PG Student Handbook

V2.4 (2022-2023)

Message from the Chancellor

Dear Students,

A warm welcome to all of you who have walked through the portals of Emirates Aviation University as a new student or a continuing one.

The year ahead promises to be an exciting one for you as a scholar, and as a part of the Emirates success story and the exciting developments in Dubai as well as the region.

The University has many new initiatives on the 'whiteboard', designed to make the courses more interesting and interactive. The icing on the cake of course is that the University is licensed and the programmes are accredited by the Ministry of Education in the UAE.

Emirates and Dubai are symbols of supreme success against all odds and are fast becoming global icons. The extraordinary changes wrought by the travel industry in Dubai opens up a world of career opportunities for you, which is why the University has carefully designed its aviation programmes to equip you with the necessary academic underpinning and management skills.

We hope the success of Emirates and Dubai will rub off on our student community and I look forward to hearing of your many triumphs in the coming years.

All the very best.

H.H. Ahmed Bin Saeed Al Maktoum
Chancellor
Emirates Aviation University

Message from the Vice-Chancellor

It is with great pleasure that I welcome you to Emirates Aviation University (EAU). The University has made significant progress over the past years and we are very proud of our mission of excellence and strong commitment to the success of our students. Our faculty and staff are well-qualified, experienced, and dedicated to help you achieve your academic goals. Your education at EAU is an investment that will provide a lifetime of value and enable you to fully develop your potential.

All postgraduate programmes offered by the University have been prepared to ensure your technological competence and enhance your generic skills that are highly demanded in today's job market. In addition, the University offers many extracurricular opportunities to promote your continued growth and development.

This Handbook will provide you information about the postgraduate programmes, admission and registration regulations, and various services offered by the University. If you have any questions, do not hesitate to contact us.

I hope that you will take full advantage of the opportunities offered by the University for your personal, intellectual, and professional growth. On our side, you will always find us ready to serve your needs in any way we can.

Professor Dr Ahmad Al Ali
Vice-Chancellor
Emirates Aviation University

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We warmly welcome you to Emirates Aviation University as you prepare to commence your Post-graduate programmes.

This Handbook is intended to provide you with appropriate information and guidance which may help during your studies. Needless to say, the faculty and staff members of the EAU Postgraduate are also here to support you with regard to any advice you may need in relation to your studies at the University.

We wish you every success in completing your programme and hope your time spent at Emirates Aviation University will assist you in achieving some of your personal goals.

1. Student Rights and Responsibilities

Emirates Aviation University (EAU) is a community of individuals living, working and studying together with the aim of creating the ideal conditions for learning and sharing of knowledge. Each individual needs to have mutual respect and responsibility to flourish and grow in this environment. Therefore, every student at EAU has a duty towards knowing and understanding the rules and regulations of the University. Ignorance of the rules and regulations is unacceptable. Please refer to the Catalogue for details of student' Rights and Responsibilities.

1.1. Student Rights

1. Each member of EAU has academic freedom, personal rights and liberties. The University treats every member with due fairness.

2. Admission to the University and the University's services, facilities, and activities are open to all students without regard to race, gender, or national origin.

3. The freedom of students to learn and to evaluate ideas and concepts is basic to the educational process.

4. Students are free to discuss, to express opinions and to hear expression of diverse opinions. Such expression of opinions and discussion must be accomplished without disrupting operations of the University.

5. Students have a right to be evaluated in courses solely on basis of their performance in meeting appropriate academic criteria established for the course.

6. Students are free to form and join associations with other University students provided such organisations are in conformity with the purpose of the University and conform to established University regulations and UAE laws.

7. In the administration of disciplinary measures, the accused student shall be accorded procedural fairness. In such situations, whether formal or informal, the fundamental principles of due process shall be recognised.

8. Students have the right to appeal for hearing their grievances.

1.2. Student Responsibilities

As part of the University community, each student enjoys social, cultural, and educational opportunities. S/he also agrees to abide by the regulations and standards of conduct operative in the University community. Becoming a member of this community implies a positive responsibility toward the well-being of the entire community. Students at EAU are expected to fulfil the following responsibilities:

1. Students shall act in a civil and responsible manner that is supportive of the educational process. Disruption of the education process by a student or group of students denies all other members of the University community their individual educational purposes.

