



الجامعة الأمريكية في الإمارات  

---

AMERICAN UNIVERSITY IN THE EMIRATES

## **AUE CATALOG**

**ACADEMIC YEAR 2012/2013**

## TABLE OF CONTENTS

<b>I.</b>	<b>USING THE CATALOG .....</b>	<b>- 1 -</b>
<b>II.</b>	<b>ACCREDITATION .....</b>	<b>- 1 -</b>
<b>III.</b>	<b>ABOUT AUE.....</b>	<b>- 1 -</b>
1.	Welcome from the President.....	- 1 -
2.	Welcome from the Chancellor .....	- 1 -
<b>IV.</b>	<b>THE AUE VISION, MISSION, CORE VALUES GOALS, AND OBJECTIVES.....</b>	<b>- 1 -</b>
<b>V.</b>	<b>ACADEMIC CALENDAR .....</b>	<b>- 4 -</b>
<b>VI.</b>	<b>ORGANIZATIONAL STRUCTURE .....</b>	<b>- 5 -</b>
<b>VII.</b>	<b>GOVERNING BODIES .....</b>	<b>- 5 -</b>
1.	The Board of Trustees.....	- 5 -
2.	The Board of Directors .....	- 5 -
3.	University Council .....	- 5 -
4.	Executive Officers .....	- 5 -
<b>VIII.</b>	<b>ADMISSIONS AND ENROLLMENT AT AUE.....</b>	<b>- 8 -</b>
1.	General Admission policy (Undergraduate).....	- 8 -
2.	Specific polices for Admission requirements for (Graduate), .....	- 10 -
a-	M.A. in Diplomacy program.....	- 10 -
b-	Master of Business Administration.....	- 10 -
c-	Master of Library and Information Science.....	- 10 -
3.	Confirmation of Admission .....	- 14 -
4.	English Language Institute .....	- 14 -
5.	Goals of the General Education Program .....	- 15 -
6.	Provisional Admission .....	- 16 -
7.	Conditional Admission .....	- 16 -
8.	Foundation Program.....	- 16 -
9.	Safeguards for Admission.....	- 17 -
10.	Policy Assessment for Admission .....	- 17 -
11.	Visiting Students .....	- 17 -
12.	AUE Student becoming a Visiting Student .....	- 18 -
13.	Transfer Students .....	- 18 -
14.	How Students Choose a Major .....	- 20 -
15.	How Students Change Majors and/or Departments.....	- 20 -
16.	Course Load Limitations.....	- 21 -
17.	Credit Hours.....	- 21 -
18.	Academic Year.....	- 21 -
19.	Program Orientation.....	- 21 -
20.	Registration .....	- 22 -

21.	Registration Procedures .....	- 22 -
22.	Late Registration.....	- 23 -
23.	Holding of Records.....	- 23 -
24.	Postponement Regulations.....	- 23 -
25.	Withdrawal Regulations.....	- 23 -
26.	Time Limitation of Bachelor Degree Completion .....	- 24 -
27.	Time Limitation of Master Degree Completion .....	- 24 -
28.	Extension Period for the Program.....	- 25 -
29.	Degree Completion and Graduation Requirements .....	- 25 -
30.	Policy on Student Record Keeping.....	- 28 -
<b>IX.</b>	<b>PAYMENTS AND OTHER FINANCIAL INFORMATION.....</b>	<b>- 29 -</b>
1.	Tuition Fees (per course / three (3) credit hour).....	- 29 -
2.	Other Fees .....	- 29 -
3.	Text Books .....	- 30 -
4.	Additional Notes on Tuition Fees and Fines.....	- 30 -
5.	Payment Policy .....	- 30 -
6.	Payment Options.....	- 31 -
7.	Refund Policy.....	- 31 -
8.	Student Financial Aid .....	- 31 -
9.	Merit Discounts and Family Tuition Discount .....	- 32 -
<b>X.</b>	<b>ADVISING AND COUNSELING .....</b>	<b>- 32 -</b>
1.	Introduction.....	- 32 -
2.	Mission Statement.....	- 32 -
3.	Academic Advising.....	- 33 -
4.	Goals of Academic Advising.....	- 33 -
5.	Academic Planning.....	- 33 -
6.	Career and Vocational Counseling .....	- 34 -
7.	Career Services .....	- 34 -
7.1	Career Counseling.....	- 34 -
7.2	Academic Advising.....	- 34 -
<b>XI.</b>	<b>COURSE RELATED INFORMATION.....</b>	<b>- 34 -</b>
1.	Add/Drop .....	- 34 -
2.	Administrative Drops.....	- 35 -
3.	Grading System.....	- 35 -
4.	Repetition of Courses.....	- 38 -
5.	Internship .....	- 38 -
6.	Independent study .....	- 39 -
7.	Honors.....	- 39 -
8.	Semester Grade Point Average (GPA) .....	- 39 -
9.	Cumulative Grade Point Average (CGPA).....	- 40 -
10.	Academic Standing – Maintaining good Standards.....	- 40 -
11.	Class Attendance.....	- 42 -
12.	Examination Rules .....	- 42 -

13.	Rules Governing Final Examination.....	- 43 -
14.	Transcripts.....	- 43 -
15.	Honor's List .....	- 44 -
16.	Grade Appeals.....	- 44 -
17.	Grievance Policy and Procedures .....	- 45 -
17.1	Policy Guidelines .....	- 45 -
17.2	Grievance Committee Members .....	- 45 -
17.3	Documentations .....	- 45 -
17.4	Grievance Timeline.....	- 45 -
17.5	Procedures.....	- 46 -
18.	Awarding Degrees .....	- 46 -
19.	Course Related Off Campus Activities.....	- 46 -
20.	Student Record confidentiality .....	- 47 -
21.	Data Management .....	- 47 -
22.	Records Archives .....	- 48 -
23.	Students' Privacy Rights.....	- 48 -
24.	Student Records .....	- 48 -
25.	Student Record Policy.....	- 49 -
26.	Transcripts.....	- 50 -
27.	Retention of Final Examinations .....	- 50 -
<b>XII.</b>	<b>COLLEGES AND DEGREES PROGRAMS.....</b>	<b>- 50 -</b>
1	Colleges.....	- 50 -
2	Bachelor Degrees Programs.....	- 50 -
3	Master Degrees Programs .....	- 51 -
<b>XIII.</b>	<b>APPENDIX 1: REGISTRATION DEPARTMENT ASSESSMENT TEMPLATE .....</b>	<b>- 52 -</b>
<b>XIV.</b>	<b>APPENDIX 2: SURVEY OF REGISTRATION DEPARTMENT CLIENTS.....</b>	<b>- 56 -</b>
<b>XV.</b>	<b>APPENDIX 3: ACADEMIC CALENDAR.....</b>	<b>- 59 -</b>
<b>XVI.</b>	<b>APPENDIX 4: UNIVERSITY ORGANIZATION STRUCTURE.....</b>	<b>- 61 -</b>
<b>XVII.</b>	<b>APPENDIX 5: APPLICATION FOR ADMISSION .....</b>	<b>- 62 -</b>
<b>XVIII.</b>	<b>APPENDIX 6: REPEAT A COURSE FORM.....</b>	<b>- 66 -</b>
<b>XIX.</b>	<b>APPENDIX 7: COURSE WAIVER/EXEMPTION AND SUBSTITUTION FORM.....</b>	<b>- 67 -</b>
<b>XX.</b>	<b>APPENDIX 8-A: TRANSFER CREDIT FORM .....</b>	<b>- 68 -</b>
<b>XXI.</b>	<b>APPENDIX 8-B: TRANSIENT STUDENT FORM .....</b>	<b>- 69 -</b>
<b>XXII.</b>	<b>APPENDIX 9: COURSES REGISTRATION FORM .....</b>	<b>- 70 -</b>
<b>XXIII.</b>	<b>APPENDIX 10: ADD AND DROP COURSE FORM .....</b>	<b>- 71 -</b>
<b>XXIV.</b>	<b>APPENDIX 11: DEFERRED START FORM .....</b>	<b>- 72 -</b>
<b>XXV.</b>	<b>APPENDIX 12: COURSE WITHDRAWAL FORM .....</b>	<b>- 73 -</b>
<b>XXVI.</b>	<b>APPENDIX 13: REQUEST FOR AN EXTENSION FOR AN INCOMPLETE GRADE FORM...-</b>	<b>74 -</b>
<b>XXVII.</b>	<b>APPENDIX 14: GRADE CHANGE FORM .....</b>	<b>- 75 -</b>
<b>XXVIII.</b>	<b>APPENDIX 15: GRADING SYSTEM.....</b>	<b>- 76 -</b>
<b>XXIX.</b>	<b>APPENDIX 16: PASS/FAIL GRADES FORM .....</b>	<b>- 77 -</b>
<b>XXX.</b>	<b>APPENDIX 17: INDEPENDENT STUDY FORM.....</b>	<b>- 78 -</b>
<b>XXXI.</b>	<b>APPENDIX 18: GRADE APPEAL FORM.....</b>	<b>- 80 -</b>
<b>XXXII.</b>	<b>APPENDIX 19: UNIVERSITY WITHDRAWAL FORM.....</b>	<b>- 81 -</b>
<b>XXXIII.</b>	<b>APPENDIX 20: STUDY PLANS.....</b>	<b>- 82 -</b>

**XXXIV. APPENDIX 21: AUE STUDY PLAN FOR MASTER OF ARTS IN EDUCATIONAL LEADERSHIP .....130**

## **I. USING THE CATALOG**

1. 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.
2. While every effort is made to ensure the accuracy of the information in this catalog, AUE has the right to make changes at any time without prior notice. This catalog is not a contract between AUE and current or prospective students.
3. Course Descriptions contain details on all credits classes, referenced in the courses and programs information.
4. A list of professional staff, an index, and a map will be provided at a later stage to complete this catalog. See the Table of Contents to locate specific programs and courses.

## **II. ACCREDITATION**

American University in the Emirates (AUE) is a licensed academic institution by the Commission of Academic Accreditation (CAA) of the UAE Ministry of Higher Education and Scientific Research. AUE commits to equip students with the knowledge and practical experience in a healthy learning environment. AUE vision is to be among the leading liberal universities in the UAE and the region, offering unique and quality accredited degree programs, with outstanding faculty, staffs and provide advanced learning facilities and resources.

AUE is dedicated to meet your needs and assist you to become a leader in your chosen area of professional interest. Despite using the American model of education as a foundation for curricula and instructional design, the university celebrates the diverse cultural values of its home, the United Arab Emirates, preparing you for global professional opportunities. AUE offers unique accredited programs in four colleges: Business Administration, Computer Information Technology, Fine Arts and Design, Media and Mass Communication

## **III. ABOUT AUE**

1. *Welcome from the President*  
**To be inserted later**
2. *Welcome from the Chancellor*  
**To be inserted after appointing him/her.**

## **IV. THE AUE VISION, MISSION, CORE VALUES GOALS, AND OBJECTIVES**

The American University in the Emirates (AUE) is a truly American model institution that appreciates and celebrates the culture and values of its home, the United Arab Emirates. AUE is the appropriate educational option for students interested in immediate entry into the professional world. Coursework in the proposed Colleges of AUE is designed to prepare graduates to foster innovation, collaborate effectively, and assume leadership roles within diverse organizations.

## **1. Vision Statement**

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

## **2. Mission Statement**

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

## **3. Core Values**

- Respect and dignity for all.
- Openness, trust and integrity.
- Innovation and creativity.
- Teamwork and partnership for common goals.
- Persistence and entrepreneurialism.
- Stewardship and economic viability.
- Equal opportunities and recognition.
- Improved quality of life.
- Safety and environmental responsibility.

## **4. Goals, Objectives and Performance Indicators.**

AUE has developed five goals. It is believed that they will participate in fulfilling the AUE Vision and achieving its Mission. Each goal has been broken-down into several objectives to be accomplished.

### **Goal 1: Offer quality career-oriented academic programs to meet market demands.**

#### **Objectives:**

- a. Provide integrated quality curricula and instruction that enable students to acquire knowledge and develop skills in their chosen specializations.
- b. Enhance students' professional development, creativity, and personal experiences.
- c. Improve and sustain academic success.
- d. Provide quality learning, support services, and resources.

#### **Performance Indicators**

- a. Students acquisition of knowledge and multiple skills consistent with course syllabi.
- b. Curricula assessment based on professional success and achievement.
- c. Standardized Faculty/Student Ratios.
- d. Number of qualified experienced faculty recruited.
- e. Number of students admitted to the academic programs.
- f. Students satisfaction with the academic programs.
- g. Students performance on academic assessment.
- h. Placement rates of graduates in the job market.
- i. Number of students sponsored by different organizations.
- j. Students' evaluations of faculty and courses and number of faculty rated 'excellent' in teaching.

- k. Student, faculty and staff satisfaction with support services, resources and facilities.
- l. Student and employee satisfaction with physical facilities.
- m. Percent and type of technological facilities used in instruction.

**Goal 2 : Prepare students for pursuing their higher education to further their knowledge and skills.**

**Objectives:**

- a. Provide a quality educational base in the specialized areas of knowledge.
- b. Keep students aware of the higher education opportunities.
- c. Provide counseling and career development programs.
- d. Develop good communication and research skills for furthering their acquired knowledge.

**Performance Indicators**

- a. Number of students pursuing their education and transferred to higher academic institutions.
- b. Number of articulation agreements with local, regional and international licensed institutions.
- c. Number of local, regional and international licensed institutions recognizing the offered programs.
- d. Number of modifications done in the curricula to facilitate the process of transfer to higher academic (institution).
- e. Students' satisfaction with opportunities for advancement of their studies

**Goal 3 :Provide a holistic education.**

**Objectives:**

- a. Provide hands-on/practical experience in the chosen specializations.
- b. Provide extracurricular experiences through social and recreational activities.
- c. Promote the intellectual growth and the career development of students.
- d. Impart general awareness, communication skills, and technical literacy.

**Performance Indicators**

- a. Satisfaction of students and organizations over internships.
- b. Performance of students in university requirement courses.
- c. Number and type of extracurricular activities provided to students.
- d. Number of students participating in extracurricular activities.
- e. Students satisfaction with extracurricular activities.
- f. Markets, industries, and communities satisfaction over the offered programs.
- g. Number of articulation agreement with prospective employers.
- h. Hiring bodies' satisfaction with knowledge and skills of AUE graduates.
- i. Student satisfaction with professional development and training.

**Goal 4 : Establish and enhance interrelationships among the University, businesses, and communities.**

**Objectives:**



- a. Establish meaningful interrelationships with local, regional, and international educational institutions and organizations.
- b. Enhance the interrelationships between students, faculty, administration, alumni, and the local community.

**Performance Indicators**

- a. Number and type of articulation agreements with local, regional and international educational institutions and other related organizations.
- b. Number of local, regional and international institutions recognizing the offered programs.
- c. Number of distinguished individuals acting as members of the university boards and committees.
- d. Number of business collaborations at the University level.
- e. Number of faculty participating in developing and delivering programs to communities.
- f. Number of faculty consulting, advising and playing leadership roles at the community level.
- g. Number of professional development and training programs and short courses offered to community.
- h. Number of organizations providing internships and number of students participating in these programs.
- i. Number of organizations paying students tuition fees.
- j. Number of graduates being hired within 6 months after graduation.
- k. Number of alumni occupying distinguished positions in various organizations.

**Goal 5: Develop knowledge base on the applied and basic research in respective fields of study.**

**Objectives:**

- a. Establish research support infrastructure including common research laboratory facilities, proposal preparation with meaningful interrelationships with local, regional, and international educational institutions and organizations.
- b. Increase the overall level of external support for university research programs

**Performance Indicators**

- a. Number and type of articulation agreements with local, regional and international research organizations and other related organizations.
- b. Number of local, regional and international conferences and seminars attended by AUE faculty members.
- c. Number of research papers developed by AUE faculty members.

**V. ACADEMIC CALENDAR**

The Academic Calendar is the calendar of important events for AUE. It is the official schedule of the admission, registration, examination, payment and holiday dates that will be observed by AUE. (Appendix 3)

AUE Academic Calendar is always updated on AUE Website at : <http://www.aue.ac/cal.php>

## **VI. ORGANIZATIONAL STRUCTURE**

The AUE Organizational Structure is presented in Appendix 4.

## **VII. GOVERNING BODIES**

### **1. *The Board of Trustees***

The founders of AUE have established the Board of Trustees as the highest authority of AUE. The main objective of the Board of Trustees is to make AUE an institution of excellence and ensure that it remains a leader in the field of education. The Board of Trustees, as the governing body of AUE, has overall responsibility for the direction, management, and financial administration of AUE. The Board of Trustees will, however, delegate the academic authority to the Board of Directors.

### **2. *The Board of Directors***

The Board of Directors is the AUE policymaking body that addresses University activities, including the ultimate responsibility for the control over the delivery of the AUE programs and services. These issues include all general related aspects, and most issues that fall under the responsibility of the central administration. It shall be a unicameral body consisting of senior and elected staff and students, with the power, subject to the authority of the Board of Trustees, to review, abolish or establish programs, and act upon matters relating to the rights, responsibilities, and concerns of all staff members of AUE community.

### **3. *University Council***

AUE's University Council is a unicameral body that consists of all Executive Officers, both academic staff and administrative managers with the power, subject to the authority of the Board of Directors, to review, abolish, or create academic programs and act upon matters relating to the rights, responsibilities, and concerns of all members of the AUE academic community. AUE Council is the policy-making body of AUE that addresses itself to faculty, student affairs, and all University Council Standing Committees.

The University Council shall be responsible for planning, managing, budgeting, and monitoring all matters related to the AUE's academic sector. It shall also be responsible for the accreditation, assessment and quality control aspects of the proposed and offered academic programs through promoting the development of academic excellence in the context of professional AUE education. The University Council shall also be responsible for reviewing, abolishing, and acting upon matters relating to the rights, responsibilities, and concerns of all AUE administrative and financial sectors in ways that enhance success of an AUE education.

### **4. *Executive Officers***

#### **4.1 President of Board of Directors**

- a.** The President of the Board of directors shall be responsible for the overall direction of both academic and administrative sectors of AUE.

- b. The President of the Board of Directors shall, acting on behalf of the Board of Directors, privately fund raise for AUE, while also establishing good relations for AUE and the general public.
- c. The President of the Board of Directors shall concern him/herself with getting financial grants for AUE, as well as coordinating AUE's private development matters.
- d. The President of the Board of Directors has the right to delegate some or all of his/her authorities, including the final approval for the appointment of AUE's Executive Officers.

#### **4.2 Chancellor**

The Chancellor is the Chief Executive Officer of AUE and is responsible for AUE's management of financial resources. The principal goals of the Chancellor are to plan and develop the policies of the University. Policy planning will be managed with the agreement of the President of the Board of Directors, and Councils of both Academic Affairs and Administrative and Financial Affairs.

#### **4.3 Provost**

The key responsibility of the Provost is to act as AUE's chief officer for the planning, development, implementation, and administration of the academic sector including related functions and activities. The Provost will also attend to the other administrative and financial matters of the University. This will involve the overall direction of the Academic Affairs of AUE within the authority delegated by the President of the Board of Directors, the Chancellor, and the University Council.

#### **4.4 Vice Chancellor for Administrative and Financial Affairs**

The duty of the Vice Chancellor for Administrative and Financial Affairs is to serve as the chief operating officer of AUE. This will involve the overall direction of the administrative and financial affairs of AUE within the authority delegated by the President of the Board of Directors, the Chancellor, and the University Council. He/she is responsible for all matters and activities that are planned, managed, and budgeted by the Office of Administration and Financial Affairs. The Vice Chancellor for Administrative and Financial Affairs will assist the President, the Chancellor and other officers in carrying out the vision and the mission of AUE as established by the Board of Trustees.

#### **4.5 Deans**

The Deans are the chief academic and administrative officers of AUE Colleges. They are appointed in accordance with the responsibilities of the Provost. The Deans are responsible for each academic specialization within the AUE and have responsibility for Colleges and related activities offered by their academic departments.

#### **4.6 Director for English Language Institute**

The Director of English Language Institute (ELI) is an administrative officer who supports the academic structure of AUE. He/she is authorized and appointed in accordance with the Regulations of the President of the Board of Directors. The essential roles and responsibilities of the Director of the English Language Institute includes the planning, implementation and the operation of the ELI's policies regarding all related academic and non-academic matters.

#### **4.7 Director for Training and Continuing Education Center**

The Director of Training and Continuing Education Center is an administrative officer who supports the academic and administrative structures of AUE. This officer is authorized and appointed in accordance with the Regulations of the

President of the Board of Directors. The Director's main responsibility is to plan, organize and administer all matters relating to staff and student training, as well as the general community. In addition, special courses will be planned or offered by the center to those who are interested in getting certificates in specialized areas of studies or seeking continuing education.

#### **4.8 Registrar**

The Registrar shall provide a variety of diverse services to the AUE community and shall be responsible to the Provost for the general administrative leadership and coordination of services designed to support students in achieving success in their educational endeavors and in their individual, personal development. The Registrar works closely with the academic units, along with the Student Affairs Manager by providing services including course registration and scheduling, transcript processing, data entry, and general AUE information management. The Registrar will strive to be service-oriented, as he/she is the administrative officer responsible for furnishing such services both to the students and the community at large.

#### **4.9 Library and Information Resources Department Manager**

The Manager of the Library and Information Resources Department will have the ultimate responsibility for the planning, budgeting, organizing, and managing the Library and Information Resources Department's operations, activities, and services. The Manager of the Library and Information Resources Department is to report and serve as advisor to the Provost on matters pertaining to the operations and management of the Library and information Resources Department; to participate in the process of formulating Library and Information Resources policies and the implementation of regulations, rules, procedures, staffing and all related matters to this Department. The Manager of the Library and Information Resources Department shall be responsible for planning, budgeting, overseeing, supervising and evaluating the Library programs, services, and activities.

#### **4.10 Information Technology Manager**

The essential role of the Department of Information Technology is to plan, develop, manage and assess the entire information system of AUE. The AUE Information Technology Manager is responsible for bring together data, people, technology and networks to benefit the University. As the chief information technology officer, he/she shall manage the central elements of Information Technology and systems, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services for AUE.

#### **4.11 Human Resource Manager**

The primary function of the Manager of the Human Resource department shall be to serve as an advisor to the Vice Chancellor for Administrative and Financial Affairs on all human resource issues and payroll matters. The Manager of Human Resources Department shall be responsible for the development and implementation of AUE wide personnel policies, procedures, and work standards. He/she is responsible for planning, managing, budgeting, and providing information on compensation and benefits, training and development, recruitment, employment and staffing, employee relations, affirmative action, records management, budgeting, employee recognition program, and payroll processing. The Human Resource Manager is also responsible for developing and implementing systems and procedures for job analysis and classification, description, and performance evaluations.

#### **4.12 Financial Affairs Manager**

The Director of Finance is responsible for financial reporting, budgeting, investment matters, and debt management. It is also the role of the Director of Finance to establish good relations with the financial institutions, as well as serve as a liaison with all committees on finance, investments, and audits. This makes the Financial Affairs Manager as being the Chief Financial Officer of the AUE.

#### **4.13 General Services Manager**

General Services Manager's role is to plan, implement, supervise, and evaluate AUE services. Among his primary duties are overseeing public safety, physical facilities, and all construction projects.

#### **4.14 Marketing and Public Relations Manager**

The Marketing and Public Relations Manager plans and oversees programs that help the University's level of communication with the general public. His/her principal role is to create a mechanism that enhances the flow of communications between AUE and those with whom it has dealings, such as the media, the larger community, and the internal departments of the University.

#### **4.15 Student Affairs Manager**

- The Manager of the Student Affairs Department shall be responsible for planning, organizing, and managing programs and operations which enhance students' activities and services. He/she shall have administrative supervision of the following sections:
  - i. Student Activities and Societies
  - ii. Student Career
  - iii. Social Welfare
  - iv. Alumni
  - v. Counseling
- The Student Affairs Department shall be responsible for:
  - i. Managing students' internal and external relations and their special events.
  - ii. Conducting sport activities to enforce the applicable rules and regulations of students' clubs, societies, and associations responsible for such activities.
  - iii. Organizing alumni participation in the life of AUE through clubs, societies, special events, and a variety of activities designed to promote alumni relations and supports.
  - iv. Assuring the enhancement of student life, student counseling and advising, a healthy environment, and their own culture.

### **VIII. ADMISSIONS AND ENROLLMENT AT AUE**

#### **1. General Admission policy (Undergraduate)**

1.1 All Applicants should submit the following requirements for the purpose of the admission process on the following colleges:

- A. College of Computer Information Technology**
- B. College of Business Administration**
- C. College of Fine Arts and Design.**
- D. College of Media and Mass Communication**
- E. College of Law (TOEFL 400 is a Graduation Requirement)**
- F. College of Education**

1.2 An original/certified true copy of UAE High School Certificate is required.

- 1.3 Official validation of 12 years time high school completion and/or last three years of schooling namely: Grade Ten (10), Grade Eleven (11), and Grade Twelve (12) with accumulated passing grades of at least 60 percent, If not should have the Foundation Program Certificate.
- 1.4 For British curriculum certificates: The original School Leaving Certificate must be provided with evidence of a minimum of 11 years of schooling. The minimum required for university admission is a total of seven (7) courses at either O-level or AS/A2 level, in at least four grade of C for the O-levels, D for the AS and E for A2 courses. The above mentioned scores allow the student to enter University College. Higher scores are required for direct Admission into AUE Colleges/ Majors.
- 1.5 An equivalent certificate approved by the UAE Ministry of Education is also considered and accepted.
  - 1.5.1 English Proficiency Tests should be taken within a span of one year at the time of enrollment at AUE either :
  - 1.5.2 TOEFL - Internet English Proficiency test (iBT) with scores of 61+
  - 1.5.3 OR TOEFL - English in-house Proficiency test, AUE (PBT) with scores of 500+
  - 1.5.4 OR IELTS Test (Academic) with score of 5.0 +.
- 1.6 University Application Form (should be filled all and signed by the applicant)
- 1.7 Four (4) photos (with white Background).
- 1.8 Good Conduct Certificate.
- 1.9 Copy of a valid passport.
- 1.10 AUE offers admission to qualified students as they apply.
- 1.11 All applicants must submit a completed paper or on-line admissions application along with a non-refundable processing fee.
- 1.12 All published Forms, University Catalogs, Students Handbooks and other student related documents can be acquired from the Admission and Registration Department.
- 1.13 Student Application Form for admission should be submitted to the Admission and Registration Department at least 3 weeks before the semester begins.
- 1.14 The University shall never compromise its institutional integrity by having the desires for high student enrollment at all times.
- 1.15 Application Forms are processed three times during the year prior to the fall, spring, and summer sessions of the academic semesters.
- 1.16 All information in respect to the provision of date, time, and location of standard entrance examinations are supplied from the Admission and Registration Department.
- 1.17 All student Application Forms are screened and reviewed on an individual basis.
- 1.18 All students' documentations received by AUE in reference to applications for admissions become the property of AUE. Under no reason or circumstance will they be returned to the applicants, forwarded to other institutions or duplicated for any other purpose.
- 1.19 AUE has the policy of non-discrimination in regards to student race, color, gender, religion, nationality, or physical disability.

However, all applicants must submit a completed application form or on-line application

for admission along with a non-refundable processing fee. To apply on-line, please visit <http://www.aue.ae>. Students must adhere to the stipulated deadlines.

2. ***Specific policies for Admission requirements for (Graduate),***
  - a- ***M.A. in Diplomacy program***
  - b- ***Master of Business Administration***
  - c- ***Master of Library and Information Science***

Students who fulfill general admission requirements with any other specified prerequisites are eligible for the entry to Graduate programs offered by AUE. Before any admission all potential students are requested to contact AUE Admission and Registration, Student Affairs and Guidance and Counseling Departments and the concerned Program Coordinators for a clear understanding of admittance procedures. Currently AUE runs the following graduate programs.

**Students should possess the following requirements and candidacy for the above programs:**

1. Submitting complete application form.
2. Must have an undergraduate degree from an accredited university/academic institution.
3. Submission of official academic transcript from all colleges/universities attended showing at least CGPA 3.00 out of 4.00.
4. Submission of 3 letters of recommendation (at least one letter should be from an academic source and should indicate results of a paper based test). Letters from advisors of undergraduate courses providing evidence that the applicant can perform research and can handle the rigors of a graduate school education can be an added advantage.
5. Passing of TOEFL exam 550 and above or equivalent exams (213 CBT; 79 IBT; IELTS 6.0).
6. Submit a Statement of Purpose/Letter of Intent (250-500 words).
7. Passing the interview by the Selection Committee of the College.

