Message from the President

It gives me great pleasure to present the Graduate Catalog of the University for the current academic year.

The catalog provides a perspective into the vision, mission, and goals of ALGHURAIR UNIVERSITY (AGU) and also gives an insight into its academic programs, degree requirements and various services offered by the University to students at graduate level. As we move into a new era of growth, we reaffirm our commitment to provide international quality education to our students. The University is not only focusing on quality assurance by improving academic programs, updating courses and curricula to provide the necessary knowledge and skills to our students but also pay particular attention to the students' all-round development so as to ensure their evolvement into caring human beings and responsible leaders of tomorrow.

We have continued in our efforts to upgrade the University's resources and encourage the effective utilization of these resources through a judicious application of human expertise and advanced technology. All programs offered by AGU have been accredited by the Ministry of Education (MOE), UAE. At present there is one accredited program in English medium at graduate level, i.e., Master of Business Administration (MBA). In addition to English medium program, two graduate level programs (i) Master of Public Law and (ii) Master of Private Law are being offered in Arabic medium.

The University is also planning to offer a wider range of graduate programs in fields with growing demand in concurrence with the market development and need for talented professionals with expertise and know how in new emerging areas. AGU is also in the process of collaborating with foreign universities whereby our students will be able to pursue their studies at international level through credit transfers.

AGU is committed to provide and maintain high quality infrastructure and support services. To fulfill this commitment, the University offers such services to students, faculty, staff, and community through a network of departments and units namely Admissions and Registration, Student Recruitment, Student Services, Library, IT, Career Planning and Placement Services, and Continuing Education, Training, and Consultancy.

AGU shall continue to strive to maintain the highest levels of harmonious unity in this culture of diversity and work together to achieve the goals and objectives of the University. AGU reflects the diversity of the cosmopolitan social and cultural environment of UAE. In the past few years we have added to the diversity of our members, and our student base has expanded substantially. Our faculty, students and staff represent several different nationalities and cultural backgrounds. We shall continue to strive to maintain the highest levels of harmonious unity in this culture of diversity and work together to achieve the goals and objectives of the University.

I encourage our current and prospective students to refer to the Catalog for detailed information on the university services, policies and any other relevant areas.

Dr. Basem Alzahabi, Ph.D.
President
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1. **AGU Administration**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name and Designation</th>
<th>Email Address/Contact Number</th>
<th>Office Location</th>
</tr>
</thead>
</table>
| 1.  | Dr. Basem Alzahabi  
   President | E-Mail: alzahabi@agu.ac.ae  
   Ext. 201 | President’s Office,  
   First Floor |
| 2.  | Mr. Saihou Omar Touray  
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   Ext. 221 | Finance and Administration  
   Ground Floor |
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   Floor |
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   Floor |
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   Floor |
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   Ext. 344 | CEC, First Floor |
| 9.  | Dr. M. Anwar  
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   Ext. 345/431 | CEC First Floor/  
   IT Department, Ground  
   Floor |
| 10. | Dr. Rajesh Kanna  
   Head, Mech. Engg. Deptt. | Email: r.kanna@agu.ac.ae  
   Ext. 361 | CEC, First Floor |
| 11. | Dr. Yaseen Al Maqtari  
   Head, Department of Education | Email: y.almaqtari@agu.ac.ae  
   Ext. 419 | Department of Education,  
   Second Floor |
| 12. | Dr. Marwa Said  
   Head, Department of Mass Communication | Email: m.saed@agu.ac.ae  
   Ext. 471 | Department of Mass  
   Communication, First Floor |
| 13. | Dr. Shadi Hijazi  
   Head, Deptt. of General Studies | E-Mail: hijazi@agu.ac.ae  
   Ext. 421 | General Studies, Second  
   Floor |
| 14. | Mr. Ilyas Ahmad  
   Head, Institutional Effectiveness, Planning and Compliance | E-Mail: ilyas.ahmad@agu.ac.ae  
   Ext. 295 | IEPC Office, Ground Floor |
| 15. | Ms. Veena Shailaja  
   Director Students’ Affairs | E-Mail: riad@agu.ac.ae  
   Ext. 450 | Student Services  
   Ground Floor |
| 16. | Rafaa Sleiman  
   Director of Enrollment Management, Marketing & Communications | E-Mail: rafaa.sleiman@agu.ac.ae  
   Ext. 240 | Enrollment and Marketing &  
   Communication Office  
   Ground Floor |
| 17. | Ms. Rania Hafiz  
   Registrar | E-Mail: rania.hafiz@agu.ac.ae  
   Ext. 255 | Registration Office, Ground  
   Floor |
| 18. | Dr. Sophia Johnson  
   Librarian | E-Mail: sjohnson@agu.ac.ae  
   Ext. 271 | Library, Second Floor |
| 19. | Ms. Alina Mustapha  
   Marketing and Student Recruitment Manager | E-Mail: v.shailaja@agu.ac.ae  
   Ext. 241 | Admission Office  
   Ground Floor |
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   Manager – Facilities and Campus Services | E-Mail: obadah.jirun@agu.ac.ae  
   Ext. 211/224 | Facilities Office Ground  
   Floor |
## 2. Academic Calendar (2020-2021)

### Academic Calendar (2020-2021)

<table>
<thead>
<tr>
<th>Sem</th>
<th>Week</th>
<th>Month</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Dates and Events</th>
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</thead>
<tbody>
<tr>
<td>Fall 2020</td>
<td>1</td>
<td>Aug</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>Aug 23, Return of the faculty; Aug 31, Orientation and registration for new students</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Sep</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>Aug 30, Classes begin</td>
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<tr>
<td></td>
<td>6</td>
<td>Sep 6</td>
<td>Last day for add and drop</td>
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<td></td>
<td>7</td>
<td>Oct</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>Sep 13, Last day for drop only; (Last day for new admission in Fall 20-21)</td>
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<tr>
<td></td>
<td>4</td>
<td>Nov</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>Nov 20, Early Registration for students returning in winter 20-21</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Dec</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>Dec 22-27, Student feedback survey</td>
</tr>
<tr>
<td>Winter 2021</td>
<td>12</td>
<td>Jan</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
<td>Jan 2, Orientation and registration for new students</td>
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<td></td>
<td>3</td>
<td>Feb</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>Jan 3, Classes begin</td>
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<td></td>
<td>10</td>
<td>Mar</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>Mar 1, Last day for add and drop</td>
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<tr>
<td></td>
<td>11</td>
<td>Apr</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>Apr 14, Last day for withdrawal without grade &quot;F&quot;</td>
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<tr>
<td></td>
<td>12</td>
<td>May</td>
<td>21</td>
<td>22</td>
<td>23</td>
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<td>25</td>
<td>26</td>
<td>27</td>
<td>May 21-Apr 3, SPRING BREAK</td>
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<td>13</td>
<td>Jun</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>May 9, Declaration of semester-end exam results; May 13-15 Eid Al-Fitr</td>
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<td></td>
<td>3</td>
<td>Jul</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>May 16, Last day for add and drop; Jul 16, Last day for withdrawal without grade &quot;F&quot;; Jun 20-24, Student feedback survey</td>
</tr>
<tr>
<td>Summer 2021</td>
<td>4</td>
<td>Aug</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>Aug 25, Return of the faculty</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Sep</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>Sep 6, Last day for add and drop</td>
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<tr>
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<td>6</td>
<td>Oct</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>Sep 13, Last day for drop only; (Last day for new admission in Fall 20-21)</td>
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<tr>
<td></td>
<td>4</td>
<td>Nov</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>Nov 20, Early Registration for students returning in winter 20-21</td>
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<td>Dec</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>Dec 22-27, Student feedback survey</td>
</tr>
</tbody>
</table>

**Note:** All public holidays will be announced by the Office of the President of AGU as per the UAE government regulations. Holidays for faculty and staff will be announced separately.
3. **The University**

3.1 **Brief History**

ALGHURAIR UNIVERSITY (AGU) is a private higher educational institution founded in 1999 by the well-known Al Ghurair Group for the purpose of serving the national and regional community through equipping the young generation with the necessary knowledge and skills to participate in the development and productivity of the community. The University is accredited and licensed by the Ministry of Education (MOE), UAE to provide higher education in UAE by offering academic programs. AGU is located in Dubai International Academic City and features a 275,000 square feet built facility equipped with state of the art computer labs, spacious classrooms with audio-visual equipment, convenience store, cafeteria and a wide range of indoor and outdoor recreational facilities.

The academic programs offered at AGU are developed on the principles of American System of education and are accredited by MOE, UAE. The basic strengths of AGU’s system, as incorporated in its philosophies and policies, are as follows:

(a) **Commitment to excellence and continuous improvement of all its programs and services** – AGU views continuous improvement as an important strategy to achieve a high level of administrative and operational efficiency, and satisfaction of all its stakeholders.

(b) **Commitment to a student-centered system of education** – A student-centered learning system results in educational processes that motivate students to learn and realize their career aspirations and unleash their full potential. It also incorporates a transparent feedback mechanism that ensures students are fully aware of their progress, strengths, and weaknesses.

(c) **Flexible, modular, and convenient program structure** – The flexible program structure allows students to plan and schedule their academic load to suit their personal circumstances and careers.

(d) **Commitment to diversity** – AGU offers equal opportunities to all students and staff regardless of their racial, ethnic, cultural, linguistic or religious backgrounds. AGU believes that the more comprehensive and diverse its student body and employees is, the more students will benefit from a richer cultural and global experience.

(e) **Close Engagement and feedback from the stakeholders, especially business and industry, in the design and delivery of AGU’s education programs** – The University, through such mechanisms as advisory boards, employer surveys, internships and student projects, ensures that programs remain concurrent with market needs and emerging fields.

(f) **Respect for the national culture and values of UAE** – AGU is actively involved in promoting cultural understanding among students and faculty members through several social and cultural activities, including the UAE National Day celebrations, Global Day where students from different backgrounds display and share national foods, costumes, and cultures.
3.2 Vision, Mission and Goals

Vision
ALGHURAIR UNIVERSITY’s aim is to become a leading learner-centered private university in the GCC with international recognition for high quality education and services.

Mission
ALGHURAIR UNIVERSITY is committed to serve the educational needs of the community by sustaining quality educational experience for students, engaging in outreach activities, and contributing to knowledge building through inquiry and applied research. The educational programs of the University are aimed at developing students’ intellectual, critical thinking, practical skills and creative abilities to enhance learning capability and employability of graduates.

Goals to Support the Mission of the University
1. Offer high quality academic programs that meet the students’ demand and needs of the UAE labor market and prepare students to achieve success in their careers and life.
2. Develop and implement a comprehensive enrollment management strategy to attract, admit, retain and prepare quality students to achieve academic excellence.
3. Recruit, develop and retain competent and academically, culturally and professionally diverse faculty and staff.
4. Foster outreach programs and community engagement activities.
5. Achieve greater effectiveness, efficiency and viability of university operation and resources.
6. Establish partnerships and collaborations with professional and international academic associations and institutions.

3.3 Institutional Licensure and Program Accreditation
The ALGHURAIR UNIVERSITY, located in the Emirate of Dubai is officially licensed since 19th August, 2020 by the Ministry of Education of the United Arab Emirates to award degrees/qualifications in higher education.
3.5 Learning Resources and Physical Settings

3.5.1 Library

AGU boasts a well sourced Library with a wide range of instructional and research material for the benefit of all faculty, staff and students. In recent years, AGU has taken several concrete steps to improve the library services in terms of number of books, IT resources, and physical facilities. AGU library and the learning resource center have been allocated a space of 1,200 square meters that can accommodate more than 200 students at a time. The library also features male and female segregated group study areas for students to discuss privately their projects and assignments in groups. The library is well equipped with essential IT services and facilities for students including; WiFi, desktop computers and photocopying services. Please refer to the Student Handbook for further information on the library policies, procedures, support services and learning resources.

Currently the library possesses 12,423 volumes of books, periodicals and audiovisual material. The electronic resources comprise of a database of e-books, e-articles and e-reference materials. The Library has an adequate number of reading rooms, group study areas, computer stations with internet connections, WiFi, photocopying and printing facilities. The library is managed by qualified full-time staff members and is open Sunday to Thursday from 08:00 to 21:00 and on Friday and Saturday from 10:00 to 17:00.

The library provides a number of services to support academic units and programs of the university as under:

1. **Reference service**: Ready reference service is available to all users with queries answered, and research assistance provided.
2. **Reprographic service**: Reprographic services are extended to students with photocopying and printing facilities. Use of valid ID card is mandatory.
3. **Inter-library loan service**: Inter-library loan service is provided for a wider access of information.
4. **Computer and internet access service**: Library provides modern computer facilities with access to internet and WiFi.
5. **Borrowing facility**: The faculty, staff and the students are eligible to borrow books and other materials from the library.
6. **Database search**: Access to electronic version of books, journal articles, and reference tools is provided through various databases.

The library resources are described as under:

**(a) Print Resources**

*Print Books*: The library has a total collection of 12423 volumes. Subject-wise distribution of books is as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Management Studies</td>
<td>3356</td>
</tr>
<tr>
<td>Computing</td>
<td>2065</td>
</tr>
<tr>
<td>Engineering</td>
<td>590</td>
</tr>
<tr>
<td>Applied Sciences</td>
<td>830</td>
</tr>
<tr>
<td>Languages, and Humanities</td>
<td>1130</td>
</tr>
<tr>
<td>Art and Architecture</td>
<td>660</td>
</tr>
<tr>
<td>General Education</td>
<td>1254</td>
</tr>
<tr>
<td>Arabic books</td>
<td>2538</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12423</strong></td>
</tr>
</tbody>
</table>

*Print Journals*: Library subscribes three (03) print journals for Business Management and six (06) for Interior Design programs.
(b) **Electronic Resources**
AGU provides access to the following databases:

i. e-books database:

ii. e-journals database:

iii. ‘ACM digital library’

iv. ‘Art and Architecture’

v. ‘ProQuest Technology Collection’

(c) **Library Software**
The library operates with Library Software, OLIB7, where all library transactions take place. Access to OPAC search (Online Public Access Catalog) is through the AGU website, under the Library Catalogue section.

(d) **Inter- Library Loans**
Library has Inter-library loan (ILL) system with Zayed University- Dubai.

3.5.2 **Information Technology**
The IT unit always strives hard to provide the required infrastructure and services to faculty, staff, and student community. All computer laboratories are equipped with high-end computers, servers, printers, scanners and plotters. The software required for courses of each academic program are available. The IT unit provides effective communication network to the students, faculty and staff with facilities of internet and email. The AGU community has access to the university learning resources including Blackboard and other web applications such as online registration, schedules, webmail, etc. The IT Department provides IT services through the provision of PCs, laptops, high end service and network components, projectors, printers, software etc. The IT software are regularly updated to meet the need of the current changing IT environment.

3.5.3 **Physical Facility**
The university has a three million square foot plot, with phase one as the current building constructed over a 275,000 square foot area. The facility includes the below:

(a) **Offices**
The list of offices for administration, faculty and staff is given as below:

**Ground Floor**
1. Reception
2. Vice President for Enrollment Management and Student Services
3. Student Recruitment, Marketing and Admissions
4. Registration
5. Finance
6. Assistant General Manager, Finance and Accounts
7. Director IT Department
8. Human Resource and Administration
9. Facility Manager
10. Vice President for Institutional Effectiveness, Planning and Compliance
11. Student Services
12. Career Planning and Placement Services

**First Floor**
1. The President’s Office
2. Vice President for Academic Affairs
3. Acting Vice President for Administration and Finance
4. Dean, faculty and staff - College of Engineering and Computing
5. Dean, faculty and staff - College of Law
6. Dean, faculty and staff - College of Education and Social Science
7. Continuing Education, Training and Consultancy
8. Director of Health & Safety offices

Second Floor
1. Dean, faculty and staff - College of Business
2. Dean, faculty and staff - College of Architecture and Design
3. Dean, faculty and staff - College of Law
4. Library

(b) Class Rooms: 32
The details of the class rooms are given below:
1. 6 with a capacity of 40 seats
2. 7 with a capacity of 50 seats
3. 11 with a capacity of 60 seats
4. 1 with a capacity of 70 seats
5. 7 with a capacity 8 seats all fully equipped with whiteboards and projectors
6. Some classrooms are also equipped with smart boards
7. 1 Mock up Court - College of Law
8. Smart board equipped classrooms
9. Mock Court - College of Law

(c) Labs

<table>
<thead>
<tr>
<th>Ground Floor</th>
<th>First Floor</th>
<th>Second Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Electric Machines Lab</td>
<td>1. General IT Lab I</td>
<td>1. Electronics Lab</td>
</tr>
<tr>
<td>2. Automatic Control and Power Electronics Lab</td>
<td>2. General IT Lab II</td>
<td>2. Research and Simulation Lab</td>
</tr>
<tr>
<td>6. Engineering Workshop</td>
<td>6. Chemistry Lab</td>
<td>IT Lab/ General IT Lab III</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAD Lab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Interior Design CAD Lab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Interior Design Studio-I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Interior Design Studio-II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Interior Design Studio-III</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Interior Design Studio-IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. English Lab</td>
</tr>
</tbody>
</table>

(d) Other Facilities

<table>
<thead>
<tr>
<th>Ground Floor</th>
<th>First Floor</th>
<th>Second Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Server Room</td>
<td>7. Food Court (Separate</td>
<td>(Faculty)</td>
</tr>
<tr>
<td>3. Auditorium</td>
<td>seating area for Ladies</td>
<td></td>
</tr>
<tr>
<td>4. Boys Activity Room and Gymnasium</td>
<td>available)</td>
<td></td>
</tr>
<tr>
<td>5. Girls Activity Room</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(e) Transportation
1. 1 x 24 Seat Bus
2. 3 x 26 Seat Buses
3. 6 x 15 Seat Vans
4. 3 Cars
4. Admission Requirement and Procedures

The abbreviations and their definitions used in this section are as under:

AAC  Academic Affairs Committee
AGU  ALGHURAIR UNIVERSITY
CAA  Commission for Academic Accreditation
EmSAT  Achieve-English  UAE Standard Test accredited as a major test of proficiency in English
CGPA  Cumulative Grade Point Average
IELTS  International English Language Testing System
MOE  Ministry of Education
TOEFL  Test of English as a Foreign Language
UAE  United Arab Emirates

This document describes the salient features of the admission policy for academic programs offered by the ALGHURAIR UNIVERSITY (AGU). The Academic Affairs Committee (AAC) is the key authority to recommend any changes to the admission policies to the approving authority.

