق بدراسة التفيلية بها وأهدافها والتفيلية أدارتها،

مع بيان أهم نشاطاتها.



## المساقات الاختيارية :

اسم المساق: النظام القانوني للمنشآت

رقم المساق: LAW 609

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يضمن هذا المساق دراسة

The legal regulations of Doping

التي تهدف إلى دراسة هذه المنشآت،

وواجب تحريمها والجزاء المترتبة على

انتهاكها، ولتطبيق النظم والطعن بالقرارات

التي تصدر عن هذه المنشآت في ضوء ضوابط

المنشآت وتحريرها، ويعتبر من المعايير المعتمدة التي تدرج على

أسس اعتبار نشطاء معينين رياضيين أم

مجرد فئة من فئة أو وكالات

دولية متخصصة، نعني بذلك، أن تبوت المنشآت

يفرض دراسة مدى مسؤلية الأطراف الرياضية المختلفة،

كالطببيب، والمدرب، وما يترتب على ذلك من آثار.

اسم المساق: موضوعات القانون الرياضي المعاصرة

رقم المساق: LAW 610

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يضمن هذا المساق دراسة أحد موضوعات القانون الرياضي

المعاصرة، مثل التمويل لمؤسسات الرياضة، أو تحويل

الضواحي إلى شواطئ مساهمة، أو مشاركة الاحتادف الرياضي. وأمن

المال لعب. والتحكيم الرياضي.

إن الهدف من ذلك، هي أن يتواصل الطالب مع من تزداد العصور،

ويكونون فواعات قانونية بشأنها تمكنه من الدفاع مع

مقضيات سوق العمل.

اسم المساق: التأهين الرياضي

رقم المساق: LAW 611

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يضمن هذا المساق دراسة الأحكام المتعلقة بالتأهين الرياضي، من

حيث ما يتصل، وأطرافه، ولتأهين المؤمن له. علمًا أن

التأهين الرياضي يُدعى (وهو الالب) على التأهين ضد الإصابات

الجسدية التي تُدعى بصيب الالب، ويُدعى بصيب على

كم (PLAYERS AGENT) تأهين المسؤولية لكم لا صو الحال

بالنسبة إلى التأهين على مسؤولية والتبيل الالبين

من المناسبات دراسة التأهين على الجمهور ضد الإصابات الناتجة

عن أعمال الشب. إن المسئول عن التأهين الرياضي يُدعى بالالب نفسه، ويُدعى

الذلي على حد يصيبه من خسارة جراء إصابة

الالب، حيث يُعتبر ذلك (مصلحة تأهينية) بقبول التأهين ولم

كان الالب شوية وطنية يجب المحافظة علىها، لذا

يفترض أن يباحث المساق في اعتبار التأهين الرياضي إلى زما

لضمان المصلحة للمؤمنين منه.

اسم المساق: الطب الرياضي

رقم المساق: LAW 612

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يضمن هذا المساق التعرف بالطب الرياضي وأساسياته من

حيث اهتمامه بدراسة وتشخيص وعلاج الإصابات الرياضية.

ولطبيب الرياضي مهام سامة لبعده الموسم الرياضي

تتمثل في إجراء فحوصات شاملة ومكتملة لكل رياضي.

كممًا يتمولى

توصيف المساق:

يضمن من صممها المساق تدريب

الطالب صممها داخليًا وخارجيًا فمميًا في الصمم

والإدارة الرياضية الصمم، حيث صممها

الرياضية الصمم أو الصمم، ولتمذلك

الصمم الصمم الصمم... الصمم

الصمم الصمم الصمم

الإدارة الخرى ذات العالقة.

اسم المساق: مصطلحات قانونية رياضية باللغة الإنجليزية

رقم المساق: LAW 606

الساعات المعتمدة: بدون ساعات معتمدة

يضمن من هذا المساق دراسة مصطلحات قانونية رياضية

بالتحليل النجلى الصمم، فمي مجمال الصمم والمولى صمم

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الطبيب يجب نشر مخرجه اي اصرافه تحدث فمي أرض الملعب نشر مخرجه علمي-اوسمريعا . خاصية وان الزس حبة ال البصة ممن ال المصمبات نشر شخص بأرض الملعب. ويضع الطبيب مخرجه عالجمعة وفوقا للتشخيص ممن مخرج وضمع برنماج زمعي لثاهي مل الالعب المصمبات، وجابغة ناهي له والعم مل على عدم حصول مضاعفات، كمل لا يشرف الطبيب ب علم على ذبحة الرياضي (الغريمي) كمل لا وزعم لا عم الل فترة أعداده.