**Following additional information/documents to be submitted to the Admission and Registration Department on completion of the above formalities:**

- Official Birth Certificate.
- 6 Passport Size Photographs.
- Copy of the Passport.
- A Satisfactory Conduct Record.
- Application form and application fee.
- Applicant history document.

- Official transcripts of all previous undergraduate and graduate work.
- TOEFL or IELTS Certificate.
- Two recommendation forms completed by persons acquainted with their ability for graduate study.
- Applicant's resume.
- The applicants' statement of philosophy, objectives and career aspirations.

**Notes :**

- A. 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 Remedial courses under MA Diplomacy.
- B. Students with the undergraduate degrees from an accredited university and specialized in Business Administration areas will be exempted from the Remedial courses under MBA Program.
- C. Students whose specializations are not in the related fields of study will be subject to remedial courses.
- D. Courses required at remedial level are subjected to the evaluation of the transcripts which will determine the courses to be exempted.
- E. Individuals who can demonstrate the possession of knowledge and skills showing minimum 2 years of work experiences in a relevant field may apply for admission in their specific areas of interest.
- F. Students may transfer graduate credits from another licensed institution offering accredited academic programs, provided they earn a minimum grade "B" ( 3.0 on a 4.0 scale) or higher in the courses for which transfer credit is sought. The transfer credit must be directly related to the course requirements and must have been completed not more than four (4) years from the student's date of application.

**2.1. Conditional Admission:**

Candidates who don't meet above prescribed graduate admission standard will be accepted conditionally based on the enclosed matrix that defines the modus-operandi of the academic development.



**Table: Conditional Admission table**

Category	Specialization in Undergraduate Program	CGPA in Undergraduate Programs	TOEFL or IELTS	Interview	Types of Admission	Maximum Number of Courses to Register During Regular 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 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 the Program	None
D	Same specialization	2.50 to 2.99	530-549 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 the 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 the Program	2 years of experience in the same field after UG program <b>OR</b> complete remedial courses <b>OR</b> GPA with 3.0 in 5 courses in Table II: List of Courses Waivers for Conditional Admission <b>OR</b> GPA of 2.5 in 8 courses out of Table II: List of Courses Waivers for Conditional Admission
F	Same Specialization	2.00 to 2.49	530-549 5.3-5.99	Required	Conditional	2	Same as Category D.	Dismissed from the Program	Same as Category E.

**Table II : List of Course Waivers for Graduate Conditional Admission**

## 1. Undergraduate courses for Master of Business Administration

<b>No</b>	<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
1	ACC 100	Principles of Accounting	3
2	ACC 105	Managerial Accounting	3
3	MKT 200	Principles of Marketing	3
4	MGT 200	Management Information Systems	3
5	MGT 202	Business Statistics	3
6	MGT 205	Organizational Behavior	3
7	FIN 200	Financial Management	3
8	MGT 303	Quantitative Analysis	3
9	MGT 300	Production and Operations Management	3
10	MGT 400	International Business	3
11	MGT 405	Strategic Management	3
12	HRM 300	Human Resource Management	3
13	MGT 304	Small Business Management	3
14	MGT 402	Project Management	3
15	MGT 403	Entrepreneurship Management	3

## 2. Undergraduate courses for Master of Arts in Diplomacy

<b>No.</b>	<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
1	MMC 201	Understanding Public Relations	3
2	MMC 300	Introduction to Communication Technology	3
3	MMC 302	Public Opinion and Propaganda	3
4	MMC 304	Organizational Communication	3
5	MMC 400	Mass Communication Theory and Research	3
6	MMC 402	Media Ethics	3
7	ASC 203	World-History	3
8	ASC 204	Middle East History	3
9	ASC 302	Introduction to Political Science	3
10	ASC 201	Introduction to Philosophy	3
11	IRE 300	Introduction to International Relations	3
12	IRE 301	Writing for Diplomacy	3
13	IRE 400	Public International Law	3
14	IRE 402	Intercultural Communication	3
15	PRE 402	Crisis Management Communication	3
16	PRE 400	Media Strategies and Implementations	3
17	ASC 200	General Psychology	3
18	ASC 110	Introduction to Social Sciences	3
19	ASC 104	Introduction to Sociology	3
20	MGT 305	Negotiation Skills	3
21	PRE 300	Public Speaking	3

### 3. Confirmation of Admission

Students who are offered admission to the University must confirm their intention to enroll by paying a non-refundable AED 1950 confirmation fee within a month of receiving the admissions offer, before starting the orientation, registration, and advising process.

### 4. English Language Institute

#### 4.1. Intensive English Program (IEP)

- a. Students, who are unable to meet the specified Admission Requirement regarding the TOEFL or IELTS test score, should attend the Intensive English Program (IEP) offered by the English Language Institute (ELI), on the condition that they meet the required score. 500+ AUE TOEFL or 5.0+ Academic IELTS or 61+ iBT TOEFL.
- b. ELI Levels are as follows:

DETAILS	LEVELS			
	BEGINNER	INTERMEDIATE	ADVANCED	TOEFL Preparation
Placement Test	In House Placement Test	In House Placement Test	In House Placement Test	In House Placement Test
Weeks	12	12	12	12
Hours per Week	10	10	10	5
Total Hours per Semester	120	120	120	60
Midterm Exam	IEP Exam	TOEFL Exam	TOEFL Exam	TOEFL Exam
Final Exam	In house TOEFL	In house TOEFL	In house TOEFL	In house TOEFL
Fees	6000 Dhs	6000 Dhs	6000 Dhs	3000 Dhs

- c. Progress from one level to the next will be based on overall performance across the five components: reading, listening, writing, speaking, and grammar.
- d. The Graduate programs students are not allowed to take any English courses.
- e. During their enrollment in the ELI, students are allowed to register in the University credit courses according to the Table below :

Level of Study in the ELI / IEP	Number of courses to Attend	Pooled Number of courses to choose from
TOEFL Preparation	Four Courses	ARL-AA 100, CIT 100, CIT 105, MAT 100, ASC 110, ASC 200, ASC 100
ADVANCED INTERMEDIATE	Two Courses	ARL 100, CIT 100, CIT 105, MAT 100, ASC 110, ASC 200., Study Skills 100
BEGINNER	One Course	ARL 100, CIT 100, CIT 105, MAT 100, ASC 110

- f. Students who score 500+ on the AUE TOEFL test or 5.0+ on Academic IELTS or 61+ on TOEFL iBT during the IEP levels are eligible to be exempted from this program and admitted directly into the chosen academic programs.
- g. All ELI students who pass advanced level are required to score 500+ on the AUE TOEFL or 5.0+ on Academic IELTS or 61+ on TOEFL iBT before they are admitted to their chosen academic program.
- h. If they fail to achieve this score, students are admitted to a 16 weeks TOEFL preparatory course (for extra fees) and register nine credit courses.
- i. If they fail to achieve the score of 500+ on the AUE TOEFL or 5.0+ on the Academic IELTS or 61+ on the iBT TOEFL, students are allowed to repeat the 16 weeks TOEFL preparatory course without registering to any credit courses until they meet the admission requirements of the 500+ AUE TOEFL or 5.0+ Academic IELTS or 61+ iBT TOEFL.

### 5. *Goals of the General Education Program*

General Education Program is devoted to the undergraduate academic programs (i.e. AA, BA, and BSc degrees)

5.1. Through the General Education Program curriculum, AUE seeks to:

- a. Develop creative approaches to problem solving, promote intellectual curiosity, and engender a life-long commitment to learning
- b. Promote ethical awareness, personal accountability, and create awareness of the social and cultural differences and values of the region, and business ethics
- c. Develop the ability to reason critically and use sound reasoning in a business environment
- d. Develop the ability to articulate, communicate in written and oral form, with the use of visual aids.
- e. Enhance the utilization of the Information Technology in everyday life.

5.2. The General Education Requirements Courses (13 Courses / 39 C.H) include the following:

#### i. **Compulsory Courses (13Courses / 39 C.H.)**

No.	Course Code	Course Title	Prerequisites	C.H.
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ENG 100	English	TOEFL 500+ or IELTS 5.0+	3
3	ENG 105	English for Specific Purposes	TOEFL 500+ or IELTS 5.0+	3
4	MAT 100	General Mathematics	N/A	3
5	CIT 100	Computer Literacy	N/A	3
6	CIT 105	Introduction to IT & Applications	CIT 100	3

7	ASC 100	Islamic Culture	N/A	<b>3</b>
8	ASC 105	Study and Learning Skills	N/A	<b>3</b>
9	ASC 110	Introduction to Social Sciences	N/A	<b>3</b>
10	ASC 200	General Psychology	N/A	<b>3</b>
11	ASC 205	General Statistics	MAT 100	<b>3</b>
12	ASC 210	Natural Sciences	N/A	<b>3</b>
13	ASC 300	UAE and GCC Society	ASC 110	<b>3</b>

**ii. Free Electives (5 Courses / 15 Credits)**

Students are free to selected Five courses (**15 Credits Hours**) form any other Colleges, Academic Department, and Majors.

**6. Provisional Admission**

Those 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 of enrollment. If students are provisionally admitted, fail to clear their provisional status by the end of their first semester, administrative holds will be placed on their academic records, preventing student's registration for future semesters till they submit all the required admission documents (Student will be blocked).

**7. Conditional Admission**

Students who are unable to meet the admission requirements regarding the TOEFL or IELTS English Proficiency test scores (see 5 above) are conditionally admitted to the Intensive English Program (IEP) offered by the English Language Institute (ELI) provided that they obtain the required scores of 500+ AUE TOEFL or 5.0+ Academic IELTS or 61+ iBT TOEFL test in a maximum period of 24 months.

**8. Foundation Program**

**8.1.** Foundation Program is suited for those students who wish to progress into Higher Education or Vocational Training Institutions but do not have High School Certificate of Minimum 60% required

**8.2.** The Foundation Program will comprise six core courses:

- a. English Communications
- b. Arabic Communications
- c. Mathematics I
- d. Mathematics II
- e. Information Technology
- f. General Study Skills

**8.3.** Students intending to progress into Higher Education programs delivered in Arabic, would be required to undertake the English Communications component but the exit standard would be TOEFL 400 (paper-Based Test) or equivalent score in an internationally recognized test approved by CAA.

- 8.4. No credit will be awarded for the program or components within the program. A final certificate will be awarded by AUE to students successfully completing all courses, and this certificate will be recognized by the Ministry of Higher Education and Scientific Research.
- 8.5. Students enrolled in the Foundation Program are not considered as matriculated students and must not be registered for any credit-bearing courses at the institution before successful completion of all courses of the program.
- 8.6. All students will be expected to complete components in Mathematics I, Arabic Communications and the General Study Skills. Other components may be satisfied through 'Testing-Out' as follows:
  - English Communications: Demonstration of achievement of TOEFL score 500 (Paper-Based Test) or equivalent score in an internationally recognized test approved by the CAA.
  - Information Technology: Institutions may prepare their own in-house competency tests in this field, or offer the International Computer Driving License (ICDL).
  - Mathematics II is required for those students pursuing programs in science/technology/engineering
- 8.7. AUE will not admit students whom complete the Foundation Program into specific programs such as Medicine or Dentistry, where admission requirements exceed the expected outcome level of the Foundation Program

## **9. *Safeguards for Admission***

AUE will recruit only students who are interested in the offered accredited programs under the condition that they meet admission requirements. In addition, the number of students who are conditionally admitted should never exceed **10%** of the total student body at any given year.

## **10. *Policy Assessment for Admission***

**10.1.** 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, which helps AUE to maintain its standards on admissions.

### **10.2. Course Exemptions**

- a. Although the Computer Literacy (CIT 100) course is compulsory as University Course requirements, registered students still have the right to take Challenge Exams for those areas of study (see Appendix 7).
- b. Students who hold an International Computer Driving License (ICDL) certificate which is not older than 6 months at the time of admission can be exempted from Computer Literacy (CIT 100) course and get (EX) in their transcripts.

## **11. *Visiting Students***

Visiting students are students who come from other University and universities across the country and beyond to attend courses at AUE. They should:

- 11.1.** Submit their applications to the Admission and Registration Department.

- 11.2. Show their proficiency in the use of English Language.
- 11.3. Earn up to 15 credit hours per semester once admitted into AUE for a maximum period of one year.
- 11.4. Participate, at their choice, in registered course-work and take the required examinations for that course. Students will, on request, be given a detailed statement regarding the classes attended and the results of any taken examination(s). An application for permission to participate in coursework and/or take examinations should be submitted at the time of the admission.
- 11.5. Not to be exempt from any part of the curriculum for a Bachelor's Degree offered by AUE.

## **12. *AUE Student becoming a Visiting Student***

AUE students may decide to take courses at other UAE universities or abroad to complete their courses abiding by the following conditions:

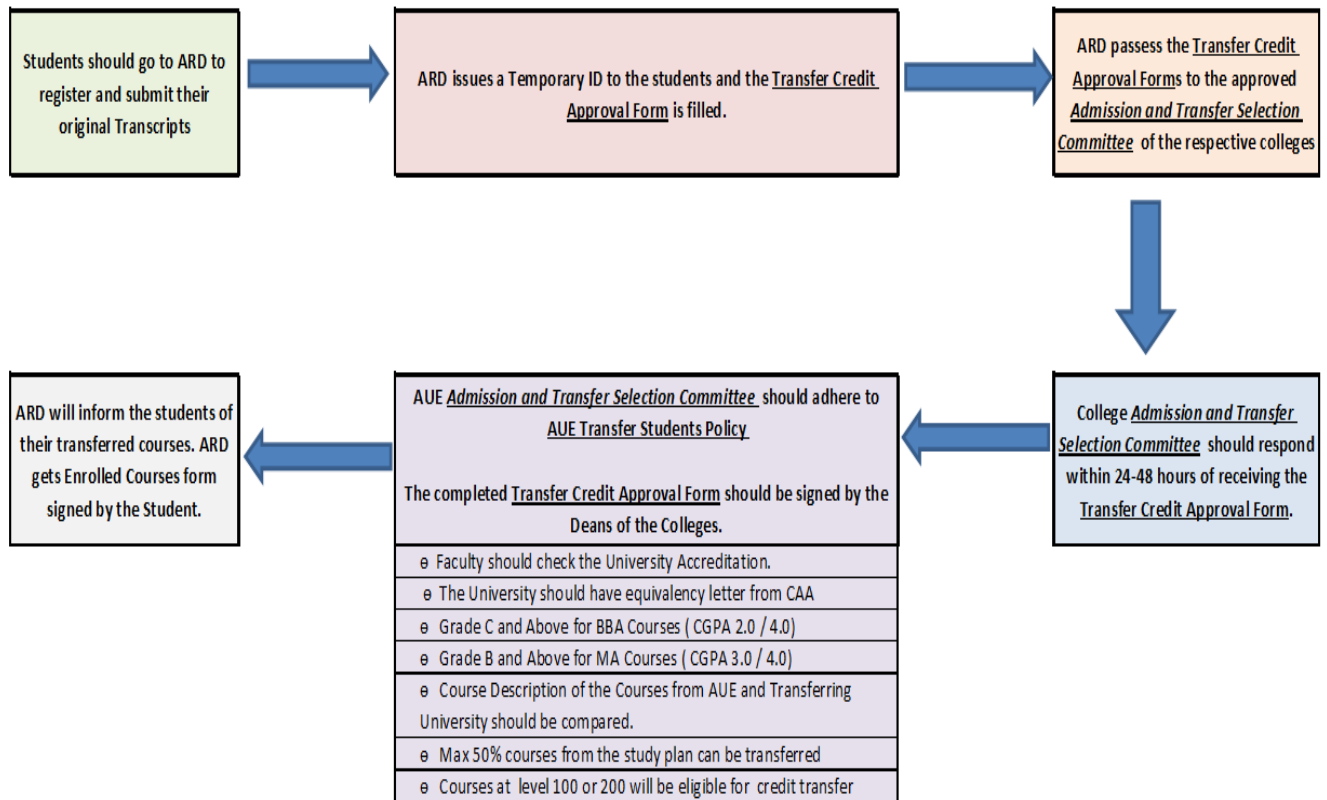
- 12.1. The Students should get approval from the Provost, College Dean and the Academic Advisor for taking the course outside AUE.
- 12.2. The proposed university for taking the course either in UAE or abroad should be accredited and recognized by the CAA and MOHESR. This should be ensured by the student, Provost, College Dean and the academic Advisor.
- 12.3. The student should submit the Transient Student Form (appendix 8-b) to the Academic Advisor, then to the College Dean and to the Provost for final approval.
- 12.4. The student should justify the reason for taking the course outside AUE (graduation requirement..etc) to the Academic Advisor, the college Dean and the Provost while submitting the Transient Student Form (appendix 8-b)
- 12.5. The credits earned at other universities cannot exceed 9 Credit hours.

## **13. *Transfer Students***

All transferred students must satisfy the AUE admission requirements, including the English proficiency, and complete a minimum of 50% of their degree program credit requirements in residency at AUE in order to qualify for a degree.

All students must complete their last two semesters (i.e. 30 credit hours) at AUE to be awarded an AUE degree. In order for AUE to accept transfer of credit from an institution outside the UAE, it must be licensed/recognized by the Ministry of Education or related Department of the country of operation.

## FLOW CHART OF AUE TRANSFER STUDENTS



The above diagram explains the Transfer of Credit Process at AUE.

If students require transfer credits from another institution, they must submit the following:

- 13.1** Original or certified copy of high school certificate or its equivalent approved by the relevant authority in the country where the certificate was granted and by the UAE Ministry of Education.
- 13.2** Official Transcript from an accredited institution (Attested by the Ministry of Higher Education if from the UAE or the equivalent if from an institution outside the UAE).
- 13.3** Course descriptions and syllabus as published in the concerned institute catalog.
- 13.4** Application for transfer credit must be made in the student's first semester of residence.
- 13.5** Students may transfer a maximum of 50% of the required program credits.
- 13.6** For cases in which students present courses for transfer constituting greater than 50% of a program's credit hour requirement, courses will be eliminated (to get 50%) per the following order of priority:
  - a.** Concentration
  - b.** Core
  - c.** Electives
  - d.** Foundation



- 13.7** Official University transcripts are evaluated on a course-by-course basis
- 13.8** Only courses at the level 100 or above will be eligible for transfer of credit
- 13.9** Only courses with a GPA 2.0 or more will be eligible for transfer of credit
- 13.10** 3 and 4 credit courses will be considered equivalent to AUE's 3 credit courses
- 13.11** No more than 2 courses will be transferred from a student's chosen concentration
- 13.12** Transfer of credit will not be granted for upper level courses
- 13.13** All courses to be transferred to AUE should be in English.
- 13.14** All students whom are transferring from another university should submit their official transcripts along with the course syllabus before getting the admission at AUE for transfer purpose. No transfer will be accepted after getting the admission/registering courses at AUE

The decision regarding credits awarded is made solely by the appropriate Dean of College. Transfer students must complete the Transfer Credit Form (see Section XXI. Appendix **8-A**). Transferring students will be informed in writing about transfer credits before they enroll at AUE.

AUE students are eligible to take credit courses at other accredited Institutions of Higher Education, both inside and outside the UAE. Students, however, should obtain the AUE approval for taking such courses using the Transient Student Form (see Section XXII. Appendix **8-B**)

#### **14. *How Students Choose a Major***

Students should declare their major any time during the first two semesters. In order to decide upon their Major and career goals, they should discuss these topics with their Academic Advisors, and complete the Selecting Major Form (Academic Advising Manual, see Appendix **6**). Such discussions should cover the following:

- 14.1** Attempt to evaluate objectively classes that have been taken and single out the ones they have really enjoyed and the ones they disliked.
- 14.2** Meet with the Manager of Students Affairs to discuss possible careers and interests.
- 14.3** Take some exploratory courses in areas of their interest.
- 14.4** Consult with the academic adviser regarding their field of interest.

#### **15. *How Students Change Majors and/or Departments***

- 15.1** In the event of students wanting to change their major, they should meet with their Academic Advisors and fill out a Change Major/College Form (See Appendix 4 in the Academic Advising Manual).
- 15.2** If a student decides to change his/her Major/College, then he/she is required to fill out the Change Major/College Form together with his/her Academic Advisor's approval. The student should make sure that he/she has fulfilled the requirements before he/she applies.
- 15.3** The student shall submit the Change Form to the appropriate College/department for which he/she is applying taking into consideration that each College/department has its own requirements.
- 15.4** When a student intends to change a Major/College, he/she should expect to lose certain credit hours which cannot be transferred to the new major or College.

- 15.5 Transfer from college to college process takes 5 working days.
- 15.6 Student can change the college once a time.
- 15.7 Students should apply for transfer from college to college only at the beginning of the semester.

**16. Course Load Limitations**

To be considered on full-time status, a student must carry a minimum course load of 9 credits per semester, with the normal load being 15 credits and maximum of 18 credits. Under special circumstances, students will be allowed to drop below 9 credits. A student in good academic standing is allowed no more than two semesters of leave. A student who is out for more than two consecutive semesters must submit a new application for admission to the Admission and Registration Department.

**17. Credit Hours**

Courses are calculated in credit hours. Every course carries a certain number of credits that are awarded after the completion of the program. Students admitted to AUE must complete all the credit hours of courses taught in accordance with a program approved by the concerned College. The total number of credit hours and academic period to be successfully completed by a student is depending upon 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)
Associate	63	4	4	7
Associate leading Bachelor	120-135	7	8	14
Bachelor	120-135	7	8	14
Master	36-54	3	4	6

**18. Academic Year**

The academic year is split into semesters, fall, Spring, and summers Semesters sessions. Each semester contains 16 weeks of academic teaching sessions. During the summer session of the semester, courses will be offered to students for a period of 5 weeks. The Admission and Registration Department will announce the time and date of these programs.

**19. Program Orientation**

Students should attend the orientation to:

- 19.1 gain important information about academic life at AUE
- 19.2 receive extensive academic advising and register early before each semester
- 19.3 take placement exams
- 19.4 meet other new students and make friends
- 19.5 meet AUE faculty, staff, and administrators
- 19.6 preview important first-year University issues
- 19.7 gain information on transportation facilities
- 19.8 tour the AUE campus and its facilities.

Students who do not attend orientation will be missing valuable information that might affect their stay at AUE. The information given is new every year and reflects changes that have happened on campus. It is wise for students to attend orientation - not only will they gain information which will help them adjust to their new environment, but they will also have the opportunity to meet with other students, as well as meet their advisor.

## **20. Registration**

- 20.1** Students, under the guidance of their Academic Advisors, are required to register at the beginning of each semester during the assigned registration period. Exceptions require an approval from the University Council. Advisors should approve students load and courses before registration (see Appendix 9).
- 20.2** If they are unable to register during the regular period, they may late register, upon payment of a late-registration fee.
- 20.3** No registration is accepted after the end of first week of classes.
- 20.4** AUE policy allows full-time students to enroll in a course load of up to 18 credit hours in any one semester. A semester is defined as sixteen-weeks.
- 20.5** Students may add, drop, or change courses during the add/drop period (see **Appendix 10**), which begins four working days (including Saturday) prior to the first day of classes and ends on the sixth day of instruction. A full refund will be given for courses dropped by students during this period. Students who have not registered during the earlier Registration Period must pay a late registration fee and registration deposit.\*
- 20.6** Students wishing to continue their studies at AUE, but who fail to pay the prescribed fees one week after registration or fail to register before the last day of registration, without prior approval of the Registrar, will be considered as having withdrawn from AUE.
- 20.7** Students can seek deferred registration, by applying in written form to the Registrar (see **Appendix 11**). This should be done at least one week before the specific date of registration. Fees for late registration will be charged and the student will be required to register by the deferred registration date.
- 20.8** Students will only be permitted to take examinations and receive grades if they are registered for the course.

## **21. Registration Procedures**

Students should register for courses prior to the beginning of each semester. Students are advised to follow these registration procedures:

- 21.1** Students should start with reviewing their academic program and their study plan.
- 21.2** Students should plan to meet their academic advisors and review the current semester's course schedule to choose their courses and complete the online registration procedure.
- 21.3** Students must meet with their advisor to approve their schedule of classes prior to registration.
- 21.4** Students will receive signed copy of the Courses Registration Form and the advisor will keep a signed copy to retain in the student file.
- 21.5** The academic Advisor should keep a copy of students registration form.

- 21.6 The student will enter the selected courses into the online registration system to officially register.
- 21.7 Once their courses are accepted by the system, students must proceed to the Financial Affairs Department to settle their financial dues.
- 21.8 Students whose courses are successfully registered can immediately collect their course schedules. Those who do not succeed for any reason should see their advisor again.

## **22. *Late Registration***

Late registration takes place on the first week of each semester. A late registration fee of AED 500 is collected.

## **23. *Holding of Records***

Student records will be placed on a hold status because of financial regulations, academic violations or not completing the course and department evaluation on a semester basis, or other obligations to the University. Depending on the severity of the hold, registration, grades, confirmation of graduation, transcripts, and accounts receivable will be affected. Students may view their registration-related holds online. It is the responsibility of the student to clear any holds prior to registration.

## **24. *Postponement Regulations***

- 24.1. Students can take some time off from their studies. However, the time should not exceed two consecutive semesters or three nonconsecutive semesters during their entire period of study at AUE.
- 24.2. Students may obtain a postponement form together with directions for its completion from the Admission and Registration Department (see Appendixes 11 and 12). Depending on the date of withdrawal (see Appendix 12), the student will be eligible for a partial refund.
- 24.3. Students withdrawn for a period exceeding the allowable time limit must apply for re-instatement to AUE.
- 24.4. A student may postpone his/her study during the first six weeks of the semester, after getting the approval of his/her academic advisor. In such cases, W grade "Withdrawal without Penalty" is entered in his/her record.
- 24.5. In case of medical reason or some special reason approved by the Provost, students can exceed three nonconsecutive semesters of absence only under certain regulations:
  - a. student should write official letter for reason of postponement.
  - b. Students make a new registration and get a new Registration ID No.
  - c. Students need to pay the registration fees again
  - d. The course taken before at AUE can be transferred.

## **25. *Withdrawal Regulations***

### **25.1 Cancellation of Registration**

- a. Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures.
- b. Failure to follow formal University procedures may result in an obligation to pay fees, as well as the assignment of failing grades in all courses and

the need to apply for readmission before being permitted to enroll in another academic semester.

- c. If a student is unable to withdraw from AUE in person due to serious and compelling or for an emergency reasons and is unable to have a friend or relative obtain the necessary signatures, she/he should contact his/her respective academic department for assistance.
- d. Current documentation explaining the nature of the student's inability to come to campus to process the Withdrawal Petition, as well as documentation to support the serious and compelling or emergency situation is required. Upon receiving such documentation, staff from the student's academic department will seek the appropriate signatures and, if approved, submit the Withdrawal Petition to the Admission and Registration Department.

### **25.2 Total Withdrawal from University**

- a. A student may withdraw from AUE for reasons of illness or other extenuating circumstances at any time prior to the finals week (see Appendix 12). An official withdrawal form is available at the Admission and Registration Department or the Student Services Department. A student may not withdraw from AUE during the finals week except with recommendation of the Registrar and the approval of the Provost
- b. A complete withdrawal from AUE will be noted on the student's transcript with a "W". The Registrar will notify related faculty members when a student has withdrawn from the University. Students who plan to leave AUE must complete the official withdrawal form. Failure to do so may result in failing grades.

### **26. Time Limitation of Bachelor Degree Completion**

- 26.1 The maximum length of registration for the Bachelor Degree will be 7 years or 14 normal semesters.
- 26.2 The minimum period of study for the Bachelor Degree will be 3.5 years or 7 normal and 3 summer semesters
- 26.3 If students have exceptional reasons for deferment of studies, their cases will be considered on an individual basis.
- 26.4 Cancelled registration or withdrawal period (freeze in study) shall not be included here.
- 26.5 AUE may, on recommendation from the concerned University Board, reduce the minimum period of study or increase the maximum period of study.

A reduced period of study may be granted where a candidate has transferred from another recognized institution having already completed a certified period of study, this shall be taken into account when determining the further period of study required at AUE. A reduction in the period of study will normally be no more than 50% of the minimum period of study and the student must have been registered with this institution during the academic year prior to completion.

### **27. Time Limitation of Master Degree Completion**

- 27.1** The maximum length of registration for the Master Degree will be 5 years or 10 normal semesters.
- 27.2** The minimum period of study for the Master Degree will be 1.5 years or 3 normal and 1 summer semesters
- 27.3** If students have exceptional reasons for deferment of studies, their cases will be considered on an individual basis.
- 27.4** Cancelled registration or withdrawal period (freeze in study) shall not be included here.
- 27.5** AUE may, on recommendation from the concerned University Board, reduce the minimum period of study or increase the maximum period of study.