2. Students shall accept responsibility for their actions and serve as positive role models for others.

3. Students shall abide by the laws, rules, and regulations. Obedience to Dubai and UAE laws and to University regulations is expected of each member of the University community.

4. Students shall share and agree to advance the purpose of the University. They shall contribute in promoting an environment that is conducive to learning and nurturing a sense of shared and mutual community responsibility.

5. Students are expected to have respect for truth, honesty, and integrity in all their activities at the University.

6. Students are expected to demonstrate high moral standards. Each student is expected to give consideration to the highest standards of conduct and character. No one should either offend the wider community or infringe upon the rights and privileges of others.

7. Each student must recognise that his/her actions and values reflect upon the University community.

2. Masters Student Representative

Amongst the members of the Graduate Council is the master's Student representative whose role is to represents student's interests in the Programme's governance. The role of the student who represents master's Student on the Graduate Council is seen as a crucial link between the University and the graduate students. The representative should be aware of any generic issues concerning graduate students within all cohorts, and be pro-active in bringing appropriate issues to the Graduate Council. The representative should attend at least one Graduate Council meeting every six months.

2.1. Term of Office

The term of office for a student representative on the Postgraduate is one year. The student representative cannot be re-elected.

2.2. Nomination Process

The process of nominating an elected student position to serve on the Graduate Council is generally solicited in September for the current year. All current Masters Students cohorts are called upon by the Registrar to nominate their cohort student representative. After receiving the names, the Registrar calls all representatives to nominate a single student representative for all cohorts.

3. Student Organisations

EAU aims at creating a healthy environment by providing the needed resources to inspire the students to be creative and to develop their skills and talent. Students with common interest are encouraged to form organisations in the form of clubs, associations or teams under the umbrella of the Students Council. A member of the Council will be assigned as a liaison member linking the Council to the organisation. All such organisations will follow the rules governing the operation of the Council. Each organisation can have its own policies and procedures, but these must be approved by the Student Council and Student Affairs Officer in order to ensure that they conform to general policies of EAU. Recognition of a student organisation may be withdrawn by the Student Council or by the Student Affairs Officer for any violation of University regulations and policies.

All organisations linked to the Student Council may elect their own council to plan and organise their activities. This council will include in its formation the member of the Student Council assigned to supervise the work of the organisation.

Professional, scientific and academic associations, with a link to international or national professional organisations will operate under the jurisdiction of the respective EAU School and the approval for their establishment will be granted by the School Council.

4. Clubs and Sub-groups

Students with common interests or hobbies are encouraged to form sub-groups or clubs under the umbrella of the Students Council. These clubs will comply with the rules and regulations governing the operation of the Council. A member of the Council will be assigned the responsibility of liaising with each club, supervising its activities and linking the club to the Council. The activities of the clubs will be supervised and also guided by the Students Services Office. Each club will have its own elected council. The liaising member from the Students Council will attend the meetings of the Club Council.

Recognition of a student organisation may be withdrawn by the Student Council or by the Student Affairs Officer for any violation of University regulations and policies.

Professional, scientific and academic associations, with a link to international or national professional organisations will operate under the jurisdiction of the Schools and the approval for their establishment will be granted by the School Councils.

5. EAU Learning Resource Centre

The EAU Library enriches the learning process by providing material and resources to support the curriculum and the general information needs of students and faculty. In addition to books, professional magazines and journals, the library provides on and off campus access to online resources. The library works in conjunction with the respective EAU School to provide academic resources for all courses taught at EAU. The library provides a quite study area and students are able to borrow books and other learning resources to read/view at home.

At the beginning of each cohort and after registration, a library orientation is organised as part of the general new student induction session; where students are briefed about the library's available resources and services as well as operational matters, policies, procedures and regulations pertaining to the library.

5.1. Working Hours

The regular working hours are 07:00 – 19:00 hrs Monday to Friday during the semester consistent with the hours of instruction at the University. The library is open on Saturday and

Sunday timing: from 10:00 – 14:00 hrs. (only when master classes are running during the weekend). The opening hours will be announced to students through Moodle.