4.1 Admission Policy

The University welcomes students from different backgrounds and nationalities from all over the world and offer places to students who meet the university’s published entry requirements as well as transfer students from other universities. Admissions to programs are offered on a first come first serve basis and are subject to the availability. Admission dates are published in the admission calendar but usually the 2 main intakes are the Fall and Winter semesters. AGU also accepts a few students for its summer semester.

Interested students who meet the university’s published entry requirements should fill in and submit the university’s application either online via the AGU website or in person via visiting the AGU admission & student recruitment office, all applications need to be complete and the students should provide all supportive documents (as stated on the AGU website) and photos to avoid any delays in processing the application forms.

The application form of each candidate is examined thoroughly and admission is usually offered after all admission requirements are met and the supporting documents are received. If the applicant is offered admission into the program he/she has applied for, it will be valid for the semester that he/she applied to join. Students however may choose to defer the joining date of the program which is also possible provided that the deferral does not exceed one semester and is approved by the relevant bodies within the University.

Students seeking admission into any of AGU’s academic programs, the student must meet the general requirements of the university and the specific requirements of each program as specified by the respective college. The criteria and the basic requirements for admission to the university shall be evaluated and assessed annually to meet the local/international requirements. Generally, the number of students admitted in each semester depends on the available resources.

A non-refundable application fee of 300 AED is charged when students apply for admission to any of AGU’s undergraduate programs. The student can apply for admission to an undergraduate program at any point of time and he/she will be offered a place upon opening admission for the first intake available if the student meets the entry requirements of the program applied for.
4.2  Graduate Admission – English Medium Programs

4.2.1  General Admission Requirements

Applicants seeking admission to AGU’s graduate programs must have an accredited bachelor degree with a minimum CGPA of 2.50 out of a 4.00 point scale or its equivalent as recognized by MOE, UAE.

4.2.2  English Language Requirement

(b) English Medium Programs

An applicant to a graduate program must submit evidence of achieving a minimum score (not older than two years) of 1400 in “EmSAT Achieve-English” or 550 (paper based), 213 (computer based), 79 (iBT) on the international TOEFL, or a score of 6.0 (overall) on IELTS, or other internationally recognized equivalent test score identified and approved by the CAA, MOE, UAE.

There are four exceptions to this requirement if the applicant:

(a)  is a native speaker of English who has completed his/her undergraduate education in an English-medium institution; or

(b)  holds an undergraduate qualification from an English-medium institution and can provide evidence of acquiring a minimum 1100 in “EmSAT Achieve-English” or TOEFL score of 500 (paper based) or any other internationally recognized equivalent score as approved by CAA at the time of admission to the undergraduate program.

(b) Arabic Medium Programs

Applicants seeking admission to a graduate program taught in Arabic are required to have a minimum score of 950 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally-recognized tests that are approved by the MOE such as TOEFL scores of 139 CBT, 51 iBT, 450 PBT, or 4.5 IELTS.

Note: Applicants transferring from other institutions to AGU must also meet the same English language requirements.

4.2.3  Program Specific Requirements

a)  Master of Business Administration Program

Applicants seeking admission to the MBA program without a business education background are required to pass up to five non-credit foundation courses as prescribed by the College.

4.3  Conditional Admission

Applicants who do not meet the above entry requirements, maybe granted a conditional admission under the following conditions:

(a)  English Language Requirement Condition

Applicants satisfying the general and a program specific admission requirements and have a 1250 in “EmSAT Achieve-English” or TOEFL score of 530 (197CBT, 71iBT), IELTS score of 5.5, or its equivalent on another standardized test approved by CAA may be offered “Conditional Admission” in a graduate program.

The applicants granted admission in this category must meet the following requirements during the period of conditional admission:

i.  must achieve a 1400 in “EmSAT Achieve-English” or TOEFL score of 550, or its established equivalent, by the end of first semester of their study;
ii. may take a maximum of six (06) credit hours in the first semester of study;
iii. must achieve an overall grade point average of 3.00 on a 4.00 scale, or its established equivalent, in the first six credit hours of credit-bearing courses studied for the graduate programs.

(b) **Students with CGPA below 2.50**
Applicants having a first degree or recognized equivalent with a CGPA of 2.00 or more but less than 2.50 on a 4.00 point scale, or its established equivalent, and meet the English language competency requirements for general admission as stated in Section 4.2.2 above, may be offered “Conditional Admission” in a graduate program. The applicants granted admission in this category must meet the following requirements during the period of conditional admission or be subject to dismissal:

i. must take a maximum of 9 credit hours in the first semester of their study;
ii. must achieve an overall grade point average of 3.00 on a 4.00 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the graduate program.

**4.4 Transfer Admission and Transfer of Credits**

Credit transfer is the award of credits in recognition of studies from a previously completed or partially completed program. AGU may admit a student transferring from federal or licensed institutions in the UAE, or from a foreign institution of higher education recognized and granting graduate program credits provided, the student satisfies the following conditions:

(a) Is in good academic standing and meets the English language requirement as described in Section 4.2.2

(b) The graduate program course credits will be considered for transfer if (i) the course learning outcomes of the course are identical to a course of a program intended for transfer; (ii) the grade earned in the course is B (3.00 on a 4.00 point scale) or better; and (iii) transfer credits do not exceed 25% of the total credits of a program intended for transfer.

(c) Applicants who are not in good standing are eligible to transfer to a program at AGU which is different from their previous program.

(d) Applicants are not eligible to receive credits twice for substantially the same course taken at two different institutions.

(e) No credit transfer for a specialized elective course, capstone course/project or dissertation shall be allowed.

**4.5 Recognition of Prior Learning (RPL)**

As part of prior learning the University presently follows a policy for transfer admission and award of credits in recognition of studies from a partially completed academic program or from an articulated program. AGU admit students transferring from other federal or licensed institutions in the UAE or from a foreign institution of higher education recognized by the MOE provided the applicants satisfy the conditions laid down in sections outlining admission requirements as well as dealing with the cases of transfer admission and transfer of course credits.

In order to grant credit on the basis of informal or non-formal learning a challenge exam or other assessment mechanism can be used for a particular program of study provided that the assessment mechanism is approved for awarding the credit for RPL by relevant university committees and the CAA.

**4.6 Visiting Student Admission**

Students studying in other academic institutions may take courses offered at AGU as visiting student, provided they meet the admission requirements of the relevant program.
4.7 Re-Admission

A graduate student who interrupts his/her studies for two consecutive semesters during his /her study duration is required to apply for re-admission upon wishing to resume his/her studies at AGU. Admission requirements at the time of re-admission must be met and the published re-admission fees apply.

4.8 Second Master Degree

The University provides an opportunity to its graduates to earn a second Master degree to broaden their skills and career choices. The applicants must satisfy the following conditions to get admission for a second degree.

1. The applicant fulfills all admission requirements of the second Master degree.
2. The admitted students must satisfy all degree completion requirements of the second Master degree.
3. Completion of additional degree from AGU must include at least 15 credit hours of courses (excluding thesis credits) that are distinctive and not taken to meet requirements of the first degree.

4.9 Orientation Program

The Registration Office organizes an orientation program for all new students prior to the beginning of the classes. During the orientation, the students are given essential information about AGU’s values, academic requirements and standards, IT services, Student services, rules, and regulations. The students are introduced to the faculty and staff and are also taken on a campus tour.

*Note: Detailed procedures for the implementation of the above mentioned policy are given in University Rules and Policy Manual, Volume II.*

4.10 Registration Procedure

Registration is the process of enrolling in classes. Every semester, before the beginning of registration process, the registration office makes a registration guide available for all students. The guide published by the Registration Office lists initial course offering and schedules for the semester and explains the registration process and procedures. Students should carefully read the registration guide and prepare themselves for registration. Registration involves the following steps:

(a) Advisement and Consultation
Students must meet their assigned academic advisors who will help them in selecting the courses and in planning the schedule for the semester. The advisors may also approve the schedule.

(b) Selection and Registration of Courses
Once the student selects courses with help of his/her advisor, the student completes the registration process either manually or online. Students must satisfy the prerequisite requirements of a course as per the study plan of AGU programs.

(c) Payment of Fees
For each semester all fees are due at time of registration. For fee payment details please refer to the finance department.

The Registration Office shall be responsible for monitoring all registered students in order to check their academic standing at the end of each semester.
4.10.1 Visitor Student Registration

(a) Students granted admission with visitor status may enroll in any course offered at the university provided the student has the required academic background.
(b) They should register through the Registration Office.
(c) Fees and charges to be calculated per credit hours as declared for regular students.

4.10.2 Denial of Registration

Registration is denied if all academic and/or administrative requirements have not been fulfilled prior to the semester. A student may be denied registration if one or all of the following deficiencies exist:

(a) Academic dismissal
(b) Incomplete admission documents
(c) Failure to meet specific requirements of the University, College or Department.
(d) Outstanding charges or fees due to the University

4.11 Drop and Add of Courses

Drop means removal of a course included in the regular registration. Add means the addition of a new course that was not included in the regular registration.

(a) The drop and/or add processes are designed to enable the students to make some changes in their courses after the completion of the regular registration process as notified by the Registration Office.
(b) Students are allowed to drop and/or add courses in accordance with the dates published in the academic calendar.
(c) Changes due to add/drop of courses are not recorded in the students transcripts.
(d) The fee paid towards the dropped courses will be credited to the student’s account, if the courses are dropped in accordance with the published dates.
(e) Students interested in dropping or adding courses should fill and submit the required form available in the Registration Office.

4.12 Withdrawal from Courses

Withdrawal from a course means removal of the course from the student’s registration, after the period declared for dropping and/or adding courses has ended.

(a) Students are permitted to withdraw from courses after filling and submitting the appropriate withdrawal form to the Registration Office.
(b) Withdrawal from courses must occur no later than the last day for withdrawal without grade “F” published in the academic calendar.
(c) The fee paid for such courses will not be refunded.
(d) A grade of W will be recorded in the transcript for the course from which the student has withdrawn but it will not affect the student’s CGPA.
(e) After this date a grade of WF will be recorded for those students who withdraw from a course.
(f) Rules regarding maximum and minimum load shall be applicable in all cases.

4.13 Cancelling Registration / Postponement of Semester

Canceling registration means canceling registration of all courses for a particular semester.
(a) Provided that a student has been in the University for at least one semester, and for certain unavoidable non-academic reasons the student may apply to postpone the semester or cancel the registration of all the courses for a particular semester.

(b) If an application for canceling registration was made within one month from the commencement of the study, the Dean/Academic Head of the concerned College/Department may approve the application for canceling the registration. In such cases, the student will retain the CGPA gained in the earlier semesters.

(c) If the application was made after the lapse of one month from the commencement of the study, cancellation of registration may be granted on the recommendation of the concerned Dean/Academic Head. Grade AW will be recorded in the student’s permanent record. The grade AW is not used in the calculation of the CGPA.

(d) Postponement of registration shall not exceed two consecutive semesters, or four separate semesters during the study period, including the semesters in which the student has sought cancellation of registration.

4.14 Graduate Admission – Arabic Medium Programs

(General Admission Requirements)

١. على الطلبة المتقدمين للتسجيل في البرامج الدراسات العليا تقديم المستندات التالية:

- نموذج طلب القبول (يجب تعبئة جميع أجزاء الطلب).
- شهادة البكالوريوس الموثقة الصادرة من جامعة أو مؤسسة أكاديمية معترف بها حسب معايير وزارة التعليم العالي والبحث العلمي.
- خمس صور حديثة.
- صورة من البطاقة الهوية أو جواز سفر ساري المفعول.
- متطلبات اللغة الإنجليزية للقبول في برامج الدراسات العليا التي تدرس باللغة العربية ترد في القسم 4.2.2 وفقاً لما وافقت عليه وزارة التعليم.

(Program Specific Requirements)

١. برنامج ماجستير القانون العام (Master of Public Law)

- أن يكون الطالب حاصلاً على شهادة البكالوريوس في القانون أو ما يعادلها من جامعة معترف بها من وزارة التعليم العالي والبحث العلمي معدل تراكمي 3.00 من أصل 4.00 أو ما يعادلها.

- يمكن للطلبة الحاصلين على معدل تراكمي 2.50 فما فوق الحصول على القبول المشروط حيث يتعين على الطالب أن يجتاز ناجحاً وبحسب معدل تراكمي 3.00 في أول 9 ساعات معتمدة (يتم التسجيل بها في الفصل الدراسي الأول).

- يمكن للطلبة الحاصلين على معدل تراكمي ما بين 2.00 و 2.49 الحصول على القبول المشروط حيث يتعين أن يسجل الطالب 3 مواد تأسيسية في الفصل الأول ويتم تحديدها قبل مجلس الكلية ويجب على الطالب أن يجتاز بنجاح 3 مواد تأسيسية في أول 9 ساعات معتمدة (يتم التسجيل بها في الفصل الدراسي الأول).

- القبول بنجاح في اختبار إم إس إت للغة العربية (1250) أو IELTS في اللغة الإنجليزية (950) أو TOEFL BUD (450) بدرجة 4.5 أو Academic Academic

- إذا زاد عدد المتقدمين على الحد الأقصى المسموح به في البرنامج، تجري مفاوضات للقبول بينهم وتكون على أساس المعدل التراكمي ومجموعة تقييمات الطلاب في المواد المرتبطة برامج الماجستير في القانون العام. وتعد قائمة نهائية بالطلاب المقبولين، وهي تتطلب ترتيب لمجموع درجاتهم، ويقبل منهم من يخلو له مكان من القائمة الأصلية بحسب دورهم.
برنامج ماجستير القانون الخاص (Master of Private Law)

I. أن يكون الطالب حاصلاً على شهادة البكالوريوس في القانون أو ما يعادلها من جامعة معترف بها من وزارة التعليم العالي والبحث العلمي بدولة الإمارات العربية المتحدة بمعدل تراكمي 3.00 من أصل 4.00 أو ما يعادلها.

يمكن للطلبة الحاصلين على معدل تراكمي 2.50 فأكثر الحصول على القبول المشروط حيث يتبع الطالب أن يجتاز نجاح وجوب الحصول على معدل تراكمي 3.00 في أول 9 ساعات معتمدة (يتم التسجيل بها في الفصل الدراسي الأول).

يمكن للطلبة الحاصلين على معدل تراكمي ما بين 2.00 و 2.49 الحصول على القبول المشروط حيث يتعين أن يسجل الطالب ب 3 مواد تأسيسية في الفصل الأول ويتم تحديدها من قبل مجلس الكلية ويجب على الطالب أن يجتاز بنجاح وأن يحصل على معدل 3.00 في أول 9 ساعات معتمدة (يتم التسجيل بها في الفصل الدراسي الأول).

II. درجة اختبار الإمسات EmSAT في اللغة العربية (1250)

III. درجة اختبار الإمسات EmSAT في اللغة الإنجليزية (950) أو ما يعادلها في اختبار قياسي أخر معتمد (IELTS Academic بدرجة 4.5 أو TOEFL ITP بدرجة 450)

إذا زاد عدد المتقدمين على الحد الأقصي المسموح به في البرنامج، تجري مفاضلة للقبول بينهم وتكون على أساس المعدل التراكمي ومجموع تقديرات الطلاب في المواد المرتبطة برامج الماجستير في القانون العام. وتعد قائمة نهائية بالطلاب المقبولين وأخرى احتياطية لمن لم يصبهم الدور. وفق ترتيب متازل لمجموع درجاتهم، ويقبل منهم من بخلو له مكان من القائمة الأصلية بحسب دوره.
5. Tuition Fees, Financial Aid and Refund Policy

In line with AGU’s philosophy of providing higher education opportunities at affordable cost to large segments of the society, the fee structure is kept reasonable. Since the university is following the American model of education, the tuition fees of the various programs are calculated on the credit hours basis. The table below shows the fee structure for the various programs:

5.1 Tuition Fee Structure and Other Charges for Graduate Programs

Tuition Fees for Graduate Programs

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Fee per Credit Hour (AED)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Business Administration</td>
<td>2500</td>
</tr>
<tr>
<td>Master of Public Law</td>
<td>2500</td>
</tr>
<tr>
<td>Master of Private Law</td>
<td>2500</td>
</tr>
<tr>
<td>Professional Diploma in Teaching</td>
<td>800</td>
</tr>
</tbody>
</table>

The tuition fee for the foundation courses is currently under review.

* Above rates exclude 5% VAT

Non-Tuition Fees and Service Changes

Non-tuition fees are various administrative fees that are payable in addition to the tuition fees you pay for each course. The non-tuition fee information is outlined below.