A reduced period of study may be granted where a candidate has transferred from another recognized institution having already completed a certified period of study, this shall be taken into account when determining the further period of study required at AUE. A reduction in the period of study will normally be no more than 50% of the minimum period of study and the student must have been registered with this institution during the academic year prior to completion.

### **28. *Extension Period for the Program***

In all cases, students must not exceed the allowed maximum study period of each Bachelor or master Degree. However, students can ask for an extended period of study in their programs at AUE. They should seek an approval for it from their academic Advisors, with the express agreement of the concerned College Dean upon the recommendation of the Registrar and the Provost, as well as the University Council (see Appendix 13).

Upon receiving an application for permission to extend the period within which the candidate may register for an examination, brief details of the candidate's progress report must be presented along with reasons for the delay in completing the program and the expected date of completion. The time allotment for transfer students must be defined by the student's Academic Advisor and approved by the concerned College Dean.

### **29. *Degree Completion and Graduation Requirements***

29.1. To graduate from AUE at Bachelor level :

- apply for graduation
- complete all courses for your degree plan;
- complete all core curriculum and general education coursework;
- have official transcripts from institutions on file in Admission and Records;
- earn at least a 2.0 grade point average (GPA) on a 4.0 scale on your AUE coursework;
- earn at least a 2.0 GPA on a 4.0 scale on any transfer coursework.
- Student should fill up the clearance form.
- Student should earn CGPA of 2.0 out of 4.0 to graduate from an undergraduate program, and 3.0 out of 4.0 for Graduate program.

Note: "Incomplete" grades for courses in progress do not fulfill requirements for the Bachelor Degrees. Students are required to reapply for graduation in a following semester when the final grade has been officially recorded.

**a. Associate and Bachelor Degree Programs**

Students must successfully complete all the course requirements within the time frame allowed. They must also complete their apprenticeship course. The cumulative grade point average (CGPA) of the students should not be less than 2.0.

**b. Master Degree Programs**

- All students should score 550+ AUE TOEFL or 60+ Academic IELTS or 79+ iBT TOEFL
- All applicants will complete the Graduate application form and supply appropriate references.
- The process of admission is the responsibility of the program team headed by the Director of the program, College Dean and the Provost.
- Completion of Bachelor's degree in a relevant field of specialization from a recognized educational institution
- Possession of knowledge and skills with a minimum of 3 years work experience in a relevant field
- Student should earn CGPA of 3.0 out of 4.0 at the master degree completion.

**c. Regarding charging of fees for grade appeals and challenging exam scores**

The reason for charging of fees for grade appeals is that if AUE opens the door to student to appeal the grades free of charge, there will be a wave of students doing it. Besides this, action(charging fees) will allow only those students who strongly believe that the grades should be reevaluated deserve better marks for their exam, projects or assignments.

Regarding challenging exam scores, students have the right to challenge their exam scores if they believe there exist mistakes in grading their papers. They have to fill a form which will be submitted to registrar- The registrar will have a special appeal form to be filled and must be approved by the college Dean. The Dean will make a decision to submit or not to submit the student test for review.

**d. Regarding "incomplete" and a "permitted" to proceed .**

The grade "I" may be assigned by the instructor if the work in a course has been of a passing ability, but is incomplete for reasons beyond students control for (Eg: the student gets sick the last two weeks of the term, and is unable to take final). The student in this case will notify the instructor of his inability to complete the course and ask if he or she can be assigned a incomplete grade. If instructor agrees, the instructor and student would then need to determine in writing what the student needs to do to finish the course, and what percentage of the grade will be based on the remaining work.

The student must complete the work by established deadlines. The decision about what grade to award the student is solely the responsibility of the professor. An incomplete grade should not be used to avoid a failing grade.

“Permitted to proceed occurs when a student is on probation due to failure in TOEFL or any other entrance exam. He/She will be restricted of taken a full load of courses. When the students ask the required exams, they will be permitted to proceed with a full load of courses.

**e. The role of the Provost in approving grades.**

The grade forms which have the final registered grades, signed by the concerned instructor in a particular course are signed by registrar, the concerned program coordinator and the dean of the college. The role of the provost is to check the grades of the students and make sure the grading form is accurate and ready for release to the student community.

**f. Regarding the sequence of steps for students on academic probation.**

Many students experience some form of academic difficulty during their college career. For some students, they may simply struggle through a class or through a single term. For others, academic difficulty may be more severe and /or long lasting. Whatever the situation, there are many ways a student can make connections with staff, faculty and fellow students that they may help to overcome the difficulties the student is experiencing. The sequences are:

- When the students accumulative GPA dips below 2.0 (C ) average.
- The registrar will inform the student’s advisor, the program coordinator of the program or the Dean about the case.
- The college will inform the students that his/her grades are in danger and might be put on probation.
- The student will assess the severity of GPA deficit, and should know with the academic advisor what courses should be taken (or retaking).
- Be aware of the grades needed to clear probationary status.
- Develop a study schedule and routine that will provide the student with both the structure and support needed to concentrate on improving the academic reforms.

Please refer to Section X. Course Related Information, Subsection 10, Academic Probation for more details.

**g. Regarding the difference between “honor” and the “honor list”**

“Honor list “ is when a student achieve a GPA in certain department of 3.7 or higher. The students will then be placed on the Deans list. The list will be placed on a special board in a noticeable area at the university.

“Honors” is when a student enroll in an “honor” program in his/her particular major, so when they graduate they will learn an honor mention such as Phi- Beta-Sigma or Summa Cum Lauda.



#### **h. Regarding the procedures through which grades appeals are resolved:**

The procedures through which grades appeals is resolved are:

- Formal grade appeal must be initiated by the student. The instructor may change a grade if it is found that there was an error. Only in the final exams Grades shall not be changed except through the appeal process.
- If the instructor of record will not be available within one semester, the department chair may act in lieu of instructor for the purpose of grade appeals.
- The college Dean will review the findings and will attempt to act as mediator in resolving the dispute. If mediation at the college level does not lead to resolution, then a grade appeal committee shall be formed by the college Dean.
- All data, papers, records, together with written briefs, will be submitted to a committee for study. Both student and instructor will have permission to view all materials used by the committee. The committee may meet individually or collectively with those involved in its quest for determination. The committee may choose to continue its mediation efforts
- The function of the Grade Appeal committee shall be to evaluate the grading procedures as well as to, if necessary, reevaluate the student's assignments for the course.
- The committee shall provide a written justification to the College Dean for its decision. The Dean shall inform the instructor and the student of the committee ruling.
- In case of a change of grade, if the instructor off record does not implement the change of grade decided upon by the committee, the Dean shall implement the change of grade on the student's official transcripts through the ordinary change of grade procedure.
- The College Dean shall provide a written record of the results of all grade appeals to the Vice President of Academic Affairs / Provost for Approval.

### **30. Policy on Student Record Keeping**

#### **30.1 Security of personal data**

The educational records of all enrolled students will be maintained by the Admission and Registration Department. A separate, specifically constructed room built according to local fire codes will be used for the storage of paper files, which will be backed up as computer files. Records of enrolled students will be created and retained in the AUE's Academic Records Management System. All system-based records will be backed up daily, weekly, monthly and annually within the System and stored in fire-proof filing cabinets in the IT Services department at the University.

#### **30.2 Archiving Inactive Student Records**

Inactive cumulative record folders will be retained at AUE for a period of three (3) fiscal years after student graduates; transfers or withdraws.

All inactive cumulative record folders shall be filed alphabetically by fiscal year. At the end of the third year the cumulative record file will be disposed of. The student master file, the electronic records, will be kept microfilmed for archive purposes, indefinitely.

## **IX. PAYMENTS AND OTHER FINANCIAL INFORMATION**

### **1. Tuition Fees (per course / three (3) credit hour)**

• General Education	800	2,900
• College of Business Administration	900	3,250
• College of Computer Information Technology	1,000	3,600
• College of Media and Mass Communication	900	3,250
• College of Design	1,000	3,600
• College of Law	850	3,000
• Master Business Administration		9000
• Master Library and Information Science		9000
• Master Arts in Diplomacy		10000
• English Language Institute (16 weeks - 10 hours per week)		AED 6,000.
• English Language Institute-TOEFL Preparatory Course (16 weeks - 6 hours per week)	AED	3,000.

### **2. Other Fees**

<b>Fee Details</b>	<b>Amount AED</b>
Registration Fee (Non-refundable)	1,750
Identity Card Fee	50
Graduation Fee (Certificate)	300
Internet and Laboratory Fee	400
Grade Appeal Fee	150
Application Fee – Registered Students	150
To Whom It May Concern Letter	50
Quotation Fee	50
Application Fee – ELI Only	250
In-house Placement Test	400
TOEFL – iBT AUE Students	1,200
TOEFL – iBT Non AUE Students	1,200
TOEFL Course – Non AUE Students	3,000
TOEFL – PBT Non AUE Students	600

ICDL Course + Test AUE Students	1,400
ICDL Course + Test Non AUE Students	1,500
CISCO Courses	2,000
Oracle Courses	2,000
Microsoft Courses	2,000
Transcript Request Fee	100
Fee for Repeat Final Exam	750
Challenge Examination Fee	500
Residence Visa Processing Fee	3,000
Late Registration Fee	1000
Penalty for Bouncing Check	500
<b>Housing and Transportation</b>	
Transportation – Al Ain	1,750
Transportation – Dubai International City	500
Transportation – Dubai	900
Transportation - Sharjah	1,200
<b>Refundable Deposits (Per Student)</b>	
Passport Deposit	4,000

### 3. *Text Books*

The cost of text books varies as per the registered courses.

### 4. *Additional Notes on Tuition Fees and Fines*

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

### 5. *Payment Policy*

Cash, Credit Cards, and Checks (current and post-dated) will be acceptable form of payment. AUE will hold postdated checks until the due dates specified in this policy. There are several options available for the payment of tuition fees. These options are described below:

- **Full payment** by the student: full payment of the tuition fee is to be made at the

time of registration.

- **Direct payment by the student's Third Party Sponsor** : If a letter of commitment or a voucher from the student's employer or other third party is submitted along with the registration form, then the student will not be required to make a payment at registration. The letter of commitment or the voucher must indicate that the employer will pay the tuition as well as all other fees to AUE in full, upon receipt of the invoice from AUE Financial Affairs Department.

## 6. *Payment Options*

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

- **Option 1**: Pay in Full: payment is on the first day of registration.
- **Option 2**: Third Party Sponsors: If a letter of commitment or a voucher from the student's employer or other third party is submitted along with the registration form, then the student will not be required to make a payment at registration. The letter of commitment or the voucher must indicate that the employer will pay the tuition as well as all other fees to AUE in full, upon receipt of the invoice from AUE Financial Affairs Department.
- **Option 3**: Payment through installments;
  - 50% down payment of the total tuition fees should be made on the same day of registration, the second 50% must be done by two months postdated check.
  - 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 made by two-months and three-months postdated checks respectively.

## 7. *Refund Policy*

In certain instances the fees paid by you may have to be refunded. AUE makes provisions for refund of fee as per the following conditions:

- 100% refund of Tuition Fees is given for courses canceled by AUE.
- Students withdrawing from their course load within the first academic calendar week of the semester will receive a 100% refund of the tuition.
- Students withdrawing within the second academic calendar week of the semester will receive a 75% refund of tuition fees.
- Students withdrawing during the third and fourth academic calendar week of the semester will receive a 25% refund of tuition fees.
- Students withdrawing after the end of the fourth academic calendar week of the semester will receive zero refund.

## 8. *Student Financial Aid*

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 Department. Based on the student financial aid budget, an award notification letter explaining the available financial aid will be given to each eligible applicant. 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.

#### **9. *Merit Discounts and Family Tuition Discount***

- Newly admitted students who achieve an average of 95 percent and above in high school are eligible for a merit discount of 25 percent of tuition fees.
- Students who achieve an average of 90.00 to 94.99 percent in high school are eligible for a merit discount of 15 percent of tuition fees.
- Students who achieve an average of 85.00 to 89.99 percent in high school are eligible for a merit discount of 10 percent of tuition fees.
- Students who maintain a minimum CGPA of 3.6 and above, are eligible for a merit discount of 10 percent of tuition fees.
- For families that have more than one son/daughter enrolled simultaneously at AUE as full-time students, a tuition fees discount of 20 percent is given to each sibling after the first, up to two siblings.

### **X. ADVISING AND COUNSELING**

#### **1. *Introduction***

AUE students have advisors and counselors who are concerned with the overall well being of their advisees. Each advisor is committed to helping the student with scheduling, overseeing the student's academic performance, offering advice and mediating conflicts that may arise. The faculty advisor meets twice a week with his or her students group and individually with each student on an as-and-when needed basis. Advisors are encouraged to seek assistance in dealing with issues with which they may not be familiar with. Advisors are also responsible for assemblage and activities relating to personal growth and education.

Advisors and Counselors provide comprehensive services to enhance the educational learning environment and address the diverse needs of all students at AUE. They assist students in attaining their goals. Services that are provided include academic advice and planning, career and personal counseling, and transfer services. AUE Advisors and Counselors can help students with:

- 1.1** Information on departments, degrees, concentrations, courses, etc
- 1.2** Referral to campus/community resources
- 1.3** Personal Counseling
- 1.4** Developing better study skills and habits
- 1.5** Academic advising and planning
- 1.6** Career and vocational counseling

#### **2. *Mission Statement***

AUE Advisors and Counselors make every effort to optimize students' learning experience at the University, through access to quality advising and counseling services that enhance the student's personal and academic development. Advisors and Counselors are committed to ensure students succeed in both academics as well as life.

### **3. *Academic Advising***

AUE Academic advising is based on the belief that advising is a developmental process, recognizing such logical and sequential steps as the exploration of life goals and career goals. This process of exploring, integrating, and synthesizing should be an ongoing and multifaceted responsibility of both the student and the advisors, the ultimate goal of which is student growth. Through such a student centered approach, general and major advisors assist students in creating a personally relevant plan for educational, career and life fulfillment. Beginning with admission to AUE and continuing each semester, AUE encourages students to consult with their Academic Advisors each semester to schedule their courses.

Students are assigned Academic Advisors who are full-time faculty members in the area of a student's specialization who help them in selecting their courses of study and in planning their schedules. AUE requires Academic Advisors to meet with students at least once per semester and assist with:

- 3.1** Program review
- 3.2** Course sequences
- 3.3** Semester schedules

### **4. *Goals of Academic Advising***

Academic advising is a collaborative educational process whereby students and Counselors are partners in ensuring students' academic success, and outlining the steps for achievement of their personal, academic, and career goals.

- 4.1** To assist students in self-understanding and self-acceptance (values clarification, understanding abilities, aptitudes, interests, and limitations).
- 4.2** To assist students to consider their life goals by relating their interests, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education.
- 4.3** To assist students in developing an educational plan consistent with life goals and objectives (alternative courses of action, alternate career consideration, and selection of courses).
- 4.4** To assist students in developing decision-making skills.
- 4.5** To provide accurate information about institutional policies, procedures, resources, and programs.
- 4.6** To refer students to other institutional or community support services.
- 4.7** To assist students in evaluating or re-evaluating progress towards established goals and educational plans.

### **5. *Academic Planning***

Academic advisors facilitate the exploration of students' educational goals by:

- 5.1** Introducing Degree guide and electronic resources
- 5.2** Learning strategies for success
- 5.3** Exploring major fields of study
- 5.4** Understanding general education requirements
- 5.5** Mapping the path, timeline, expense and personal resources needed to meet students goals

## **6. *Career and Vocational Counseling***

AUE Counselors help students to explore and clarify their understanding of personal qualities that influence their career choice. Career Assessments, also known as personality and interest inventories, are available to aid in the career decision-making process and to select educational programs related to a chosen career direction. Counselors assist students with:

- 6.1** Exploring options and opportunities in the career fields
- 6.2** Identifying their personal interests, skills and abilities
- 6.3** Matching an educational plan with students' career interests
- 6.4** Encouraging personal growth and development through education

## **7. *Career Services***

The Student Affairs Department helps students establish career development goals. It will provide the opportunities of exploring, selecting, and actively pursuing satisfying employment and careers for students. The following services will be available:

### **7.1 *Career Counseling***

Career counseling, computer-assisted assessment and vocational guidance, which help students explore career options beginning in their first semester. Students may meet with a Career Officer to explore interests and values, with a view toward choosing a career. For students who are experiencing difficulty choosing a major, this can be a useful process of self exploration.

### **7.2 *Academic Advising***

Further detailed information and all related Forms are provided in the Academic Advising Manual.

## **XI. COURSE RELATED INFORMATION**

### **1. *Add/Drop***

- a.** Students are permitted to add or drop one or more courses during the first week of the semester given that they secured their advisor's approval (see Appendix 10).
- b.** Courses will be added or sections changed through an add/drop period without penalty (no entry on student's record). After the 15th day of instruction, students may petition to drop a class only for serious and compelling reasons. Permission to drop during this time period will be granted only with the approval of the advisor and the student's major department chair and the Dean. All requests for permission to drop under these circumstances and all approvals will be made in writing on a petition to drop. A statement of the reason(s) for dropping is required. For courses dropped during this period, a "W" grade will automatically be recorded.
- c.** Registered students who do not appear in class after 15th day of the semester will be dropped from the class roll by the instructor. However, the responsibility for properly dropping classes ultimately rests with each student. Students who do not drop a scheduled class which they are not

attending are subject to receiving a failing grade. See also the section in the Schedule of Classes regarding the refund of fees.

## 2. *Administrative Drops*

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:

- 2.1 a failure to pay tuition and fees on time;
- 2.2 class cancellations;
- 2.3 failing to meet the specific academic requirements of the degree program.

## 3. *Grading System*

### 3.1 Grades Functions

The grading system of AUE is designed to:

- a. recognize performance in a particular course;
- b. act as a basis of screening for other courses, programs or further education;
- c. inform the student of his/her level of achievement in a particular course;
- d. stimulate the student to learn;
- e. inform prospective employers of the student's achievements.

### 3.2 Grades for Undergraduate

#### a. **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 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 C+ Adequate Work**

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

#### d. **D D+ Minimally Acceptable Work**

Indicates achievement, which meets the minimum requirements of the course, but at a level indicating less competence in the subject matter.

#### e. **F Unacceptable Work**

Indicates achievement that fails to meet the minimum requirements of the course and is clearly below University quality--not a passing grade.

#### f. **I Incomplete Work**

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

### 3.3 Master Degree Grading Key

Grade	Percentage	Grade Points	Meaning of Grade
A	96 –100	4.00	Exemplary
A-	90 - 95	3.75	Excellent
B <sup>+</sup>	87-89	3.25	Very Good
B	84-86	3.00	Very Good



B-	80-83	2.75	Good
C+	77-79	2.25	Satisfactory
C	74-76	2.00	Pass
F	Less than 73	0.00	Fail
IP		0.0	The course is still in progress
I		0.0	Assigned for incomplete course

### 3.4 Course Grades

- a. Course grades will be based upon a combination of examinations, class participation, class attendance, quizzes, projects and homework assignments. Students receive a preliminary assessment of the course grade after mid-semester tests, and a final evaluation at the end of the semester. Faculty members do not release final grades. All grade sheets, once approved by the Provost, are recorded by the Registrar. Only the Admission and Registration Department releases the final grades for all courses at the end of each semester.
- b. In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. If such cases are existed, then the Admission and Registration Department will ask the concerned instructor to fill the Grade Change Form (see Appendix 14).
- c. The following grading system and policies have been standardized for all academic units of AUE (see Appendix 15). The faculty member is responsible for whatever grade symbol is to be assigned. Special symbols (W, WU, WA, WF and I) are indications of registration or grade status and are not assigned by the faculty. Pass/Fail designations are not assigned by the faculty but are automatically converted by the grade application system, as explained under Pass/Fail Procedure.
- d. **The Grade of Incomplete “I”**  
The grade of I (Incomplete) is reserved for “extraordinary circumstances” that prevent a student from completing the requirements of a course by the end of the semester. An extraordinary circumstance is narrowly interpreted to mean unforeseen, unexpected circumstances beyond a student’s control that prevent continued attendance in all classes (e.g., death of an immediate family member, a change in the student’s employment, mental or physical illness befalling the student or a member of his/her immediate family). The student must initiate the request for an Incomplete and only the instructor may grant an incomplete. In such cases, the instructor makes specific written arrangements with the student for making up the grade.

If a student receives an Incomplete, he/she must complete the work by the end of the following semester unless the instructor requires a shorter completion date. The student is responsible for this deadline. Incompletes that are not finished are to be permanently recorded by the instructor as “I”. When incomplete work in a course is completed, the instructor is

responsible for reporting the letter grade that replaces the “I” on the student’s permanent record.

It is the faculty's decision whether a course should be retaken. If a course is retaken, it must be completed on the AUE campus.

The final grade (earned by completing the course requirements or by retaking the course) does not result in deletion of the “I” from the transcript. A second entry is posted on the transcript to show the final grade for the course. If the course is retaken, the original course will have a notation that the course was repeated. The “I” grade will be an “F” grade for the original course. The retaken course will have the final grade.

**e. Pass/Fail Grades (P/F)**

When students register for a course on a pass/fail basis a P grade will be recorded if they receive a D grade or better and will not be included in their GPA. If they fail the course an F will be recorded and will be included in their GPA (see Appendix 16).

**f. Permitted to Proceed Course “PP”**

The PP notation will appear on a student's transcript under a variety of situations for individuals who are continuing a course beyond the normal period for reasons approved by AUE with/without charge.

The student must inform the Registrar of his/her wish to have the PP notation for exceptional reasons approved by AUE before the end of the regular term. The Registrar will check the appropriate University official to secure permission.

The PP is not a grade, but merely a space holder on the student's transcript which clarifies that a student is still enrolled within a given course. In the event that a student does not complete the course by the end of the following term (excluding summer), then the grade of "F" will be substituted

**g. Audit Registration**

An AUE student wishing to attend a course, but who does not wish to participate, take examinations, receive a final grade or receive credit for the course may register to audit the course with the permission of the instructor. A student is not required to take or to pass examinations in a course that he/she audits. The instructor may establish standards of class participation and attendance that must be met if a student is to remain in audit status. Changes to or from audit status must be made before the last day of the add/drop period. Tuition and fees for audit students are the same as those for students registering for credit. In courses with enrollment limits, priority is given to students pursuing Bachelor Degree programs. This course will appear in a student’s transcript as audited and carries no credits.

**h. Withdrawn, without credit, W**

If the student withdraws from a course after the add/drop period, a (W) grade will appear on the student's transcript, but it is not computed in the student's GPA. (to add if student withdraw the course after the ADD/Dropp Period, the grade should be "WF" unless there is a reason & approved from the dean to be "W" need clarification

#### **4. *Repetition of Courses***

Students may not register for credit in a course in which they already have received a grade of C- or higher; exception will be granted to students upon the concerned Dean's approval. An F grade in a required course necessitates the subsequent satisfactory completion of the course. In order to improve a student's GPA to meet graduation requirements, a student may repeat courses which s/he has failed or has earned a grade lower than C-. Students are not allowed to repeat a course that was completed with a D more than once. The student retains the highest grade that s/he received when repeating a course. Transcripts will show grade histories, but only the highest obtained grade will be counted towards the calculation of the student's GPA. All course tuition/fees must be paid when repeating any course.

#### **5. *Internship***

- 5.1** The internship course constitutes an important part of the student's graduation requirements. It is considered an essential natural extension of AUE's role in helping students to increase their employability. By undertaking a supervised compulsory internship course, students will have the opportunity to put into practice what they have learned in theory.
- 5.2** The supervised internship course will be a credited course and will be planned by the concerned College in coordination with the Continuing Education and Training Center in such a way that ensures efficient execution of this program. AUE's Continuing Education and Training Center will prepare guidelines for this purpose, outline its objectives, organization, and provisions for the internship course.
- 5.3** The maximum number of credit hours to be earned in the internship course is 3 credit hours. Students must complete 6 week time period for the internship. University supervisors, the onsite contact person, the concerned College Dean, along with the Continuing Education and Training Center will monitor student internships.
- 5.4** Bachelor Degree students are eligible for internships after earning at least 90 credit hours toward completion of their Bachelor Degrees and maintaining the necessary overall CGPA as determined by the academic regulations.
- 5.5** The concerned College Dean will submit a written evaluation and assign the internship grade. This evaluation includes reports by the onsite supervisor, and University supervisor. Additionally, there will be an interview and student internship report. Internship course consist of 3 hours seminars per week.
- 5.6** For more detailed information on internships, please see "Student Internship Manual".

## **6. *Independent study***

Independent study is not something that AUE advises the students to do. However, students are allowed to complete 1 to 3 hours of independent study work if there is a legitimate reason (see Appendix 17).

Students who wish to do an Independent Study Course must have completed at least 90 hours of credits at AUE and have a cumulative CGPA of 3.0 in those courses.

The application must be submitted 2 weeks before the beginning of the semester in which the work is to be completed is subject to the concerned College Dean's approval.

A 3-hour Independent Study Course should involve about 7 to 10 hours of work per week for students; thus, an Independent Study Course easily could entail reading several books on a selected topic and writing a research paper. Students who want to do an Independent Study Course must produce a written justification. The written justification and explanation must include:

- 6.1** reasons for wanting to complete an Independent Study Course;
- 6.2** a detailed plan for the Independent Study Course;
- 6.3** a description of the final product envisioned for the Independent Study Course;
- 6.4** the name of the faculty member who will be supervising the Independent Study Course and a written note from the faculty member indicating his or her willingness to supervise the project;
- 6.5** the semester in which the Independent Study Course will be completed.

Students should submit the written justification and a copy of their transcripts to the chair of the designated department, who will meet with the Student Academic Advisor to decide if the Independent Study Course will be allowed.

Upon the approval of the Provost, students will be notified of the decision within two weeks of the application submission.

## **7. *Honors***

AUE will recognize academic excellence in students who have earned a 3.25 or higher GPA in a given semester on a minimum of nine graded credits, excluding pass/no pass, in a given term. The following honors will be awarded (See Appendix 14):

Honor's List: 3.25 - 3.49

Dean's List: 3.50 - 3.74

President's List: 3.75 - 4.00

Highest Honors: 3.75 - 4.00 cumulative average awarded upon graduation.

## **8. *Semester Grade Point Average (GPA)***

A student's semester grade point average (GPA) is calculated by dividing the total number of points earned in each semester by the total number of hours taken (See Appendix 14). Courses with grades of "I", "PP", "P", "N" and "W" are excluded from the GPA. The hours for which a mark is given "I" and/or "PP" are excluded from computing the grade-point average until it is replaced by a letter grade.

## 9. *Cumulative Grade Point Average (CGPA)*

A student's cumulative grade point average (CGPA) indicates a student's achievements in all semesters. The CGPA is obtained by dividing the total number of points earned since the initial enrollment in AUE until the end of the given semester by the total number of hours taken until the end of the given semester. Grades earned at another institution will be shown as transferred "T" and will not be computed in the cumulative GPA.

9.1. Grades corresponding to Semester Grade Point Average (GPA) for Undergraduate program are determined as follows:

Grade points	Meaning of Grade
3.6 to 4.0	Excellent
3.1 to 3.5	Very Good
2.6 to 3.0	Good
2.0 to 2.5	Satisfactory
Below 2.0	Probation

9.2. Grades corresponding to Semester Grade Point Average (GPA) for Graduate program are determined as follows:

3.76 - 4.00	Exemplary
3.26 - 3.75	Excellent
3.01 - 3.25	Very Good
3.00	Very Good
Below 3.0	Probation

## 10. *Academic Standing – Maintaining good Standards*

All students are placed on academic probation at the end of a semester in which the cumulative GPA falls below C (2.0 GPA) for undergraduate degree program and below B (3.0 GPA) for a Graduate degree program. Students whose performance is below the acceptable requirements will be placed in the following categories.

### 10.1 *Academic Warning*

Undergraduate: All students are placed on academic warning at the end of a semester in which the semester GPA falls below C (2.0 GPA) and the cumulative CGPA is equal to or higher than 2.0 for an undergraduate program.

Graduate : All students are placed on academic warning at the end of a semester in which the semester GPA falls below B (3.0 GPA) and the cumulative CGPA is equal to or higher than 3.0 for a Graduate program.