5.2. Print Resources

Resources: LRC is well stocked with all essential and required books for the curriculum. All the books are catalogued in the Library Management System Virtua. In addition to print collection of 13964 print books, EAU LRC also provides access to 130042 E-books through EBSCO and Proquest.

EAU LRC also subscribes to an adequate number of Electronic Journals.

5.3. E-Resources:

E-resources subscribed by EAU Library

1. Access to the following E-resources are provided through Moodle

Step 1: Students need to log in to Moodle with Windows ID and password provided by the IT department at the beginning of semester.

Step 2: Under courses there will be Library updates with all relevant information about EAU Library including timings, catalogue and access details of all resources subscribed by EAU.

S. No	Name	Description
1	EBSCO E-BOOKS	A collection of 130,000 E-books in the field of Management, computer science and other allied fields
2	Proquest E-book Central	A collection of customized list of 29 books mainly in Aeronautical Engineering & Aviation safety & security
3	Journal of Air Transport Management	Online E-journal subscribed through science direct
4	Journal of Propulsion and Power	Online Journal from AIAA
5	Journal of Aircraft	Online Journal from AIAA
6	Harvard Business Review	Online access to HBR including archives.

5.4. Access to Collection

The Library provides easy access to collection through Virtua which is the Automated Library Management System. The books are classified according to the Dewey decimal classification system and catalogued in the Library Management System. Online Public Access Catalogue (OPAC) facilities are available online enabling students to search for titles in the collection by keyword, author, title and subject and renew books online.

5.5. Borrowing

Any student who is registered with a valid student ID card may borrow resources from the Library. Students can borrow up to three resources at a time for a week.

Reference materials cannot be borrowed.

5.6. Inter Library Loan (ILL)/Document Delivery Service

The Library has established ILL/Document Delivery Services through agreements with local institutions where journal articles can be acquired from print and non-print resources. The agreements do not cover books. Masters students can also make use of an inter-library loan facility available for EAU learners. Guidelines on inter-library loans can be found in Appendix B.

5.7. Code of Conduct for the Use of the Library

The users of the Library must:

1. Present their University ID whenever requested by the Library staff, as this is needed to borrow books and for identification purposes.

2. Maintain silence.

3. Abide by the regulations governing the use of services.

4. Take care of their money and valuables at all times, since the library is not responsible for loss or theft.

5. Take any material away only after they have been checked out at the Circulation (Loans) Desk.

6. Use library equipment carefully and follow instructions for use. They should seek library staff for assistance if necessary.

The users of the Library must not:

1. Use any audio-visual equipment nor mobile telephones without the consent of the Library staff.

2. Bring food and drinks into the Library.

3. Damage nor deface material.

4. Misplace catalogued material, books, journals, etc.

6. Student Services and Facilities

At Emirates Aviation University, we believe that with determination, anything is possible. We hope that you will join hands with us in our team spirit endeavor to achieve great leaps in shaping the future of tomorrow's business environment.

6.1. Learning Support Services

Learning support services are provided to students by the Schools through dedicated workshops on areas such as effective learning, time management, study skills, research, referencing and academic writing skills. In addition to these dedicated workshops, learning support is integrated to the curriculum via the learning, teaching and assessment strategies. The EAU website includes a dedicated page with detailed information on the Learning and Development Centre.

6.2. Learning Management System (EAU MOODLE)

EAU maintains a MOODLE website for the benefit of its Masters Students (https://moodle.eau.ac.ae). The advantages of this website are as follows:

a) All module materials are posted on MOODLE two weeks prior to their delivery

b) All students' grades are published on MOODLE

c) All handbooks, forms, and supportive material are published on MOODLE

d) All assignments are submitted on MOODLE

Students are given access to MOODLE upon registration and introduced to MOODLE during induction.

6.3. Professional Counselling

EAU has made arrangements with the Emirates Psychology Department to provide psychometric evaluations and professional counselling to students requiring such services. The purpose of professional counselling is to help students appropriately handle the stresses and challenges they face in their academic and personal lives and overcome their emotional problems. It also helps in enhancing students' skills and attitudes in adapting to University life and making their experience at EAU satisfying and productive.