<table>
<thead>
<tr>
<th>Description of Non-Tuition Fee/Service Charge</th>
<th>Charges (AED)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee (one time non-refundable)</td>
<td>300</td>
</tr>
<tr>
<td>Admission fee (one time non-refundable)</td>
<td>3,000</td>
</tr>
<tr>
<td>Late registration penalty per course</td>
<td>100</td>
</tr>
<tr>
<td>Student services including online (per semester)</td>
<td>350</td>
</tr>
<tr>
<td>Change major fee</td>
<td>300</td>
</tr>
<tr>
<td>Replacing a lost or damaged student ID</td>
<td>50</td>
</tr>
<tr>
<td>Annual ID renewal fee</td>
<td>10</td>
</tr>
<tr>
<td>“To Whom It May Concern” letter</td>
<td>50</td>
</tr>
<tr>
<td>Grades appeal request</td>
<td>50</td>
</tr>
<tr>
<td>Postponement of registration Fee</td>
<td>100</td>
</tr>
<tr>
<td>Incomplete request (per course)</td>
<td>50</td>
</tr>
<tr>
<td>Degree Certificate fee</td>
<td>500</td>
</tr>
<tr>
<td>Bounced back cheque penalty</td>
<td>200</td>
</tr>
<tr>
<td>Lockers fee per semester</td>
<td>50</td>
</tr>
<tr>
<td>Placement test (TOEFL ITP)</td>
<td>600</td>
</tr>
<tr>
<td>Re-evaluation request</td>
<td>80</td>
</tr>
<tr>
<td>GYM services</td>
<td>TBC</td>
</tr>
</tbody>
</table>

** Above rates exclude 5% VAT

5.2 Methods of Payment

The University follows a flexible payment policy. The University accepts and entertains the following mode of payment:

(a) Cash denominated in UAE Dirhams only
(b) Cheques drawn on local banks in UAE and in AED only
(c) Bankers Drafts

1 Effective from Winter 2017-2018
2 A fee charge is added if a cheque is bounced back for insufficient funds.
(d) Direct transfers to the University’s account at Mashreq Bank (Account No. 04-90-91738-9); Hor Al Anz Branch, Dubai.

(Student Name and ID No. must be clearly stated on the transfer document)

*Note: Students can pay their fees in instalments. For payment in instalments, students are advised to consult the finance office.*

5.3 Financial Aid

The students attending AGU may be eligible to receive some financial support in the form of scholarship/tuition fee discount. Students wishing to seek more information about the types of financial aid and to apply for the financial aid shall contact the finance office of the university.

5.4 Refund Policy

(a) Application fee, Admission fee and Student Services Fees are all non-refundable

(b) Transportation fees can only be refunded within two weeks from the commencement of the specific semester if the student has not used the service.

(c) In case of cancellation of registration, postponement or withdrawal from the University the approved scheme of refund will be applicable which is available with the Finance department.

(d) Refunds are normally made within two to four weeks, from the date of submission of a written request to the finance department either via cash or cheque.

(e) Sponsored Students refunds will be made directly to the sponsor only.

(f) In case of any dispute regarding students’ payments, the University reserves the right to take appropriate action on merits of the case.

(g) Accommodation and transportation fee refunds policy (please refer to the respective contracts for the refund policy details).
6. **Student Services**

AGU through its Student Services Department assists in enhancing student life by creating a supporting environment and promoting social, cultural, physical, intellectual and moral development for students while pursuing their studies with the University.

Student Services Department oversees the below areas:

6.1 **Student Council**

Student services Office oversees the elections of the student council in compliance with the ministry guidelines. The university works closely with and supports the student council throughout the year ensuring that the council voices to the management student preferences. The council plays a very active role in student life, its role includes and is not limited to taking the lead in organizing social, cultural and sports committees as well as any extracurricular student activities that the students wish to conduct. AGU’s Student services office works with the council to ensure the continuous planning and engagement of student activities throughout the year, the university also helps fund and organizes with the student council main student activities like the UAE national day & Global day. There is an AGU appointed sports coordinator within the student services department who also works with the student council to engage students in different sports activities, the sports coordinator overseas the engagement of the students in sports tournaments and works closely with the student council on organizing and running different sports activities throughout the year.

6.2 **Services Provided by Student Services Unit**

(a) **Cultural Activity and Community Services**

The goal of this service is to encourage student exposure to different cultural and community events, building the team spirit and effective leadership skills that enhance students’ sense of responsibility and engagement in giving back to the community. The Student Services Office works closely with the Student Council in engaging students to volunteer in various cultural and community service opportunities across the year.

Policy

1. Cultural and Community service is the primary responsibility of the Student Council (Cultural Activity and Community Service Sub-Committee) which plans the calendar of the student activities.
2. Student representatives in the Sub-committee reflect the student participation in planning, supervising and conducting the services
3. Student Council Publications and Publications prepared at AGU is funded through student Council and are overseen by both the Marketing and Student Services Department
4. The University is responsible to oversee any publication or any other authorized newsletters which is issued by the student council

(b) **Student Publications**

The Student Services Office supervises and assists in producing student council publications and collateral material that includes roll ups, flyers, newsletter, etc. However, for producing material by student council members, the council must seek pre-approval from AGU’s both Student Services and Marketing departments prior to printing or circulating any material to students to ensure it complies with the university guidelines and regulations.
AGU has also set up a student council email address to facilitate for the student council announcing events and activities to AGU students. Any correspondence or announcement sent out to students via the student council email must however be approved first by the university’s Student Services Department and then Marketing department (for quality of communications) prior to sending out. If the Student Council wishes to have web pages or publish a newsletter, then the council must seek the approval of the Director Students’ Affairs and Marketing Department (for branding and content quality purposes) prior to publishing anything. The Student Services Department must monitor and manage such communication channels closely to ensure its not in violation of the university’s code of conduct rules and regulations.

(c) Sports Activities
The University encourages students, faculty and staff to be involved in recreational sports through a wide range of activities and tournaments conducted throughout the year. The university has a full time appointed sports instructor that works closely with the student council sports sub-committee is committed to encouraging student engagement in sports and fitness activities throughout the year.

1. To achieve the above mentioned objectives, AGU provides separate boys’ and girls’ sports facilities in addition to an outdoor court
2. The facilities are supervised and maintained by a dedicated Sports instructor who also is responsible for training the students and supervising their sports activities
3. The sports instructor works with the sports sub-committee under the Student Council plans, reviews and evaluates the sport activities on a regular basis

(d) Career Planning and Placement Services
The CAPPS office oversees the following areas:
1. Career Counseling and Guidance: Helps students to determine career interests and select appropriate academic program to reach their career interest.
2. Internship Placement: Helps students to explore career choices through various pre-professional internship opportunities and cooperative education work experiences. It reaches out for employers to secure opportunities for the students and provides information on the job market that helps students in the following:
   • Career exploration
   • CV writing skills
   • Job search methods
   • Preparation for interviews
3. Alumni Outreach: Helps to keep track and in touch with Alumni to establish relationship with them, promote networking and collaboration in the area of career development.

Tactics and Mechanisms Used:
• Reaching students in the classrooms and through collaboration with faculty and other departments.
• Presentations in classes (Junior/Senior level classes) to introduce objective, mechanism and resources of the services.
• Career unlimited program is an important tool by gathering number of career information panels, which could comprise of professionals, faculty and parents. The activity has to be in collaboration with academic departments.
• Career counseling for new students by senior students.
• Offer development and review services to help students to present themselves effectively as candidates for employment.

Other important tools could be introduced such as:
• Workshops to assist students in searching for internships/jobs or full time position following graduation.
• Ask an employer to conduct mock interviews
• Introduce guide for career planning and job search

6.3 Other Student Support Services

(a) Student Financial Aid
The students studying at AGU may be eligible to receive some financial support in the form of scholarship/tuition fee discount. Students wishing to seek more information about the types of financial aid can check the AGU website for further details on types and percentages of scholarships and grants and can also contact the finance office of the university to apply for financial aid.

(b) Transportation
AGU provides the students with comfortable cost and time effective transportation. The Facility Management office manages and supervises the transportation service. The fee of transportation is on semester basis and set as per the relevant destination category.

(c) Medical Services and Clinic
Students whose visa is sponsored by AGU must have medical insurance and have access to medical care with medical providers listed as per their insurance policy. The university offers students on AGU sponsored visa options for medical insurance at a set fee, for further details please contact the university PRO in the administration office. All other AGU students should have access to relevant medical services subject to the regulations of the Emirate issuing their visa. First Aid and primary medical assistance is offered at the University clinic by a professional nurse.

(d) Visa Services
The university offers eligible active students the option of sponsoring their visa, for further details on visa services, procedures and associated costs please contact the PRO.

(e) General Convenience Store and Food Outlet
The University offers a mini market and convenience store that offers a range of packed food, snacks and beverages. The university is also in process of renovating its food court to include a hot meals food and beverage outlet that offers a range of affordable food items to cater for different students’ needs and preferences. The food outlet will operate under the strict hygiene rules and regulations of Dubai municipality.
7. **Student Rights and Responsibilities**

7.1 **Policy Statement**

ALGHURAIK UNIVERSITY believes that a student, upon enrollment, neither loses the rights nor escapes the duties and responsibilities of a citizen. Enjoying educational and learning opportunities, the student has a responsibility to himself/herself, fellow students, to the laws of the land, and to the institution in which he/she enrolls by choice.

The University community respects and protects individual dignity, integrity, and reputation of all its members. Students, faculty, and staff must comply with the conventions and regulations of the University’s life that are necessary to maintain order, protect individuals and property, and fulfill the purpose and responsibilities of the University.

Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the University’s role as an educational institution. The code of conduct represents the University’s responsibility for maintaining order and protecting civic rights within the campus.

7.2 **Rights of Students**

(a) Students have the right to freely express and exchange their ideas inside and outside classrooms.

(b) Students have the right to participate fully in the university community without discrimination or prejudice.

(c) Students have the right of access to established procedure for respectfully presenting and addressing their concerns and grievances.

(d) Students have the right to opportunities for interacting with people and institutions both within and beyond the university community.

(e) Students have the right to get high quality educational programs.

(f) Students have the right to utilize their potential to the best of their abilities.

(g) Students have the right to inquire about and to recommend improvements in policies, regulations, and procedures affecting their welfare as students.

(h) Students have the right to a campus environment characterized by safety and order.

(i) Students have the right to a fair process and hearing when disciplinary action is applied to an individual or a group.

7.3 **Obligations and Responsibilities of Students**

The exercise and preservation of the rights stipulated above require a respect for the rights of all members of AGU community. The University assumes that all students are obligated to conduct themselves in a manner that is civil and consistent with the university’s role as an institution of higher education. Specifically, the University requires that all students observe the following obligations and responsibilities:

(a) The obligation to be fully familiar with published regulations and to comply with them in the interest of an orderly and productive community. The obligation of knowing that one’s conduct reflects not only upon one’s self but also upon the institution and its members.

(b) The obligation to follow the rules of common decency and acceptable behavior as expected and observed in an educational institution.

(c) The obligation to respect the rights and property of others.

(d) The obligation to regularly attend lectures, laboratories, tests, examinations and all forms of teaching processes in accordance with the University/ College regulations.
8. Academic Integrity Policy

Academic integrity plays a very critical role in the mission of the University. Students are expected to demonstrate academic honesty as per the academic integrity code. The Academic Integrity Code for the University describes standards of academic conduct, procedures for addressing violations of the code and students’ responsibilities. Any violation of the academic integrity code is a serious offence which may lead to imposition of penalties, according to the Academic Integrity Code.

It is the responsibility of the student to complete his/her work with absolute honesty and integrity. The academic work includes all assignments, tests, projects, case studies, presentations, field work, lab work and examinations. The students must also read and comprehend the “Academic Integrity Code” and “Examination Rules” of the University which are published in the Student handbook. When a student registers in the University, he/she accepts the code along with other rules and regulations of the University.

Students are responsible for understanding the requirements for each course and the kind of work is required, permitted, and accepted by the instructors. It is the responsibility of the instructors to explain and clarify these requirements, especially regarding take home assignments, case studies, projects, and team-based course work. The Academic Integrity Code covers all forms of plagiarism/cheating, and impersonation and it is applicable for all courses and programs offered throughout the academic year including summer semester. For the purpose of determining academic violations and misconduct, cheating and plagiarism are defined as follows:

8.1 Plagiarism

Plagiarism is presenting the work or ideas of somebody else in a way posing it as one’s own work. Examples of plagiarism include the following:

a) Copying another person’s work either word by word or making some changes but keeping the structure, much of the language, and main ideas the same. Even if the work has not been published, it should be treated as someone else’s work and not the student’s own work.

b) Buying, borrowing, or otherwise obtaining and handing in a paper, project or course assignment as if it was the student’s own work.

c) Turning in work someone else has prepared/completed, even if the paper is enclosed in quotation marks. Also, a large part of the paper cannot simply be quotations.

d) Allowing someone else to edit, rewrite or make substantial changes in one’s own work and turning it in without acknowledging the other person’s contribution.

e) Using someone else’s words or ideas without crediting that person.

f) Reusing your own material that was previously submitted in some other course(s).

The students should observe the following guidelines to avoid plagiarism:

(a) If someone else’s words are used, they must be properly cited by putting quotation marks around them and making reference to the source.

(b) If any multimedia item downloaded from the internet, the source of the item must be identified and cited.

c) Every book, magazine, or internet site used in a paper must be identified in the bibliography.

(d) For the purpose of referencing students must use the standards for writing and citation manuals.

(e) If the student is not sure if he/she is plagiarizing someone’s work or not, he/she should discuss it with his/her faculty before submitting the assignment.

8.1.1 Prevention of Plagiarism

To detect and curb the plagiarism, all assessment items (assignments, essays, case studies, project reports etc.) of every course must be submitted through the plagiarism detection tool prescribed by the university\(^3\). The assessment items for the courses requiring extensive use of mathematical/scientific

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\(^3\) Currently “SafeAssign” provided by Blackboard is the prescribed plagiarism detection tool of the university.
equations, scientific/engineering drawings, design diagrams, accounting/balance ledger sheets etc., can be exempted from this mandatory requirement provided the concerned faculty has received a written permission from his/her Dean/Academic Head.

Students are required to check originality of their work through prescribed plagiarism detection tool to make appropriate amendments before submitting to the concerned faculty. Students must understand that the score or percentage\(^4\) provided by the plagiarism detection tool is a warning indicator only and a low score alone cannot ensure the absence of plagiarism.

Faculty use this tool to check students’ work for plagiarism by obtaining an originality report. Even a zero (0) percent score does not absolve faculty’s responsibility to ensure that students’ work or assignment is not only free from plagiarism but also not concealed by students using synonyms, word substitution or any other method rendering the entire work essentially meaningless or gibberish. Faculty must apply professional judgment when determining the amount or extent of plagiarized material in any form. They must carefully review students’ work and document their feedback in support of their grades/evaluation. Ultimately it is the responsibility of the faculty to read/evaluate students’ work carefully before grading their work. Failure to comply with these obligations may lead to the following consequences:

a) First incidence of negligence will lead to the issuance of warning letter.

b) Second incidence of negligence will lead to termination.

8.2 Cheating

Cheating is an attempt to do an assignment or take a test or quiz by any means other than the exercise of one’s own knowledge or effort. Examples of cheating include the following:

- a) Using a textbook or any reference material, notes, notebook, dictionary, calculator, or any other electronic device during a quiz, test, final examination, and supervised laboratory or class exercises unless it is permitted by the instructor.
- b) Looking at another student’s test or quiz or allowing another student to look at one’s own paper during the examination period.
- c) Doing an assignment (paper, project, exercise, etc.) for another student, or having someone else to do one’s own work.
- d) Giving help to or asking for help from another person unless it is permitted by the instructing faculty.
- e) Possession of mobile phone or any other electronic device in the examination hall while the exams are being conducted.
- f) Changing an answer on an already-graded examination and then asking for a grade review.
- g) Obtaining improper access to the contents of an exam.

8.3 Impersonation

Taking a test or exam in place of another student, or soliciting someone else takes that particular test or exam is termed as an act of impersonation:

a) A student who arranges for another individual to undertake or write a test or exam for and on his/her behalf, as well as the individual who writes this test or exam, will be subject to discipline under Academic Integrity Code of the university. Both the impersonator and the student who takes

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\(^4\) SafeAssign manual provides the following information which is helpful in understanding the SafeAssign score of the originality report. The overall SafeAssign score indicates the probability that the submitted work contains matches to existing sources. This score is a warning indicator only. Review students’ work to see if the matches are properly attributed.

- Low: Scores below 15 percent: This work typically includes some quotes and few common phrases or blocks of text that match other documents. Typically, such work may not require further analysis as there might be no evidence of plagiarism.
- Medium: Scores between 15 percent and 40 percent: This work include extensive quoted or paraphrased material, or might include plagiarism. Review such work to determine if the matching text is properly referenced.
- High: Scores over 40 percent: A very high probability exists that text in this work was copied from other sources. Such work includes quoted or paraphrased text in excess, and need to be reviewed for plagiarism.

(Source: https://help.blackboard.com/SafeAssign/Instructor/Grade/Originality_Report)

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benefit from the act of impersonation, if found guilty, would face severe penalty leading to dismissal from the University in accordance with the Academic Integrity code.

b) The university reserves a right to report this matter to the designated departments for further investigation and prosecution.

8.4 Academic Integrity Violations and Penalties

The faculty directly involved in teaching a particular course has the primary responsibility in educating his/her students to refrain from various forms of plagiarism, cheating and impersonation and to communicate clearly the penalties that the students might face by the Academic Integrity and Student Code Violations Committee (AISCVC) of the University in case they are found guilty of academic misconduct. The penalties are defined as under:

a) **Cheating/Plagiarism in Class** – Zero marks in the relevant component of class work/test along with a verbal reprimand or warning letter. This penalty is awarded by the relevant faculty for academic misconduct incidences during semester and must be reported to the Registrar.

b) **Cheating in Semester-End Exam** – Failing grade in the relevant course along with a warning letter for committing cheating in semester-end examination. This penalty is awarded by the AISCVC and must be reported to the Registrar.

c) **Second Offence** – Failing grade in the course and suspension for one semester. This penalty is awarded by the AISCVC and must be reported to the Registrar.

d) **Third Offence** – Failing grade in the course and dismissal from the university. This penalty is awarded by the AISCVC and must be reported to the Registrar.

e) **Impersonation** – Failing grade in the course and dismissal from the university. This penalty is awarded by the AISCVC and must be reported to the Registrar.

All incidences of misconduct and the penalty awarded by the faculty or AISCVC must be reported to the Registrar who shall maintain an Academic Misconduct File of all cases of academic dishonesty with the appropriate documentation. Registrar shall distribute an updated record version of Academic Misconduct File to the President, Vice President Academic Affairs, and all College Deans and Heads of Departments at the end of each semester.

8.5 Academic Integrity and Student Code Violations

A committee named “Academic Integrity and Student Code Violations Committee” shall be formed by the President of the University at the beginning of each academic year comprising at least three faculty members to review and decide any alleged violations of student code of conduct or any act of academic misconduct in accordance with the rules and regulations of the university.