إن ممن حسن التدببو أن يتواصل الطبيب ب الرياضي ممن مع الالعميين والممدرب للوقاية ممن ال المصمبات واعظم اء أفكم ار بمسطة عمين السعافات الولاية

وللبيب الرياضي إحالة الرياضي إلى أي تخصص حثما يتطلب ذلك. إن الإحاطة بالمصمبات والرياضية وأثارها نعين القانوني نسي اتخاذ البق ا ومعلوم أن الطبيب مل ممزم ببذل الرجمل المعتمدا ل همذا زموى ومام مس مؤولونه المندوبة إذا مم صمدر عنمه خطمأ جس ميم أو إصممال غممر مسمماح بممه ال مسمدر عممن اق أ زممه فممبي ذات الحممال والظممرف ويلمزم وضمنة لسا رسممة المسمؤولية الطبيمة

وأكامها. كمل لا يؤوم مسؤولية الطبيب المندوبة بل والجم الزبنة إذا ثبت تورطه نسي إعطاء ال لعب أو أفكم مر منشحطات رياضيمية غيمر مسموح بها.

اسم المساق: فوولين اللعاب ال رياضية

رقم المساق: LAW 613

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

وتهمد فمذه القموليين إلى ضممان الاعمب التنظيم، والمدانسمرة الشمرية، وممر جمح ا رسممة قموليين كمل بة القمدم ممن حيمث مواصنات

العمل ب، وضمع أي شكل ممن أشكال الدعاية (نسي ميمدان الاعم ب، وعمدد الالعميين، وإكازيمه اسمببدالهم، والعمق وبمبات المقمرة عمين المخالفات منبل الزذار... ويملك الحكم سلطمة مطلومة نسي تطبيق قموليين اللعبة، واتخذ القم ار ارت بدمق المخماليين، ولمه

الأمخذ بصيحة مساعده مع نقديم نفريو عن المبالرة إلى الجهمات المخنصمة عمين أيمه إجم ارغات تاديبمة تمم اتخاذهم مضم

الالعميين أو اداري الغريمي... ول يتبمو الحكم مسمول عمين أيمه خسمائر مضمب ال خمرين جم اره مم مسمدر عنمه ممن زم ار ارت ولمه

طمر  
د الالعم ب فم عي جم الال عمين مة منهم لا اركابم الالعم ب العنيمف أو السملوك المسمين أو حرممان الغريمي ق الخصم ممن مصدفا أو فمرمة

الفوز... الخ.  
ويتلزم كل من المدرب والداريين كافة، بالنصرف اللائق والمسئول

اسم المساق: الإدارة الرياضية

رقم المساق: LAW 614

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

بضممن هذا المساق دراسة أصول الإدارة الرياضية، ممن حيث كونها عملية تخطط وتؤيدة ورئاسة لجهود وإكازيمات أف ارد المؤسسة الرياضية، ولس تخدام جميع الكازيمات والقدرات لتحقيق الأهداف المرحدة.

اسم المساق: المولتيق الرياضية

رقم المساق: LAW 615

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

بضممن هذا المساق دراسة مولتيق الشرف الرياضية الوطنية والعبية والدولية، باعبار أن المعاملات الرياضية تحكم القوانين الرياضية مختلفة إضافة إلى مولتيق الشوف... حيث أن تطبيق اللين ممن عم (اللواتج والمولتيق) يؤمن اللت ازم اللواتج، وتتامل جمع كمل ممن التناصيل والموضوعات الهامة الضرورية والنسي ال نوع عبادة ممن اهتمامات اللواتج الرياضية... نسال يجموز منبال بموجب المولتيق الرياضية، للزوادي مفاتحة الالعب للالينقال إليه، وهو مل ازل ماعاؤد مع نيلت أخو بدمون علم أو إشغار الزلدي المذللور.

اسم المساق: التسويقي والسينثمار الرياضي

رقم المساق: LAW 616

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

بضممن هذا المساق دراسة عملية التسويقي والسينثمار الرياضي،

منبال عقود النقل الفريوني أو الإذاعي، وعقود الرعاية الرياضية وأعمال الدعاية والعلن، ولم ارضة، ومكاتب بيع التذاكر،

والساحة الرياضية التي تهدف إلى التمتع ببيض

المدانسمبات الرياضية، وما يتسرن بذلك ممن عقود نندوبة، وتذاكر حجز على خطوط الطي ارن، وش اره التذكارا ومم يربيه لكل ذلك من آثار قانونية من حقوق والت ازلت.

إن تجارة الرياضة بانست تشكل نسبة محسوبة من تجارة الكون، والسينثمار بالرياضة أصبح محل اهتمام الكثيرين.

يؤلف هذا المساق على دراسة الالعم مال الرياضية والمعامالت النسي نسم بمانسمبها، باعبارها ممن الالعم مال التجارية بص ارضة القانون الممالا نسي. إن طيلان الالعمت ارف نسي الرياضية حوله إلى عمل تجاري من السط ارز الأول وبطبيعة الحال نبي ممارسة الرياضة على سبل الهواية من الالعمل الذي يرحج مدبنتها.