## 10.2 Academic Probation

All students are placed on academic probation at the end of a semester in which the cumulative GPA falls below C (2.0 GPA). A full-time student on probation for the first time is allowed to carry a load of four courses with a maximum of 12 credits. A full-time student who is on a second consecutive probation may only register for three courses with a maximum of 9 credits. Thereafter, a student must be in good academic standing (GPA of 2.0) to continue at AUE.

To be in good standing, undergraduate students must maintain a Cumulative Grade-Point Average (GPA) of 2.0 or better for all course work attempted. A student whose cumulative grade point average (GPA) is below 2.0 will be placed on academic probation the next semester (summer courses are not counted in the calculation of the probation periods). If at the end of the next semester the student receives a semester grade point average (GPA) of 2.0 or above, but is still below a cumulative grade point average of 2.0, the student will remain on academic probation for one more semester. Students will be notified of their status by receiving probation notices and a copy will be sent to the academic advisor, College Dean, student's guardian and/or the student's sponsor if any. Such students are allowed to register for no more than 12 credit hours for the first probationary semester and 9 credit hours for the second probationary semester. Students who do not meet the above criteria will be liable to the following actions according to their status.

- a. **Action 1:** Students will be restricted to repeating courses in which they achieved grades below C, and/or taking one new course per semester until they achieve a cumulative CGPA of 2 or above. The maximum number of courses that can be repeated is three courses.
- b. **Action 2:** Students who have completed 45+ credits of the total credit hours required for graduation will be granted the opportunity to continue their studies in the same academic program, but will be allowed to register for no more than 9 credit hours of repeated courses per semester until they achieve a cumulative CGPA of 2.0 or higher.

The student will be denied enrollment for one year, after which following a written petition for readmission must be presented to the Registrar. However, there will not be a guarantee of readmission.

Students who will not meet the above criteria will be liable to the following steps, which will all be taken against them, according to their status.

- a. **Step 1:** Transfer the student to another department that requires lower admission averages upon a student petition signed from the concerned Dean and approved from Provost. However, the courses passed by the students before the administration action taken will not be credited, but will appear on the transcript without being calculated towards the student's GPA.
- b. **Step 2:** If a student fails to achieve GPA of 2.0 within two semesters, in the new academic department, the student will be placed on probation for one consecutive semester and is allowed to register for no more than 12 credit hours for the first probationary semester and 9 credit hours for the second probationary semester.

- c. **Step 3:** If the student fails to bring his/her GPA to at least 2.0 at the end of the second semester in the new department, the student will be dismissed from AUE.

The Provost' decision will be communicated to the student informing him/her of their status.

## **11. Class Attendance**

Attendance is recorded for the benefit of students, and it is important that students attend regularly and participate in class activities. Each instructor is expected to maintain records of attendance and may ask any student to justify excessive absences.

Attendance requirements vary according to the nature of the instruction offered in the course. Instructors may impose specific attendance requirements; such policies should be explained in the first class meeting. Participation courses are those in which the student is expected to take an active role through discussion or assigned exercises. Attendance in these courses is especially important.

Those students who prove poor attendance records as follows will receive attendance warnings:

- 11.1 1st Warning:** when a student reaches 10% absences of the total class hours per semester.
- 11.2 2nd Warning:** when a student reaches 20% absences of the total class hours per semester.
- 11.3 3rd Warning:** when a student exceeds 25% absences of the total class hours per semester, the student will receive a W grade for that particular course.
- 11.4** Students may appeal if they have experienced some severe circumstances.
- 11.5** A student who is absent for more than two consecutive semesters should submit a new application for admission to the Admission and Registration Department.
- 11.6** A student in good academic standing is allowed no more than two semesters of leave of absence.

## **12. Examination Rules**

- 12.1** Final examinations for all students will be held as stipulated in the Academic Calendar.
- 12.2** Only students registered for the respective course will be admitted into the room for that course's final examination. Students who have exceeded the 25% absence rule, or who have not paid their tuition/fees, or who have been suspended or dismissed from AUE will not be allowed to take their final examinations.
- 12.3** If a student is unable to take an examination due to illness, he/she may apply for a make-up examination. The student must produce an official medical certificate signed by a registered medical practitioner and a letter of approval from the Registrar before a make-up exam can be scheduled with the respective faculty member.
- 12.4** Faculty may examine students using written, practical, or oral tests through continuous assessment or by any combination of these.

- 12.5 Students who wish to appeal against examination result(s) must complete an Appeal Form and submit this, together with a fee of Dh100, to the Admission and Registration Department.
- 12.6 The week before the final exam shall be used for students to reflect on what they have learned during the semester.
- 12.7 If a student has missed an exam for any reason (other than for medical reasons as already noted), s/he may appeal to retake the test or exam if extreme circumstances warrant it. The written student appeal must describe the circumstances that caused the student to miss the examination. Supporting documentation should be provided when appropriate. Copies of the appeal must be sent to the respective faculty member and the Registrar for review and approval.
- 12.8 There is a AED 100 fee to retake an exam.

### **13. *Rules Governing Final Examination***

- 13.1 No faculty may hold a final examination except during the period in which a final examination is scheduled.
- 13.2 The final examination times will be posted by the Registrar and will take place immediately following the fifteenth week of the fall and spring semesters. The summer semester final examination schedule will be coordinated within the summer semester.
- 13.3 No student will be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the Registrar will work with the student and faculty member to arrange a make-up time for the 3rd exam.
- 13.4 Examinations that are postponed because of conflict with other examinations, or because more than two examinations are scheduled on the same day, will be taken at another time during the final examination period if the faculty member and student can agree on a time.
- 13.5 Laboratory work and oral final examinations are allowed in the week proceeding the period set for the final examinations, but all of AUE required final examinations must be given during the final week of the semester.
- 13.6 No faculty may change the time, date or location of a final exam without permission from the Registrar.
- 13.7 No faculty member may increase the time allowed for a final exam beyond the scheduled two hours without permission from the respective Dean and Registrar.
- 13.8 Final grades issued on the grade sheets by faculty for each course should be approved by the concerned Dean, the Provost and submitted to the Admission and Registration Department or entered on line within 48 hours of the exam in order to facilitate the preparation of grade reports. Only the Registrar is authorized to release grades to students.

### **14. *Transcripts***

Transcripts are the permanent and the most complete student educational record. Incompletes, failures and withdrawals, academic standing, disciplinary actions and all academic awards, including majors, minors and concentrations, are recorded thereon. Students must personally request the release of the transcript in writing.



Full addresses must be given to the Admission and Registration Department if students need a mailed transcript sent to any other educational institution or to a potential employer.

Official transcripts will not be issued to students who have neither earned any credits nor completed a minimum of one semester of study. Students who have not paid their financial tuition/fees or other obligations to AUE will not be issued transcripts.

Official Transcript requests (with charges) are processed within five working days from the date the request is received in the Admission and Registration Department.

Priority service is provided for a fee, based upon the extra clerical time and/or additional mailing expenses required to process a request. Fees are specified in the fees structure table along with the tuition.

### **15. *Honor's List***

AUE is committed to recognizing excellent students by publishing the Honor's List at the end of every semester according to the Semester Grade Point Average (GPA) attained by outstanding students. Any student who is registered with full-time status and achieves a GPA of 3.75 or above, with no Withdrawals (W) or Incompletes (I) in that given semester, will be eligible for the Honor's List for Academic Excellence, and will be notified through a letter from the Admission and Registration Department.

### **16. *Grade Appeals***

Grade appeals should be filed only when it is possible to demonstrate with substantial evidence that an incorrect or an unfair grade has been assigned (See Appendix 18).

If a student believes that the final grade received in any course is incorrect or unfair, he or she must follow the grade-appeal procedure outlined below:

**First:** Discuss the problem with the faculty member (instructor) involved.

**Second:** If not satisfied with that faculty member's explanation, seek mediation from the Department Chair and the concerned Dean.

**Third:** Failing a second resolution of the problem, a student makes an appeal to the Provost by requesting a grade appeal hearing with an ad hoc Grade Appeals Committee.

- The concerned Dean will respond in writing to the grievance appeal in 7 working days from date of receipt of the appeal.
- If a resolution is not reached at the concerned department, the student may petition to the Provost.
- This petition must be in writing and filed with the Provost within 14 calendar days of the final disposition.

#### **Grade Appeal Procedure**

- a. Grade appeal is accepted from the students' after due payment to the Finance Department.
- b. The grade appeal paper is forwarded to the Dean of the Department.
- c. Dean releases the paper to the teaching faculty of the subject in the semester.

- d. Faculty scrutinizes the appeal comparing with the course work, midterm and 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. Faculty doesn't have authority to up/down grade any changes without proof of evidence.
- h. If changes are made this has to be vetted at every level with final approval coming from the Provost and President's office

## **17. Grievance Policy and Procedures**

### **17.1 Policy Guidelines**

- a. This policy and procedure apply to the management of grievances concerning academic and instructional matters that are within the University.
- b. The Grievance Policy and Procedure is to provide a format for grievances and record of their outcomes. Students must file a grievance within 30 days of the incidence causing grievance.
- c. Grievance's must be in writing and have the names of all parties involved. Anonymous grievances will not be addressed and will be discarded.
- d. The grievance must be submitted on the official Grievance Form provided by committee. The Chairman of the committee will receive all written grievances.
- e. The Committee Chairman will always be able to participate in the process to assist the student, faculty or staff in addressing the matter as an outside third party and to advise.

### **17.2 Grievance Committee Members**

The Committee consists of:

- a. the Student Affairs Manager, Chairman
- b. three faculty members (one should be from the concerned Academic Department)
- c. The Registrar
- d. two students in good standing appointed by the concerned Dean, the provost, and the Student Society

### **17.3 Documentations**

A file of each grievance will be kept in the Student Affairs Department. The grievances will be filed under the ID number of the person filing the grievance.

### **17.4 Grievance Timeline**

- a. The Student Affairs Department, upon receipt of the grievance, will contact all parties and request information, arrange meetings, or assist in other methods of resolution.
- b. A response will be made within seven (7) working days from date of receipt of grievance and a copy will be provided to all parties involved.
- c. The Chairman or appointed committee member shall ensure that all relevant facts have been gathered and presented to the Committee and parties involved. As this is a grievance, a vote is not likely.
- d. The resolution and satisfaction of all parties is of utmost importance. Resolution will be sought in no more than 30 working days.
- e. Written documentation showing resolution will be placed in a file. The resolution will be dated and a copy sent to all parties involved.

### **17.5 Procedures**

- a. The individual persons with whom the grievance concerns will be spoken to directly prior to a grievance filing.
- b. If a positive outcome is not achieved, the person who has the grievance is to speak to the person who is the supervisor of that individual.
  - i. Student who have a grievance against a faculty member should follow the channels of administration through the following people:  
Department Chair– College Dean- Provost–Chancellor, when appropriate
  - ii. Student who have a grievance against a staff member should follow the channels of administration through the following people:  
Staff Direct Supervisor–Department Business Manager–Business Administrator
  - iii. Student who have a grievance against another student should follow the channels of administration through the following people::  
Any Faculty Involved–the concerned Academic Supervisors–Student Affairs Manager
  - iv. Grievance steps begin the date the grievance is filed with the Student Affairs Department

### **18. Awarding Degrees**

- 18.1** Degrees are not automatically awarded when requirements are completed. It is the responsibility of the student to submit a graduation application to the Admission and Registration Department.
- 18.2** Bachelor Degree Graduation requirement is the CGPA of minimum 2.0 and completion of the all courses as per the study plan ( 42 courses / 126 credits)
- 18.3** Master Degree Graduation requirement is the CGPA of minimum 3.0 and completion of the all courses as per the study plan ( 12 courses / 36 credits)
- 18.4** Degrees will be awarded upon the recommendation of the AUE's Registrar, Chair, Provost, College Dean, University Council, and then approved by the Board of Directors to students who finished their requirements of study.
- 18.5** Degrees are conferred at the Summer Convocation.
- 18.6** The certificate for an academic award is in both Arabic and English. It must have certain number of important distinctions, such as the full name of the recipient, the title of the award and the student's major area of study.
- 18.7** The certificate must bear the signatures of the Provost, the Registrar, as well as AUE's seal.
- 18.8** AUE may withhold the conferment of a Degree to a student who has not settled his/her accounts, has unreturned materials on loan from AUE Library, or has not met any other obligation due to AUE.

### **19. Course Related Off Campus Activities**

Field trips at the local and international levels are key elements to enrich the curriculum activities at AUE. Such interactions can take place in the context of the academic program, including student visits to local organizations and companies, or to environmental and archaeological sites as a regular feature of courses. Participation in other occasional events in the community are also essential in the quest for student intellectual and moral growth. The policy and procedures designed to guide these activities at AUE level are carried out in high standards. Such activities can include:

- 19.1** relevant activities to the learning enrichment goals of AUE;
- 19.2** well-planned activities to maximize student opportunities for learning. This requires preparation before the activity and a degree of reflection afterwards;
- 19.3** chaperoned student activities with full consideration of community sensitivities;

All the members of AUE's community, including students, accept the responsibility to demonstrate a high standard of behavior and uphold all AUE policy guidelines.

## **20. *Student Record confidentiality***

Protection and confidentiality of student academic files are a matter of great priority and concern for all individuals who have access to records and data owned by AUE offices. Please note that AUE staff is aware of the importance of ensuring full protection and privacy of student details and educational records.

## **21. *Data Management***

All University departments that maintain data are expected to use the best efforts to ensure appropriate privacy and integrity of the information, as well as availability to all who have been granted access. While recognizing the University's responsibility toward the security of its information, the procedures established to protect that information should achieve a balance with the efficient conduct of University business.

This guideline applies to all information in any form owned by AUE used in the conduct of University functions and business. Since computerized data has the potential for broad access, rapid dissemination, and access by unseen users, it may need additional protection. The procedures should be followed by anyone dealing with or responsible for AUE information. Certain areas of AUE that store and maintain data may have additional guidelines for confidentiality or release of data governed by University policy.

### **20.1 Terminology**

- a.** University data: data in any form, that is owned and used by the University to conduct its business, and which is captured, stored, maintained, and accessed in University systems.
- b.** Operational facility: any University office that maintains University data.
- c.** Operational computation facility: any University office that maintains computer hardware, software, and services for capturing, storing, maintaining, and accessing computerized University data.
- d.** Custodian: an administrator or designee, generally not a computer professional, who is responsible for University data, The custodian defines the data, ensures the data's accuracy and completeness, and establishes data use and protection requirements. The custodian is responsible for ensuring that there is appropriate education and training in the use and modification of the data.
- e.** Access and security administrator: an individual designated by the AUE unit (e.g., department) who, together with the appropriate data custodian,

coordinates requests from administrators, faculty, and staff within the unit for access to University information systems.

## **20.2 Data Care Guidelines**

- a. University data will be used solely for the legitimate functions of AUE.
- b. AUE data will be shared only among those faculty, staff, or student members who have a need for knowledge of such data.
- c. Safeguarding of AUE data will be the responsibility of each individual with knowledge of such data. A copy of student records will be stored in a fireproof locked vault in the Admission and Registration Department.
- d. Operational facilities will exercise due care to protect AUE data from unauthorized use, disclosure, alteration, or destruction, whether accidental or intentional. Individuals given access to AUE data must be appropriately instructed on proper use and care of such information.
- e. Availability and access to AUE data and information services by faculty or staff members who have a need to know is vital to the conduct of AUE business. Best efforts will be made by operational facilities to ensure this availability and access.
- f. Appropriate AUE procedures will be followed in reporting any breach of security or compromise of safeguards.
- g. Any faculty or staff member of AUE engaging in unauthorized use, disclosure, alteration, or destruction of data in violation of this policy will be subject to disciplinary action, including possible dismissal.
- h. AUE policies and procedures concerning storage, retention, use, release, communication, and destruction of data will be adhered to.

## **22. Records Archives**

A permanent record reflecting the academic achievements of each student who registers at AUE is maintained in the Admission and Registration Department. Students are encouraged to periodically review their records online.

## **23. Students' Privacy Rights**

Students have the right to:

- a. Inspect and review information contained in their educational records. AUE is not required to provide or allow copies of these documents;
- b. request changes or updates to their personal data;
- c. Consent to disclosure, within the extent of UAE federal and local laws, personally identifiable information from education records.

## **24. Student Records**

AUE students' records, files, documents, and other materials which contain information directly related to a student are considered to be confidential and are open only to certain AUE personnel, departments, offices, governmental authorities, and agencies carrying out their accreditation and audit functions of the AUE programs.

AUE students' records are often maintained in a number of the AUE Departments and Offices: the student's Academic Department, the Academic and Career Advisors (if he or she has initiated a file for placement purposes), in some cases by the Office of the

Provost. In addition, a student's official academic record is maintained indefinitely in the Admission and Registration Department.

Mainly two of the AUE departments have records on 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 about 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. The other AUE departments and offices will usually have information about students only if they will deal with them or utilize their services.

### **25. *Student Record Policy***

The main policies governing the access, maintenance, review, and ultimate disposition of students' records are as follows:

- 25.1** Each type of student record is the responsibility of a designated AUE staff, and only that person has authority to release the record.
- 25.2** The responsible staff or department may release records to AUE personnel who have a legitimate need for the information. A list of those persons who normally have access to each type of student record will be determined.
- 25.3** All student records are reviewed periodically and the expurgation of specific records shall be reported.
- 25.4** Students have the right to review upon request any records that pertain directly to them, and may obtain a copy of the record for a fee. This provision does not apply to records to which the student has waived his or her right to review, nor does it apply to medical and counseling records.
- 25.5** A file containing copies of records pertinent to advising is maintained on each student for use by the student's advisers. Usually this file is kept in the possession of the concerned advisers, but for convenience it may be stored in the concerned academic department office. When the student changes majors, or changes advisers within the same major, the file is transferred to the new adviser.
- 25.6** Medical and counseling records shall be released at the written request of the student to medical or psychological professionals outside AUE or to the University staff.
- 25.7** AUE staff that has access to student records in the course of carrying out their responsibilities shall not be permitted to release the record to outsiders, unless authorized in writing by the student or the Chancellor.
- 25.8** Confidential information may be released to parents by obtaining the student's written permission
- 25.9** The AUE staff responsible for custody of student records will maintain records of requests and disclosures of personally identifiable nonpublic information.

**25.10** AUE makes available without the consent of a student only such information as would ordinarily be published in a student directory or other materials intended for public distribution: name, current address, electronic mailing address, major field of study (including degree program(s) fields, major(s), minor(s), and year of study), awards and honors, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, and similar information. Through the Registration and Admission Department and/or the Students Affairs departments, students may request that any or all of their information be withheld.

**25.11** AUE may use parent information, class registration information, and date of birth, race, and gender information on occasion for internal purposes only.

**25.12** Upon prior permission from students AUE may from time to time use photographs of its students in its publications and other materials.

### **26. *Transcripts***

Students may obtain transcripts of their academic records from the Admission and Registration Department. Transcripts will only be released with a signed request from the student concerned. AUE will issue only complete transcripts, not parts of the student's record. AUE will not make copies of transcripts on file from other University or universities.

### **27. *Retention of Final Examinations***

The final examination, projects, and papers are AUE records and are kept for two semesters unless they are returned directly to the student.

## **XII. COLLEGES AND DEGREES PROGRAMS**

### **1 *Colleges***

The AUE is a postsecondary University that intends to offer Bachelor and Master Degree Programs. AUE will be organized into **Six** Colleges, one Institute, one Center, and **eight** Administrative Departments and Offices.

The Colleges will include the following:

- College of Business Administration
- College of Computer Information Technology
- College of Media and Mass Communication
- College of Fine Arts and Design
- College of Law
- College of Education

### **2 *Bachelor Degrees Programs***

- Bachelor Degree in Business Administration
- Bachelor Degree in Computer Information Technology
- Bachelor of Fine Arts and Design
- Bachelor Degree in Media and Mass Communication
- Bachelor Degree in Law

### **3 *Master Degrees Programs***

- Master Degree in Business Administration
- Master Degree in Diplomacy
- Master Degree in Library and Information Science



### XIII. APPENDIX 1: REGISTRATION DEPARTMENT ASSESSMENT TEMPLATE

Department : Registration Department	
Submitted by :	Assessment Date :
Academic Semester & Year:	

**Expanded Statement of Institutional Purpose:** (In this section, please provide a statement that demonstrates how your department/unit relates to AUE’s statement of institutional purpose, mission and goals.)

**Mission of the Department:**

The mission of the Admissions and Registration Department (ARD) is to support the academic division of the American University in the Emirates by establishing, maintaining, and facilitating the processes necessary to develop academic records, a full registration process, graduation clearance and all class scheduling. The heart of this mission is to provide students, faculty and alumni with high-level service, accuracy, security and timeliness in all areas pertinent to our purview.

**Goal(s) of the Department:**

- Support the instructional mission of academic departments by providing essential information.
- Adopt integrated student-related systems for faculty, staff, and students use.
- Supply reliable and timely information to the concerned departments and individuals.

**Objective(s) of the Department:**

- Provide timely and accurate evaluation of students credentials
- Improve information for academic advising.
- Maintain a responsive, student-oriented registration and recruitment system.
- Assure the admission and registration functions are conducted electronically
- Maximize the utilization of the available instructional resources.
- Provide adequate space and secure access to authorized faculty and staff to student academic records
- Maintain processes by which AUE concerned staff may acquire informal reports and other operational data.

**Intended Educational (Student), Research or Service Outcomes, Administrative Objectives or Expected Results** (Please duplicate and use this page. It is best to include the objective and continuous numbers on each page.)

**GOAL 1:** Support the instructional mission of academic departments by providing essential information.

**Indicator 1 :**

**Means of Assessment (the procedures, strategies, or means by which you will collect information to validate the outcome objective)**

Maintain a responsive, student-oriented registration and recruitment system

**Criteria for Success (Establishes the criteria for Program Success on Means of Assessment and answers the question “I know that I am successful when...”)**

- a. 90 - 95% student queries are answered satisfactorily by email
- b. All Academic Student Forms are handled satisfactorily 80-85%

**Indicator 2 :**

**Means of Assessment (the procedures, strategies, or means by which you will collect information to validate the outcome objective)**

Improve information for academic advising

**Criteria for Success (Establishes the criteria for Program Success on Means of Assessment and answers the question “I know that I am successful when...”)**

- a. 90% - 95% students are receiving all the required and updated information on AUE Academic Advising.
- b. AUE Website and AUE Intranet have the most updated Registration and Student Academic Advising Details.

**GOAL 2:** Adopt integrated student-related systems for faculty, staff, and students use.

**Indicator 1 :**

**Means of Assessment (the procedures, strategies, or means by which you will collect information to validate the outcome objective)**

Assure the admission and registration functions are conducted electronically

**Criteria for Success (Establishes the criteria for Program Success on Means of Assessment and answers the question “I know that I am successful when...”)**

- a. 80-85% of all registration reports are available electronically
- b. Integrated SIS System that links Financial, Academic and Registration details of AUE students

**Indicator 2 :**

**Means of Assessment (the procedures, strategies, or means by which you will collect information to validate the outcome objective)**

Ease to get Ad-hoc queries and Reports related to Classroom utilization, dropped sections in the last semester...etc...etc..

**Criteria for Success (Establishes the criteria for Program Success on Means of Assessment and answers the question “I know that I am successful when...”)**

- a. 70-75% accuracy and 80-85% ease in creating such ad-hoc query reports

**GOAL 3:** Supply reliable and timely information to the concerned departments and individuals.

**Indicator 1 :**

**Means of Assessment (the procedures, strategies, or means by which you will collect information to validate the outcome objective)**

Provide adequate space and secure access to authorized faculty and staff to student academic records

**Criteria for Success (Establishes the criteria for Program Success on Means of Assessment and answers the question “I know that I am successful when...”)**

- a. Highly secure and fireproof Storage for all Academic records

**Indicator 2 :**

**Means of Assessment (the procedures, strategies, or means by which you will collect information to validate the outcome objective)**

Maximize the utilization of the available instructional resources.

**Criteria for Success (Establishes the criteria for Program Success on Means of Assessment and answers the question “I know that I am successful when...”)**

- a. 80-85% utilization of AUE classrooms and laboratories.

#### **XIV. APPENDIX 2: SURVEY OF REGISTRATION DEPARTMENT CLIENTS**

AUE has appointed a committee to review the operations of the Admission and Registration Department. This survey is designed to evaluate the satisfaction of faculty and staff with information and services provided by the Registrar. Your responses will provide an important source of information for our review. This brief questionnaire will take less than 5 minutes to complete. Your name and other identifying information will not accompany your submitted evaluation. Consequently, your responses to the questionnaire will remain anonymous. Thank you for your time and help.

##### **I. Information Provided by the Registrar's Office**

The Registrar is responsible for keeping faculty and staff representatives informed about a wide range of programs, services, policies, and procedures. The questions in this section ask you to rate how often you have received information from the Registrar's Office and the value of the information.

1. During the past year, how many times have you received materials in campus mail (e.g., memos, brochures or newsletters) from the Registrar's Office? (Check one)

Never       1 or 2 Times       3 or 5 Times       More than 5 times

If you have never received materials from the Registrar's Office, skip to Question 3.

2. How informative was the correspondence? (Check one)

Not at all Informative     Somewhat Informative     Informative     Very Informative

3. During the past year, how many times have you received e-mail from the Registrar's staff concerning issues, activities or policies coordinated by the Registrar's Office?

Never       1 or 2 Times       3 or 5 Times       More than 5 times

If you have never received e-mail from the Registrar's Office, skip to Question 5.

4. How informative was the e-mail correspondence? (Check one)

Not at all Informative     Somewhat Informative     Informative     Very Informative

5. During the past year, how many times have you searched the Registrar's website tab to obtain information about current activities or policies?

Never       1 or 2 Times       3 or 5 Times       More than 5 times

If you have never accessed the Registrar's Office website, please skip to Question 7.

Check the answers that best reflect your opinions about the quality of the Registrar's Office website.

Scale Values			
SD =	Strongly Disagree	A =	Agree
D =	Disagree	SA =	Strongly Agree
DK =	Don't Know	NA =	Not Applicable

6. Information on the website is:	SD	D	DK	A	SA	NA
a. Well Organized	-	-	-	-	-	-
b. Up-to-date	-	-	-	-	-	-
c. Useful	-	-	-	-	-	-
d. A comprehensive source of information about the Registrar's Office operations.	-	-	-	-	-	-

## II. Satisfaction with Training, Services and Products

7. Have you received access to use the Student Information Systems (SIS) database from the Registrar's staff?

Yes     No

If you answered No, skip to Question 9.

	SD	D	DK	A	SA	NA
8 a. My request for access to SIS was processed in a timely manner.	-	-	-	-	-	-
b. My training session on SIS was helpful	-	-	-	-	-	-
c. My questions about SIS were answered to my satisfaction	-	-	-	-	-	-

Rate your satisfaction or dissatisfaction with the following services and products provided by the Registrar's Office.

Scale Values			
VS =	Very Satisfied	VD =	Very Dissatisfied
S =	Satisfied	NA =	Not Applicable
D =	Dissatisfied		

	VS	S	D	VD	NA
a. Registration for classes	-	-	-	-	-
b. Room scheduling	-	-	-	-	-
c. Advising conferences	-	-	-	-	-

- d. Maintenance of student records
- e. Course demand reports
- f. Publications (Bulletin, Schedule of Classes)

If you have discussed policies or procedures with one or more members of the Registrar's staff, please answer the following question -- Question 10. If you have not discussed policies or procedures, skip to Question 11.

Check the answers that best reflect your beliefs about the Registrar's Office staff.

10. Registrar's Office staff

	SD	D	DK	A	SA	NA
a. Was helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Acted in a courteous manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Provided accurate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Overall, how satisfied or dissatisfied are you with your working relationship with the Registrar's Office?