8.5.1 Procedures

For matters relating to academic misconduct, it will be referred to the AISCVC either by the relevant faculty or the invigilator. The complete evidence of plagiarism/cheating or impersonation along with supporting material must also be provided. The academic integrity cases will be dealt in accordance with the relevant provisions of Academic Integrity Policy. The cases concerning student code of conduct violations may be reported by the Registrar to AISCVC along with detailed information/evidence. The AISCVC shall observe the following procedure:

(a) The Committee shall convene meetings as soon as possible after receiving the alleged case of misconduct. The Committee shall examine the evidence and hear the arguments from the faculty/staff who reported the academic misconduct or student code of conduct incident.

(b) The accused student shall be provided an opportunity of personal hearing before the Committee. The allegation shall be fully explained to the student and be allowed to give his/her point of view in defense. The student shall also have the right to examine the evidence and defend his/her position in front of the Committee. The proceedings of the case shall be properly documented.
(c) The Committee shall examine the case and evidence/defense presented during proceedings and decide the matter within seven (7) working days of receiving the case in accordance with the prevailing policies of academic integrity or student code of conduct.
(d) The Committee shall communicate its decisions along with complete record to the Registrar for implementation and documentation of cases of misconduct in an Academic Misconduct File.

8.5.2 Student Appeals Policy and Procedures

The student has the right to appeal to the Students’ Grievance and Appeal Committee (SGAC) of the University against the penalty imposed by the Academic Integrity and Student Code Violations Committee within seven working days after the date the decision was notified. The appeal will generally be accepted, if made on one of the following grounds:

(a) Procedural irregularities
(b) Presenting new evidence
(c) Inconsistency of the decision

8.6 Students’ Grievance and Appeal Committee (SGAC)

Students’ Grievance and Appeal Committee (SGAC) is an appropriate forum to address students’ grievances and students’ appeal against AISCVC. In special circumstances, the President may refer a student’s appeal to the SGAC and advise the committee to re-examine the entire case and submit its recommendations to the President for final decision.

8.6.1 Procedures

The key procedures to be followed by SGAC are as under:

(a) The Chairman Students’ Grievance and Appeal Committee must inform the student in writing asking him/her to appear in front of the Committee to submit his/her grievances or the grounds of appeal against the decision of the Academic Integrity and Student Code Violations Committee.
(b) The Committee shall review/investigate the grievance/appeal and decide the matter within seven (7) working days of receiving the case. In case of any policy/procedure violation, the SGAC may refer the case back to AISCVC for review and decision.
(c) In case of an appeal, the decision of SGAC shall not result in the imposition of more severe penalty than those imposed initially.
(d) The Chairman SGAC shall submit its recommendations on the grievance/appeal to the President for approval. Once the decision is approved by the President, the Chairman SGAC will communicate the decision to the student as well as other relevant officials of the University.
(e) The decision of the President or the President’s designee shall be final.
9. **Academic System**

9.1 **Semester**

The University’s academic activities are based on the American model of education which uses the credit hours and semester system. Semester means duration of study approximately equivalent to fifteen weeks. Each academic year consists of two semesters, fall and winter. The University may also run a Summer Semester of 9 weeks duration.

9.2 **Credit Hour**

One credit hour represents a course pursued for one period weekly during one semester of fifteen (15) weeks or for an equivalent period in a summer semester. Generally, a course valued at 3-credit hours requires three periods weekly for one semester; a 2-credit course requires two periods a week for a semester, and so forth.

Normally, the lecture or recitation period is 50 minutes long and the laboratory period is one hundred (100) minutes.

The number of credit hours is indicated in parentheses after each course title in the course outline, as (T-L-P). T = total credit hours; L = lecture hours; P = Laboratory / practical / tutorial hours.

9.3 **Class Size Policy**

At the graduate level the class size for theory sessions will be 40 students and the class size for laboratory sessions will strictly be 25 students at the maximum.

*Note: At the graduate level the above mentioned limits are strictly enforced in case of specialization courses and may be relaxed for non-specialization courses to a maximum of 70 students when the nature of the subject and the instructional method permit it. The class size limits for foundation and core courses, may accordingly be increased up to 70 students at the maximum after submission of proper justification for the approval of the Vice President for Academic Affairs.*

The Deans/Academic Heads/Program Directors should monitor class enrollments in the semester prior to commencement of classes so that faculty will have adequate time for modifications if their teaching schedules change.

9.4 **Academic Load**

The graduate program student shall be allowed academic load of twelve (12) credit hours per semester at the maximum. However, graduating student can register up to fifteen (15) credit hours in the last term of studies provided that his/her CGPA is 3.5 or above.

A student with CGPA less than 3.0 will be on probation and can register for a maximum of nine (09) credit hours in a semester.

**For Visiting Graduate Students**

Visiting students are allowed to register for nine (9) credit hours in a semester.
9.5    Intensive Modes of Course Delivery

AGU has a policy of delivering courses over a period shorter than the standard semester, for example, summer semester. A 3-credit course which is normally delivered in a standard semester of 15 weeks (45 credit hours) could be delivered in an intensive mode during a condensed period of 9 weeks, i.e., summer semester. The intensive mode would not affect the quality of the course or standard of the program but would provide a higher degree of flexibility in the delivery of the courses and programs which is useful in addressing the needs of our graduate students who are mostly full-time professionals and struggle to balance their study with their professional and private lives.

9.5.1    Academic Standards and Policies

AGU will ensure that the intensive mode format shall observe and implement same set of academic policies, rules and regulations as for regular format. A summary of characteristics of intensive mode format that will be common with the regular format are given below:

1. Admission and registration policy
2. Student academic load
3. Class size policy
4. Academic standing
5. Grading system
6. Graduation requirement
7. Course assessment
8. Feedback to students
9. Grades appeal
10. Class attendance
11. Academic integrity
12. Examination policies and regulations
13. Internal co-examiner and external examiner system
14. Faculty workload
15. Academic advising
16. Student evaluation of teaching
17. Course files
18. Course learning outcome assessment
19. Program effectiveness

9.5.2    Compliance with CAA Guidelines

The content of the courses offered in the intensive mode shall be amenable to the courses offered in standard semester in terms of class contact time and comparable expectations for out-of-class study time. AGU will also ensure that the courses offered in the condensed format will have the sufficient time for preparation, reflection, analysis and the achievement of learning outcomes by fully complying with the CAA guidelines received on May11, 2010 entitled “Intensive delivery of higher education programs - CAA Guidelines”.

9.6    Grading System

The University uses the relative grading system which is based on a four point scale to calculate the grade point average (GPA). A student must score a minimum grade of C to pass a graduate course and must have a minimum cumulative grade point average (CGPA) of 3 out of 4 to qualify for graduation from a Master’s program. In order to be considered in good academic standing a student must maintain a CGPA of at least 3.0.
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<th>Percentages</th>
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<td>No</td>
<td>N/A</td>
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</table>

9.6.1 General Rules

Each grade (shown in the above table) has an effect on the student’s academic progress and academic standing. The following provisions shall be applicable while interpreting the impact of these grades:

a) Students must repeat or replace any required course in which a grade F, WF, or W is awarded.

b) When a course is repeated, an F, WF, or W will be changed to R on the student transcript, while the new grade (also shown on the transcript) substitutes for the letter grade “F”.

c) Grades for which no grade point value is assigned, (such as WF, IC, P, W, and R) are not used in the computation of GPA/CGPA.

d) For non-credit courses “#” code is assigned before the course code and is not included in the computation of GPA/CGPA.

9.6.2 Withdrawal Grade

A student missing a prescribed number of classes in a course or failed to withdraw from a course before a prescribed deadline published in the academic calendar may be subjected to “withdraw fail” grade and assigned a letter grade “WF” in the system. A student may opt to withdraw from the course before a prescribed published deadline and is assigned a letter grade “W”.

9.6.3 Incomplete Grade

Grade (IC) can be granted when a student has satisfactorily completed at least three fourth of the semester course work but for reasons(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it and also has passing status in the course work.

A student who receives an (IC) is responsible for making up whatever part of course work was left during the next offering of that course. If the course requirements are not completed within the specified time, a grade (F) will be recorded and the CGPA will be adjusted accordingly. Students who are making up an incomplete work shall not register for the course requiring the makeup work. However, the students must make individual arrangements with the instructor who assigned the (IC) grade or any other instructor who is teaching this particular course at that time. It is the responsibility of a student to follow up with the course instructor or the Dean/Academic Head, to ensure that the incomplete part of course work is completed.

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9.6.4 Grade Point Average

The academic performance in any semester is indicated by the Grade Point Average (GPA). The GPA is the sum of grade points for each course taken by the student during the semester divided by the total number of credit hours attempted during that semester.

Computation of GPA

The GPA is computed as follows:

i. Multiply the points earned in a course by the credit hours of the course.
ii. Add all the points earned in all the courses taken during specific semester.
iii. Divide this sum by the total number of credit hours registered by the student in that particular semester.

9.6.5 Cumulative Grade Point Average (CGPA)

The overall academic performance in all semesters is given by the Cumulative Grade Point Average (CGPA). The CGPA is the sum of grade points for all courses taken by the student during all semesters inclusive of the current semester divided by the total number of graded credit hours attempted for all courses taken by the student during all semester inclusive of the current semester.

Computation of CGPA

The CGPA is computed as follows:

i. Add the Credit Points for all semesters, as calculated above (Total credit points).
ii. Divide this sum by the total number of credit hours attempted.

9.7 Academic Terminologies

Concentration area: The concentration area is specified for each program, number and level of credit hours required for each.

9.8 Completion Requirement

Completion requirements for successful completion of the graduate programs are as follows:

a) Registered students are awarded a degree/diploma after satisfactorily completing the number of credit hours and CGPA requirements as specified in the academic program and upon the recommendation of the College Board.

b) For all graduate programs, no student shall be allowed to graduate unless his/her CGPA is at least 3.0, even if he/she has passed all required courses of the program of study.

c) The student must have earned at least 50% of his/her credits at AGU.

A student who has completed 80% of the required credit hours must meet his/her academic adviser to ensure that he/she can meet the program requirements for graduation on time. The student shall pay the specified university graduation fee at the start of the semester in which the student is expected to complete all graduation requirements.

The students must complete “The Application for Graduation” form. The information concerning the graduation (such as time, place, invitation, and rental of academic regalia) shall be mailed to the students who have submitted this form. No student will receive his/her degree or diploma or a copy of transcript unless the University fees are fully paid by the student.

9.8.1 Classification of Master Degree

<table>
<thead>
<tr>
<th>CGPA</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.90 to 4.00</td>
<td>Honors</td>
</tr>
<tr>
<td>3.70 to 3.89</td>
<td>Outstanding</td>
</tr>
<tr>
<td>3.50 to 3.69</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.30 to 3.49</td>
<td>Very good</td>
</tr>
<tr>
<td>3.00 to 3.29</td>
<td>Good</td>
</tr>
</tbody>
</table>
9.9 Academic Standing and Academic Progress Policy

A student of graduate program must maintain CGPA 3.0 or above at the end of each semester for satisfactory progress. If a student drops CGPA below 3.0 in a semester the following university policy will be applicable for such students of graduate programs:

9.9.1 First Academic Warning

a) If a student drops CGPA below 3.0 in a semester he/she will be placed on probation and will be given First Academic Warning.

b) Such student must repeat courses with F/C and any other course in consultation with the Academic Adviser. It is the responsibility of the student to meet the academic advisor to discuss and sign the probation recovery plan before registering any course during his/her probation.

c) Such student who is on probation can register for a maximum of nine (09) credits in a semester.

9.9.2 Final Academic Warning

a) In case a student fails to recover his/her CGPA 3.0 or above by the end of first semester of probation, he/she will remain on probation in the next semester and will be given the Final Academic Warning.

b) Such student must repeat courses with “F/C” and any other course in consultation with the Academic Adviser. It is the responsibility of the student to meet the academic advisor to discuss and sign the probation recovery plan before registering any course during his/her probation.

c) Such student who is on probation can register for a maximum of nine (09) credits in a semester.

9.9.3 Dismissal from Program of Study

In case the student fails to raise his/her CGPA to the requisite level of 3.0 or above by the end of second semester of academic probation with final academic warning, he/she will be dismissed from the program of study.

9.9.4 Conversion to Regular Registration

At any stage of probation when student attains the CGPA to the requisite level of 3.0 or above, he/she will be converted into regular registration of the program.

9.9.5 Appeal/Change of program

a) In case the student makes an appeal against dismissal from the program of study, and his/her appeal is accepted by the appellant authority, the concerned student will follow the Exceptional Recovery Plan prepared by the College to pursue further study.

b) In case the appeal of student against dismissal from the program of study is rejected the earlier decision for “Dismissal from the Program” shall stand valid.

c) Similarly if the student opts to change the program after his/her dismissal from the program of study the case will be considered as closed.

9.9.6 Online Registration during Probation

Students on probation cannot register online and shall consult their Academic Advisers for advice and further course of action as per policy laid down for graduate programs.
9.10  Assessment

(a) A student failing to satisfy the requirements in any component of the prescribed course work for any course will be assigned an NC grade for that component [NC is not a grade that appears in the grading system. It is only an indicator for a component that is not completed by a student].

(b) Student failing to pass the continuous components of a course may be debarred from writing the semester-end exam for that course.

(c) The decision for debarring a student from the final examination in any course shall be the responsibility of the College/Departmental Board upon recommendation from the course instructor through Dean/ Academic Head.

(d) A student who has been debarred from taking the final examination in any course shall be deemed to have failed in that course.

(e) The assessment items used in the course must assess the appropriate course learning outcomes.

(f) The choice of assessment items in junior and senior year level courses must not only be at an appropriate level but also reflect progression from introductory to advanced learning.

(g) Semester-end examinations may carry a maximum of 30% of the total marks. A student failing to pass the semester-end exam of a course will be considered failed in that particular course.

(h) Continuous assessment items may consist of class work, assignments, phase tests, projects, case studies, presentations, practical/laboratory tasks, field work etc., may carry a minimum of 70% of the total marks.

(i) The total number of continuous assessment items in a single semester course shall be between 4 and 6.

9.11  Feedback to Students

(a) Each student shall receive appropriate feedback after each assessment task. Such feedback shall be provided within such time, and in such manner, that a student has the opportunity to assess his/her own standing and the anticipated grades based on current cumulative performance.

(b) The practice of annotation against answers and other markings should be used for indicating strengths and weaknesses of the student response.

(c) The Academic Advisor shall review a copy of the most recent assessment and grades of the students and shall contact those students who may require some help and advice to improve their performance.

(d) The following time frame must be adhered by the faculty and Deans/Heads of Academic Departments in providing the timely feedback or grades to their students.

i. Marks and grades (or anticipated grades) must be communicated to the students within 7 working days of the submission date of any particular task.

ii. Marks and Grades (or anticipated grades) must be communicated to the students within 7 working days of the administration of the final examination.

iii. Model answer of each assessment item or final examination in accordance with the marking scheme given in the assessment item or final examination should also be displayed on the notice board or electronic boards. The marking scheme should be provided to the students before they attempt any particular assessment item.

(e) It is important that such feedback is provided in a manner that will help the students understand their strengths and weaknesses, reflect on them, and offer an opportunity for them to improve their performance and learning.
9.12 Semester-End Marks and Grades Appeal

(a) All grades of the students should be communicated to the student and each component should be signed / acknowledged as seen by the student.

(b) It will be the responsibility of the student to contact his/her instructor in case he/she has any grievance about the marks or grade awarded by the instructor.

(c) A student seeking a further review may submit an application to the concerned Dean/Academic Head for reconsideration of his/her marks/grade within one week of the declaration of the examination result.

(d) A student shall pay the appropriate grade appeal fee. The Dean/Academic Head shall form a committee (including the faculty member who assigned the grade) to review the case.

(e) The committee shall submit its recommendation to the Dean/Academic Head within one week from its formation. The decision of the Dean/Academic Head shall be considered final in determining the marks / grade of the appealing student.

9.13 Attendance

(a) Attendance is the presence in classes, laboratories, workshops and/or studio sessions or any other activity prescribed in a course that requires attendance of the student.

(b) Students are expected to attend classes regularly. Lateness or absence hinders student’s progress and also affect his/ her grade. Instructor may or may not allow the students to make up any work/assignment/task or a test that they have missed due to their absence.

(c) Lateness is defined by the instructor for his /her sessions. Generally, four occasions of lateness count as one absence. It should be clearly documented in the course teaching plan and instructors are to draw students’ attention to attendance requirement.

(d) If a student misses five percent (5%) of the total number of classes in a course without a legitimate reason accepted by the University, the student shall receive a documented verbal warning from the instructor.

(e) If a student misses fifteen percent (15%) of the total number of classes in a course without a legitimate reason accepted by the University, the student shall receive a written warning from the Dean/HOD.

(f) In the event a student misses twenty five percent (25%) of the total number of classes in a course, for any reason, the instructor may initiate a case of withdrawal of the student from the course. If approved by the Dean/Academic Head, the withdrawal is implemented. A grade WF will be entered on the student’s record.

(g) Attendance records are maintained and entered in the student information and management system on a regular basis.

9.14 Capstone Project

The capstone project is one of two options students can select for the some of the graduate programs of the university. The capstone project provides an alternative for those students who prefer to present their culminating experience in a format other than the thesis format required by the university. Students will be required to submit the capstone project proposal outlining the main purpose, goals and objectives of the capstone project. The project proposal will be reviewed and approved by one faculty member of the college in addition to their supervisor. The supervisor will submit the approved proposal to the program director/ head for further processing and record. Furthermore, the capstone project will be conducted over a period of one semester that will allow sufficient time to perform the tasks listed in the proposal, collect, compile and analyze the data and prepare a manuscript for evaluation. To standardize the presentation and format of the capstone project, all students enrolled in the capstone project will be required to use a “capstone project template” provided by the supervisor.
10. Colleges and Graduate Programs

The mission of AL GHURAIR UNIVERSITY is carried out by its Colleges/Departments and non-academic departments. The graduate programs offered at AGU are listed below:

(a) College of Business
   • Master of Business Administration (MBA)

(b) College of Law
   • Master of Public Law (Arabic Medium)
   • Master of Private Law (Arabic Medium)

10.1 College of Business

10.1.1 Mission

(a) Provide quality business education on undergraduate and graduate levels.