Students in need of professional counselling service can approach the Students Services Office (SSO) of EAU either directly or through their Programme Coordinators. The Student Affairs Officer at SSO will accordingly refer these students to Emirates Psychology Department for professional counselling services. The staff at Emirates Psychology Department is highly trained, experienced, and helpful. They can provide valuable advice and guidance on a variety of concerns and issues including stress

management and how to overcome fear of failure, guilt, anger, or depression, etc. Personal information discussed in counselling sessions is always kept confidential.

6.4. Academic Advising

Academic advising is the process by which students receive assistance in forming their educational goals and plan ways to achieve them. Advisors provide information, support and guidance to students and foster the sense of responsibility in them to achieve their goals based on individual circumstances, personal development and skills.

EAU is keen in providing assistance and guidance to its students. The University encourages raising awareness of the need for -and importance of- academic advising throughout the student's programme of study. All new students receive initial advice from personnel in the Admission and Registration Office where they would also register for their cohort. Students are informed that the Programme Coordinator is their main advisor. The pastoral support of students is provided through the Programme Coordinator.

Students must personally assume the responsibility for completing all requirements established by the University for their Degree. Any substitution, waiver or exemption from any established requirement or academic standard may be accomplished only with the appropriate approval through the Graduate Council.

6.5. Career Counselling

Many graduate students are at the cross roads of their careers and get blocked with trying to find out which career would be the best option for them. Career counselling is required when candidates need a direction as to what area of education and or career they need to pursue to bring out the best in them. Students may seek the advice of their Programme Coordinator and/or the Head of the Business Development and Student Services.

Career counselling can help by:

1. aligning your career with your goals;

2. recognising your interests, skills and abilities;

3. giving advice on educational and professional qualifications;

4. recommending suitable careers;

5. helping with decisions about future direction;

6. finding you a career that fits your passion and drive; and

7. assisting with job search planning

6.6. Career Development Programme

The main objective of the EAU Student Career Development Programme is to help students

clarify their educational and career goals as well as acquire employment-seeking skills and ultimately attain desired employment. This will be accomplished through the participation of students, faculty members and administration within the University and their collaboration with the alumni, the employers and community from outside the University.

The Student Career Development Programme will:

1. Assist students to develop/clarify their academic and career interests.

2. Assist students to develop and implement successful job search strategies.

3. Work with faculty members, students' advisors and administrators to integrate career planning and academic curriculum as well as coordinate internship programmes.

4. Assist employers to achieve their hiring goals.

5. Coordinate with alumni to provide assistance to students.

The tasks above are to be achieved by providing the students with variety of information and data on work opportunities and by organising a variety of activities involving people from within the University and from the community. The activities include workshops, seminars, lectures, exhibitions, orientation programmes, industrial visits. Some of the key topics that are of interest to students are:

1. Self-assessment

2. Job search strategies

3. Resume assistance

4. Employer feedback from campus interviews

5. Practice interviews

EAU also offers the students the opportunities for on-campus employment, when available. Students gain hands-on experience in various departments of the University and various outlets and facilities located on campus, which helps in developing their skills whilst studying and gets them accustomed to the work environment.

The Career Development Programme is managed by the EAU Business Development and Student Services.

6.7. IT Facilities & Services

6.7.1. Computer Laboratories

EAU is committed to providing a learning environment in which students have access to the technological tools needed to successfully achieve their academic objectives. Hence, the University provides a number of computer labs serving different purposes. These are as

follows:

1. **Teaching Computer Labs**

    These are reserved for teaching purposes; for any classes that require the use of computers as part of the curriculum.

Users:	Student groups supervised by a member of staff
Location:	Teaching Block Ground Floor
	Labs 2 - 5
Timing:	As per lab schedule published at the beginning of each semester

2. **General Access Computer Labs**

    Open to all students on a first-come, first-use basis.