Very satisfied     Satisfied         Dissatisfied         Very dissatisfied

**III. Information about You**

Your position at AUE: (Check one)

Faculty     Staff

**Thank you for completing the survey.**

## XV. APPENDIX 3: ACADEMIC CALENDAR







### FALL 2011-2012

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sep 9<sup>th</sup> (Weekend Classes start)  
 Sep 9<sup>th</sup> – 10<sup>th</sup> (Add/Drop Period – Weekend)  
 Sep 11<sup>th</sup> (Weekdays Classes start)  
 Sep 11<sup>th</sup> – 15<sup>th</sup> (Add/Drop Period – Weekdays)

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov 4<sup>th</sup> – 10<sup>th</sup> (Eid Aldha)  
 Nov 11<sup>th</sup> – 24<sup>th</sup> (Mid -Term Examination)  
 Nov 27<sup>th</sup> (New Hijri Year)

	Classes Start / Add & Drop
	Holiday
	Mid-Term Examination
	Make-Up Classes
	Final Exam
	Grade Publishing
	Grade Appeal / Incomplete Exam

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec 4<sup>th</sup> – 5<sup>th</sup> (National Day)  
 Dec 23<sup>rd</sup> – 24<sup>th</sup> (End of Weekend Classes)  
 Dec 29<sup>th</sup> (End of Weekdays Classes)  
 Dec 30<sup>th</sup> – 31<sup>st</sup> (Make up Classes)

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2<sup>nd</sup> – 11<sup>th</sup> (Final Exam)  
 Jan 12<sup>th</sup> – 13<sup>th</sup> (Grade Publishing)  
 Jan 14<sup>th</sup> – 16<sup>th</sup> (Grade Appeal and Incomplete Exam)



## SPRING 2011-2012

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 20<sup>th</sup> (Weekend Classes start)  
 Jan 20<sup>th</sup> – 21<sup>st</sup> (Add/Drop Period – Weekend)  
 Jan 22<sup>nd</sup> (Weekdays Classes start)  
 Jan 22<sup>nd</sup> – 26<sup>th</sup> (Add/Drop Period – Weekdays)

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Feb 5<sup>th</sup> (Prophet Mohamed Birthday)

- Classes Start / Add & Drop
- Holiday
- Mid-Term Examination
- Make-Up Classes
- Final Exam
- Grade Publishing
- Grade Appeal / Incomplete Exam

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mar 9<sup>th</sup> – 22<sup>nd</sup> (Mid-Term Examination)

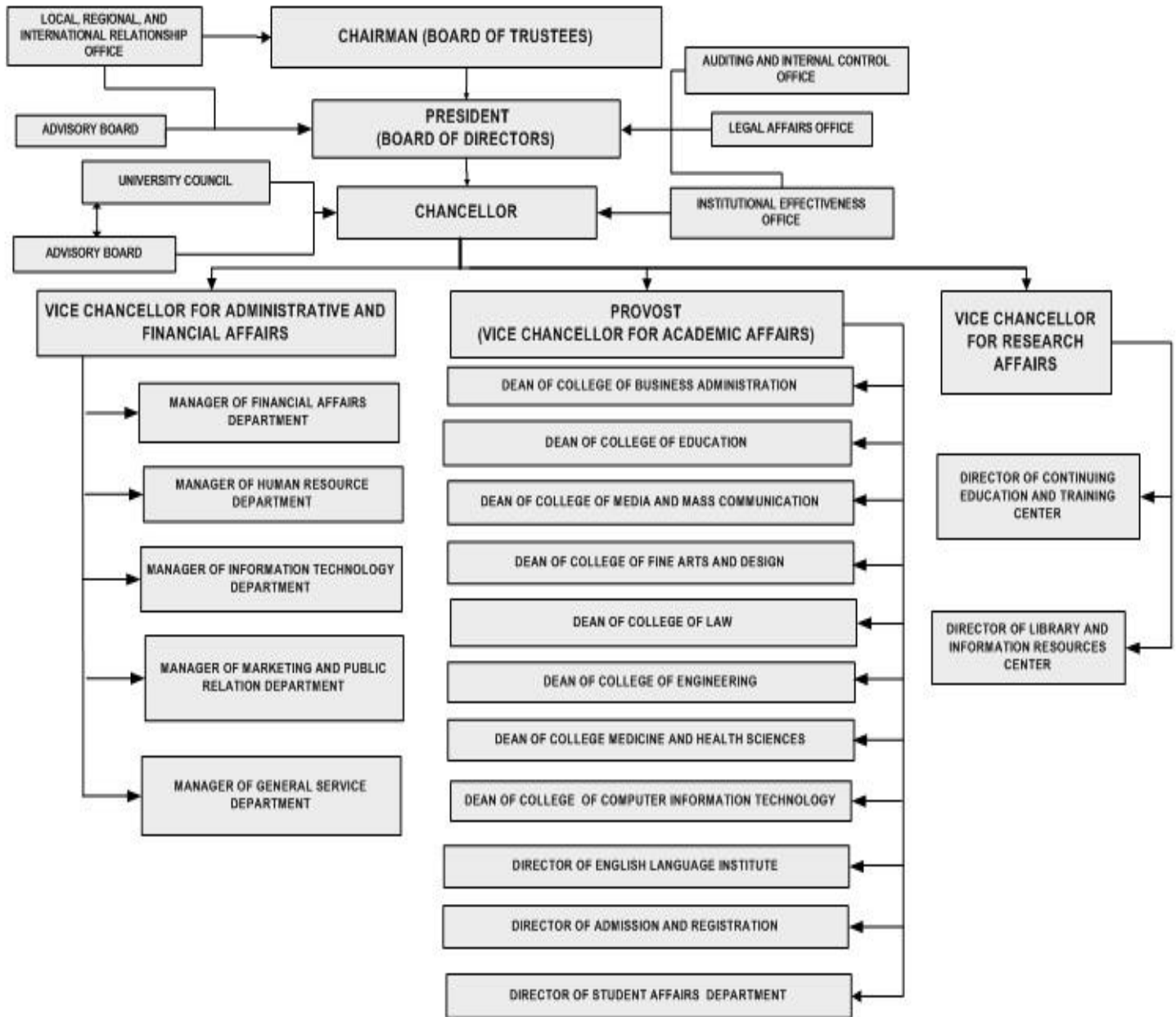
April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Apr 27<sup>th</sup> – 28<sup>th</sup> (Make up Classes)

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Apr 30<sup>th</sup> – May 9<sup>th</sup> (Final Exam)  
 May 10<sup>th</sup> – 12<sup>th</sup> (Grade Publishing)  
 May 13<sup>th</sup> – 14<sup>th</sup> (Grade Appeal and Incomplete Exam)

**XVI. APPENDIX 4: UNIVERSITY ORGANIZATION STRUCTURE**



## **XVII. APPENDIX 5: APPLICATION FOR ADMISSION**

**Please read the below instructions before filling in this application**

**To be considered for admission, you must submit:**

### **1. THIS APPLICATION FORM**

**Please type or print clearly in pen. Complete ALL sections of the application form. Illegible or incomplete forms may be returned. Students must note that neither this application nor supplementary acknowledgement material constitutes an offer of admission. Successful candidates will receive admission letters clearly outlining the program of admission and other pertinent details. All documents presented to complete an application for admission are the property of the AUE.**

### **2. OFFICIAL TRANSCRIPTS**

**2.1 An official copy(s) of your complete academic record certified by the concerned authorities, indicating the subjects studied, grades achieved and diploma(s)/degree(s) granted must be sent directly to the Admission and Registration Department.**

**2.2 For transferred students, an official institute/University/University transcript and course description, if applicable.**

**2.3 If the certificates which you are submitting are not in English, you will be required to provide notarized English translations together with copies of the original certificates.**

### **3. OTHER DOCUMENTS**

**3.1 Four recent passport-size photographs**

**3.2 copy of a valid passport**

**3.3 A non-refundable application fee**

### **4. ENGLISH LANGUAGE**

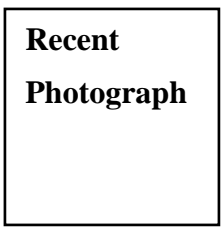
**The English language is essential for studies at AUE. An applicant whose mother tongue is not English is required to submit evidence by means of the tests administered by:**

**4.1 The AUE English Language Institute (in-house placement test, test fees Dhs 300);**

**4.2 The Test of English as a Foreign Language (TOEFL); or**

**4.3 The International English Language Test (IELTS).**

**The results of these tests should be sent directly to the Admission and Registration Department.**



## AMERICAN UNIVERSITY IN THE EMIRATES

### Application for Undergraduate Admission

1. NAME \_\_\_\_\_  
**First Family**
**Middle**
**Grandfather**
2. MOTHER'S FULL NAME \_\_\_\_\_
3. DATE OF BIRTH   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  
**Day**
**Month**
**Year**
4. PLACE OF BIRTH \_\_\_\_\_ NATIONALITY \_\_\_\_\_
5. PASSPORT NUMBER \_\_\_\_\_ PLACE OF ISSUE \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_
6. GENDER            MALE                FEMALE
7. MARITAL STATUS               SINGLE    MARRIED    DIVORCED  
WIDOWED
8. PRESENT OCCUPATION \_\_\_\_\_
9. MAILING ADDRESS : P.O. BOX \_\_\_\_\_ BUILDING \_\_\_\_\_  
\_\_\_\_\_  
STREET \_\_\_\_\_ CITY \_\_\_\_\_ COUNTRY \_\_\_\_\_  
\_\_\_\_\_
10. TELEPHONE                   HOME \_\_\_\_\_ WORK \_\_\_\_\_  
FAX \_\_\_\_\_ MOBILE \_\_\_\_\_
11. E-MAIL ADDRESS \_\_\_\_\_

12. APPLYING  FULL-TIME  TRANSFER  PART-TIME  
 NON-DEGREE

13. ENTRANCE DATE  Fall 2006  Spring 2007  Summer 2007

14. PREVIOUS EDUCATION (HIGH SCHOOL, UNIVERSITY, UNIVERSITY, ETC.)

School/Institute/College/University		Dates Attended	
Name	Location	From	To

Types of Degrees/Diplomas/Certificates Completed	Subject	Level	Result

15. CHOICE INFORMATION : OFFICIAL TRANSCRIPT (s) of your academic record from each school/institute (secondary) and/or institute/college/University (postsecondary) must be forwarded to the Admission & Registration Department

Department / College	Degree Program for Enrollment	Type of Study	Entrance Date
Choice 1:		<input type="checkbox"/> Full-time	<input type="checkbox"/> Fall 2008/2009
Choice 2:		<input type="checkbox"/> Part-time	<input type="checkbox"/> Spring 2008/2009
Choice 3:		<input type="checkbox"/> Transfer	<input type="checkbox"/> Summer 2008/2009
		<input type="checkbox"/> Non-degree	<input type="checkbox"/> Fall 2009/2010
			<input type="checkbox"/> Spring 2009/2010
			<input type="checkbox"/> Summer 2009/2010

16. LIST YOUR HOBBIES OR CO-CURRICULAR ACTIVITIES OF INTEREST TO YOU.

17. DO YOU HAVE ANY PHYSICAL DISABILITY?  YES  NO

**If** **yes,** **please** **indicate:**

\_\_\_\_\_

18. COMMENTS AND SUGGESTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IMPORTANT : It is the student's responsibility to become familiar with the academic and financial regulations and penalty dates as published by the AUE.

P

**PLEASE READ AND SIGN: I certify that this information is complete and correct to the best of my knowledge. If my application is accepted, I agree to abide by the policies, standards and regulations at AUE. I authorize AUE to verify the information I have provided. I further understand that this information will be relied upon by the officials of AUE in determining my admission status and that the submission of false information is grounds for rejection of my application, withdrawal of an offer of acceptance, cancellation of enrollment, and/or disciplinary action.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**XVIII. APPENDIX 6: REPEAT A COURSE FORM**

The grade you receive in this repeat process will appear on your permanent record at AUE; however, the grade received will **NOT** be used in computing your AUE grade point average.

1. Students who received a grade of "F" or better in a class may repeat the class to alleviate the original grade.
2. Course repeated must be equivalent to the original course.
3. For courses repeated in the current term at AUE, the new grade and grade point average will be processed at the end of the current term.
4. Official transcripts from the accredited institutions where the equivalent course was completed must be on file in the AUE Admission and Registration Department.
5. Official grades will be posted on student's official AUE records the first day of instruction for the following term.

Student Name: \_\_\_\_\_  
  Last                                First                                Middle                                Initial

Student ID #: \_\_\_\_\_ Department: \_\_\_\_\_

Course(s) title to be repeated: \_\_\_\_\_

Course Code \_\_\_\_\_ Section: \_\_\_\_\_ Grade: \_\_\_\_\_

Semester and Year Taken: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

**REASON/JUSTIFICATION FOR COURSE(S) REPETITION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REGISTRAR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COLLEGE DEAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FINAL DECISION:**                       **APPROVED**                       **Denied**

**Reason if denied:**  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED BY: PROVOST**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**XIX. APPENDIX 7: COURSE WAIVER/EXEMPTION AND SUBSTITUTION FORM**

This form is to be used when students request a waiver/exemption of requirements in their degrees courses; a waiver/exemption of a prerequisite; and substitute a course for one required in their major or in the core.

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student ID #: \_\_\_\_\_ Department: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Code \_\_\_\_\_ Section: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Please list the course number and title of the requested curricular change:

Waive Course: \_\_\_\_\_

Waive Prerequisite: \_\_\_\_\_

Substitute Course: \_\_\_\_\_

Original Requirement: \_\_\_\_\_

Replaced by: \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACADEMIC ADVISOR SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

COLLEGE DEAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: PROVOST

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**XX. APPENDIX 8-A: TRANSFER CREDIT FORM**

The Transfer Credit Form must be used to obtain approval for the transfer of credits. This form is to be used when a new student requests to transfer credits that have been taken at other accredited Colleges/Institutes/Universities. The Students MUST take into consideration all requirements specified in VII, 11 above.

Student Name: \_\_\_\_\_  
Last
First
Middle
Initial

Student ID #: \_\_\_\_\_ Department: \_\_\_\_\_

I have been admitted to the AUE     I have not yet admitted to the AUE

I am requesting that the following course(s) which I have completed at other institutions be accepted for transfer credit.

Institution	Location	Course Code	Course Title	Credits Grade

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REGISTRAR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COLLEGE DEAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FINAL DECISION:**             **APPROVED**             **Denied**

**Reason if denied:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPROVED BY: PROVOST

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**XXI. APPENDIX 8-B: TRANSIENT STUDENT FORM**

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student ID #: \_\_\_\_\_ Department: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Code \_\_\_\_\_ Section: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Instructor: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

PERMISSION TO REGISTER AT:

LICENSED INSTITUTION \_\_\_\_\_

Effective for: \_\_\_\_\_ YEAR  FALL  SPRING  SUMMER

FOR THE FOLLOWING COURSE:

COURSE NUMBER/TITLE \_\_\_\_\_ CREDITS \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

ACADEMIC ADVISOR SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

INSTRUCTOR SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

COLLEGE DEAN SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY: PROVOST

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

THE STUDENT IS RESPONSIBLE FOR REQUESTING THAT A TRANSCRIPT BE SENT TO THE ADMISSION AND REGISTRATION DEPARTMENT. COURSES TAKEN AS A TRANSIENT STUDENT WILL BE TRANSFERRED AS CREDIT HOURS EARNED ONLY; GRADES FROM TRANSFER CREDIT COURSES WILL NOT AFFECT THE STUDENT'S UNIVERSITY GRADE POINT AVERAGE.

**XXII. APPENDIX 9: COURSES REGISTRATION FORM**

1) Student Name: \_\_\_\_\_  
   Last  First  Middle  Initial

2) Student ID #: \_\_\_\_\_

3) Department: \_\_\_\_\_

4) Effective for: \_\_\_\_\_ YEAR     FALL     SPRING     SUMMER

No.	Course Code	Section No	Course Title	Time

My Signature indicates that I have met my academic advisor, I have read and understood the academic policies and procedures at the AUE, and I take the full responsibility of meeting my Bachelor Degree requirements.

STUDENT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

ADVISOR SIGNATURE : \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY THE REGISTRAR

SIGNATURE : \_\_\_\_\_ Date: \_\_\_\_\_

**XXIII. APPENDIX 10: ADD AND DROP COURSE FORM**

Student Name: \_\_\_\_\_  
Last
First
Middle
Initial

Student ID #: \_\_\_\_\_

Effective for: \_\_\_\_\_ YEAR     FALL     SPRING     SUMMER

**Courses to be Dropped:**

No.	Course Code	Section No	Course Title	Time

**Courses to be Added:**

No.	Course Code	Section No	Course Title	Time

**My Signature indicates that I have met my academic advisor, I have read and understood the academic policies and procedures at THE AUE, and I take the full responsibility of meeting my Bachelor Degree requirements.**

STUDENT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**XXIV. APPENDIX 11: DEFERRED START FORM**

- 1. This form indicates that students are unable to begin their coursework according to AUE’s current registration policy.
- 2. This form will allow you to postpone your start date up to 4 semesters from the date of submission.
- 3. Failure to start within the timeframe will result in dismissal from the program.
- 4. Your maximum timeframe for degree completion begins on the date that you are accepted into a degree program, not the date that you begin your first course.

Student Name: \_\_\_\_\_  
  Last  First  Middle  Initial

Student ID #: \_\_\_\_\_ Admission Date: \_\_\_\_\_

Department: \_\_\_\_\_ Bachelor Degree: \_\_\_\_\_

Academic Advisor Name: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_ Year  Fall  Spring  Summer

Reason for Deferred Start Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACADEMIC ADVISOR’S COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

COLLEGE DEAN’S COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

ACADEMIC ADVISOR SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

COLLEGE DEAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FINAL DECISION:**  **APPROVED**  **Denied**

APPROVED BY: PROVOST

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**XXV. APPENDIX 12: COURSE WITHDRAWAL FORM**

A student should understand that a withdrawal incurs a course deficiency and must be made up in the future. Please follow the following steps to withdraw from a course:

1. Fill in all of the information in this **Withdraw Form**.
2. Discuss the withdrawal with the Academic advisor, the Course Instructor, College Dean, Provost and the Registrar.
3. Have this form approved by the concerned Dean and the Provost and submit it before the deadline and the tuition must be paid.
4. The student will not be officially withdrawn from the course until the Registrar receives this completed approved Form.
5. Failure to follow this procedure will result in a grade of "F".

Student Name: \_\_\_\_\_  
                                Last                         First                         Middle                         Initial

Student ID #: \_\_\_\_\_ Department: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Code \_\_\_\_\_ Section: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

REASON(S) FOR WITHDRAWAL:

\_\_\_\_\_  
\_\_\_\_\_

GRADE ASSIGNED: \_\_\_\_\_ WP \_\_\_\_\_ WF (GRADE COMPUTES INTO GPA)

LAST DATE OF ATTENDANCE IN COURSE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

COLLEGE DEAN'S COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACADEMIC ADVISOR SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

COLLEGE DEAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: PROVOST

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**XXVI. APPENDIX 13: REQUEST FOR AN EXTENSION FOR AN INCOMPLETE GRADE FORM**

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student ID #: \_\_\_\_\_ Department: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Code \_\_\_\_\_ Section: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Instructor: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

**REASON FOR EXTENSION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE STUDENT WILL COMPLETE THE FOLLOWING:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The student agrees to have all the above work completed and turned into the instructor by (Date): \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_

ACADEMIC ADVISOR SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_

INSTRUCTOR SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_

COLLEGE DEAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_

APPROVED BY: PROVOST

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**XXVII. APPENDIX 14: GRADE CHANGE FORM**

Grades, as submitted by the instructor, shall be considered permanent and final. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

**Instructor (Name):**

**Dear Sir/Madam**

To change a student's grade, please fill out this form and submit it to Admission and Registration Department within first 2 weeks of semester commencement date. If you you're changing an **incomplete grade**, you have to do so within first 6 weeks of semester end date. The student will be mailed an updated grade report within a week of the submission.

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student ID #: \_\_\_\_\_ Department: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Code \_\_\_\_\_ Section: \_\_\_\_\_

Grade Given: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Grade Changed From \_\_\_\_\_ to \_\_\_\_\_ Date work completed \_\_\_\_\_

**REASON/JUSTIFICATION FOR CHANGE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACADEMIC \_\_\_\_\_ ADVISOR \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REGISTRAR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COLLEGE DEAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FINAL DECISION:**       **APPROVED**       **Denied**

APPROVED BY: PROVOST

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**XXVIII. APPENDIX 15: GRADING SYSTEM**

**UNDERGRADUATE GRADING SYSTEM**

<b>Grade</b>	<b>Percentage</b>	<b>Grade Points</b>	<b>Meaning of Grade</b>
<b>A</b>	<b>90 –100</b>	<b>4.00</b>	<b>Exemplary</b>
<b>B<sup>+</sup></b>	<b>85-89</b>	<b>3.25</b>	<b>Very Good</b>
<b>B</b>	<b>80-84</b>	<b>3.00</b>	<b>Very Good</b>
<b>C<sup>+</sup></b>	<b>75-79</b>	<b>2.25</b>	<b>Satisfactory</b>
<b>C</b>	<b>70-74</b>	<b>2.00</b>	<b>Satisfactory</b>
<b>D<sup>+</sup></b>	<b>65-69</b>	<b>1.50</b>	<b>Pass</b>
<b>D</b>	<b>60-64</b>	<b>1.00</b>	<b>Pass</b>
<b>F</b>	<b>&lt; 60</b>	<b>0.00</b>	<b>Fail</b>

**GRADUATE GRADING SYSTEM**

<b>Grade</b>	<b>Percentage</b>	<b>Grade Points</b>	<b>Meaning of Grade</b>
A	96 –100	4.00	Exemplary
A-	90 - 95	3.75	Excellent
B <sup>+</sup>	87-89	3.25	Very Good
B	84-86	3.00	Very Good
B-	80-83	2.75	Good
C <sup>+</sup>	77-79	2.25	Satisfactory
C	74-76	2.00	Pass
F	Less than 73	0.00	Fail
IP		0.0	The course is still in progress
I		0.0	Assigned for incomplete course

**COMMON GRADE TERMINOLOGIES**

<b>IP</b>	<b>0.0</b>	<b>The course is still in progress</b>
<b>I</b>	<b>0.0</b>	<b>Assigned for incomplete course</b>
<b>P</b>	<b>0.0</b>	<b>Assigned for successful thesis</b>
<b>PP</b>	<b>0.0</b>	<b>Permitted to Proceed</b>
<b>EX</b>	<b>0.0</b>	<b>Exempted course</b>
<b>T</b>	<b>0.0</b>	<b>Transferred course</b>
<b>W</b>	<b>0.0</b>	<b>Withdraw from course</b>
<b>WF / WA</b>	<b>0.0</b>	<b>Withdraw from course with failure</b>
<b>WU</b>	<b>0.0</b>	<b>Withdraw from course for Absences</b>
<b>AUD</b>	<b>0.0</b>	<b>Audit</b>
<b>NR</b>	<b>0.0</b>	<b>Final grade was not received by the time grades were processed</b>





ACADEMIC ADVISOR: \_\_\_\_\_  
DATE: \_\_\_\_\_

INSTRUCTOR SUPERVISING INDEPENDENT STUDY: \_\_\_\_\_  
DATE \_\_\_\_\_

COLLEGE DEAN: \_\_\_\_\_ DATE: \_\_\_\_\_

REGISTRAR: \_\_\_\_\_ DATE:  
\_\_\_\_\_

APPROVED BY: PROVOST

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_





**XXXIII. APPENDIX 20: STUDY PLANS**

**1. Undergraduate Programs in Business Administration**

**BACHELOR DEGREE PROGRAM IN BUSINESS MANAGEMENT  
BBA CURRICULA**

The Bachelor of Business Administration Degree offered by the College is obtained after completing **126** credit hours (**42** Courses) with a variation of one course consists of three credit hours according to the **Specialization** chosen by the student:

#	Requirements	Type	BBA	
			No. of Courses	No. of C.H.
<b>A</b>	<b>General Education</b>	<b>Compulsory</b>	<b>11</b>	<b>33</b>
<b>B</b>	<b>Core</b>	<b>Compulsory</b>	<b>16</b>	<b>48</b>
<b>C</b>	<b>Specializations</b>	<b>Compulsory</b>	<b>10</b>	<b>30</b>
<b>D</b>	<b>Free Elective</b>	<b>Elective</b>	<b>05</b>	<b>15</b>
	<b>Total</b>		<b>42</b>	<b>126</b>

**A. General Educational Requirements Courses (11 Compulsory Courses/33 Credits)**

No.	Course Code	Course Title	Prerequisites	C. Hr.
<b>01</b>	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
<b>02</b>	ENG 100	English	TOEFL 500+	3
<b>03</b>	MAT 100	General Mathematics	N/A	3
<b>04</b>	CIT 100	Computer Literacy	N/A	3
<b>05</b>	ASC 100	Study and Learning Skills	N/A	3
<b>06</b>	ASC 105	Islamic Culture	N/A	3
<b>07</b>	ASC 110	Introduction to Social Sciences	N/A	3
<b>08</b>	ASC 200	General Psychology	N/A	3
<b>09</b>	ASC 205	General Statistics	MAT 100	3
<b>10</b>	ASC 210	Natural Sciences	N/A	3
<b>11</b>	ASC 300	UAE and GCC Society	ASC 110	3

**B. Core Requirements (16 Compulsory Courses/48 Credits)**

No.	Course Code	Course Title	Prerequisites	C. Hr.
<b>01</b>	MGT 100	Principles of Management	N/A	3
<b>02</b>	ACC 100	Principles of Accounting	N/A	3
<b>03</b>	ACC 105	Managerial Accounting	ACC 100	3
<b>04</b>	ECO 100	Microeconomics	N/A	3
<b>05</b>	MGT 200	Management Information System	CIT 100 & MGT 100	3
<b>06</b>	MGT 202	Business Statistics	ASC 205	3
<b>07</b>	MKT 200	Principles of Marketing	ECO 100	3
<b>08</b>	FIN 200	Financial Management	ACC 100 & MGT 100	3

09	ECO 200	Macroeconomics	ECO 100	3
10	MGT 205	Organizational Behavior	MGT 100 & ASC 200	3
11	MGT 300	Production and Operations Management	MGT 100, MGT 202	3
12	MGT 301	Business Law	MGT 100	3
13	MGT 303	Quantitative Analysis	MGT 202	3
14	MGT 302	Business Practice in UAE and GCC	MGT 100 & ASC 300	3
15	MGT 405	Strategic Management	MGT 400, ACC 105, FIN 200, MGT 300, MKT 200	3
16	MGT 400	International Business	MGT 300	3

### C. Specialization Requirements

#### i. Business Management (10 Compulsory Courses / 30 Credits)

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	MGT 304	Small Business Management	MKT 200 & FIN 200	3
02	MGT 305	Negotiation Skills	MGT 100	3
03	MGT 306	Managing in the Service Environment	MGT 205	3
04	HRM 300	Human Resource Management	MGT 205	3
05	MGT 402	Project Management	MGT 303	3
06	MGT 403	Entrepreneurship Management	ECO 200 & MGT 205	3
07	MGT 404	Organization Theory and Design	MGT 400	3
08	MGT 406	Total Quality Management	MGT 205, MGT 303	3
09	MGT 407	Leadership and Organizational Creativity	MGT 403	3
10	MGT 408	Computer Applications in Management	MGT 200, MGT 403	

#### ii. Human Resource Management (10 Compulsory Courses /30 Credits)

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	HRM 200	UAE Labor Law and Relations	MGT 100	3
02	HRM 300	Human Resource Management	MGT 205	3
03	MGT 305	Negotiation Skills	MGT 100	3
04	HRM 302	Human Resource Information System	MGT 200 & HRM 300	3
05	HRM 304	HRM in the Public Sector	HRM 300	3
06	HRM 400	Staffing and Techniques for Employee Selection	HRM 300	3
07	HRM 401	Employees Training and Development	HRM 300	3
08	HRM 402	Compensation and Benefits Management	HRM 400	3
09	HRM 405	Strategic Human Resource Management	HRM 400	3
10	HRM 404	Special Topics in HR	HRM 400	3

#### iii. e-Commerce and Marketing (10 Compulsory Courses/30 Credits)

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	MKT 202	Consumer Behavior	ASC 200 & MKT 200	3
02	MKT 204	Marketing Channels	MKT 200	3
03	MKT 300	e-Commerce	MKT 202	3
04	MKT 301	Advertising and Promotion	MKT 204	3



05	MKT 303	Computer Applications in Marketing	MGT 200, MKT 204	3
06	MKT 400	Business to Business Marketing (B2B)	MKT 301	3
07	MKT 401	Marketing Research	MGT 205	3
08	MKT 403	International Marketing	MKT 400	3
09	MKT 402	Marketing Management	MKT 202, MKT204, MKT301, MKT401	3
10	MKT 404	Special Topics in Marketing	MKT 400	3

**iv. Accounting (10 Compulsory Courses/ 30 Credits)**

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	ACC 200	Intermediate Accounting I	ACC 100	3
02	ACC 205	Intermediate Accounting II	ACC 200	3
03	ACC 300	Cost Accounting	ACC 200	3
04	FIN 300	Corporate Finance and Investment	FIN 200	3
05	ACC 301	Accounting Information System	ACC 205 & MGT 200	3
06	ACC 306	Planning, Budgeting and Control	ACC105, ACC 300	3
07	ACC 400	Auditing	ACC 205	3
08	ACC 401	Advanced Accounting	ACC 205	3
09	ACC 402	Advanced Cost Accounting	ACC 300	3
10	ACC 405	International Accounting	ACC 401	3