(b) Develop business leaders with integrity and intellectual capacity to contribute to the society.

(c) Contribute to the improvement of the practice of management.

(d) Generate and disseminate business-related knowledge.

10.1.2 Goals

(a) Achieve high level of engagement among students by adhering to the core values.

(b) Enable our students to grow both personally and professionally and to develop competencies that would give them an edge in their lives and their careers and improve their employability.

(c) Ensure the quality of our teaching and research as well as its influence on management practices and, thus, on business and society in general.

(d) Integrate the best of worldwide business-teaching practices in our program offerings.

(e) Create conducive environment to support faculty research and creativity activities.

(f) Promote national and international links with alumni, industry, academia, and society.

(g) Provide physical, financial, informational, and human resources in order to make the program a success.

10.1.3 Objectives

(a) To offer quality academic programs in business that will be continually assessed and improved.

(b) To improve and encourage industry/business world interaction and participation to enhance college’s role in contributing to the business development of the region.

(c) To make students aware of the ethical, legal and social aspects of business activities.

(d) To equip students with knowledge, communication abilities, management and organizational skills and attitudes so that they can use modern technology, quantitative methods and analytical tools in various business situations.

(e) To prepare students for higher learning and careers in business.

10.1.4 Graduate Programs Offered

The College of Business offers following graduate programs:
(a) Master of Business Administration (MBA) with concentrations in:
- Financial Management
- Human Resource Management
- Project Management
- General Management

A.1. MBA Program Goals

1. To develop students become knowledgeable in the core business functions.
2. To provide students with an in-depth knowledge in one chosen track.
3. To help students acquire skills such as leadership, team-building, communication, problem solving and strategic planning.
4. To prepare students to be able to manage ethical issues, diversity, and multiculturalism.
5. To evaluate business environment and utilize the decision-making techniques relevant to a given situation.
6. To prepare students to be critical thinkers in all business fields.

A.2. MBA Program Learning Outcomes

2. Effectively synthesize relevant information from multiple sources and functional areas for effective problem solving, using the acquired qualitative and quantitative skills.
3. Recognize ethical and social issues and behave according to ethical standards of conduct.
4. Analyze and integrate methods, tools, and critical thinking skills to formulate and implement business strategies.
5. Critically analyze and construct practical solutions to managerial and business problems.
6. Use and apply techniques and models to plan, initiate, evaluate, and control in key areas such as human resources, finance, and new projects.

A.3. MBA Degree Requirements

Total Credit Hours of the Program : 36 Credit Hours

MBA applicants not having business related bachelor degrees will be required to first enroll in the non-credit foundation courses. Full enrolment in the MBA program will be permitted after successful completion of these foundation courses.

Students may be exempted from any or all of these courses if the student has already studied these courses at an accredited university. The credit transfer committee of the MBA program will have the complete responsibility to allow such exemptions. A minimum of Grade B will be accepted for equating the course. The student with a minimum GPA/CGPA of 3.00 out of 4.00 shall be allowed to pursue the core courses of the MBA program.

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>Core Courses</th>
<th>Concentration Courses</th>
<th>Capstone Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 Courses (for non-business education background)</td>
<td>21 Credit Hours</td>
<td>12 Credit Hours</td>
<td>03 Credit Hours</td>
</tr>
</tbody>
</table>

Foundation Courses

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FND 541</td>
<td>Principles of Management</td>
</tr>
</tbody>
</table>

5 For students without business education background.

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Core Courses (21 Credit Hours)

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
</tr>
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<tbody>
<tr>
<td>MBA 511</td>
<td>Corporate Finance</td>
<td>03</td>
<td>None</td>
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<tr>
<td>MBA 512</td>
<td>Leadership and Organizational Behavior</td>
<td>03</td>
<td>None</td>
</tr>
<tr>
<td>MBA 513</td>
<td>Project Management</td>
<td>03</td>
<td>None</td>
</tr>
<tr>
<td>MBA 514</td>
<td>Managerial Economics</td>
<td>03</td>
<td>None</td>
</tr>
<tr>
<td>MBA 515</td>
<td>Managing Operations</td>
<td>03</td>
<td>None</td>
</tr>
<tr>
<td>MBA 516</td>
<td>Management Information Systems</td>
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<tr>
<td>MBA 517</td>
<td>Marketing Management</td>
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<tr>
<td>Total credit hours</td>
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<td>21</td>
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</table>

Capstone Course (3 Credit Hours)

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 691</td>
<td>Strategy and Competitive Advantage</td>
<td>03</td>
<td>All core courses + any 2 specialization courses</td>
</tr>
</tbody>
</table>

Concentrations (12 Credit Hours)

(a) Financial Management

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 611</td>
<td>Financial Institutions and Markets in the GCC</td>
<td>03</td>
<td>None</td>
</tr>
<tr>
<td>MBA 612</td>
<td>Accounting and Financial Reporting in the GCC</td>
<td>03</td>
<td>MBA 511</td>
</tr>
<tr>
<td>MBA 613</td>
<td>Investment Analysis</td>
<td>03</td>
<td>MBA 511</td>
</tr>
<tr>
<td>MBA 614</td>
<td>Special Topics in Finance</td>
<td>03</td>
<td>MBA 511</td>
</tr>
<tr>
<td>Total credit hours</td>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

(b) Human Resource Management

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 621</td>
<td>Strategic Management of Human Assets</td>
<td>03</td>
<td>MBA 512</td>
</tr>
<tr>
<td>MBA 622</td>
<td>Organizational Change</td>
<td>03</td>
<td>MBA 512</td>
</tr>
<tr>
<td>MBA 623</td>
<td>Total Rewards Management</td>
<td>03</td>
<td>MBA 512</td>
</tr>
<tr>
<td>MBA 624</td>
<td>Talent Management</td>
<td>03</td>
<td>MBA 512</td>
</tr>
<tr>
<td>Total credit hours</td>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

(c) Project Management

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 631</td>
<td>Project Planning and Controlling</td>
<td>03</td>
<td>MBA 513</td>
</tr>
<tr>
<td>MBA 632</td>
<td>Project Acquisition and Contracting</td>
<td>03</td>
<td>MBA 513</td>
</tr>
<tr>
<td>MBA 633</td>
<td>People and Culture</td>
<td>03</td>
<td>MBA 513</td>
</tr>
<tr>
<td>MBA 634</td>
<td>Project Decision Process</td>
<td>03</td>
<td>MBA 513</td>
</tr>
<tr>
<td>Total credit hours</td>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

(d) General Management

The students will be required to take core courses of the MBA program (7 courses of 3 credits each equivalent to 21 credit hours), choose a minimum of one 3 credit hour course from each of the three existing concentrations subject to a maximum of two 3 credit hour courses from any of the existing
tracks (4 courses of 3 credits each equivalent to 12 credit hours) plus one 3 credit hour MBA capstone course, thus, completing the required number of 36 credit hours to complete their MBA degree.

10.2 College of Education and Social Sciences

10.2.1 Graduate Programs Offered

البرامج الدراسية العليا المطروحة

A. Professional Diploma in Teaching (PDT)

A.1. PDT Program Goals

1. Demonstrates a level of professionalism and achievement in teaching and leadership in the educational and research fields, and teaches and conducts scientific research.

2. Follows the scientific and educational developments with professionalism and applies them in achieving distinguished results to serve the students and society.

3. Assumes personal and scientific responsibilities in fulfilling his duties and adheres to the ethics of his profession, and promotes the spirit of cooperation.

4. Uses the tools and principles of critical thinking in approaching educational and social phenomena at the professional and scientific levels.

5. Applies scientific research methodologies in studying educational and social phenomena and presenting them in an appropriate analytical framework.

A.2. PDT Program Learning Outcomes

At the end of the program, the student / teacher will be able to:

1. Display a good level of scientific knowledge, and educational approaches, and academic practices, and the ability to collect, analyze, categorize, and conclude knowledge and information, and use them in solving problems and in new contexts.

2. Master teaching methods and technologies and assess students in his subject matter.

3. Manages the classroom effectively, focusing on creating social, emotional, and psychological environment for students with special needs, such as behavioral and emotional disorders, and learning difficulties and others, relying on his studies of psychology, and his theories and applications.

4. Assumes personal responsibility and adheres to the ethics and values of his profession, and supports the cultural and educational climate, in addition to performing social and voluntary work.

5. Keeps up with the scientific and educational developments in his field with professionalism and represent them in his knowledge and skills and use them in achieving distinguished results.

6. Applies scientific research methodologies in studying educational and social phenomena.

7. Knows the educational system in the UAE and adheres to its policies and philosophy and its goals.

A.3. PDT Degree Requirements

هيكلية البرنامج

<table>
<thead>
<tr>
<th>مطلبات البرنامج وعد الساعات المعتمدة</th>
<th>ساعات المعتمدة</th>
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<tr>
<td>متطلبات البرنامج</td>
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<tr>
<td>متطلبات إجبارية</td>
<td>3</td>
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<tr>
<td>متطلبات اختيارية</td>
<td>3</td>
</tr>
<tr>
<td>ملخص متطلبات إجبارية (طريق تدريس مادة التخصص)</td>
<td>27</td>
</tr>
</tbody>
</table>

AGU has discontinued the Professional Diploma in Teaching program and the university no longer accepts any new student in this program. The courses of this program are only being offered to the existing students so they can complete their studies.
مساقات اختيارية: يختار الطالب (3 ساعات معتمدة)

<table>
<thead>
<tr>
<th>الساعات المعتمدة</th>
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<td>PDT406 2</td>
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<td>القياس والتقييم التربوي</td>
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<td>مجموع الساعات</td>
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</table>

طرق تدريس مادة التخصص للطلاب الذين يدرسون باللغة العربية (يسجل الطالب في مساق واحد بحسب تخصصه الأكاديمي) (3 ساعات معتمدة)

<table>
<thead>
<tr>
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<td>طرق تدريس التربية الإسلامية</td>
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<td>طرق تدريس الاجتماعيات</td>
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طرق تدريس مادة التخصص للطلاب الذين يدرسون باللغة الإنجليزية (يسجل الطالب في مساق واحد بحسب تخصصه الأكاديمي) (3 ساعات معتمدة)

<table>
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<td>3</td>
<td>Methods of Teaching Mathematics</td>
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<td>Methods of Teaching Science</td>
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</tbody>
</table>

10.3 College of Law (كلية القانون)

10.3.1 Mission (الرسالة)

1. إعداد كوادر قانونية قادرة على المنافسة في سوق العمل و ملاحقة التطورات القانونية داخليا و خارجيا.
2. اكتساب الطلبة مهارات البحث العلمي القائم على الابتكار وفقا لمنهج الدراسات القانونية المعترف عليها.
3. تزويد الطلبة بالمهارات القانونية النظرية والتقنية اللازمة للمساعدة في حل وفهم القضايا التي تساعد على خدمة المجتمع.
4. تزويد المجتمع بالكفاءات القانونية المتميزة في القطاعين الحكومي والخاص.

10.3.2 Objectives (الأهداف)

1. بناء قاعدة علمية قانونية لدى الطالب في مختلف مجالات القانون.
10.3.3 Graduate Programs Offered (برامج الدراسات العليا المطروحة)

a) Master of Public Law (ماجستير في القانون العام)
b) Master of Private Law (ماجستير في القانون الخاص)

A.1. Master of Public Law Program Objectives (أهداف البرنامج ماجستير في القانون العام)

1. الإلزام بالمشكلات القانونية التي تثار في مجالات القانون العام والمبادئ القانونية التي تحكمها، ومدى كفاءة وفعالية التشريعات الوطنية القائمة في معالجة تلك المشكلات.
2. الارتقاء بالمواقف التشريعية المقارنة إزاء المشكلات محل المعالجة، مما يوعز من المدارك الباحثية ويساعد في تحسين وتطور التشريعات الوطنية.
3. تزويد الطالب بمهارات المنافسة في سوق العمل لرفع كفاءة أداؤه المؤسسي.
4. تعزيز الالتزام بالقيم المثلى التي ينبغي لرجل القانون أن يلتزم بها من خلال التواصل بالقيم العربية والإسلامية.
5. إكساب الطالب مهارات إعداد البحوث العلمية وفق منهج علمي سليم.
6. إلمام الطالب بالمواقف التشريعية المقارنة إزاء المشكلات محل المعالجة، مما يوعز من المدارك الباحثية ويساعد في تحسين وتطور التشريعات الوطنية.
7. تزويد الطالب بالقيم المثلى التي ينبغي لرجل القانون أن يلتزم بها من خلال التواصل بالقيم العربية والإسلامية.

A.2. Program Learning Outcomes (مخرجات التعلم لبرنامج ماجستير في القانون العام)

بعد أن يتم الطالب برنامج الماجستير في القانون العام يكون الطالب قادرًا على أن:

1. يوضح المعارف والمفاهيم الرئيسية في مختلف فروع القانون العام، وكذا المشكلات الكبرى التي تثار فيها.
2. يربط بين دراسته القانونية المعمقة في كافة الفروع والمشكلات العميلة المرتبطة في مجتمعه، ويكون قادرًا على المساهمة في تقديم حلول لها.
3. يفسر ويشير النصوص الدستورية والتشريعية الداخلية في إطار القانون العام ويربط ويفقر بين حلول القانون العام في الوضع المحلي والحلول المقابلة في التشريعات المقارنة، ويوضح قواعد القانون الدولي.
4. يحلل ويربط بين الأحكام القضائية الصادرة في فروع القانون العام وبين القواعد المعمول بها في تلك الفروع، ويكون قادرًا على التعلق عليها وإبراز اتجاهات تطورها.
5. يعد أبحاثاً علمية متعمقة في مجال فروع القانون العام.

A.3. Degree Requirements (متطلبات الدرجة العلمية لبرنامج ماجستير في القانون العام)

يطلب البرنامج دراسة (33 ساعة) ممتهنة من المساقات المرتبطة (1) بالمتطلبات الإجبارية للبرنامج (27 ساعة) و (2) المتطلبات اختيارية (6 ساعات يتم اختيارها من قائمة المساقات)، بحيث يشكل مساق الرسالة العلمية عصب البرنامج (CAPSTONE) بعدد 9 ساعات ممتهنة.

مجموع الساعات: 33 ساعة ممتهنة

يحتوي برنامج ماجستير في القانون العام على الساعات الممتهنة التالية بين الأساسية والاختيارية:

- متطلبات إجبارية: 27 ساعة ممتهنة
- متطلبات اختيارية: 6 ساعة ممتهنة
### الجزء الإجباري للبرنامج

<table>
<thead>
<tr>
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<th>اسم المسمى</th>
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<tbody>
<tr>
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<td>LLMP 686</td>
<td>الرسالة العلمية في القانون العام (بعد أن يجتاز الطالب بنجاح 18 ساعة اجبارية معتمدة)</td>
<td>9</td>
</tr>
</tbody>
</table>

يتتم كرر 30% من المساق باللغة الإنجليزية.

### الجزء الاختياري للبرنامج

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<thead>
<tr>
<th>رقم المسمى</th>
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<td>التشريعات القانونية الخاصة مع التعمق</td>
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<td>نظام الحكم في الإسلام</td>
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<td>LLMP 693</td>
<td>العقود الآدابية مع التعمق</td>
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<td>LLMP 694</td>
<td>التشريعات الوطنية مع التعمق</td>
<td>3</td>
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### B.1. Master of Private Law Program Objectives

1. الارتفاع بالقدرات البحثية الطالب لبرنامج في المجالات الفرعية المتعلقة بالقانون الخاص، مما يؤهلهم للمساهمة في تطوير التشريعات التي تتيح تلك المجالات.
2. الإلمام بالمشكلات القانونية التي تثير في إطار القانون الخاص والمبادئ القانونية التي تحكمها، ومدى كفاءة وفعالية التشريعات الوطنية القائمة في عالج تلك المشكلات.
3. الإلمام بمواصفات التشريعات المفيدة في مجالات القانون الخاص وإدراجه والتشريعات الوطنية في مجال القانون الخاص.
4. الارتفاع المهني للمتقدمين بالبرنامج وربط التكوين النظرى والواحى العملي.
5. الابتكار والبحث العلمي في مجالات القانون على نحو تكون له انعكاسات إيجابية على الناحيتين الأكاديمية والعملية.

### B.2. Program Learning Outcomes

#### مخرجات التعلم لبرنامج ماجستير في القانون الخاص

بعد أن يتم الطالب برنامج الماجستير في القانون الخاص يكون الطالب قادراً على أن:

1. يوضح المعافر والمفاهيم الرئيسية في مختلف فروع القانون الخاص، وكذا المشكلات الكبرى التي تتراك فيها.
2. يربط بين دراسته القانونية المعمقة في كافة الفروع القانون الخاص والمشكلات العملية المرتبطة في مجتمعه، ومن ثم كوداً على المساهمة في تقديم حلول لها.
3. يفسر وحل النصوص الدستورية والتشريعية الداخلية في إطار القانون الخاص ويربط بين حول القانون الخاص في القانون الوطني والحلول المقابلة في التشريعات المقارنة.
4. يحلل ويربط بين الأحكام القضائية الصادرة في مجالات وفروع القانون الخاص وبين القواعد المعموول بها في تلك الفروع ويبعد قادراً على التعليق عليها. ويلعب اجتماعات تطورها.
5. يعد أبحاثاً علمية متعمقة في كافة فروع القانون الخاص.

### B.3. Degree Requirements

متطلبات الدرجة العلمية لبرنامج ماجستير في القانون الخاص

يتطلب البرنامج دراسة 33 ساعة، معتمدة على:

1. متطلبات الدرجة العلمية لإعداد برنامج الخريجي (27 ساعة) و (2) الرسالة العلمية إعداد برنامج الخريجي (27 ساعة) و (2) الرسالة العلمية إعداد برنامج الخريجي (CAPSTONE).