اسم المساق: الرعاية الرياضية

رقم المساق: LAW 616

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

ويعنى هذا المساق بشكل خاص بدراسة ما يلي: - السمات المطلوبة نسي الممدبر الإداري الرياضي كالفقدرة على العمل والتلبي بروح المسؤولية، وقبول المحاسبة، والنظم والحد من عنده ممن قار ارت واج ارغات، ونقل اللواتج والنظم الاندعة، والققدرة على الموازنة بين الأهداف واتخاذ

القار ارت الصعبة. - كما يهسم هذا المساق ببيان مسنويات الإدارة - حيث أن هناك الإدارة العليلة النسي تقوم برسسم السياسات، والأهداف الخاصة واععداد الخطط اللازمة، واععداد هبكل تنظيمي مناسب... وخطط طولة المدى، وموسطة المدى.

أما الإدارة الوسطى فتقوم بمتابغة ملأؤو ممن سياسات عامة، وجابغة تحقيق الأهداف، واععداد الخطط الفرعية (مبيرة)

المدى) والاهتمام بالتدريب والتنمية في المؤسسة الرياضية. أما الإدارة التنفيذية (أو الإدارة المباشرة) فننصرف إلى الموظفين التنفيذيين.

## CLAW Faculty Members

| No. | Name   | Nationality | Educational Qualification         | University   | Country   |
|-----|--|-------------|-----------------------------------|--|-----------|
| 1   | Dr. Mahir Idris Albana                           | France      | PhD in Public International Law   | University of Nice Sophia-Antipolis                        | France    |
| 2   | Dr. Khalid Ahmad Salim Al Shoha                  | Jordan      | PhD in Commercial Law             | Amman Arab University Jordan                               | Jordan    |
| 3   | Dr. Mohammad Saad Ali Al- Armman                 | Jordan      | PhD in Commercial Law             | Arab University  | Jordan    |
| 4   | Dr. Murad Mahmoud Al Mawajdeh                    | Jordan      | PhD in Business Law               | Arab institution for research and studies                  | Egypt     |
| 5   | Dr. Amer Ghassan Fakhoury                        | Jordan      | PhD in International Public Law   | University of Reims  | France    |
| 6   | Dr. Majid Abdelmajid Al Kasassbeh                | Jordan      | PhD in Civil Law                  | Amman Arab University                                      | Jordan    |
| 7   | Dr. Saleh Al Shraideh                            | Jordan      | PhD in International Law          | Macquarie University Sydney, Australia                     | Australia |
| 8   | Dr. Ehab Mohammad Ahmad Alrousan                 | Jordan      | PhD in Criminal Sciences          | Political Sciences of Tunis (University of Tunis El Manar) | Tunisia   |
| 9   | Prof. Tarek Mahmoud Abdelsalam Mohamed           | Egypt       | PhD in Law                        | Helwan University  | Egypt     |
| 10  | Dr. Mohamed Ahmed Ali Fadalla                    | Egypt       | PhD in Sports Law                 | Helwan University  | Egypt     |
| 11  | Dr. Amer M. O. (Muhsen Alkiswani)                | Jordan      | PhD in Civil Law                  | Arab institution for research and studies                  | Egypt     |
| 12  | Dr. Haytham Mohamed Hermi Mahmoud Mohamed Sherif | Egypt       | PhD in Public Finance             | Banha Univeristy   | Egypt     |
| 13  | Dr. Naser Mohammad Abed Al-Shrman                | Jordan      | PhD in Commercial law             | Cairo University   | Egypt     |
| 14  | Dr. Simon Badran                                 | France      | PhD in Public Law                 | University Of Montpellier                                  | France    |
| 15  | Dr. Hatem Ahmed Ali Adela                        | Egypt       | PhD in Economics & public Finance | Zagazig University   | Egypt     |
| 16  | Prof. Ali Jafar Mohammed Samaka                  | Iraq        | PhD in Physical Education         | Baghdad University   | Iraq      |
| 16  | Dr. Jamal Abdul Kareem Mosaber Alassaf           | Jordan      | PhD in Commercial Law             | Amman Arab University                                      | Jordan    |
| 18  | Dr. Salma Abbas Ahmed Mohamed                    | Sudan       | PhD in Criminal Law               | Neelain University   | Sudan     |
| 19  | Dr. Wisam Al Doory                               | Iraq        | PhD In Shariah Law                | Baghdad University   | Iraq      |
| 20  | Dr. Tarek Morchid                                | France      | PhD in International Private Law  | Cergy-Pontoise University                                  | France    |
| 21  | Dr. Samy Ahmed                                   | Sudan       | PhD In ShariahLaw                 | Al Quran and Islamic Sciences University                   | Sudan     |



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