**v. Finance (10 Compulsory Courses / 30 Credits)**

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	ACC 200	Intermediate Accounting I	ACC 100	3
02	ACC 300	Cost Accounting	ACC 200	3
03	FIN 301	Money and Banking	FIN 200	3
04	FIN 302	Islamic Banking and Finance	FIN 301	3
05	FIN 300	Corporate Finance and Investment	FIN 200	3
06	ACC 306	Planning, Budgeting and Control	ACC 200	3
07	FIN 400	Management of Financial Institutions	MGT 205, FIN 300	3
08	FIN 401	Investment and Financial Strategies	FIN 300	3
09	FIN 402	Security Analysis and Portfolio Management.	FIN 401	3
10	FIN 404	International Financial Management	FIN 401	3

**vi. Insurance and Risk Management (10 Compulsory Courses/30 Credits)**

No .	Course Code	Course Title	Prerequisites	C. Hr.
01	IRM 200	Introduction to Insurance and Risk Management	MGT 100	3
02	IRM 300	Insurance Law	IRM 200	3
03	IRM 305	Risk Analysis and Evaluation	FIN 200	3
04	IRM 302	Life and Health Insurance	IRM 200	3
05	IRM 304	Personal Property-Liability Insurance and Risk Mgt.	IRM 200	3
06	IRM 400	Insurance Operations, Regulations, and Statutory Accounting	IRM 300	3

<b>07</b>	IRM 401	Commercial Property Risk Management and Insurance	IRM 304 & IRM 305	3
<b>08</b>	IRM 402	Commercial Casualty Risk Mgt & Insurance	IRM 400	3
<b>09</b>	IRM 404	Alternative Risk Financing and Capital Markets	IRM 401	3
<b>10</b>	IRM 405	Risk Management Strategy	IRM 305	3

**vii. Hospital and Healthcare Management (10 Compulsory Courses/30 Credits)**

No.	Course Code	Course Title	Prerequisites	C. Hr.
<b>01</b>	HHM 200	Introduction to Health Care Industry	MGT 100	3
<b>02</b>	HHM 305	Healthcare Management	HHM 200	3
<b>03</b>	HHM 300	Healthcare Law and Regulatory	HHM 200 & MGT 301	3
<b>04</b>	HHM 302	Economics of Hospital and Healthcare Sector	HHM 300 & ECO 200	3
<b>05</b>	HHM 304	Ethics and Fraud in Healthcare	HHM 300	3
<b>06</b>	MGT 306	Managing in the Service Environment	MGT 205	3
<b>07</b>	HHM 400	Hospital and Healthcare Information Technology	HHM 305 & MGT 200	3
<b>08</b>	HHM 401	Clinic Services Management	HHM 300	3
<b>09</b>	HHM 402	Hospital Support Services Management	HHM 300 & HHM 305	3
<b>10</b>	HHM 404	Hospitality Strategic Management	HHM 300	3

**viii. Logistic and Supply Chain Management (11 Compulsory Courses/33 Credits)**

No.	Course Code	Course Title	Prerequisites	C. Hr.
<b>01</b>	LSC 200	Supply Chain Operations	MGT 100	3
<b>02</b>	LSC 300	Transportation and Distribution	MGT 200	3
<b>03</b>	MGT 305	Negotiation Skills	MGT 100	3
<b>04</b>	LSC 302	Service Operations Management	MGT 300	3
<b>05</b>	LSC 305	Purchasing and Supply Management	MGT 300	3
<b>06</b>	LSC 400	Inventory and Material Management	LSC 305	3
<b>07</b>	MGT 401	Project Management	MGT 303	3
<b>08</b>	LSC 403	SCLM Technologies and Information Systems	MGT 200 & LSC 300	3
<b>09</b>	MGT 406	Total Quality Management	MGT 205 & MGT 303	3
<b>10</b>	LSC 402	Warehouse Management and Material Handling	LSC 400	3
<b>11</b>	LSC 405	Global Logistics and Supply Chain Management	LSC 300 & LSC 400	3

**D. Free Elective Courses (5 Courses / 15 Credits)**

Five courses (15 Credits) can be chosen from the below list or from any other Colleges/Departments/Specializations as long as the chosen courses' prerequisites are met.

No.	Course Code	Course Title	Prerequisites	C. Hr.
<b>1</b>	MGT 307	Research Methodology	ASC 205	<b>3</b>
<b>2</b>	MGT 315	Economics and Business in Islam	MGT 100, ASC 105, ECO 200	<b>3</b>

Internship Prerequisite 90 Cr. Hr  
 Capstone Project Prerequisite 90 Cr. Hr

## 2. Undergraduate Programs in Design

### I. GRADUATION REQUIREMENTS

Students must successfully complete all the course requirements, as well as the other academic activities that are assigned to their specialization study plan. The cumulative grade point average (GPA) of the student must be at least 2.0 out of 4.0.

### II. GRAPHIC DESIGN PROGRAM CURRICULA

The Bachelor degree program in Fine Arts and Design in Graphic Design offered by AUE is awarded to students after completing **126 credit hours (36 Courses)** that consist of:

#	Requirements	Type	No. of Courses	No. of C.H.
01	General Education	Compulsory	11	33
02	Core	Compulsory	09	27
03	Graphic Design Major	Compulsory	11	51
04	Free Elective		05	15
<b>Total</b>			<b>36</b>	<b>126</b>

#### 1.General Educational Requirements Courses (11 Courses/33 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ENG 100	English	TOEFL 500+ or IELTS 5.0+	3
3	ENG 105	English for Specific Purposes	TOEFL 500+ or IELTS 5.0+	
4	MAT 100	General Mathematics	N/A	3
5	CIT 100	Computer Literacy	N/A	3
6	ASC 105	Islamic Culture	N/A	3
7	ASC 100	Study and Learning Skills	N/A	3
8	ASC 110	Introduction to Social Sciences	N/A	3
9	ASC 200	General Psychology	N/A	3
10	ASC 210	Natural Sciences	N/A	3
11	ASC 300	UAE and GCC Society	ASC 110	3

#### 2.Core Requirements (9 Courses/ 27 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	FAD 100	Color Theory and Practice	N/A	3

2	FAD 105	Drawing I	N/A	3
3	FAD 110	Basic Design	N/A	3
4	FAD 200	Fundamentals of Graphic Illustration and Digital Imaging	N/A	3
5	FAD 201	Art History I	N/A	3
6	FAD 202	Art History II	FAD 201	
7	FAD 210	Drawing II	FAD 105	
8	FAD 215	3D Design	FAD 105, FAD 110	3
9	FAD 305	Internship	90 Credit Hours	3

### 3. Graphic Design Majors Requirements (11 Courses/51 Credits)

No.	Course Code	Course Title	Prerequisites	Cr. Hrs.
1	GRD 300	Graphic Design I	FAD 200, FAD 215	6
2	GRD 301	Communication Design	Co-requisite GRD 303	3
3	GRD 302	Life Drawing	FAD 210	3
4	GRD 303	Information Design	Co-requisite GRD 301	3
5	GRD 304	Typography I	FAD 200	6
6	GRD 305	Graphic Design II	GRD 300	6
7	GRD 310	History of Graphic Design	N/A	3
8	GRD 400	Graphic Design III	GRD 305	6
9	GRD 401	Typography II	GRD 304	3
10	GRD 402	Capstone Graduation Project	GRD 400	6
11	GRD 404	Desktop Publishing	GRD 304, GRD 305	6

### 4. Free/Electives Courses (5 Courses/15 Credits)

Five courses (15 Credits) can be chosen from any other Colleges/Departments/ Specializations as long as the chosen courses' prerequisites are met.

### III. DIGITAL ANIMATION PROGRAM CURRICULA

The Bachelor degree program in Fine Arts and Design – Digital Animation offered by AUE is awarded to students after completing **126** credit hours (**37 Courses**) that consist of:

#	Requirements	Type	No. of Courses	No. of C.H.
01	General Education	Compulsory	11	33
02	Core	Compulsory	09	27
03	Digital Animation Major	Compulsory	13	54
04	Free Elective		04	12
	<b>Total</b>		<b><u>37</u></b>	<b><u>126</u></b>

### 1. General Educational Requirements Courses (11 Courses/33 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ENG 100	English	TOEFL 500+	3
3	ENG 105	English for Specific Purposes	TOEFL 500+	
4	MAT 100	General Mathematics	N/A	3
5	CIT 100	Computer Literacy	N/A	3
6	ASC 105	Islamic Culture	N/A	3
7	ASC 100	Study and Learning Skills	N/A	3
8	ASC 110	Introduction to Social Sciences	N/A	3
9	ASC 200	General Psychology	N/A	3
10	ASC 210	Natural Sciences	N/A	3
11	ASC 300	UAE and GCC Society	ASC 110	3

### 2. Core Requirements (9 Courses/ 27 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	FAD 100	Color Theory and Practice	N/A	3
2	FAD 105	Drawing I	N/A	3
3	FAD 110	Basic Design	N/A	3
4	FAD 200	Fundamentals of Graphic Illustration and Digital Imaging	N/A	3
5	FAD 201	Art History I	N/A	3
6	FAD 202	Art History II	FAD 201	
7	FAD 210	Drawing II	FAD 105	
8	FAD 215	3D Design	FAD 105, FAD 110	3
9	FAD 305	Internship	90 Credit Hours	3

### 3. Animation Digital Major Requirements (13 Courses/54 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	DIA 300	Basic Animation	N/A	3
2	DIA 301	History of Animation	N/A	3
3	DIA 302	Storyboarding	FAD 210	3
4	DIA 303	Motion Graphics	DIA 300	3
5	DIA 305	Introduction to Digital Video Production	N/A	3

6	DIA 306	Principles of 3D Animation	FAD 215, DIA 303	3
7	DIA 400	Character Rigging and Setup	DIA 306, GRD 302, DIA 302	6
8	DIA 401	3D Modeling and Character Animation	DIA 306, GRD 302	6
9	DIA 402	Animation Production	DIA 302, DIA 401	6
10	DIA 403	Audio for Animation	N/A	3
11	DIA 404	Capstone Graduation Project	DIA 400, DIA 403	6
12	GRD 302	Life Drawing	FAD 210	3
13	GRD 304	Typography I	FAD 200	6

#### 4. Free/Electives (4 Courses / 12 Credits)

Four courses (12 Credits) can be chosen from any other Colleges/Departments/ Specializations as long as the chosen courses' prerequisites are met.

### IV. INTERIOR DESIGN PROGRAM CURRICULA

The Bachelor degree program in Fine Arts and Design offered by AUE is awarded to students after completing 126 credit hours (42 Courses) that consist of:

#	Requirements	Type	No. of Courses	No. of C.H.
1	General Education	Compulsory	11	33
2	Core	Compulsory	09	27
3	Interior Design Major	Compulsory	17	57
4	Free Elective		03	09
<b>Total</b>			<b>42</b>	<b>126</b>

#### 1. General Educational Requirements Courses (11 Courses/33 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ENG 100	English	TOEFL 500+	3
3	ENG 105	English for Specific Purposes	TOEFL 500+	
4	MAT 100	General Mathematics	N/A	3
5	CIT 100	Computer Literacy	N/A	3
6	ASC 105	Islamic Culture	N/A	3
7	ASC 100	Study and Learning Skills	N/A	3
8	ASC 110	Introduction to Social Sciences	N/A	3
9	ASC 200	General Psychology	N/A	3
10	ASC 210	Natural Sciences	N/A	3
11	ASC 300	UAE and GCC Society	ASC 110	3

#### 2. Core Requirements (9 Courses/ 27 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	FAD 100	Color Theory and Practice	N/A	3
2	FAD 105	Drawing I	N/A	3

3	FAD 110	Basic Design	N/A	3
4	FAD 200	Fundamentals of Graphic Illustration and Digital Imaging	N/A	3
5	FAD 201	Art History I	N/A	3
6	FAD 202	Art History II	FAD 201	
7	FAD 210	Drawing II	FAD 105	
8	FAD 215	3D Design	FAD 105, FAD 110	3
9	FAD 305	Internship	90 Credit Hours	3

### 3. Interior Design Major Requirements (17 Courses/57 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	IND 300	Introduction to Interior Design	N/A	3
2	IND 301	ID Principles	FAD 110	3
3	IND 302	Materials and Resources	IND 300	3
4	IND 303	Textiles for Interior Design	N/A	3
5	IND 304	Studio II – Residential	IND 300, IND 301, IND 303	3
6	IND 305	Studio I – Drafting	N/A	3
7	IND 306	Building Systems and Codes	N/A	3
8	IND 310	CAD	FAD 210, FAD 215, & IND 305	3
9	IND 315	Furniture Design	Co-req. IND 302, IND 310	3
10	IND 400	Studio III – Commercial	IND 303, IND 310, IND 315	3
11	IND 401	Lighting for Interior Design	FAD 100	3
12	IND 402	Studio IV: Commercial	IND 400	3
13	IND 403	Advanced CAD	IND 310	6
14	IND 404	Detailing	IND 403	3
15	IND 405	Interior Design Profession	IND 300	3
16	IND 406	Capstone Graduation Project	IND 304, IND 400, IND 403	6
17	IND 410	History of Interior Design	FAD 202	3

### 4. Free/Electives (3 Courses / 09 Credits)

Three courses (9 Credits) can be chosen from any other Colleges/Departments/Specializations as long as the chosen courses' prerequisites are met.

## V. FASHION DESIGN PROGRAM CURRICULA

The Bachelor degree program in Fine Arts and Design in Fashion Design offered by AUE is awarded to students after completing **126** credit hours (**36 Courses**) that consist of:

#	Requirements	Type	No. of Courses	No. of C.H.
01	General Education	Compulsory	11	33
02	Core	Compulsory	09	27
03	Fashion Design Major	Compulsory	12	51
04	Free Elective		05	15
	<b>Total</b>		<b>37</b>	<b>126</b>

### 1.General Educational Requirements Courses (11 Courses/33 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ENG 100	English	TOEFL 500+ or IELTS 5.0+	3
3	ENG 105	English for Specific Purposes	TOEFL 500+ or IELTS 5.0+	3
4	MAT 100	General Mathematics	N/A	3
5	CIT 100	Computer Literacy	N/A	3
6	ASC 105	Islamic Culture	N/A	3
7	ASC 100	Study and Learning Skills	N/A	3
8	ASC 110	Introduction to Social Science	N/A	3
9	ASC 200	General Psychology	N/A	3
10	ASC 210	Natural Science	N/A	3
11	ASC 300	UAE and GCC Society	ASC 110	3

### 2.Core Requirements (9 Courses/ 27 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	FAD 100	Color Theory and Practice	N/A	3
2	FAD 105	Drawing I	N/A	3
3	FAD 110	Basic Design	N/A	3
4	FAD 200	Fundamentals of Graphic Illustration and Digital Imaging	N/A	3
5	FAD 201	Art History I	N/A	3
6	FAD 202	Art History II	FAD 201	3
7	FAD 210	Drawing II	FAD 105	3
8	FAD 215	3D Design	FAD 105, FAD 110	3
9	FAD 305	Internship	90 Credit Hours	3

### 3.Fashion Design Majors Requirements(11 Courses/51 Credits)

No.	Course Code	Course Title	Prerequisites	Cr. Hrs.
1	FSD 200	History of Costume	N/A	3
2	FSD 300	Introduction to Fashion Design	N/A	3



3	FSD 301	Garment Construction	N/A	3
4	FSD 302	Fashion Studio I	FSD 300, FSD 301	6
5	FSD 304	Introduction to Textiles	N/A	3
6	FSD 305	Fashion Merchandising	N/A	3
7	FSD 306	Fashion Illustration	FAD 300 & FAD 210	6
8	FSD 400	CAD for Fashion Design	CIT 100	6
9	FSD 401	Fashion Studio II	FSD 302	6
10	FSD 402	Patternmaking	FSD 302	6
11	FSD 404	Capstone Graduation Project	FSD 401, FSD 405	3
12	FSD 405	Fashion Design by Draping	FSD 401	3

#### 4.Free/Electives Courses (5 Courses/15 Credits)

Five courses (15 Credits) can be chosen from any other Colleges/Departments/ Specializations as long as the chosen courses' prerequisites are met.

### SEMESTER WISE STUDY PLAN – GRAPHIC DESIGN

#### SEMESTER 1

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ENG 100	English	TOEFL 500+ or IELTS 5.0+	3
2	MAT 100	General Mathematics	N/A	3
3	CIT 100	Computer Literacy	N/A	3
4	FAD 100	Color Theory and Practice	N/A	3
5	ASC 105	Study and Learning Skills	N/A	3

#### SEMESTER 2

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ENG 105	English for Specific Purposes	TOEFL 500+ or IELTS 5.0+	3
2	ASC 100	Islamic Culture	N/A	3
3	ASC 110	Introduction to Social Sciences	N/A	3
4	FAD 105	Drawing I	N/A	3
5	FAD 110	Basic Design	N/A	3

**SEMESTER 3**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ASC 115	General Psychology	N/A	3
2	ASC 120	Natural Sciences	N/A	3
3	FAD 200	Fundamentals of Graphic Illustration and Digital Imaging	N/A	3
4	FAD 201	Art History I	N/A	3
5		Elective (General Education)		3

**SEMESTER 4**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ASC 125	UAE and GCC Society	ASC 110	3
2	FAD 202	Art History II	FAD 201	3
3	FAD 210	Drawing II	FAD 105	3
4	FAD 215	3D Design	FAD 105, FAD 110	3
5		Elective (General Education)		3

**SEMESTER 5**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	GRD 300	Graphic Design I	FAD 200, FAD 215	6
2	GRD 301	Communication Design	Co-requisite GRD 303	3
3	GRD 303	Information Design	Co-requisite GRD 301	3
4	GRD 310	History of Graphic Design	N/A	3

**SEMESTER 6**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	GRD 305	Graphic Design II	GRD 300	6
2	GRD 304	Typography I	FAD 200	6
3	GRD 302	Life Drawing	FAD 210	3

**SUMMER SEMESTER**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	FAD 305	Internship	90 C.H.	3

**SEMESTER 7**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	GRD 400	Graphic Design III	GRD 305	6
2	GRD 401	Typography II	GRD 304	3
3		Elective (Major)		3

**SEMESTER 8**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	GRD 402	Capstone Graduation Project	GRD 400	6
2	GRD 404	Desktop Publishing	GRD 304, GRD 305	6
3		Elective (Major)		3

## VI. SEMESTER WISE STUDY PLAN – DIGITAL ANIMATION

### SEMESTER 1

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ENG 100	English	TOEFL 500+	3
3	MAT 100	General Mathematics	N/A	3
4	CIT 100	Computer Literacy	N/A	3
5	FAD 100	Color Theory and Practice	N/A	3
6	ASC 105	Study and Learning Skills	N/A	3

### SEMESTER 2

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ENG 105	English for Specific Purposes	TOEFL 500+	3
2	ASC 100	Islamic Culture	N/A	3
3	ASC 110	Introduction to Social Sciences	N/A	3
4	FAD 105	Drawing I	N/A	3
5	FAD 110	Basic Design	N/A	3

### SEMESTER 3

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ASC 115	General Psychology	N/A	3
2	ASC 120	Natural Sciences	N/A	3
3	FAD 200	Fundamentals of Graphic Illustration and Digital Imaging	N/A	3
4	FAD 201	Art History I	N/A	3
5		Free/Elective		3

### SEMESTER 4

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ASC 125	UAE and GCC Society	ASC 110	3
2	FAD 202	Art History II	FAD 201	3
3	FAD 210	Drawing II	FAD 105	3
4	FAD 215	3D Design	FAD 105, FAD 110	3
5		Free/Elective		3

**SEMESTER 5**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	DIA 300	Basic Animation	N/A	3
2	DIA 301	History of Animation	N/A	3
3	DIA 303	Motion Graphics	DIA 300	3
4	DIA 305	Introduction to Digital Video Production	N/A	3
5		Free/Elective		3

**SEMESTER 6**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	GRD 302	Life Drawing	FAD 210	3
2	GRD 304	Typography I	FAD 200	6
3	DIA 302	Storyboarding	FAD 210	3
4	DIA 306	Principles of 3D Animation	FAD 215, DIA 303	3

**SUMMER SEMESTER**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	FAD 305	Internship	90 C.H.	3

**SEMESTER 7**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	DIA 400	Character Rigging and Setup	DIA 306, GRD 302, DIA 302	6
2	DIA 401	3D Modeling and Character Animation	DIA 306, GRD 302	6
3	DIA 403	Audio for Animation	N/A	3

**SEMESTER 8**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	DIA 402	Animation Production	DIA 401, DIA 302	6
2	DIA 404	Capstone Graduation Project	DIA 400, DIA 401, DIA 302	6
3		Free/Elective		3

**VII. SEMESTER WISE STUDY PLAN – INTERIOR DESIGN****SEMESTER 1**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ENG 100	English	TOEFL 500+ or IELTS 5.0+	3
2	MAT 100	General Mathematics	N/A	3
3	CIT 100	Computer Literacy	N/A	3
4	FAD 100	Color Theory and Practice	N/A	3

5	ASC 105	Study and Learning Skills	N/A	3
---	---------	---------------------------	-----	---

### SEMESTER 2

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ENG 105	English for Specific Purposes	TOEFL 500+ or IELTS 5.0+	3
2	ASC 100	Islamic Culture	N/A	3
3	ASC 110	Introduction to Social Sciences	N/A	3
4	FAD 105	Drawing I	N/A	3
5	FAD 110	Basic Design	N/A	3

### SEMESTER 3

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ASC 115	General Psychology	N/A	3
3	ASC 120	Natural Sciences	N/A	3
4	FAD 200	Fundamentals of Graphic Illustration and Digital Imaging	N/A	3
5	FAD 201	Art History I	N/A	3
6		Elective		3

### SEMESTER 4

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ASC 125	UAE and GCC Society	ASC 110	3
2	FAD 202	Art History II	FAD 201	3
3	FAD 210	Drawing II	FAD 105	3
4	FAD 215	3D Design	FAD 105, FAD 110	3
5		Elective		3

### SEMESTER 5

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	IND 300	Introduction to Interior Design	N/A	3
2	IND 301	ID Principles	FAD 110	3
3	IND 303	Textiles for Interior Design	N/A	3
4	IND 305	Studio I – Drafting	N/A	3
5		Elective		3

### SEMESTER 6

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	IND 302	Materials and Resources	IND 300	3
2	IND 304	Studio II – Residential	IND 300, IND 301, IND 303	3
3	IND 306	Building Systems and Codes	N/A	3
4	IND 310	CAD	FAD 210, FAD 215, & IND 305	3
5	IND 315	Furniture Design	Co-requisites IND 302, IND 310	3

### SUMMER SEMESTER

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	FAD 305	Internship	90 C.H.	3

### SEMESTER 7

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	IND 400	Studio III – Commercial	IND 303, IND 310, IND 315	3
2	IND 401	Lighting for Interior Design	FAD 100	3
3	IND 403	Advanced CAD	IND 310	3
4	IND 405	Interior Design Profession	IND 300	3
5	IND 410	History of Interior Design	FAD 202	3

### SEMESTER 8

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	IND 402	Studio IV: Commercial	IND 400	3
2	IND 404	Detailing	IND 403	3
3	IND 406	Capstone Graduation Project	IND 304, IND 400, IND 403	6
		Elective		3

## VIII. Course Description

### 1. University (General) Requirements

#### **CIT 100: Computer Literacy**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: N/A**

#### **Description:**

This subject introduces students to basic functions of computers as well as a basic introduction to some important software applications such as Operating Systems, and MS word. This subject will also introduce students to some important IT concepts that include Electronic data interchange (EDI), Teleconferencing, Videoconferencing, Intranet systems, extranet systems and Wireless Capabilities.

#### **ASC 100: Islamic Culture**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: N/A**

#### **Description:**

This course will offer students knowledge to enable them understand the Islamic culture. The course offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

**MAT 100: General Mathematics****Credits: 3****Prerequisites: N/A****Co-requisites: N/A****Description:**

This course will begin with a review of selected arithmetic topics: fractions, decimals, and percentages, followed by a brief review of signed number operations. The course will cover topics of Basic Algebra such as variable expressions, linear equations, inequalities and applications, and graphing points and lines.

**ENG 100: English****Credits: 3****Prerequisites: TOEFL 500+ or IELTS 5.0+****Co-requisites: N/A****Description:**

This course provides students with advanced English-language skills to pursue successfully their studies in various academic specializations. It helps students to develop, improve, and upgrade their listening, speaking, reading, writing, and structure skills. This course also acquaints students with technical writing, research papers, and essays.

**ENG 105: English for Specific Purposes****Credits: 3****Prerequisites: TOEFL 500+ or IELTS 5.0+****Co-requisites: N/A****Description:**

This course covers the needed language areas such as organizational structures, instructions job lexis, processes and operating systems, health and safety, and customer relations which are common to the majority of different vocations to provide the functional language the students will need in their specialization and place of work.

**ASC 105: Study and Learning Skills****Credits: 3****Prerequisites: N/A****Co-requisites: N/A****Description:**

This course is designed to help students to do well at their studies at university through the development of effective study skills and strategies. Studying at university is very different from previous study students may have done, and therefore the course aims to apply new studying and learning strategies, and identify, develop, and enhance the study and learning skills of students. These skills include time management, taking notes, planning assignments, exam preparation and revision, preparing a presentation, memory techniques, and methods for using course materials including syllabi and textbooks, critical and creative thinking, problem solving, etc. Students will have the opportunity to develop a focused project specific to their interests and study needs.

**ASC 110: Introduction to Social Sciences****Credits: 3****Prerequisites: N/A****Co-requisites: N/A****Description:**

This course introduces students to the broad, complex and influential field of the social sciences. The course tends to focus on the disciplines of anthropology, sociology, psychology, political science, economics, and sometimes history and geography. This course will also enable students to sharpen their critical analysis skills as they evaluate changes in important social issues and institutions.

**ASC 115: General Psychology****Credits: 3****Prerequisites: N/A****Co-requisites: N/A****Description:**

An introduction to the fundamental principles and practices of psychology, including theories and methods, biological factors influencing behavior, learning, memory, thinking, intelligence, language, human development and personality.

**ASC 120: Natural Sciences****Credits: 3****Prerequisites: N/A****Co-requisites: N/A****Description:**

Courses in the natural Sciences introduce students to the basic concepts of Sciences and the scientific method and enhance awareness of scientific developments and their impact on society and the environment. This area provides students with an understanding of scientific terms, concepts and theories, and the ability to formulate empirically testable hypotheses derived from the study of physical processes and living things.

**ASC 125: UAE and GCC Society****Credits: 3****Prerequisites: ASC 110****Co-requisites: N/A****Description:**

This course is designed to introduce, first, the concepts, measurements, and theories of broad-based sustainable development as well as the relationships between economic development, human development, and environment. Students will also be familiar with several theories of development. Then, the characteristics and the quality of life in GCC will be investigated and compared to those in other countries. The focus would be on the causes, problems and challenges associated with the development of GCC countries such as population structure and localization policies, the feasibility of GCC States integration, the impact of oil and non-oil production on development.



## 2. Core Requirements

### **FAD 100: Color Theory and Practice**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: N/A**

**Description:**

This course examines color theory as an element for communications and expression as applied to traditional and digital design in the visual communications field. This fundamental course covers several color topics including color theory, color interaction, and color psychology. This course covers creative and technical aspects of color design issues using digital illustration and traditional media manipulation.

### **FAD 105: Drawing I**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: N/A**

**Description:**

This is an introductory course to drawing, and this course covers the practical or technical basics of drawing. This course equips the student with a variety of basic drawing skills, approaches and concepts explored through a comprehensive range of media. The illusion of volume and space through the use of perspective, line, and value is stressed. From this course, students are expected to develop practical skills in drawing, to sharpen their powers of perception, and to gain an awareness of drawing's historic and contemporary context and expressive potential.

### **FAD 110: Basic Design**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: N/A**

**Description:**

This is an introduction to design concepts with an emphasis on traditional compositional theory, design principles and elements. This course is designed to give students a strong understanding of two-dimensional visual communications.