مجموع الساعات: 33 ساعة معتمدة
يحتوي برنامج ماجستير في القانون العام على الساعات المعتمدة التالية بين الاساسية والاختيارية:

- متطلبات إجبارية: 27 ساعة معتمدة
- متطلبات اختيارية: 06 ساعة معتمدة

الجزء الإجباري للبرنامج:

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<td>قانون المعاملات التجارية مع التعمق (E)</td>
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<td>الشريعة الإسلامية مع التعمق</td>
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<td>LLMPR 664</td>
<td>القانون الدولي الخاص مع التعمق (E)</td>
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<td>LLMPR 665</td>
<td>قانون الاجراءات المدنية و التجارية مع التعمق</td>
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<td>الرسالة العلمية في القانون الخاص (بعد أن يجتاز الطالب 18 ساعة معتمدة اجبارية بنجاح)</td>
<td>9</td>
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</tbody>
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- يتم تدريس 30% من المساق باللغة الإنجليزية

الجزء الاختياري للبرنامج:

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<td>التحكيم التجاري الدولي والداخلي مع التعمق</td>
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<tr>
<td>LLMPR 672</td>
<td>قانون الملكية الفكرية والصناعية مع التعمق</td>
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<td>LLMPR 673</td>
<td>النظام القانوني للنقل البحري والجوي مع التعمق</td>
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<tr>
<td>LLMPR 674</td>
<td>تشريعات التسجيل العقاري مع التعمق</td>
</tr>
</tbody>
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11. Course Description

11.1 Master of Business Administration (MBA)

Principles of Management (FND 541) (3-3-0)
Pre-requisite: NIL
This course is designed to provide students with knowledge and understanding of managing business and includes an analysis of managerial functions. The course will enhance students’ understanding of corporate culture, corporate social responsibility of managers and business ethics. It also focuses on the impact of the external environment on business, teamwork and globalization. The course introduces students to a broad spectrum of management concepts, terms, and vocabulary and builds their communication skills.

Financial Management (FND 544) (3-3-0)
Pre-requisite: NIL
To engage in business, the financial managers of a firm must be able to make three kinds of important decisions. First, investment decisions (short and long term decisions); Second, financing decisions; and Third, dividend decisions. The course is designed to familiarize students with the management of firm’s financial resources. Hence, it covers areas such as; financial analysis, time value of money, financial forecasting, capital budgeting, cost of capital, and capital structure.

Fundamentals of Financial and Managerial Accounting (FND 543) (3-3-0)
Pre-requisite: NIL
This course introduces the discipline of accounting through its two sub-disciplines, financial accounting and managerial accounting and covers the concepts and principles underlying the preparation and use of financial statements. Students are also trained in the preparation of reports to support managerial decision making. The course emphasizes professional ethics by portraying accounting as a reporting responsibility rather than just a number-crunching exercise.

Principles of Economics (FND 542) (3-3-0)
Pre-requisite: NIL
This course focuses on the analysis of individual firms and markets, as well as aggregate economic variables. The course is designed to enable the students to understand the basic concepts of micro and macroeconomics. It provides knowledge of demand and supply analysis, production and cost analysis, market structure, economic growth and business cycles, financial system, fiscal and monetary policies, and foundations of aggregate demand and aggregate supply.

Statistics for Business Decision Making (FND 545) (3-3-0)
Pre-requisite: NIL
As businesses grow and develop in a dynamic environment like UAE there is an increasing need for statistical tools to support business decisions. This course is designed to introduce students to statistical concepts and techniques for collecting, analyzing and drawing conclusions from data to support decision making across different business areas. Students are exposed to the main themes underpinning the entire process of statistical analysis including categorical and numerical data, associations and relationships, probability models, sampling methods, inferences and comparisons, regression models, analysis of variance and time series. In addition, the course emphasizes the assumptions underlying each technique, appropriate analysis of the data, interpretation of findings, and communication of the inferences to decision makers.

Corporate Finance (MBA 511) (3-3-0)
Pre-requisite: NIL
The primary objective of the course is to equip the students with analytical tools to make financial and investment decisions based on fundamental principles of modern financial theory. The course reviews
the theory and empirical evidence related to the investment and financing policies of the firm and develops decision-making ability in these areas. The approach is rigorous and analytical. The focus of this course is on the valuation of companies. It also develops critical thinking skills for a firm's investment and financing decisions and enhances ability to use capital budgeting techniques under uncertainty, corporate valuation, risk and returns, CAPM, the operation and efficiency of capital markets, dividend policy, and the optimal capital structure of the firm.

Leadership and Organizational Behavior (MBA 512) (3-3-0)
Pre-requisite: NIL
The course analyzes the interaction of individual, group, and organizational dynamics that influences human behavior in organizations and determines appropriate management approaches to foster a productive work environment. It examines a variety of theories, models, and strategies used to understand motivation and individual behavior, decision making, the dynamics of groups, work teams, communication, leadership, power and politics, conflict resolution, work design, organizational structure and culture, and managing change. It also provides a conceptual base for managers to interpret, assess, and influence human behavior in an organization.

Project Management (MBA 513) (3-3-0)
Pre-requisite: NIL
The course covers all major topics relating to project management. After developing a sense of the strategic overview of project management, the course analyzes various components of project management such as project selection, planning, organizing, and project control. The goal is to shape the course to approximate the elements of project management and the challenges faced chronologically; that is, first considering how to plan the project and then how to effectively run it. The remainder of the course concentrates on making use of the theories by developing analytical and interpersonal skills that will be useful to students as project managers. The course is designed to help students deal with some of the important challenges facing the organizations – the effective and efficient methods for implementing projects in organizations. This course provides a comprehensive overview of the skills needed and challenges to be faced in managing projects in organizations.

Managerial Economics (MBA 514) (3-3-0)
Pre-requisite: NIL
The course seeks to integrate various economic principles and concepts from different fields of economics with typical problems of managerial decision making and policy formulation in business organizations in a local or global context.

Managing Operations (MBA 515) (3-3-0)
Pre-requisite: NIL
This course is concerned with the design, planning, direction and control of all the facilities, processes and activities required to transform labour, capital, materials, energy, and skills into performance and delivery of goods and services. Most people think of operations management in terms of factories that produce products, but this course also includes services and the full range of resource-based industries in its scope. Operations managers have the direct responsibility of getting the job done. This is in addition to the usual management responsibility of planning, organizing and controlling. They must provide the leadership to produce the product or service demanded by the customer. This course aims at equipping the students with the competencies necessary to achieve this objective.

Management Information Systems (MBA 516) (3-3-0)
Pre-requisite: NIL
This course provides an overview of information systems in the business world. It presents an organizational view of how to use information technology to create competitive firms, manage global organizations, and provide useful products and services to customers. Topics include hardware, software, databases, telecommunication systems, and the strategic use of information systems, the
development of information systems, and social and ethical issues related to information systems. The course will provide students with the knowledge of information systems types, components, technology, and development within an organizational framework, with emphasis on business problem solving. Emphasis will be placed on principles, vocabulary, and concepts, what a manager needs to know to make effective use of information technology.

Marketing Management (MBA 517)  
Pre-requisite: NIL  
(3-3-0)

This course examines the role of marketing in creating value for customers which, in turn, creates value for other stakeholders of a firm (i.e., owners, shareholders, and employees). Students explore marketing planning strategies, market segmentation, and positioning. Using selected planning models and tools, students design and implement a marketing mix strategy. The course equips students with the tools and techniques needed for designing effective marketing plans and strategies to achieve marketing goals in the present highly competitive business environment. The course will also enable students to understand and recognize the critical importance of values and ethics for marketing organizations.

Financial Institutions and Markets in the GCC (MBA 611)  
Pre-requisite: NIL  
(3-3-0)

The course will develop and apply a coherent framework for guiding decisions along dimensions including raising capital and risk management. Using the lens of these decisions, students will develop an understanding of the various types of financial markets, institutions, and instruments that exist. Cases will allow students to explore how a CFO can create value when these financial institutions and markets function smoothly and also what happens when they break down. Overall, students will develop an understanding of how to use the different financial tools at their disposal to support the operation of the firm. The course addresses issues relating to GCC in general and UAE in particular. The course provides students with a sound knowledge of the functions of financial markets and institutions, the relationship between the financial system and the economy, and the skills required to manage financial risks in business. Students will be expected to develop and enhance knowledge and skills in the area of financial management applied to banks and other financial institutions in UAE and the Gulf Countries.

Accounting and Financial Reporting in the GCC (MBA 612)  
Pre-requisite: MBA 511  
(3-3-0)

This course considers the different factors (cultural, environmental, religious, etc.) influencing financial reporting practices in the GCC in general and in UAE in particular. Harmonization of accounting practices in the Gulf Countries and the application of Islamic Accounting Standards will also be considered.

Investment Analysis (MBA 613)  
Pre-requisite: MBA 511  
(3-3-0)

This course addresses issues relating to capital markets and how these markets work. The course will also look at Price Indexes, how they are developed and their role in the market operations. However, the bulk of the course emphasizes capital market instruments, their structures, valuation models and aspects of risk. The course will not only focus on financial instruments such as equity and bonds, but will also discuss derivatives and Islamic financial instruments. Also, the course will explain the developments in financial markets and financial market instrument and equip students with the tools of analysis with regard to investment opportunities.

Selected Topics in Finance (MBA 614)  
Pre-requisite: MBA 511  
(3-3-0)

The course addresses current issues and challenges in finance. The goal behind the course is to provide students with the conceptual framework of topical issues and technical skills necessary to make sound financial decision in a changing regional and international business environment. Some of the topical issues include Islamic finance products, behavioral finance, mergers and acquisitions practices, venture
creation, sectoral finance and the current issues relating to assets and liabilities management in Islamic and interest based banking sector. The flexibility of the course allows instructors to discuss current issues emphasizing financial engineering and its applications in the corporate sector. The course, through case studies derived from the real life and the involvement of professional people from industry as guest speakers, will provide students an opportunity to analyze practical financial situations.

**Strategic Management of Human Assets (MBA 621)**

*Pre-requisite: MBA 512*

The course analyzes the processes by which the human resources are managed in light of their strategic importance. It examines the relationships between the traditional human resource functions and the various business functions so that efficiency and effectiveness are balanced and optimized. It describes the multiple roles HR plays in assisting organizations to gain and sustain competitive advantages in a fast-paced environment. These processes, relationships, and roles are reviewed in light of both the domestic and global environments now and in the future. The course will develop competencies that are essential for dealing with the opportunities, challenges, and complexity of the role of HRM in meeting the needs of employees, organizations, and society.

**Organizational Change (MBA 622)**

*Pre-requisite: MBA 512*

The course provides basic understanding of concepts, theories, techniques and practical guidance for managers to manage change in an organization. It covers conceptual understanding, reflective perspective and documented cases of change in the local and global context. Further, the course develops a systematic and strategic understanding of managing, implementing and evaluating change in organizations for meaningful outcomes. The course is designed to develop the students’ understanding of the importance of change in organizations and to appreciate the strategies and steps involved in managing change in an organization.

**Total Rewards Management (MBA 623)**

*Pre-requisite: MBA 512*

This course examines the modern philosophy and approaches to total rewards management. It analyzes reward strategies and the associated technical processes. It explores the available tools that may be used to attract, motivate, and retain employees. It also examines elements of a total rewards program that will drive desired behaviors in the workplace, reinforce overall business strategy, and ensure organizational success through enhancement of a firm’s competitiveness. The course will enable students to develop competencies necessary for conceptualizing and managing a total rewards system as one of the key drivers of organizational success.

**Talent Management (MBA 624)**

*Pre-requisite: MBA 512*

This course analyzes the processes of selecting, developing and maintaining talent within an organization. It focuses on how the workforce is built and maintained to enhance productivity and effectively implement business strategy. It examines the activities of identifying, attracting, and acquiring the optimum human assets who best fit the work needs and the organizational culture and who will enhance innovation and decision-making. The course addresses the processes by which human assets are retained and integrated into a firm’s operations so that cooperation and collaboration are maximized. It shows the power of integrating the company’s infrastructure of HR assessment, planning, and development tools into a single, cogent system. It explains how to align the company's people with the current and future needs of the organization by placing employees in positions that maximize their value. The course will enable students to develop the talent management competencies that are essential for attracting, motivating, developing, and retaining the talent amid changing demographics and increasing competition.
Project Planning and Controlling (MBA 631)  (3-3-0)
Pre-requisite: MBA 513
This course introduces the theory and practice involved in the design and management of technically oriented projects. It guides students through a four-phase systematic approach to project evolution–Concept, Study, Design, and Implementation – and a real-world case study that emphasizes practical aspects of the project phases.

Project Acquisition and Contracting (MBA 632)  (3-3-0)
Pre-requisite: MBA 513
The course involves managing a project over the entire Project Life Cycle: from Initiation, Planning, Executing, to Closing. In this course, the students will develop understanding of process and knowhow involved in leading a project acquisition and contracting to a successful outcome. This course presents the principles and practice of project management emphasizing the major areas such as acquisition of projects, methodologies of project management, variables for success, project cost control, pricing and estimation, project procurement, quality management, and recent developments in project management and contracting management. The course is designed for individual and group learning. The course will enable students to understand the concepts, conventions and best practices of managing project acquisition and contracting. Also, the course will help them expand their technical and managerial abilities to manage projects.

People and Culture (MBA 633)  (3-3-0)
Pre-requisite: MBA 513
This course is designed to cover a number of people-and culture-related issues of special interest to project managers. The course adopts a comparative approach to look at management implications of people’s value systems, cultural orientations, and practices in the UAE and global contexts. The course makes an extensive use of cross-cultural case studies to develop understanding and appreciation of cultural differences and similarities and their potential implications for project managers associated with local, regional, and global assignments. The course offers students a global perspective on different cultures and management practices by placing cultural variations in people’s value systems in a comparative framework. The course will enable students to seek application of culture-based theories to work situations through personal reflection and analysis of their organizational problems.

Project Decision Processes (MBA 634)  (3-3-0)
Pre-requisite: MBA 513
The course provides an overview of the major decisions facing a project manager of a new project. The course covers the lifecycle aspects of a project: starting from idea generation and opportunity recognition to entry strategy, growth and exit. The course starts with an overview of the decision making tools and goes on to develop the skills for the evaluation of competing options. Further, the course develops skills on the part of students to evaluate various kinds of risks and tradeoffs for competing options.

Strategy and Competitive Advantage (MBA 691)  (3-3-0)
Pre-requisite: All core courses plus any two specialization courses
The capstone course, Strategy and Competitive Advantage will enhance students’ ability to seek integration among functional areas of business – finance, accounting, human resources, marketing, operations management, and information systems – into a cohesive whole. It will examine, in detail, the concept of strategy, strategy formulation and implementation by exploring the functions and nature of general management in the context of a corporation. The course is meant to provide students with a forum to share their views and experiences relating to strategic planning and implementation issues and challenges. As an integrative course in the MBA program, Strategy and Competitive Advantage will offer students an opportunity to develop and sharpen their skills in strategic thinking and analysis, leadership, communication, teamwork, and integration of cross-functional activities. The course is designed to enhance knowledge and abilities of students to identify strategic issues and develop business
11.2 Professional Diploma in Teaching (PDT)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Code</th>
<th>Credits</th>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Organizational Goals</td>
<td>PDT 401</td>
<td>3</td>
<td>Focuses on developing critical and strategic thinking skills, and applying them in various organizational settings.</td>
</tr>
<tr>
<td>Professional Diploma in Teaching (PDT)</td>
<td>PDT 402</td>
<td>3</td>
<td>Covers educational administration, curriculum development, and student management.</td>
</tr>
<tr>
<td>Educational Administration</td>
<td>PDT 403</td>
<td>3</td>
<td>Explores the theoretical and practical aspects of educational administration.</td>
</tr>
<tr>
<td>Psychological Learning (Psychology)</td>
<td>PDT 404</td>
<td>3</td>
<td>Introduces the basics of psychological learning and its applications in practical teaching.</td>
</tr>
<tr>
<td>Pupil Teaching</td>
<td>PDT 405</td>
<td>3</td>
<td>Focuses on the theoretical and practical aspects of teaching in special education.</td>
</tr>
<tr>
<td>Special Education and Speech and Language Therapy</td>
<td>PDT 406</td>
<td>3</td>
<td>Provides a comprehensive understanding of special education, speech, and language therapy.</td>
</tr>
</tbody>
</table>
Course Title: Methods of Teaching Mathematics  
Course Code & No: PDT410B  
Course Time: Semester (2) (spring).  
Credit Hours: 3 Credit Hours (2 Credit Hours Theory + 2 Credit Hours Practice)  
This course introduces prospective teachers of Mathematics to the essentials of theory and practice for teaching Mathematics. Basic concepts and jargon of the field are addressed together with various techniques of teaching of the subject and assessment for learning are highlighted as part of the teaching/learning process.

Course Title: Methods of Teaching Mathematics  
Course Code & No: PDT410B  
Course Time: Semester (2) (spring).  
Credit Hours: 3 Credit Hours (2 Credit Hours Theory + 2 Credit Hours Practice)  
This course introduces prospective teachers of Mathematics to the essentials of theory and practice for teaching Mathematics. Basic concepts and jargon of the field are addressed together with various techniques of teaching of the subject and assessment for learning are highlighted as part of the teaching/learning process.

Course Title: Methods of Teaching Mathematics  
Course Code & No: PDT410B  
Course Time: Semester (2) (spring).  
Credit Hours: 3 Credit Hours (2 Credit Hours Theory + 2 Credit Hours Practice)  
This course introduces prospective teachers of Mathematics to the essentials of theory and practice for teaching Mathematics. Basic concepts and jargon of the field are addressed together with various techniques of teaching of the subject and assessment for learning are highlighted as part of the teaching/learning process.
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Course Title: Methods of Teaching Science
Course Code & No: PDT411B
Course Time: Semester (2) (spring)
Credit Hours: 3 Credit Hours. 2 Theoretical Hours and 2 Practical Hours (1 credit hour)
Course Pre-Requisite: None
This course focuses on the theoretical perspective and practical perspective, the practical applications in the field of specialization and covers the following topics:
science and its relation to society and technology, structure of science and its objectives, scientists and the operations of science, the objectives of teaching sciences in the preparatory and secondary phases, models and techniques related to method of teaching Science, this course also addresses the global trends in teaching sciences.