### **FAD 200: Fundamentals of Graphic Illustration and Digital Imaging**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: N/A**

**Description:**

This course covers fundamental principles of digital imaging using Photoshop as well as use of vector graphic techniques to create images for use in print, multimedia, or web design. Topics for digital imaging include acquisition, manipulation, and output of digital images. Students will generate effective typography, master basic drawing tools, develop unique brushes and patterns, and utilize a variety of color palettes and libraries to achieve transparency and special effects. Transformation of objects to manipulate perspective, use of blends and gradients to produce airbrush effects, and the application of advanced path tools will be covered. This course involves considerable hands-on instruction and multiple projects using Adobe Illustrator CS3.

**FAD 201: Art History I****Credits: 3****Prerequisites: N/A****Co-requisites:****Description:**

This is an introductory level course designed to help students have a better understanding of the aim of art history, the aesthetic categories, specialized categories, and terms of art history. This course deals primarily with architecture, sculpture, painting, related arts, the ancient world, the Middle-Ages, and the world beyond Europe. Incorporated into this course are the Renaissance, baroque, rococo, modern and post-modern periods.

**FAD 202: Art History II****Credits: 3****Prerequisites: FAD 201****Co-requisites: N/A****Description:**

This course surveys the artistic styles from the Renaissance through the present. Pictures, sculpture and architecture are studied as individual works in relationship to their social, political, and religious backgrounds.

**FAD 210: Drawing II****Credits: 3****Prerequisites: FAD 105****Co-requisites:****Description:**

Drawing II includes discussion of drawing concepts and related vocabulary, training in freehand drawing, exploration of different drawing techniques and mediums, and growth of personal expression and problem solving. This course builds on the vocabulary, skills and concepts learned in Drawing I. Also, the course includes color theory, figure drawing, and advanced composition.

**FAD 215: 3D Design****Credits: 3****Prerequisites: FAD 105, FAD 110****Co-requisites:****Description:**

This is a basic three-dimensional design course. The main objective of this course is to give the students an understanding of the components used in three-dimensional formats and how these components are used to achieve a particular effect or feeling. This course also provides a great deal of technical information on structure, color usage, composition, and theory.

**FAD 305: Internship****Credit : 3****Prerequisite : 90 Credit Hours****Co-requisites : N/A****Course Description:**

The College considers student internship as one of the most important channels that brings together the college, the students, and the job market. Moreover, internship is a means that integrates the academic theoretical environment to real life practice. The training, although it includes actual operation of the facilities of the employer and is similar to an on-the-job-training.

The training is for the benefit of the students. The students do not displace regular employees, but work under the close observation of a regular employee or supervisor and could be guided by an AUE faculty member.

### **3. Graphic Design Major Requirements**

#### **GRD 300: Graphic Design I**

**Credits: 6**

**Prerequisites: FAD 200 & FAD 215**

**Co-requisites:**

**Description:**

This course is an introduction to basic theory and skill of visual communications. Students learn elements of design, spatial relationships, typography and imagery as they apply to practical visual solutions for self-promotion, resumes, logo design, web design, and sequential systems. By solving basic visual communication problems involving emphasis, balance and unity, students develop the basic skills necessary for success in graphic communication. The focus will be on combining creative visual solutions with technical skills to solve communication problems. This class will instruct the student in graphic design skills employing traditional and digital tools, materials and procedures employed in the communication arts industry.

#### **GRD 301: Communication Design**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: GRD 303**

**Description:**

This course covers basic design principles. Students learn to use all aspects of design for effective communication while working in a team-based environment, by the end of the course the student should be able to identify, select, and physically locate appropriate resources in a variety of Communication Design.

#### **GRD 302: Life Drawing**

**Credits: 3**

**Prerequisites: FAD 210**

**Co-requisites:**

**Description:**

Exploring the skeletal and muscular systems of the human body, this course provides students with a working knowledge of human anatomy and figure construction. The technical and interpretive techniques of drawing are introduced alongside artistic and aesthetic notions.

#### **GRD 303: Information Design**

**Credits: 3**

**Prerequisites:**

**Co-requisites: GRD 301**

**Description:**

In this course, students learn the process of conceptualizing and designing information. Students will focus on the planning, creation, and organization of the informational design process as applied to multimedia projects.

**GRD 304: Typography I****Credits: 6****Prerequisites: FAD 200****Co-requisites:****Description:**

Typography I is the study of letterforms including their purpose as communication tools, type anatomy, syntax, and their evolution with technologies in printing and new media. This course will provide the student with a foundation to understand the evolution of typography from both historical and conceptual perspective. Students will be exposed to a vocabulary of professional terms in order to articulately communicate their ideas with their peers, and their future associates and clients. In addition, students will learn to incorporate the basic principles of typography with the essential technical skills necessary to achieve success in graphic design and advertising.

**GRD 305: Graphic Design II****Credits: 6****Prerequisites: GRD 300****Co-requisites:****Description:**

This course supplies the student with specific information of the process of typography and layout as well as how to execute effective graphic design principles. It covers studio projects such as book covers, posters, logo designs, etc. This class will be exploring creativity on a professional standard while learning the basics of how to formally communicate with quality graphic design.

**GRD 310: History of Graphic Design****Credits: 3****Prerequisites: N/A****Co-requisites:****Description:**

This course explores the evolution of graphic communication from prehistory through postmodern design and the digital revolution.

**GRD 400: Graphic Design III****Credits: 6****Prerequisites: GRD 305****Co-requisites:****Description:**

Graphic Design III is a continuation of Graphic Design II with advanced exercises and projects demonstrating a thorough working knowledge of graphic design elements and principles. Emphasis will be upon learning the business of graphic design and the role of the graphic designer as a member of a creative team.

**GRD 401: Typography II****Credits: 3****Prerequisites: GRD 304****Co-requisites:****Description:**

This course is an in-depth examination of the principles and potential of typography with emphasis on typographic composition. Students explore the role that typography plays in shaping the form and content of communication. Through a series of studio exercises that introduce letterforms and

text in relation to images, texture, color, hierarchy and grid structures, students will explore a variety of design problems and build skills in communicating visual meaning.

### **GRD 402: Capstone Graduation Project**

**Credits: 6**

**Prerequisites: GRD 400**

**Co-requisites:**

**Description:**

The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE. The purpose of the graduation project is to evaluate the students' ability to complete a project in their chosen field. It is the responsibility of the student to identify a topic, find a faculty member willing to act as an advisor, develop a proposal for their project that clearly identifies their project goals, objectives, tasks, milestones, and time and budgets. They must communicate their findings by written thesis and an oral presentation. The content of the course will be highly variable depending on the project undertaken by the student.

### **GRD 404: Desktop Publishing**

**Credits: 6**

**Prerequisites: GRD 304, GRD 305**

**Co-requisites:**

**Description:**

This course examines desktop publishing using QuarkXpress. Students will learn to prepare a variety of publications including advertisements, brochures, and newsletters. Particular emphasis is given to learning the elements of layout and design. QuarkXPress is a high-end electronic publishing program whose features include extremely tight typographic and photographic controls. Such controls make QuarkXPress a page-layout program well suited for the printing and publishing industry. Class lectures will be supported with practice exercises and demonstrations. The lab portion of this class consists of a series of page layout jobs designed to highlight the features of the program.

## **4. Digital Animation Major Requirements**

### **GRD 302: Life Drawing**

**Credits: 3**

**Prerequisites: FAD 210**

**Co-requisites:**

**Description:**

Exploring the skeletal and muscular systems of the human body, this course provides students with a working knowledge of human anatomy and figure construction. The technical and interpretive techniques of drawing are introduced alongside artistic and aesthetic notions.

### **GRD 304: Typography I**

**Credits: 6**

**Prerequisites: FAD 200**

**Co-requisites:**

**Description:**

Typography I is the study of letterforms including their purpose as communication tools, type anatomy, syntax, and their evolution with technologies in printing and new media. This course will provide the student with a foundation to understand the evolution of typography from both historical and conceptual perspective. Students will be exposed to a vocabulary of professional terms in order to articulately communicate their ideas with their peers, and their future associates and clients. In addition, students will learn to incorporate the basic principles of typography with the essential technical skills necessary to achieve success in graphic design and advertising.

**DIA 300: Basic Animation**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: N/A**

**Description:**

This course is designed to provide the student with an introduction to visual animation, and in doing so increase their appreciation of animated efforts both past and present. Emphasis is on creating movement and expression utilizing traditional or electronically generated image movement. Projects developed in this course will add to a student portfolio an element of motion from traditional techniques and from modern computer-based techniques.

**DIA 301: History of Animation**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: N/A**

**Description:**

This course introduces to the history and development of the field of animation. The course will take you from the early magic lantern shows of the late nineteenth century to current and emerging digital animation technologies. This will be accomplished through a series of discussions, lectures, assignments, and viewing DVDs and videos.

**DIA 302: Storyboarding**

**Credits: 3**

**Prerequisites: FAD 210**

**Co-requisites:**

**Description:**

This course introduces to storyboarding and the planning processes of visual storytelling. Students will learn how to translate the concepts such as shot types, continuity, pacing, transitions and sequencing into a visual narrative. Students will also learn cinematic vocabulary and storyboard technique in the creation of both personal and professional expression.

**DIA 303: Motion Graphics**

**Credits: 3**

**Prerequisites: DIA 300**

**Co-requisites: N/A**

**Description:**

This course concentrates on teaching students how to conceptualize and create time-based graphics to express meaning. The course involves project-based learning with lectures and demonstrations. Students are expected to participate in classroom and collaborate to solve technical and creative challenges.

**DIA 305: Introduction to Digital Video Production****Credits: 3****Prerequisites: N/A****Co-requisites: N/A****Description:**

This course covers the theory of digital production, compositing and working in digital formats. In addition to production theory, students learn to handle equipment as they shoot, light, record sound, edit, and author simple DVD presentations.

**DIA 306: Principles of 3D Animation****Credits: 3****Prerequisites: FAD 215 & DIA 303****Co-requisites:****Description:**

This course investigates the fundamental principles of 3D animation. The student will survey the historical development of the animated film and develop basic skills in preproduction, 3D modeling and the basics of 3D animation.

**DIA 400: Character Rigging and Setup****Credits: 6****Prerequisites: DIA 306, GRD 302, DIA 302****Co-requisites:****Description:**

This course enables students to understand the character rigging techniques in the interface, and then to comprehend how the character rigging scripts relate to the rigging techniques. Students will build a standard bipedal skeleton with properly aligned rotation axes character rig. Students will construct a full body IK control rigging and skin for the model. The character setup and rigging techniques will include kinematics and inverse kinematics, and deformers. Expressions will be used to animate particles.

**DIA 401: 3D Modeling and Character Animation****Credits: 6****Prerequisites: DIA 306, GRD 302****Co-requisites:****Description:**

This course aims to apply the advanced modelling and animation techniques to produce character animation sequences with artistic quality, and also to introduce the cutting edge technology in the creation of 3D computer animation.

**DIA 402: Animation Production****Credits: 6****Prerequisites: DIA 302, DIA 401****Co-requisites:****Description:**

This course covers advanced studies in the production of three-dimensional computer animation. This is a studio course in which students execute a single collaborative animation project, including planning, storyboarding, modeling, lighting, rendering and compositing of computer-generated imagery. In addition to developing a working knowledge of digital animation techniques and

processes, a scholarly study of emerging advancements in computer animation technology will be included.

**DIA 403: Audio for Animation**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: N/A**

**Description:**

This course provides a solid foundation to the basic concepts that apply to all aspects of audio production. From acoustical basics to psychoacoustics and digital work paths, this class teaches students how audio works in our multimedia rich world.

**DIA 404: Capstone Graduation Project**

**Credits: 6**

**Prerequisites: DIA 401, DIA 403**

**Co-requisites:**

**Description:**

The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE. The purpose of the graduation project is to evaluate the students' ability to complete a project in their chosen field. It is the responsibility of the student to identify a topic, find a faculty member willing to act as an advisor, develop a proposal for their project that clearly identifies their project goals, objectives, tasks, milestones, and time and budgets. They must communicate their findings by written thesis and an oral presentation. The content of the course will be highly variable depending on the project undertaken by the student.

**5. Interior Design Major Requirements**

**IND 300: Introduction to Interior Design**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites:**

**Description:**

This course introduces the interior design profession and its role in shaping the environment. Students are introduced to the design process as it is followed in a professional office. The elements, vocabulary and principles of design are applied to a series of simple interior design projects, including both residential and commercial space interior design. In addition, Students are introduced to life safety codes and accessibility guidelines.

**IND 301: Interior Design Principles**

**Credits: 3**

**Prerequisites: FAD 110**

**Co-requisites:**

**Description:**

This course introduces the principles of interior design, including unity, balance, proportion, scale, rhythm, and emphasis. Students learn about their definition and practical application through related assignments. In addition, students are introduced to basic color psychology, client analysis,



selection of finishes, and mood and sample board presentation techniques. Anthropometrics and ergonomics will be reviewed and an orientation to the profession at local and national levels will be achieved.

**IND 302: Materials and resources**

**Credits: 3**

**Prerequisites: IND 300**

**Co-requisites:**

**Description:**

This course is a survey of materials used by interior designers for architectural elements and finishes for both residential and non-residential design. The student will learn to evaluate and select the appropriate materials for a design project, and will be introduced to life safety ratings for finish materials. The student will be introduced to writing specifications for interior design materials.

**IND 303: Textiles for Interior Design**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites:**

**Description:**

Students will learn to identify fiber content, yarn construction, weave and finish, and will understand the effect of these components on the performance of textile products. Student will apply knowledge of textile component properties to the various end uses to which textile products are applied with emphasis on textiles used for finishes, furnishings and soft goods. Students will understand life safety ratings for textile products in various applications.

**IND 304: Studio II - Residential**

**Credits: 3**

**Prerequisites: IND 300, IND 301, IND 303**

**Co-requisites:**

**Description:**

In this course the student develops a residential interior. The student will accomplish projects and learn essential skills such as client analysis, programming, space planning, code analysis, furniture and finish selection. In addition, electrical, lighting, and plumbing requirements are introduced.

**IND 305: Studio I - Drafting**

**Credits: 3**

**Prerequisites: N/A**

**Co-requisites: N/A**

**Description:**

This course will introduce students to the fundamentals of drafting and geometric construction. Students will become familiar with drafting equipment and methodology used in architecture. This course will provide basic understanding of drafting techniques necessary to allow students to progress to CAD.

**IND 306: Building Systems and Codes****Credits: 3****Prerequisites: N/A****Co-requisites: N/A****Description:**

In this course, the student is introduced to interior construction and servicing systems and to the codes and regulations which affect Interior designers. Emphasis is placed on the development of a related vocabulary and a critical understanding of the interaction between the design, construction, services, and codes.

**IND 310: CAD****Credits: 3****Prerequisites: FAD 210, FAD 215, IND 305****Co-requisites:****Description:**

This course is an introduction to the two dimensional methods of graphic communication used by architects and interior designers, with an emphasis on orthographic drawings used for construction drawings. Students will use tools and techniques to hone hand-drafting skills as well as be introduced to computer aided drafting using AutoCAD. Students will learn to read, organize and produce a set of construction drawings.

**IND 315: Furniture Design****Credits: 3****Prerequisites: IND 302, IND 310****Co-requisites:****Description:**

In this course the students will design furniture as well as incorporate furniture selection and design into both residential and public space design projects. The design process will be the framework for all project development.

**IND 400: Studio III - Commercial****Credits: 3****Prerequisites: IND 303, IND 310, IND 315****Co-requisites:****Description:**

This is a fundamental course in the design of business environments. Through studio projects, lectures and field trips, the student develops a commercial interior that includes critical client analysis, complex programming, space planning, and the use of open-office systems. The student is also introduced to relevant accessibility codes/legislation and standard building and fire safety codes as they pertain to commercial design.

**IND 401: Lighting for Interior Design****Credits: 3****Prerequisites: FAD 100****Co-requisites:****Description:**

Students will study the technical, aesthetic and psychological aspects of lighting in an environment. Principles of lighting design and selection will be applied to the selection of luminaries and lighting sources.

**IND 402: Studio IV – Commercial**

**Credits: 3**

**Prerequisites: IND 400**

**Co-requisites:**

**Description:**

This course emphasizes in programming and space planning for a complex office design. Students will become familiar with several office furniture systems and choose one for use in their office design.

**IND 403: Advanced CAD**

**Credits: 3**

**Prerequisites: IND 310**

**Co-requisites:**

**Description:**

This course examines the advanced drafting techniques and functions of Autodesk and other applications, applying the concepts to general and advanced interior drafting. Students learn advanced computer graphic communication techniques in interior design for the development of technical and perspective drawings created in presentation formats using 3D modeling and images.

**IND 404: Detailing**

**Credits: 3**

**Prerequisites: IND 403**

**Co-requisites:**

**Description:**

This course builds on the concepts introduced in CAD, with emphasis on architectural detailing, including millwork, furniture and cabinetry. Computer aided drafting using AutoCAD will be the primary method of graphic communication in this course.

**IND 405: Interior Design Profession**

**Credits: 3**

**Prerequisites: IND 200 & IND 300**

**Co-requisites:**

**Description:**

In this course, students are exposed to the range of career possibilities in the interior design profession through personal exploration, speakers, lectures, and discussions. Students will apply this knowledge to an evaluation of personal career goals and preparation of a cover letter and resume. Students will be exposed to the business structure and internal organization, marketing techniques, fee structures, and project management procedures of both residential and contract/commercial interior and architectural design firms. Class will include discussions of ethics, education and professional organizations.

**IND 406: Capstone Graduation Project**

**Credits: 6**

**Prerequisites: IND 304, IND 400, IND 403**

**Co-requisites:**

**Description:**

The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE. The purpose of the graduation project is to evaluate the students' ability to complete a project in their chosen field. It is the responsibility of the student to identify a topic, find a faculty member willing to act as an advisor, develop a proposal for their project that clearly identifies their project goals, objectives, tasks, milestones, and time and budgets. They must communicate their findings by written thesis and an oral presentation. The content of the course will be highly variable depending on the project undertaken by the student.

### **IND 410: History of Interior Design**

**Credits: 3**

**Prerequisites: FAD 202**

**Co-requisites:**

**Description:**

This course aims to focus on the evolution of interiors through a chronological overview of various trends and approaches to interior and furniture design in different cultures throughout history. Covering different cultural periods from pre-history to late modernism of the early 21st century, the course also aims to explore and discuss the evolution of the act of designing, and the changing role of the designer, from the builder and craftsman to the cultural actor.

## **3. Undergraduate Programs in Media and Mass Communications**

### **1. GRADUATION REQUIREMENTS**

Students must successfully complete all the course requirements, as well as the other academic activities that are assigned to their specialization study plan. The cumulative grade point average (GPA) of the student must be at least 2.0 out of 4.0.

#### **I. THE CURRICULA**

The Bachelor of Arts in Media and Mass Communication Degree offered by the College is awarded after completing 126 credit hours that consist of the following:

<b>A. General Education Requirements {11 Courses }</b>	<b>33 credit hours</b>
<b>B. Liberal Arts Courses {10 courses}</b>	<b>30 credit hours</b>
<b>C. Core Requirements {14 Courses }</b>	<b>42 credit hours</b>
<b>D. Specialization {5 courses}</b>	<b>15 credit hours</b>
<b>E. Free/Electives {2 courses}</b>	<b><u>06</u> credit hours</b>
<b>Total</b>	<b><u>126</u> credit hours</b>

**A. General Educational Requirements (11 Courses / 33 Credit Hours)**

No.	Course Code	Course Title	Prerequisites	C.H.
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ENG 100	English	TOEFL 500+	3
3	ENG 105	English for Specific Purpose	TOEFL 500+	3
4	MAT 100	General Mathematics	N/A	3
5	CIT 100	Computer Literacy	N/A	3
6	ASC 100	Study and Learning Skills	N/A	3
7	ASC 105	Islamic Culture	N/A	3
8	ASC 110	Introduction to Social Sciences	N/A	3
9	ASC 200	General Psychology	N/A	3
10	ASC 210	Natural Sciences	N/A	3
11	ASC 300	UAE and GCC Society	ASC 110	3

**B. Liberal Arts (10 Courses/30 Credits)**

No.	Course Code	Course Title	Prerequisites	Credit Hour
1	ASC 102	Introduction to Anthropology	N/A	3
2	ASC 104	Introduction to Sociology	N/A	3
3	ASC 205	General Statistics	MAT 100	3
4	ASC 201	Introduction to Philosophy	N/A	3
5	ASC 203	World-History	N/A	3
6	ASC 204	Middle East History	ASC 203	3
7	ASC 206	Introduction to Geography	N/A	3
8	ENG 300	English Literature	ENG 100	3
9	ASC 302	Introduction to Political Science	ASC 110	3
10	ECO 100	MicroEconomics	N/A	3

**C. Core Requirements (14 Courses/ 42 Credit Hours)**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	MMC 200	Introduction to Mass Communication	N/A	3
2	MMC 201	Understanding Public Relations	N/A	3
3	MMC 202	Fundamentals of News	MMC 200	3
4	CIT 200	Website Design	CIT 100	3

5	MMC 300	Introduction to Communication Technology	MMC 200 & CIT 100	3
6	MMC 301	Information and Media Studies	MMC 200	3
7	MMC 303	Writing for the Mass Media	ENG 105 & MMC 202	3
8	MMC 305	Internship	90 C. H.	3
9	MMC 302	Public Opinion and Propaganda	MMC 201 & ASC 302	3
10	MMC 304	Organizational Communication	MMC 201 & ASC 200	3
11	MMC 400	Mass Communication Theory and Research	MMC 301	3
12	MMC 401	Photojournalism	MMC 200	3
13	MMC 403	Editing for the Mass Media	MMC 303	3
14	MMC 402	Media Ethics	MMC 200	3

#### D. Specializations (5 Courses/ 15 Credit Hours)

##### a. Public Relations

No.	Course Code	Course Title	Prerequisites	C.H.
1	PRE 300	Public Speaking	MMC 200	3
2	PRE 302	Writing in Public Relations	MMC 303	3
3	PRE 400	Media Strategies and Implementations	MMC 304	3
4	PRE 402	Crisis Management Communication	PRE 400	3
5	PRE 405	Capstone-Graduation Project	PRE 400, PRE 402	3

##### b. Radio and TV

No.	Course Code	Course Title	Prerequisites	C.H.
1	RTV 300	Writing for Radio and TV	MMC 303	3
2	RTV 302	Producing & Planning	MMC 301	3
3	RTV 400	Broadcast Advertising & Sales	ASC 200 & MMC 301	3
4	RTV 402	Media Production and Project Management	RTV 302	3
5	RTV 405	Capstone-Graduation Project	RTV 400, RTV 402	3

##### c. International Relations

No.	Course Code	Course Title	Prerequisites	C.H.
1	IRE 300	Introduction to International Relations	Co-MMC 302	3
2	IRE 301	Writing for Diplomacy	MMC 303	3
3	IRE 400	Public International Law	IRE 300	3
4	IRE 402	Intercultural Communication	MMC 302	3
5	IRE 405	Capstone-Graduation Project	IRE 400, IRE 402	3

#### d. Media Sales

No.	Course Code	Course Title	Prerequisites	C.H.
1	MGT 100	Principles of Management	ASC 200	3
2	MGT 305	Negotiation Skills	ASC 200 & MMC 200	3
3	MGT 200	Principles of Marketing	MGT 100	3
4	MSA 400	Introduction to Communications Media Sales and Promotions	MGT 200 & MMC 302	3
5	MSA 402	Capstone - Graduation Project	MGT 200, MSA 400	3

#### E. Free/Electives (2 Courses / 06 Credits)

Two courses (06 Credits) can be chosen from any other Colleges/ Departments/Specializations as long as the chosen courses' prerequisites are met.

### 4. Undergraduate Programs in Computer Science

#### I. GRADUATION REQUIREMENTS

Students must successfully complete all the course requirements, as well as the other academic activities that are assigned to their specialization study plan. The cumulative grade point average (GPA) of the student must be at least 2.0 out of 4.0.

#### II. THE CURRICULA

The Bachelor of Science in Computer Science Degree offered by the College of Computer Information Technology (CCIT) is obtained after completing 126 credit hours that consist of:

No.	Course Type	Course Count	Credit Hours
1	General Education Courses	13	39
2	Core Courses	24	72
3	Free Electives	05	15
	<b>TOTAL</b>	<b>42</b>	<b>126</b>

#### II.1 General Educational Requirement Courses (13 Courses/39 Credits)

No.	Course Code	Course Title	Prerequisites	C.H.
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ENG 100	English	TOEFL 500+ or IELTS 5.0+	3
3	ENG 105	English for Specific Purposes	TOEFL 500+ or IELTS 5.0+	3
4	MAT 100	General Mathematics	N/A	3
5	CIT 100	Computer Literacy	N/A	3
6	CIT 105	Introduction to IT & Applications	CIT 100	3

7	ASC 100	Study and Learning Skills	N/A	3
8	ASC 110	Introduction to Social Sciences	N/A	3
9	ASC 200	General Psychology	N/A	3
10	ASC 205	General Statistics	MAT 100	3
11	ASC 210	Natural Sciences	N/A	3
12	ASC 105	Islamic Culture	N/A	3
13	ASC 300	UAE and GCC Society	ASC 110	3

## II.2 Core Requirements (24 Courses/ 72 Credits)

No.	Course Code	Course Title	Prerequisite	Credit Hour
1	MAT 105	Calculus	MAT 100	3
2	CIT 211	Introduction to Programming	CIT 105*	3
3	CIT 214	Network Essentials	CIT 211	3
4	CIT 207	Object Oriented Programming	CIT 211	3
5	CIT 212	Database Systems	CIT 207	3
6	CIT 203	Discrete Mathematics	MAT 100, CIT 211	3
7	CIT 215	Data Structures and Algorithms	CIT 203, CIT 207	3
8	CIT 205	Website Design	CIT 105	3
9	CIT 300	Multimedia Technology	CIT 205	3
10	CIT 301	Introduction to Operating Systems	CIT 215	3
11	CIT 302	Compiler Construction	CIT 215	3
12	CIT 303	Computer Threats and Risks	CIT 301*	
13	CIT 304	Cryptography and Internet Security	CIT 215	3
14	CIT 305	Internship	90 Cr. Hrs	3
15	CIT 306	Computer Architecture and Organization	CIT 301	3
16	CIT 307	Computer Ethics	ENG 105, CIT 205	3
17	CIT 400	E-Business and E-Commerce Systems	CIT 300	3
18	CIT 401	Artificial Intelligence	CIT 215	3
19	CIT 402	System Analysis and Design	CIT 215	3
20	CIT 403	IT Architecture	CIT 301	3
21	CIT 404	IT Project Management	90 Cr. hr	3



22	CIT 405	Capstone Graduation Project	105 Cr. Hrs	3
23	CIT 406	Computer Graphics	CIT 215	3
24	CIT 407	Software Engineering	CIT 215	3

\* - Co Requisite

### II.3 Elective Courses (5 Courses/15 Credits)

#### i. Specializations

##### a. Computer Science

Students who would like to be specialized in Computer Science (General) are to select five free elective courses from the above list of 12 electives in the CS Program, or from the core courses from the IMT Program within CCIT, or any other courses offered by other Colleges/Departments/Specializations as long as the chosen courses' prerequisites are met.

##### b. Network and Security and Digital Forensics

The following table shows the major courses covered in each one of the two specializations:

NETWORK SPECIALIZATION		FORENSICS SPECIALIZATION	
CIT 214 - Network Essentials	CIT 207 - Network Security	CIT 303 -Computer Threats and Risks	CIT 207 - Network Security
CIT 310 - Server Operating System and Network Management	CIT 409 - Mobile Technology	CIT 309 - Introduction to Computer Crime Studies	CIT 408 - Computer Crime and Investigation Techniques
CIT 410 -Advanced Topics in CIT	CIT 411 - Human Computer Interaction	CIT 410 - Advanced Topics in CIT	CIT 413 - Intrusion Forensics
CIT 412 - Distributed Operating Systems and Applications	CIT 414 - Modeling and Computer Simulation	CIT 417 - Reverse Engineering	
CIT 415 - Decision Support Systems			

### III. THE STUDY PLAN

#### SEMESTER 1

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ASC 100	Study and Learning Skills	N/A	3
3	CIT 100	Computer Literacy	N/A	3
4	ENG 100	English	TOEFL 500+ OR IELTS 5.0+	3
5	MAT 100	General Mathematics	N/A	3

**SEMESTER 2**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ASC 110	Introduction to Social Sciences	N/A	3
2	CIT 105	Introduction to IT & Applications	CIT 100	3
3	ENG 105	English for Specific Purposes	TOEFL 500+ OR IELTS 5.0+	3
4	MAT 105	Calculus	MAT 100	3
5	CIT 110	Introduction to Programming	CIT 105 (Co-requisite)	3

**SEMESTER 3**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ASC 200	General Psychology	N/A	3
2	ASC 205	General Statistics	MAT 100	3
3	CIT 200	Network Essentials	CIT 110	3
4	CIT 201	Object Oriented Programming	CIT 110	3
5	CIT 203	Discrete Mathematics	MAT 100, CIT 105	3

**SEMESTER 4**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ASC 210	Natural Sciences	N/A	3
3	CIT 202	Database Systems	CIT 201	3
2	CIT 204	Data Structures and Algorithms	CIT 203, CIT 201	3
4	CIT 205	Website Design	CIT 105	3
5	ASC 105	Islamic Culture	N/A	3

**SEMESTER 5**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	ASC 300	UAE and GCC Society	ASC 110	3
2	CIT 300	Multimedia Technology	CIT 205	3
3	CIT 301	Introduction to Operating Systems	CIT 204	3
4	CIT 303	Computer Threats and Risks	CIT 301*	3
5	CIT 307	Computer Ethics	ENG 105, CIT 205	3
6		Free Elective		

\* - Co Requisite

**SEMESTER 6**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	CIT 302	Compiler Construction	CIT 204	3
2	CIT 304	Cryptography and Internet Security	CIT 204	3
3	CIT 306	Computer Architecture and Organization	CIT 301	3
4	CIT 308	Computer Ethics	ENG 105, CIT 205	3
5		Free Elective		3

**SUMMER SEMESTER**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	CIT 305	Internship	90 Cr. Hrs	3

**SEMESTER 7**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	CIT 400	E-Business and E-Commerce Systems	CIT 300	3
2	CIT 401	Artificial Intelligence	CIT 204	3
3	CIT 403	IT Architecture	CIT 301	3
4	CIT 407	Software Engineering	CIT 204	3
5		Free Elective		3
6		Free Elective		3

**SEMESTER 8**

No.	Course Code	Course Title	Prerequisites	Credit Hours
1	CIT 402	System Analysis and Design	CIT 204	3
2	CIT 404	IT Project Management	90 Cr. Hrs	3
3	CIT 405	Capstone Graduation Project	105 Cr. Hrs	3
4	CIT 406	Computer Graphics	CIT 204	3
5		Free Elective		3

**5. Undergraduate Program in Information Technology Management****III. INFORMATION TECHNOLOGY MANAGEMENT CURRICULA**

The Bachelor of Science in Information technology Management Degree offered by the College of Computer Information Technology (CCIT) is obtained after completing 126 credit hours that consist of:

No.	Course Type	Course Count	Credit Hours
1	General Education Courses	13	39
2	Core Courses - Business	16	48
3	Core Courses – IT	10	30
4	Free Electives	03	09
	<b>TOTAL</b>	<b>42</b>	<b>126</b>

**1. General Educational Requirements Courses (13 Courses/39 Credits)**

No.	Course Code	Course Title	Prerequisites	C.H.
1	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
2	ENG 100	English	TOEFL 500+ / IELTS 5.0+	3
3	ENG 105	English for Specific Purposes	TOEFL 500+ / IELTS 5.0+	3
4	MAT 100	General Mathematics	N/A	3
5	CIT 100	Computer Literacy	N/A	3
6	CIT 105	Introduction to IT & Applications	CIT 100	3
7	ASC 100	Islamic Culture	N/A	3
8	ASC 105	Study and Learning Skills	N/A	3

9	ASC 110	Introduction to Social Sciences	N/A	3
10	ASC 200	General Psychology	N/A	3
11	ASC 205	General Statistics	MAT 100	3
12	ASC 210	Natural Sciences	N/A	3
13	ASC 300	UAE and GCC Society	ASC 110	3

## 2. Core Requirements / Business Compulsory Courses (16 Courses / 48 Credits)

No.	Code	Course Title	Prerequisites	C.H.
1	ACC 100	Principles of Accounting	N/A	3
2	ACC 105	Managerial Accounting	ACC 100	3
3	MGT 100	Principles of Management	N/A	3
4	ECO 100	Microeconomics	N/A	3
5	MKT 200	Principles of Marketing	ECO 100	
6	MGT 202	Management Information Systems	MGT 100, CIT 105	3
7	ECO 200	Macroeconomics	ECO 100	3
8	MGT 202	Business Statistics	ASC 205	3
9	MGT 205	Organizational Behavior	MGT 100 & ASC 200	3
10	FIN 300	Corporate Finance and Investment	ACC 100 & MGT 100	3
11	MGT 301	Business Law	MGT 100	3
12	MGT 303	Quantitative Analysis	MGT 202	3
13	MGT 300	Production and Operations Management	MGT 100, MGT 202	3
14	MGT 302	Business Practice in UAE and GCC	MGT 100 & ASC 300	3
15	MGT 400	International Business	MGT 300	3
16	MGT 405	Strategic Management	MGT 400, ACC 105, FIN 300, MGT 300, MKT 200	3

## 3. Compulsory Courses – IT Requirements (10 Courses/ 30 Credits)

No.	Code	Course Title	Prerequisites	C.H.
1	ITM 201	Visual Basic Programming	CIT 105	3
2	ITM 202	Database Systems	ITM 201	3
3	ITM 204	System Analysis and Design	CIT 105	3
4	ITM 306	Server Operating System and Network Management	CIT 105	3

5	ITM 308	Database Programming	ITM 202	3
6	ITM 310	Database Administration	ITM 308	3
7	ITM 400	E-Business and E-Commerce Systems	ITM 310	3
8	ITM 401	Mobile Technology	ITM 201	3
9	CIT 404	IT Project Management	90 Cr. Hrs	3
10	ITM 402	Decision Support Systems	ITM 400	3

#### 4. Free Electives ( 3 Courses / 09 Credit Hours)

Students are free to choose other courses offered by other Colleges/Departments/Specializations as long as the chosen courses' prerequisites are met.

### E. THE STUDY PLAN / BUSINESS MANAGEMENT SPECIALIZATION

#### First Academic Year

##### Semester 1

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	ARL - AA 100 OR ARL - NA 100	Communication Skills in Arabic Language	N/A	3
02	ENG 100	English	TOEFL 500+	3
03	MAT 100	General Mathematics	N/A	3
04	CIT 100	Computer Literacy	N/A	3
05	ASC 100	Study and Learning Skills	N/A	3
06	ACC 100	Principles of Accounting	N/A	3

##### Semester 2

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	ASC 105	Islamic Culture	N/A	3
02	ASC 110	Introduction to Social Sciences	N/A	3
03	MGT 100	Principles of Management	N/A	3
04	ACC 105	Managerial Accounting	ACC 100	3
05	ECO 100	Microeconomics	N/A	3
06	ENG 105	English for Specific Purposes	TOEFL 500+ or IELTS 5.0+	3

#### Second Academic Year

##### Semester 1

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	ASC 200	General Psychology	N/A	3
02	ASC 205	General Statistics	MAT 100	3
03	MGT 200	Management Information System	CIT 100 & MGT 100	3

04	ECO 200	Macroeconomics	ECO 100	3
05	MKT 200	Principles of Marketing	ECO 100 & MGT 100	3
06	CIT 105	Introduction to IT & Applications	CIT 100	

### Semester 2

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	ASC 210	Natural Sciences	N/A	3
02	FIN 300	Corporate Finance and Investment	ACC 100 & MGT 100	3
03	MGT 202	Business Statistics	ASC 205	3
04	MGT 205	Organizational Behavior	MGT 100 & ASC 200	3
05	ITM 202	Database Systems	ITM 201	
06	ITM 201	Visual Basic Programming	CIT 105	

### Third Academic Year

#### Semester 1

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	ASC 300	UAE and GCC Society	ASC 110	3
02	MGT 300	Production and Operations Management	MGT 100	3
03	MGT 301	Business Law	MGT 100	3
04	MGT 303	Quantitative Analysis	MGT 202	3
05	ITM 204	System Analysis and Design	CIT 105	3

#### Semester 2

No.	Code	Course Title	Prerequisites	C. Hr.
01	MGT 302	Business Practice in UAE and GCC	MGT 100 & ASC 300	3
02	ITM 306	Server OS and Network Management	CIT 105	3
03	ITM 308	Database Programming	ITM 202	3
04	ITM 310	Database Administration	ITM 308	3
05		Free/Elective		

### Fourth Academic Year

#### Semester 1

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	MGT 400	International Business	MGT 300	3
02	ITM 400	E-Business and E-Commerce Systems	ITM 310	3
03	ITM 401	Mobile Technology	ITM 201	3
04		Free/Elective		

#### Semester 2

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	MGT 405	Strategic Management	MGT 400	3

02	CIT 404	IT Project Management	90 Cr. Hrs	3
03	ITM 402	Decision Support Systems	ITM 400	3
04		Free/Elective		3

## **6. Masters of Arts in Diplomacy**

### **MA Diplomacy Admission Requirements**

1. Individuals who can demonstrate the possession of knowledge and skills by means of a minimum of 5 years work experience in a relevant field may apply for an entering award in their specific area of interest.
  - a. The Bachelor of Arts degree or its equivalent with a major specialization in political science, communication, international relations, international studies and Economics.
2. The Bachelor of Arts in a relevant field of specialization from a recognized educational institution.
3. Applicants must be fluent in English. They are required to attend interviews that are normally run by two members of the staff. The student's application acceptance will be based upon the applicant's ability to demonstrate:
  - a. Valid reasons for wishing to study for the Master's Degree in Diplomacy.
  - b. Understanding of the nature and demands of the Diplomacy Program
  - c. Consideration of future career intentions
4. Non-native speakers of English will need English language competency judged sufficient to undertake advanced level study. Applicants will need to have achieved a TOFEL total score of 550 or more to be admitted to the diplomacy program.
5. **Admission process:**
  - a. All students should score TOEFL 550+ (Test of English as a Foreign Language).
  - b. All applicants will complete the post-graduate application form and supply appropriate references. The process of admission is the responsibility of the program team headed by the Director of the program.
  - c. Completion of Bachelor's degree in a relevant field of specialization from a recognized educational institution
  - d. Possession of knowledge and skills with a minimum of 5 years work experience in a relevant field
6. Students receiving M.A degree in diplomacy from the American University in the Emirates must possess the ability to speak & communicate in a foreign language sufficiently well to exchange ideas.
  - a. For students whose native language is English, AUE offers a course: Arabic Skills for Non-Arabic Speakers (ARL-AN 100), see the course description for foundation courses.
  - b. Students should understand that there is unfortunately, little time within the AUE curricula for students to acquire or master new foreign languages. For that reason, the University strongly encourages students who are serious about learning a new foreign language to pursue intensive study prior's matriculation
7. Students lacking the above mentioned courses will be required to complete the Foundation courses at AUE at the foundation level before entering the M.A. Diplomacy program as shown below:

No	Course Code	Course Title	Prerequisites	C.H.
1	ARL-AA500 OR ARL-NA 500	Communication Skills in Arabic Language	N/A	2
2	DIP 500	Introduction to International Relations	N/A	2
3	DIP 501	Communication and Diplomacy	N/A	2
4	DIP 502	Introduction to Sociology	N/A	2
5	DIP 503	World-History	N/A	2
6	RMT 500	Research Methodology	N/A	2

### Foundation Courses: Six Courses (12 credit hours)

#### I. Graduation Requirements

1. The intermediate level of Foreign Language.
2. A final comprehensive written and oral examination.
  - a. A comprehensive examination includes the written and oral tests that should cover a broad base of the materials from the compulsory core and elective materials taken. Its focal aim is to assess students knowledge and capacity to earn the chosen Master degree. The examination assesses the program learning outcomes in respect to the general knowledge, specific knowledge and research that has been achieved.
  - b. Who is eligible for the Comprehensive Exam ?
    - i. Only those students who are going to choose the two free electives (6 credit hours) in lieu of the thesis are entitled to take the comprehensive exam before they are awarded the chosen degree.
  - c. Format of the Comprehensive Exam
    - i. Graduate students who are entitled to attend the comprehensive exam are required to take the written and the oral examination.
  - d. Comprehensive Exam Committee
    - i. The Comprehensive Exam Committee is chaired by the Program Coordinator and has one AUE faculty member and one external faculty member as members who are responsible for preparing and conducting both written and oral comprehensive exam.
  - e. Written Exam
    - i. Written exam must be successfully completed prior to the oral examination. Comprehensive exam are of six hours duration on two consecutive days. Six questions will be randomly selected from a pool of questions for each day from topics that have been covered by the courses (Core + electives) taken by the students.
  - f. Oral Examination
    - i. Oral examination will be organized after the student passes the written comprehensive exam. The number of questions will be asked for one hour duration and the answers should be prompt and accurate
  - g. External Examiner
    - i. For both options, External Examiners will be involved. Graduate students who choose Thesis track, their submitted thesis will be evaluated by internal and



external examiner. Regarding those graduate students who take the two free electives and comprehensive exam in lieu of the thesis, the external examiner will be a member of the comprehensive exam committee.

3. A basic one semester of courses in international relations, business and political sciences for students who have not already completed such courses.
4. Thirty nine (36) credit hours as explained in Section VI below: the Curricula.

## II. The Curricula: The Curricular

The Master of Arts in diplomacy offered by the college of Media and Mass Communication is obtained after completing a total of 36 credit hours that consist of:

- Four compulsory (4) core courses (12 credit hours) which provide students with strong theoretical and analytical skills necessary to be competent professionals.
- Six free electives (6) elective courses (18 credit hours) which maybe selected from a variety of courses.
- Thesis OR two (2) Free Electives courses (6 credit hours) in lieu of the Master thesis.

### A. Core Courses: Four Compulsory courses (12 credit hours)

No.	Course Code	Course Title	Prerequisites	C.H.
1	DIP 600	Negotiation and Conflict Resolution	N/A	3
2	DIP 601	Diplomacy in the Gulf States	N/A	3
3	DIP 602	Global Trade and Financial Institutions	N/A	3
4	DIP 603	International Security and Strategic Studies	N/A	3

### B. Six Free Elective Courses (18 credit hours)

No.	Course Code	Course Title	Prerequisites	C.H.
1	DIP 604	Intercultural Communication	N/A	3
2	DIP 605	International Law and Human Rights	N/A	3
3	DIP 606	Internship	15 Cr. Hrs	3
4	DIP 607	International Political Economy	DIP 602	3
5	DIP 608	Regional and International Organizations	N/A	3
6	DIP 609	Theories of International Relations	N/A	3
7	DIP 610	Islam among Civilizations and Cultures	N/A	3
8	DIP 611	Foreign Policy Analysis	DIP 601	3
9	DIP 612	Media and International Relations	N/A	3
10	DIP 613	Environment and Climate Change	N/A	3
11	DIP 614	Comparative Politics	N/A	3
12	DIP 615	Energy	N/A	3
13	DIP 616	Ethics and International Affairs	N/A	3

### C. Thesis OR two Free/Electives Courses

Thesis (6 credit hours) OR two Free/Electives courses (6 credit hours) in lieu of the thesis

<b>41</b>	<b>DIP 617</b>	Thesis	<b>24 Cr. Hrs</b>	<b>6</b>
-----------	----------------	--------	-------------------	----------

### III. The Study Plan

#### Semester 1

No.	Course Code	Course Title	C.H.
<b>1</b>	<b>DIP 600</b>	Negotiation and Conflict Resolution	<b>3</b>
<b>2</b>	<b>DIP 601</b>	Diplomacy in the Gulf States	<b>3</b>
<b>3</b>	<b>DIP 602</b>	Global Trade and Financial Institutions	<b>3</b>
<b>4</b>	<b>DIP 603</b>	International Security and Strategic Studies	<b>3</b>

#### Semester 2

No.	Course Code	Course Title	C.H.
<b>1</b>		Free Elective	<b>3</b>
<b>2</b>		Free Elective	<b>3</b>
<b>3</b>		Free Elective	<b>3</b>
<b>4</b>		Free Elective	<b>3</b>

#### Semester 3

No.	Course Code	Course Title	C.H.
<b>1</b>		Free Elective	<b>3</b>
<b>2</b>		Free Elective	<b>3</b>
<b>3</b>	<b>DIP 617</b>	Thesis Or Two Free Electives	<b>6</b>

### 7. Masters of Business Administration

#### IV. Program Curricula Offerings

The MBA program contains three parts. The following Table summarizes the structure of the program:

#	Description		No. of Courses	No. of Credit Hours
<b>1</b>	<b>Remedial Courses</b>	<b>:</b>	<b>07</b>	<b>14</b>

#	Description		No. of Courses	No. of Credit Hours
<b>1</b>	<b>Core Courses</b>	<b>:</b>	<b>07</b>	<b>21</b>
<b>2</b>	<b>Free Elective Courses</b>	<b>:</b>	<b>02</b>	<b>06</b>
<b>3</b>	<b>Thesis</b>	<b>:</b>	<b>---</b>	<b>06</b>
	<b>TOTAL</b>	<b>:</b>		<b><u>33</u></b>

#### 1. Remedial Program (7 Courses/14 credits)

To enable them to successfully complete the MBA program, students whose university degree is not in business are required to take certain courses. Students whose university degree did not include a course in Research Methodology whether their university degree is in business or not

should have a foundation course in Research methodology to enhance their research abilities and enable them to do their thesis. The said courses are classified as “**Remedial Courses**” as stipulated in the following list. All foundation courses are 2 credit hours each. The foundation courses are waived if a non-business background student has studied them at licensed institutions offering accredited academic programs.

No.	Course Code	Course Title	Prerequisite	Cr. Hrs
01	<b>MGT 500</b>	Management and Organizational Behavior	N/A	2
02	<b>FIN 500</b>	Financial Management	N/A	2
03	<b>MGT 501</b>	Production and Operations Management	<b>SQA 500</b>	2
04	<b>MKT 500</b>	Marketing Concepts	N/A	2
05	<b>ACC 500</b>	Accounting for Managers	N/A	2
06	<b>SQA 500</b>	Statistics and Quantitative Analysis	N/A	2
07	<b>RMT 500</b>	Research Methodology	<b>SQA 500, MGT 501</b>	2
<b>Total</b>				<b>(14)</b>

## 2. Core Courses (7 Courses/21 Credits)

No.	Course Code	Course Title	Prerequisite	Credit Hours
01	<b>MKT 600</b>	Marketing and International Business	N/A	3
02	<b>FIN 600</b>	Advanced Financial management	N/A	3
03	<b>ACC 600</b>	Strategic Cost and Managerial Accounting	N/A	3
04	<b>ECO 600</b>	Managerial Economics	N/A	3
05	<b>MGT 600</b>	Strategic Management: Theory and Practice	N/A	3
06	<b>MGT 601</b>	Leadership and Change Management	N/A	3
07	<b>MGT 602</b>	Management of Information Technology	N/A	3
<b>Total</b>				<b>21</b>

## 3. Free Elective Courses (2 Courses/6 Credits)

No.	Course Code	Course Title	Prerequisite	Credit Hours
01	<b>MGT 606</b>	Project Management	N/A	3
02	<b>MGT 604</b>	Innovation and Entrepreneurship	N/A	3
03	<b>MGT 615</b>	Total Quality Management	<b>SQA 500 and MGT 501</b>	3
04	<b>MKT 603</b>	e-Commerce and International Trade	<b>MKT 600</b>	3
05	<b>MGT 607</b>	Special Topics (new)	N/A	3

## 4. Thesis (6 Credits)

AUE has the special topics course and thesis research in area of the specialization. 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 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.

No.	Course Code	Course Title	Credit Hours
01	MGT 605	Thesis	6

## 5. STUDY PLAN

### Semester 1

No.	Course Code	Course Title	Prerequisite	Credit Hours
01	MKT 600	Marketing and International Business	N/A	3
02	FIN 600	Advanced Financial management	N/A	3
03	ACC 600	Strategic Cost and Managerial Accounting	N/A	3
04	ECO 600	Managerial Economics	N/A	3

### Semester 2

No.	Course Code	Course Title	Prerequisite	Credit Hours
01	MGT 600	Strategic Management: Theory and Practice	N/A	3
02	MGT 601	Leadership and Change Management	N/A	3
03	MGT 602	Management of Information Technology	N/A	3

### Semester 3

No.	Course Code	Course Title	Credit Hours
01	MGT 605	Thesis	6
02		Free Elective	3
03		Free Elective	3

## 8. Masters in Library and Information Science

The Master of Library and Information Science program is designed for:

Professionals and academically qualified graduates from the American University in the Emirates (AUE) and other academic universities in the UAE, Gulf States or international institutions who seek advanced education in the field of Library and Information Science.

## II. STUDENT REGISTRATION

Same as CAA Standards for graduate enrollment

## III. PROGRAM FACILTIES

AUE is committed to closely monitor the admission of the students to the MLIS program. AUE has the capacity to accommodate the mentioned number of students in the submitted documents.

- AUE MLIS Program coordinator and CMMC Dean is responsible to ensure that the students enrolling for the program meet the admission requirements and procedures.

- AUE has allocated dedicated laboratories and the required space and the proposed faculty members and the teaching resources for the above number of students.
- The procedures followed in evaluating the applicant's potential success in the graduate work requires the close monitoring of the admission of the students to the MLIS program based on:
  - Accumulate student admission forms and recommend the required number of students for the admission at certain times during the year
  - The selection criteria of the students include the CGPA of the bachelor degree program, applicant's knowledge and skills, English proficiency and recommendation letters
  - Applications are evaluated on one-by-one basis.

#### **IV. GRADUATION REQUIREMENTS**

The Master of Library & Information Science is a program of 36 credit hours which can be completed in 18 months of full time study. Students must successfully complete all the course requirements, as well as the other academic activities that are assigned to their study plan.

This one year program prepares qualified graduates from the American University in the Emirates (AUE) and other universities in the UAE, Middle East as well as international institutions who seek quality education in the field of Library and Information Science to become qualified library and information services providers.

#### **V. INTERNSHIP WAIVER**

The student may be exempted from the internship course based on :

- Those applicants who have worked in public/technical services departments in libraries and Information centers have such departments for a period no less than 2 years
- An Applicant should provide a certified letter stating the type of work/ duties and the period spent.
- The final approval for waiving the internship course has to be approved by the MLIS Program Director.
- Those exempted students have to take another elective course in lieu of the exempted Internship course

#### **VI. MLIS Program Outcomes**

Upon graduation students will be able to:

- Gain acquaintance with historical development of libraries and library profession
- Recognize current issues and trends as well as potential challenges for the future
- Engage in critical thinking and problem-solving to tackle information related problems and apply appropriate research methods to draw solutions
- Identify the diverse user groups and analyze their individual needs
- Gather, analyze, synthesize and communicate information in all formats
- Develop an appreciation for information literacy in support life-long learning
- Apply the principles of resources and financial management in library and information field
- Acquire knowledge and skills of current and emerging technologies related to library and information work.

## VII. THE CURRICULA

Master of Library and Information Science comprises of 30 credit hours at Core level and 6 credit hours at Free Electives level. The curricula provide students with a solid conceptual base and practical experience. The program is organized to provide integration of structure and function within the Library & Information field. It presents a continually expanding level of theory and practice, throughout the course.

#	Requirements	Master of Library and Information Science	
		No. of Courses	No. of C.H.
<b>A</b>	<b>Core Courses</b>	<b>09</b>	<b>30</b>
<b>B</b>	<b>Free Electives</b>	<b>02</b>	<b>06</b>
	<b>Total</b>	<b>11</b>	<b>36</b>

### F. Core Requirements Courses (09 Courses/ 30 Credits)

No.	Course Code	Course Title	Pre-Requisite	C. Hr.
1	LIS 600	Introduction to Library and Information Science	N/A	3
2	LIS 601	Information and Communication Technologies in Libraries and Information Centers	N/A	3
3	LIS 602	Resource Management in Library & Information Institutions	N/A	3
4	LIS 604	Information Storage and Retrieval	N/A	3
5	LIS 605	Collection Development and Management	N/A	3
6	LIS 606	Research Methodology	N/A	3
7	LIS 607	Knowledge Organization and Representation	N/A	3
8	LIS 608	Internship	15 C.H.	3
9	LIS 700	Dissertation	30 C.H.	6

### G. Free Electives (2 Courses/6 Credits)

Students are free to select two courses (6 credits hours) from the following courses.

No.	Course Code	Course Title	Prerequisites	C. Hr.
1	LIS 603	Information Sources and Services	N/A	3
2	LIS 609	Electronic Publishing and Information Industry	N/A	3
3	LIS 610	Introduction to Archives and Records Management	N/A	3
4	LIS 611	Marketing Libraries and Information Services	N/A	3
5	LIS 613	Digital Libraries	LIS 601	3
6	LIS 615	Special Libraries	N/A	3
7	LIS 617	Metadata	LIS 601	3
8	LIS 619	Information Technology and Archives	N/A	3

**XXXIV. APPENDIX 21: AUE STUDY PLAN FOR MASTER OF ARTS IN EDUCATIONAL LEADERSHIP**

MA in Educational with 2 Focus Areas of Specialization:

1. Leadership and Management
2. Curriculum and Instructional Development

The Master's of Arts (MA) in Educational Leadership Degree offered by the University is obtained after completing 36 credit hours (10 Courses plus a thesis) of post graduate study with 15 credit hours according to the specialization chosen by the student:

#	Requirements	Type	Masters of Education (MA Ed)	
			MA	
			No. of Courses	No. of C.H.
A	Core	Compulsory	07	21
B	Specialization	Compulsory	03	9
C	Thesis	Compulsory	1	6
<b>Total</b>			<b>11</b>	<b>36</b>

**V. MA Ed. Study Plan**

**Semester 1**

No.	Course Code	Course Title	Prerequisites	C.H.
1	EDU 600	Introduction to Educational Administration	N/A	3
2	EDU 601	Introduction to Curriculum, Instruction and Development	N/A	3
3	EDU 602	Educational Leadership	N/A	3

**Semester 2**

No.	Course Code	Course Title	Prerequisites	C.H.
1	EDU 603	Educational Psychology	N/A	3
2	EDU 604	Innovation in Education	N/A	3
3	ELA 600 / EDC 600	Thesis 1 / Research Methods and Thesis Preparation		3

**Semester 3**

No.	Course Code	Course Title	C.H.
1	ELA 601/ EDL 601	Management of Learning and Evaluation	3
2	ELA 6XX / EDU 6XX	Free Electives for ELA and EDC	3
3	ELA 6XX / EDU 6XX	Free Electives for ELA and EDC	3

#### Semester 4

No.	Course Code	Course Title	C.H.
1	ELA 6XX / EDU 6XX	Free Electives for ELA and EDC	3
2	ELA 620 / EDU 620	Thesis 2	6

#### A. Core Courses (07 Compulsory Courses/21 Credits)

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	EDU 600	Introduction to Educational Administration	N/A	3
02	EDU 601	Introduction to Curriculum, Instruction and Development	N/A	3
03	EDU 602	Research Methods	N/A	3
04	EDU 603	Educational Leadership	N/A	3
05	EDU 604	Educational Psychology	N/A	3
06	EDU 605	Innovation in Education	N/A	3

#### B. Specialization Courses (04 Compulsory Courses/12 Credits)

##### i. Educational Leadership and Administration ELA

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	ELA 600	Thesis 1	12 cr. Core Requirements	3
02	ELA 601/EDL 601	Management of Learning and Evaluation	12 cr. Core Requirements	3
03	ELA 602	Contemporary Issues in Educational Leadership and Administration	12 cr. Core Requirements	3
04	ELA 603	Administration for Student Educational Services	12 cr. Core Requirements	3
05	ELA 604	Management of Information Technology and Educational Resources	12 cr. Core Requirements	3
06	ELA 605	Modern Professional Development and Supervision	12 cr. Core Requirements	3



**ii. Educational Curriculum Instructional Development (EDC)**

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	EDC 600	Advanced Research Methods and Thesis Preparation	Research Methods	3
02	EDC 601/EDL 601	Management of Learning and Evaluation	12 cr. Core Requirements	3
03	EDC 602	Curriculum Development in Modern Education	12 cr. Core Requirements	3
04	EDC 603	Contemporary Issues in Curriculum Instruction and Development	12 cr. Core Requirements	3
05	EDC 604	Curriculum Development in Secondary Education	12 cr. Core Requirements	3
06	EDC 605	Assessment of Teaching Techniques	12 cr. Core Requirements	3

**C. Thesis (02 Compulsory Courses/06 credits)**

No.	Course Code	Course Title	Prerequisites	C. Hr.
01	ELA 620	Thesis 2	All Core	6
03	EDC 620	Thesis 2	All Core	6