Course Title: Methods of Teaching English
Course Code & No: PDT413
Course Time: Semester (2) (spring)
Credit Hours: 3 Credit Hours.
Course Pre-Requisite: None
This course introduces prospective teachers of English to the essentials of theory and practice for teaching English as a Foreign Language. Basic concepts and jargon of the field are addressed together with three milestones of methods: Grammar-Translation, Audio-Linguual and Communicative Competence. This course addresses the teaching of the four language macro-skills: listening, speaking, reading and writing as well as the micro-skills: vocabulary, grammar, and spelling. Specifically, it focuses on integrating all these skills in daily lesson plans and in micro-teaching sessions. Various techniques of Assessment for learning are highlighted as part of the teaching/learning process.

Course Title: Methods of Teaching Computer
Course Code & No: PDT414B
Credit Hours: 3 Credit Hours = 2 Lecture Hours & 2 Practical hours (1 Credit Hour)
Course Pre-Requisite: curriculums.
This course includes the objectives of teaching computer, how to plan good computer lessons, teaching methods of computer learning, computer roles in today's school, the use of computer programs in teaching, computer assessment and self-evaluation of teacher teaching.

Course Title: Field Training
Course Code & No: PDT415
Credit Hours: 6 Credit Hours
Course Pre-Requisite: Methods of Teaching the Subject
This course covers the process of teaching practice to enhance the teaching and learning process in the classroom, and an educational program to develop the professional skills of the teacher. It includes the preparation of educational programs, the evaluation of educational programs, and the development of educational programs. The course also covers the evaluation of educational programs and the development of educational programs in different educational institutions.
11.3 Master of Public Law (LLMP 680)

مساق القانون الدولي العام مع التعمق (LLMP 680)

المتطلب السابق: لا يوجد

المتطلب المرافق: لا يوجد

المقرر العام: يتضمن إعادة التفكير في مبادئ العامة للقانون الدولي والأنظمة العملية والشروط المرتبطة بكل مراحل التعليم والتدريب، ومعالجة المطالب الاستراتيجية المعتمدة حاليًا من مشاريع وبرامج مهنية ودبلومات تدريبية. كما يركز المقرر على مبادئ المحاولة المستقبلية للوزارة، والتدريب والتعليم وتحديث وتطوير النظام التعليمي في دولة الإمارات العربية المتحدة، مع التركيز على أهم محاورها والمتطلبات في تطوير المدیرة الأماراتية، والانعقاد التشريعي والممارسات التشريعي للقيادات، ونظم الامتيازات، ومصادر تطوير المعلمين وتقديم وتطوير أدائهم المهني بما يتلائم وكل مرحلة من مراحل التطوير التدريبي.

موضوع استرشادى: القضاء الدستوري المقارن.

مساق القانون الدولي العام مع التعمق (E) (LLMP 681)

المتطلب السابق: لا يوجد

المتطلب المرافق: لا يوجد

المقرر العام: يتضمن إعادة التفكير في مبادئ العامة للقانون الدولي والأنظمة العملية والشروط المرتبطة بكل مراحل التعليم والتدريب، ومعالجة المطالب الاستراتيجية المعتمدة حاليًا من مشاريع وبرامج مهنية ودبلومات تدريبية. كما يركز المقرر على مبادئ المحاولة المستقبلية للوزارة، والتدريب والتعليم وتحديث وتطوير النظام التعليمي في دولة الإمارات العربية المتحدة، مع التركيز على أهم محاورها والمتطلبات في تطوير المدیرة الأماراتية، والانعقاد التشريعي والممارسات التشريعي للقيادات، ونظم الامتيازات، ومصادر تطوير المعلمين وتقديم وتطوير أدائهم المهني بما يتلائم وكل مرحلة من مراحل التطوير التدريبي.

موضوع استرشادى: القضاء الدستوري المقارن.

مساق مناهج البحث القانوني في القانون العام (LLMP 682)

المتطلب السابق: لا يوجد

المتطلب المرافق: لا يوجد

يتناول هذا المقرر نظام التعليم بدولة الإمارات العربية المتحدة من حيث الأساليب والتوجهات الفنية والترشيحات المرتبطة بكل مراحل التعليم والتدريب، كما يتناول بعض ثقافة التعلم العملية والتكيفي في نظام التعليم، ومعالجة المطالب الاستراتيجية المعتمدة حاليًا من مشاريع وبرامج مهنية ودبلومات تدريبية. كما يركز المقرر على مبادئ المحاولة المستقبلية للوزارة، والتدريب والتعليم وتحديث وتطوير النظام التعليمي في دولة الإمارات العربية المتحدة، مع التركيز على أهم محاورها والمتطلبات في تطوير المدیرة الأماراتية، والانعقاد التشريعي والممارسات التشريعي للقيادات، ونظم الامتيازات، ومصادر تطوير المعلمين وتقديم وتطوير أدائهم المهني بما يتلائم وكل مرحلة من مراحل التطوير التدريبي.

 temas masası: نظام التعليم بدولة الإمارات

PT416: معالجة العامة للقانون الدولي والأنظمة العملية والشروط المرتبطة بكل مراحل التعليم والتدريب، ومعالجة المطالب الاستراتيجية المعتمدة حاليًا من مشاريع وبرامج مهنية ودبلومات تدريبية. كما يركز المقرر على مبادئ المحاولة المستقبلية للوزارة، والتدريب والتعليم وتحديث وتطوير النظام التعليمي في دولة الإمارات العربية المتحدة، مع التركيز على أهم محاورها والمتطلبات في تطوير المدیرة الأماراتية، والانعقاد التشريعي والممارسات التشريعي للقيادات، ونظم الامتيازات، ومصادر تطوير المعلمين وتقديم وتطوير أدائهم المهني بما يتلائم وكل مرحلة من مراحل التطوير التدريبي.

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المتطلب السابق: لا يوجد

المتطلب المراقب: لا يوجد

المقرر العام: يتضمن اعداد التذكير بالنظرية العامة للجراح و العقوبة أو أهم الجراحات والواقعية على الأشخاص والأموال أو القواعد العامة في الإجراءات الجزائية والمحال التي تهم الدعاوى الجزائية وطرق حل النزاعات في الإحكام وربطها بالمقرر الخاص.

المقرر الخاص: يتضمن دراسة معقدة ومقالية لموضوع أو أكثر من موضوعات القانون الجنائي شبيه الموضوعي والإجراهي مثل تحليل شرعي الجراح والشددات، سلسلة الجراح، القضاة الجرائم، الاستندين في قانون الإجراءات الجزائية، مسألة التحقيق الجنائي وطرق الطعن في الإحكام الجنائي بحيث يتم تحديد في ضوء المعايير التي يعتمد عليها مجلس الكلية ويعتبر أن تتضمن هذه المعايير مايلي:

1. أن يثير الموضوع مشكلة قانونية دقيقة تدرس دراسة معقيلة ولا تكون مجرد تكرار للقواعد العامة التي سبق تدريسها في مرحلة.

2. أن يكون للموضوع انعكاسات واضحة في القانون الإمارتي.

3. أن تكون الدراسة في إطار مقارن مع تشريعات تنتمي لنظام قانوني مختلف.

موضوع استرشادي: قاعدة استبعاد الأدلة المتصلة بطرق غير مشروعة في الإجراءات الجنائية المقررة.

(LLMP 684) مساق التشريعات المالية والاقتصادية مع التعمق

المتطلب السابق: لا يوجد

المتطلبات المراقب: لا يوجد

المقرر العام: يتضمن اعداد التذكير بالنظرية العامة للجراح و العقوبة أو أهم الجراحات والواقعية على الأشخاص والأموال أو القواعد العامة في الإجراءات الجزائية والمحال التي تهم الدعاوى الجزائية وطرق حل النزاعات في الإحكام وربطها بالمقرر الخاص.

المقرر الخاص: يتضمن دراسة معقدة ومقالية لموضوع أو أكثر من موضوعات القانون المالي والاقتصادي مثل القوانين المتعلقة بالقطاع العام، والمكلف بال_frames_with_removal_0.png

1. أن يثير الموضوع مشكلة قانونية دقيقة تدرس دراسة معقيلة ولا تكون مجرد تكرار للقواعد العامة التي سبق تدريسها في مرحلة.

2. أن يكون للموضوع انعكاسات واضحة في القانون الإمارتي.

3. أن تكون الدراسة في إطار مقارن مع تشريعات تنتمي لنظام قانوني مختلف.

 موضوع الاسترشادي: سوق الأوراق المالية.

(685) مساق القانون الإداري مع التعمق

المتطلب السابق: لا يوجد

المتطلبات المراقب: لا يوجد

المقرر العام: يتضمن اعداد التذكير بالنظرية العامة للجراح و العقوبة أو أهم الجراحات والواقعية على الأشخاص والأموال أو القواعد العامة في الإجراءات الجزائية والمحال التي تهم الدعاوى الجزائية وطرق حل النزاعات في الإحكام وربطها بالمقرر الخاص.

المقرر الخاص: يتضمن دراسة معقدة ومقالية لموضوع أو أكثر من موضوعات القانون الإداري مثل حضور السلطة التشريعية للادارة، سلطات الطيف الإداري بحيث يتم تحديد في ضوء المعايير التي يعتمد عليها مجلس الكلية ويعتبر أن تتضمن هذه المعايير مايلي:

1. أن يثير الموضوع مشكلة قانونية دقيقة تدرس دراسة معقيلة ولا تكون مجرد تكرار للقواعد العامة التي سبق تدريسها في مرحلة.

2. أن يكون للموضوع انعكاسات واضحة في القانون الإمارتي.

3. أن تكون الدراسة في إطار مقارن مع تشريعات تنتمي لنظام قانوني مختلف.

الموضوع الاسترشادي: القرار الإداري.

(686) الرسالة العلمية في القانون العام (رسالة الماجستير)

المتطلب السابق: لا يوجد

المتطلبات المراقب: لا يوجد

بعد الطلب الرسالة العلمية في أحد موضوعات القانون العام، وذلك باللغة العربية على ان تتضمن ملخصا باللغة الإنجليزية، ويعين له مشرفًا من قسم القانون العام، ويجوز عند الاقتضاء أن يعين له مشرفًا مساعدًا من غير قسم القانون، ولا يجوز تسجيل الرسالة العلمية إلا بعد أن ينفي الطلب بنجاح دراسة المواضيع الإجبارية (18 ساعة تعتمدة)، ويتعين المشرف بقرار من مجلس الكلية بناء على اقتراح مجلس قسم القانون العام.

مساق القانون الدولي الإنساني مع التعمق (690)

المتطلب السابق: لا يوجد

المتطلبات المراقب: لا يوجد
المحترم:

1. يثير الموضوع مشكلة قانونية دقيقة تدرس دراسة معقمة ولا تكون مجرد تكرار للقواعد العامة التي سبق ترديها في مرحلة البكالوريوس.
2. ان يكون الموضوع تفاعلاً و과정 في القانون الإمارتي.
3. ان تكون الدراسة في إطار مقارناً بتعابير قانونية مختلفة.

موضوع استمرادي: أثاث تطبيقية تنفيذ القانون الدولي الإنساني في ضوء التغيرات الدولية على الصعيد الوطني والدولي.

مساق التشريعات الجزائية الخاصة مع التعقم (LLMP 691)

المتطلب السابق: لا يوجد
المتطلب المراقب: لا يوجد

المقرر العام: يتضمن اعداد التدريب للقواعد العامة بقانون العقوبات والنظرية العامة للفلسفة والعطيق والمصري والقانون الإجراة الجزائية وبحث في قانون خاص وربطه بالقرآن الخاص.

المقرر الخاص: يتضمن دراسة عميقاً وذكراً وطرق موضوع أو أكثر من موضوعات القوانين الإجراية المعتمدة كصدى الحبوب للملف، جريمة الإجازات، جريمة غسل الأموال، جريمة الإتجار بالأسلحة والذخائر الإلكترونية والجريمة المنظمة، جريمة الاتجار بالأسلحة المشذبة، حيث يتم تحديد موضوع يمثلها في قضية خاصة وربطها بالقرآن الخاص.

1. يثير الموضوع مشكلة قانونية دقيقة تدرس دراسة معقمة ولا تكون مجرد تكرار للقواعد العامة التي سبق ترديها في مرحلة البكالوريوس.
2. ان يكون الهدف تفاعلاً و과정 في القانون الإمارتي.
3. ان تكون الدراسة في إطار مقارناً بتعابير قانونية مختلفة.

موضوع الاستمرادي: جريمة الإهاب

مساق نظام البحوث في الإسلام مع التعقم (LLMP 692)

المتطلب السابق: لا يوجد
المتطلب المراقب: لا يوجد

المقرر العام: يتضمن إعادة التدريب للأصول التي بني عليها الجماعة الإسلامية بريئية ونظام الحكم في الإسلام خاصة كما يشمل استرجاع القواعد العامة التي تتعارض فيه قوانين السياسة وال<*قرآن這樣�*حجة وربطها بالقرآن الخاص.

المقرر الخاص: يتضمن دراسة عميقاً وذكراً وطرق موضوع أو أكثر من موضوعات نظام الحكم في الإسلام ومناهجه المختلفة مثل: الحريات في الإسلام والتغطية بالمملكة، والترقيات والدماغ بالقوانين الإدارية، والسياسة والثقافة، والقضايا في المجالات مثل ولاية الشمال والفقه والربية والحرية في المجالات، والسياسة والفقه في مجالات الحرة، والحرية في مجالات الحرة.

1. يثير الموضوع مشكلة قانونية دقيقة تدرس دراسة معقمة ولا تكون مجرد تكرار القواعد العامة التي يتضمن أن
2. سبق ترديها في مرحلة البكالوريوس.
3. ان يكون الهدف تفاعلاً و과정 في القانون الإمارتي.
4. ان تكون الدراسة في إطار مقارناً بتعابير قانونية مختلفة.

الموضوع الاستمرادي: الشؤون في الإسلام بين النظرية والتطبيق.

مساق العقود الإدارية مع التعقم (LLMP 693)

المتطلب السابق: لا يوجد
المتطلب المراقب: لا يوجد

المقرر العام: يتضمن إعادة التدريب بالقواعد العامة في القانون الإداري والقواعد التي تتعارض فيها العقود الإدارية وكيفية إبرامها وتفعيلها وتعزيزاتها وتواترها وربطها بالقرآن الخاص.

المقرر الخاص: يتضمن دراسة عميقاً وذكراً وطرق موضوع أو أكثر من موضوعات نظام العقود الإدارية مثل: مشكلات التحكيم في العقود الإدارية، أن يكون للفحص الإداري، الاجراءات الإدارية، التحكيم الإداري، التفاوض 피انوي، التفاوض العلني، التفاوض المحكم، ونظام التحكيم، ونظام المناعيس في العقود الإدارية والحدودة والشرف، بحيث يتم تحديد في ضوء المعايير التي يعتمد عليها مجلس الكلية، ويشترى أن تكون هذه المعايير ما قيل:

---

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1. أن يثير الموضوع مشكلة قانونية دقيقة تدرس دراسة معمقة ولا تكون مجرد تكرار للقواعد العامة التي سبق تدريسها في مرحلة البكالوريوس.
2. أن يكون للموضوع انعكاسات واضحة في القانون الإماراتي.
3. أن تكون الدراسة في إطار مقارن مع تشريعات تنتمي لنظم قانونية مختلفة.

الموضوع الاسترشادي: عقد الأشغال العامة

موضوع تدريس دائم:

Master of Private Law (LLMP 660)

مساق قانون المعاملات المدنية مع التعمق

المتطلب السابق: لا يوجد

المتطلب المراقب: لا يوجد

المقرر العام: ويتضمن إعادة التذكير بالمبادئ الأساسية في نظرية الالتزامات، وبصفة خاصة مصادر الالتزام الإرادية وغير الإرادية، وأحكام الالتزام وأحكام الإبطال والتمهيد لربطها بالمقرر الخاص.

المقرر الخاص: ويتضمن دراسة معمقة لمواضيع أو أكثر من مواضيع قانون المدني، نظرية الضرورة والتعسف في استعمال الحق، بحيث يتم تحديد الموضوع في ضوء المعاملات التي يعمدها مجلس الكلية.

1. أن يثير الموضوع مشكلة قانونية دقيقة تدرس دراسة معمقة ولا تكون مجرد تكرار للقواعد العامة التي سبق تدريسها في مرحلة البكالوريوس.
2. أن يكون للموضوع انعكاسات واضحة في القانون الإماراتي.
3. أن تكون الدراسة في إطار مقارن مع تشريعات تنتمي لنظم قانونية مختلفة.

موضوع إرشادي: نظرية التعسف في استعمال الحق، دراسة قانونية وفلسفية مقارنة.

Master of Private Law (LLMP 661) (E)

مساق قانون المعاملات التجارية مع التعمق

المتطلب السابق: لا يوجد

المتطلب المراقب: لا يوجد

المقرر العام: ويتضمن إعادة التذكير بالمبادئ العامة للقانون التجاري، الشركات التجارية، الأوراق التجارية، لدولة الإمارات العربية المتحدة، كما يشمل استجواب للقواعد العامة، للقوانين التجارية المقارنة، خصوصا في دول الخليج ومصر، والقانون الفرنسي، وربطها بالمقرر الخاص.

المقرر الخاص: ويتضمن دراسة معمقة لموضوع أو أكثر من مواضيع القانون التجاري، مثل المنافسة غير المشروعة والتعسف في الأعمال التجارية، بحيث يتم تحديد الموضوع في ضوء المعاملات التي يعمدها مجلس الكلية.

1. أن يثير الموضوع مشكلة قانونية دقيقة تدرس دراسة معمقة ولا تكون مجرد تكرار للقواعد العامة التي سبق تدريسها في مرحلة البكالوريوس.
2. أن يكون للموضوع انعكاسات واضحة في القانون الإماراتي.
3. أن تكون الدراسة في إطار مقارن مع تشريعات تنتمي لنظم قانونية مختلفة.

موضوع إرشادي: المركز القانون للمحتكر المسيطر والمنافسة غير المشروعة.

موضوع البحث القانوني في القانون الخاص (LLMP 662)

مناهج البحث القانوني في القانون الخاص

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يتناول السامع أصول البحث العلمي ومترفقاته، والقواعد الأساسية والمنهجية في البحث القانوني وتطبيقات ذلك على موضوعات متقطعة من فروع القانون الراحل المختلفة ويشمل ذلك بصفة أساسية: أساليب وطرق ومصادر البحث القانوني في القانون، وإصلحها ومعادن و苦恼ة استخلاص الآثار وتحليل المعلومات وتأثيرات التناول، و启迪 المستفادات من أجل برع شخصية البحث، ويشمل النصوص القانونية والارتباط بمهارات الطالب في الصياغة والبحث والتأصيل، كما يشمل ذلك أصول الدراسة والمنهجية المقاورة.

(LLMPR 663) مساق الشريعة الإسلامية والتعقية

المتطلب السابق: لا يوجد
المتطلب المراقب: لا يوجد

يتناول المساق عرضا لإصول البحث العلمي ومرتكباته إلى جانب ذلك بصفة أساسية: أساليب وطرق ومصادر البحث القانوني في القانون، وإصلاحه ومعادن وذيله استخلاص الآثار وتحليل المعلومات وتأثيرات التناول، و启迪 المستفادات من أجل برع شخصية البحث، ويشمل النصوص القانونية والارتباط بمهارات الطالب في الصياغة والبحث والتأصيل، كما يشمل ذلك أصول الدراسة والمنهجية المقاورة.

(LLMPR 664) مساق القانون الدولي الخاص والتعقية

المتطلب السابق: لا يوجد
المتطلب المراقب: لا يوجد

يتناول المساق عرضا لإصول البحث العلمي ومرتكباته إلى جانب ذلك بصفة أساسية: أساليب وطرق ومصادر البحث القانوني في القانون، وإصلاحه ومعادن وذيله استخلاص الآثار وتحليل المعلومات وتأثيرات التناول، و启迪 المستفادات من أجل برع شخصية البحث، ويشمل النصوص القانونية والارتباط بمهارات الطالب في الصياغة والبحث والتأصيل، كما يشمل ذلك أصول الدراسة والمنهجية المقاورة.

(LLMPR 665) مساق قانون الإجراءات المدنية والعقارية والتعقية

المتطلب السابق: لا يوجد
المتطلب المراقب: لا يوجد

يتناول المساق عرضا لإصول البحث العلمي ومرتكباته إلى جانب ذلك بصفة أساسية: أساليب وطرق ومصادر البحث القانوني في القانون، وإصلاحه ومعادن وذيله استخلاص الآثار وتحليل المعلومات وتأثيرات التناول، و启迪 المستفادات من أجل برع شخصية البحث، ويشمل النصوص القانونية والارتباط بمهارات الطالب في الصياغة والبحث والتأصيل، كما يشمل ذلك أصول الدراسة والمنهجية المقاورة.
الرسالة العلمية في القانون الخاص (رسالة الماجستير) (LLMPR 666)

المتطلب السابق: لا يوجد
المتطلب المرافق: لا يوجد

بعد الطالب الرسالة العلمية في القانون الخاص، و ذلك باللغة العربية على أن تتضمن ملخصا باللغة الإنجليزية، و يعين له مشرف للرسالة العلمية إلا بعد أن ينهي الطالب بنجاح دراسة المساقات الاجبارية (18 ساعة معتمدة). و يتم تعيين المشرف بقرار من مجلس الكلية بناءً على اقتراح مجلس قسم القانون الخاص.

مساق قانون المعاملات الإلكترونية دولة الإمارات (LLMPR 670)

المتطلب السابق: لا يوجد
المتطلب المرافق: لا يوجد

المقرر العام: يتضمن إعادة التذكير بالمبادئ العامة للعقود مع التركيز على المواضيع العامة للالتزامات المتبادلة الناتجة عن العقود، ومبادئ قانونية لتحقيق العقود، وحقوق وواجبات المقاولة، وحقوق وواجبات المتعاقدين، وقضايا التشريعي، وقضايا التحكيم، وقضايا التحكيم الدولي، وقضايا التحكيم الدولي والدولي، وقضايا التحكيم الداخلي والدولي

المقرر الخاص: يتضمن دراسة معمقة للمواضيع المتعلقة بالنصوص التشريعية، ودراسات معمقة للمواضيع المتعلقة بالتشريعات الدولية، ودراسات معمقة للمواضيع المتعلقة بالظروف الحالية والمستقبلية في قضية التحكيم، ودراسات معمقة للمواضيع المتعلقة بالظروف الحالية والمستقبلية في قضية التحكيم الدولي

موضوع استرشادي: تفكيك التحكيم الدولي في قضية التحكيم

مساق التحكيم التجاري الدولي والدولي مع التعمق (LLMPR 671)

المتطلب السابق: لا يوجد
المتطلب المرافق: لا يوجد

المقرر العام: يتضمن إعادة التذكير بالمبادئ العامة للعقود مع التركيز على المواضيع العامة للالتزامات المتبادلة الناتجة عن العقود، ومبادئ قانونية لتحقيق العقود، وحقوق وواجبات المقاولة، وحقوق وواجبات المتعاقدين، وقضايا التشريعي، وقضايا التحكيم، وقضايا التحكيم الدولي، وقضايا التحكيم الدولي والدولي

المقرر الخاص: يتضمن دراسة معمقة للمواضيع المتعلقة بالنصوص التشريعية، ودراسات معمقة للمواضيع المتعلقة بالتشريعات الدولية، ودراسات معمقة للمواضيع المتعلقة بالظروف الحالية والمستقبلية في قضية التحكيم، ودراسات معمقة للمواضيع المتعلقة بالظروف الحالية والمستقبلية في قضية التحكيم الدولي

موضوع استرشادي: تفكيك التحكيم الدولي في قضية التحكيم

مساق قانون الملكية الفكرية والصناعية مع التعمق (LLMPR 672)

المتطلب السابق: لا يوجد
المتطلب المرافق: لا يوجد

المقرر العام: يتضمن إعادة التذكير بالمبادئ العامة للعقود مع التركيز على المواضيع العامة للالتزامات المتبادلة الناتجة عن العقود، ومبادئ قانونية لتحقيق العقود، وحقوق وواجبات المقاولة، وحقوق وواجبات المتعاقدين، وقضايا التشريعي، وقضايا التحكيم، وقضايا التحكيم الدولي، وقضايا التحكيم الدولي والدولي

المقرر الخاص: يتضمن دراسة معمقة للمواضيع المتعلقة بالنصوص التشريعية، ودراسات معمقة للمواضيع المتعلقة بالتشريعات الدولية، ودراسات معمقة للمواضيع المتعلقة بالظروف الحالية والمستقبلية في قضية التحكيم، ودراسات معمقة للمواضيع المتعلقة بالظروف الحالية والمستقبلية في قضية التحكيم الدولي

موضوع استرشادي: تفكيك التحكيم الدولي في قضية التحكيم

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مساق النظام القانوني للنقل البحري والجوي مع التعمق (LLMPR 673)

المتطلب السابق: لا يوجد
المتطلب المرافق: لا يوجد

المقرر العام: يتضمن إعادة التذكر بالمبادئ العامة لقواعد النقل البحري والجوي، مع التركيز على المواضيع العامة للسفينة، و막لك السفينة، وطاقمها، ومهامه، ومهام العملاء، وعمليات النقل، والتركيز على التشريعات المختلفة.

المقرر الخاص: يتضمن دراسة عميقة ومقارنة لموضوع أو أكثر من مواضيع قانون النقل، في دولة الإمارات العربية المتحدة.

ويتعين أن تتضمن هذه المعايير ما يلي:
أ. أن يثير الموضوع مشاكل قانونية دقيقة تدرس دراسة عميقة ولا تكون مجرد تكرار للقواعد العامة التي سبق تدريسها في مرحلة البكالوريوس.
ب. أن يكون للموضوع انعكاسات واضحة في القانون الإماراتي.

مساق تشريعات التسجيل العقاري مع التعمق (LLMPR 674)

المتطلب السابق: لا يوجد
المتطلب المرافق: لا يوجد

المقرر العام: يتضمن إعادة التذكر بمبادئ الملكية العقارية، والحقوق العينية، والحقوق التبعية، ووقف التشريعات، وحق ملكية بعض التشريعات، وحق التأجير، وحق الاستثمار في العقار.

المقرر الخاص: يتضمن دراسة عميقة في مسألة التشريعات، ويتضمن تشريعات مختلفة.

ويتعين أن تتضمن هذه المعايير ما يلي:
أ. أن يثير القانون مشكلة أو مشاكل قانونية دقيقة تدرس دراسة عميقة ولا تكون مجرد تكرار للقواعد العامة التي سبق تدريسها في مرحلة البكالوريوس.
ب. أن يكون الموضوع مشاكل قانونية واضحة في القانون الإماراتي.

 موضوع استرشادي: النظام القانوني للتسجيل العقاري في إمارة دبي وامارة أبو ظبي.
12. **AGU Faculty**

<table>
<thead>
<tr>
<th>No.</th>
<th>Faculty Name</th>
<th>Rank</th>
<th>College</th>
<th>Terminal Degree &amp; Area of Specialization</th>
<th>Degree Awarding Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dr. Gerry Nkombo Muuka</td>
<td>Professor/ Dean-COB</td>
<td>COB</td>
<td>PhD - Strategic Management</td>
<td>University of Edinburgh, UK</td>
</tr>
<tr>
<td>2.</td>
<td>Dr. Raja Sekhara Mouly Poluri</td>
<td>Associate Professor</td>
<td>COB</td>
<td>PhD - Management</td>
<td>Shivaji University, India</td>
</tr>
<tr>
<td>3.</td>
<td>Dr. Georgia Papadopoulou</td>
<td>Assistant Professor</td>
<td>COB</td>
<td>PhD - Economics</td>
<td>University of Piraeus, Greece</td>
</tr>
<tr>
<td>4.</td>
<td>Dr. Ilija Stojanovic</td>
<td>Assistant Professor</td>
<td>COB</td>
<td>PhD - Economics</td>
<td>University of Banja Luka, Bosnia</td>
</tr>
<tr>
<td>5.</td>
<td>Dr. Mahwish Anjam</td>
<td>Assistant Professor</td>
<td>COB</td>
<td>PhD - Management Science</td>
<td>National University of Modern Languages, Pakistan</td>
</tr>
<tr>
<td>6.</td>
<td>Dr. Nasira Osmanovic</td>
<td>Assistant Professor</td>
<td>COB</td>
<td>PhD - Economic Science</td>
<td>International University Brcko, Bosnia</td>
</tr>
<tr>
<td>7.</td>
<td>Dr. Premila Koppalakrishnan</td>
<td>Assistant Professor</td>
<td>COB</td>
<td>PhD - Business Administration</td>
<td>Manonmaniam Sundaranar University, India</td>
</tr>
<tr>
<td>8.</td>
<td>Dr. Rahat Ullah Khan</td>
<td>Assistant Professor</td>
<td>COB</td>
<td>PhD - Marketing</td>
<td>KAIST University, South Korea</td>
</tr>
<tr>
<td>9.</td>
<td>Dr. Suja Sarah Thomas</td>
<td>Assistant Professor</td>
<td>COB</td>
<td>PhD - Accounting &amp; Financial Management</td>
<td>Annamalai University, India</td>
</tr>
<tr>
<td>10.</td>
<td>Dr. Mojtaba Moatamedi</td>
<td>Professor/ Dean-CEC</td>
<td>CEC</td>
<td>PhD - Engineering</td>
<td>The University of Sheffield, UK</td>
</tr>
<tr>
<td>11.</td>
<td>Dr. Edris Ahmed Ali Idriess</td>
<td>Associate Professor</td>
<td>CEC</td>
<td>PhD - Communication/ Electronics Engineering</td>
<td>University of New Castle Upon Tyne, UK</td>
</tr>
<tr>
<td>12.</td>
<td>Dr. Muhammad Abaidullah Anwar</td>
<td>Associate Professor</td>
<td>CEC</td>
<td>PhD - Database/ Programming</td>
<td>Kyushu Institute of Technology, Japan</td>
</tr>
<tr>
<td>13.</td>
<td>Dr. Rajesh Kanna Parthasarathy</td>
<td>Associate Professor</td>
<td>CEC</td>
<td>PhD - Mechanical Engineering</td>
<td>Indian Institute of Technology Guwahati, India</td>
</tr>
<tr>
<td>14.</td>
<td>Dr. Hassan Abbas Khawaja</td>
<td>Associate Professor</td>
<td>CEC</td>
<td>PhD - Engineering</td>
<td>University of Cambridge, UK</td>
</tr>
<tr>
<td>15.</td>
<td>Dr. Sayed Saeed Ahmed</td>
<td>Associate Professor</td>
<td>CEC</td>
<td>PhD - Computer Science &amp; Engineering</td>
<td>Integral University, India</td>
</tr>
<tr>
<td>16.</td>
<td>Dr. Tayeb Basta</td>
<td>Associate Professor</td>
<td>CEC</td>
<td>PhD - Information Engineering</td>
<td>The Victoria University of Manchester, UK</td>
</tr>
<tr>
<td>17.</td>
<td>Dr. Aruna Pugalenthi</td>
<td>Assistant Professor</td>
<td>CEC</td>
<td>PhD - Mechanical Engineering</td>
<td>Anna University, India</td>
</tr>
<tr>
<td>18.</td>
<td>Dr. Ihab Wattar</td>
<td>Assistant Professor</td>
<td>CEC</td>
<td>PhD - Electrical Engineering</td>
<td>Cleveland State University, USA</td>
</tr>
<tr>
<td>19.</td>
<td>Dr. Jia Mao</td>
<td>Assistant Professor</td>
<td>CEC</td>
<td>PhD - Bio-based Materials</td>
<td>University of Freiburg, Germany</td>
</tr>
<tr>
<td>20.</td>
<td>Dr. Rashmi Rani</td>
<td>Assistant Professor</td>
<td>CEC</td>
<td>PhD - Applied Mathematics</td>
<td>Magadh University, India</td>
</tr>
<tr>
<td>21.</td>
<td>Dr. Syed Taimoor Shah</td>
<td>Assistant Professor</td>
<td>CEC</td>
<td>PhD - Bio-Robotics (Cum Laude)</td>
<td>The Bio-Robotics Institute, Italy</td>
</tr>
<tr>
<td>22.</td>
<td>Dr. Zakaria Fadi Almoula M. Himat</td>
<td>Assistant Professor</td>
<td>CEC</td>
<td>PhD - Electrical Engineering</td>
<td>University of Glasgow, UK</td>
</tr>
<tr>
<td>23.</td>
<td>Dr. Wael Aly Abdelgayed Rashdan</td>
<td>Assistant Professor/ Dean-COAD</td>
<td>COAD</td>
<td>PhD - Applied Arts, Interior Design &amp; Furniture</td>
<td>Helwan University, Cairo, Egypt</td>
</tr>
<tr>
<td>24.</td>
<td>Dr. John Yahya Alexander Smith</td>
<td>Professor</td>
<td>COAD</td>
<td>PhD - Architecture and British Landscape Design</td>
<td>University of Aberdeen, UK</td>
</tr>
<tr>
<td>25.</td>
<td>Dr. Ahmed Abdellatif Afifi</td>
<td>Assistant Professor</td>
<td>COAD</td>
<td>PhD - Interior Design</td>
<td>Helwan University, Cairo, Egypt</td>
</tr>
<tr>
<td>26.</td>
<td>Dr. Dalia Osama Hafiz</td>
<td>Assistant Professor</td>
<td>COAD</td>
<td>PhD - Architecture and Design</td>
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<td>Dr. Mai El Basel</td>
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<td>Helwan University, Cairo, Egypt</td>
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<td>Dr. Yasmeen Gul</td>
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<td>University of Technology, Malaysia</td>
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<td>Ms. Vrushali Mhatre</td>
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<td>Dr. Habis Mshhour Khalid Al Fasara</td>
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<td>Ain Shams University, Egypt</td>
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<td>Associate Professor</td>
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<td>PhD - Business Law</td>
<td>Granada University, Spain</td>
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<td>Assistant Professor</td>
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<td>Exeter University, UK</td>
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<td>Associate Professor/ Head-DOE</td>
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<td>Ain Shams University, Egypt</td>
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<td>PhD - Curriculum Planning and Teaching Methodology</td>
<td>Charles University, Prague</td>
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<td>Dr. Marwa Mohamed Said</td>
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<td>Minia University, Egypt</td>
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<td>PhD - Media</td>
<td>Cairo University, Egypt</td>
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<td>Dr. Shadi Mousa Mohammad Hijazi</td>
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<td>CESS</td>
<td>PhD - English</td>
<td>University Utara Malaysia, Malaysia</td>
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<td>Associate Professor</td>
<td>CESS</td>
<td>PhD - Applied Linguistic</td>
<td>Aston University, Birmingham, UK</td>
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<td>Ms. Azeez Anjum</td>
<td>Lecturer</td>
<td>CESS</td>
<td>MA - English Literature</td>
<td>Nagarjuna University, India</td>
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<td>44.</td>
<td>Ms. Nour Okla</td>
<td>Instructor</td>
<td>CESS</td>
<td>MA - TESOL</td>
<td>University of Sharjah, UAE</td>
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<td>45.</td>
<td>Ms. Sunayana Manoj</td>
<td>Instructor</td>
<td>CESS</td>
<td>MA - English Language and Literature</td>
<td>University of Mysore, India</td>
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