Users:	All students
Location:	Teaching Block Ground Floor
	Labs 1 & 6
Timing:	Monday – Friday 07:00 – 19.00

6.7.2. Students Access to IT Services

Students will receive a user IDs and passwords upon completing course registration. This can be used to access all IT hardware and services including computers, wireless network, email service, Moodle learning platform, library catalogue and printing services.

6.7.3. Wi-Fi Network

The Wi-Fi network is available across the campus under the student specific wireless network name "Students".

6.7.4. University Email Account & Productivity Tools

Each student is provided with a University-run Microsoft Office 365 account, which includes a 50 GB email account, a 1 TB cloud storage OneDrive account, a complete suite of Microsoft Office Pro solutions (Word, PowerPoint, Excel, etc.), and an array of connectivity and collaboration tools under the MS Office 365 suite.

After registration and issue of your EAU email address all communication between the University and the students will take place via this email. We will not send any communication to your personal email and it is each student's responsibility to constantly check their EAU email account.

Students are also required to use the OneDrive cloud storage solution to store and share all their files and data.

6.7.5. Student Smart ID Cards

All students are issued with a smart card to be used as their identification card for campus and library access. The smart card can also be used to operate the multi-function printing devices that are distributed across the campus.

6.7.6. Online Course Management System – Moodle

All courses are facilitated through the University Online Learning System, Moodle that is accessible via http://moodle.eau.ac.ae using the common IT credentials.

Moodle can provide students with 24-hour access to course materials along with access to assignment submission through Turnitin tools. All university and department wide news and announcements are posted on Moodle pages. It is the responsibility of each student to check this on a daily basis.

6.7.7. Printing Services

EAU has deployed a networked printing service across the campus, through a large number of multifunction printing devices (print, scan & photocopy), that can be accessed using the smart ID cards. Students can also operate the printing devices through a unique PIN code that is provided to them upon completion of the registration process.

The printing solution includes a cloud-based service that allows access to printing jobs via the http://print.eau.ac.ae website as well as a mobile based application to enable the use of personal smart devices to print.

6.7.8. Computer Lab Rules

- Booting-up computers from removable media (CD's, DVD's, External Drives, etc.) is not allowed.
- Students should never interfere with the original computer configuration or setup: BIOS setup, Windows operating system setup, files and directory created, hardware setup, etc.
- Students are not allowed to install any new software or hardware onto the laboratory computers without the explicit knowledge of EAU IT and prior approval from the students' Programme Co-ordinator.
- Unauthorised copying of software or using illegally copied software on any of the University hardware is in violation of UAE copyright law and is strictly forbidden. Any violations of such nature are taken very seriously.
- Students must respect the privacy of others by not accessing their files or electronic mails.
- Students must promptly leave the work stations for scheduled classes or upon request by the Laboratory Supervisor.

- Computer games, videos, and music are strictly forbidden in the laboratory at all times, unless supplied by the faculty for educational purposes.
- It is prohibited to show, view, copy, download or scan pornographic materials in any form.
- Breaching the security of the University software and hardware is strictly prohibited. Any violations of such nature are taken very seriously.

6.7.9. Using the Internet

EAU provides students with unrestricted internet access via Wi-Fi or lab PC's through-out most of the campus, with the exception of some of the labs where the purpose of the internet access is mainly for research, such as in the library.

However, as an internet user, any student breaching privacy or copy rights will be held responsible and may result in legal or financial action being taken against him/her.

The Information Technology (IT) Department provides computer-related services and support to students, faculty and staff. Services provided include wireless and local area networks, online resources as well as instructional, technical and administrative services. IT resources are available from 7:30am to 8:00pm. Students are encouraged to use the available IT facilities at the University. However, they are reminded that access to and use of IT facilities are subject to UAE laws and regulations of the IT Department. Misuse of IT facilities may result in disciplinary sanctions. It is a violation of the regulations to intentionally and without authorisation alter the operating system of a computer, damage a computer or other hardware, and provide any confidential information, including passwords, that helps non-authorised users to access the University network.

6.8. Recreational and Cultural Activities

The University encourages sporting activities to promote the physical and health well-being of students. The EAU Student Services Office arranges various activities that include football, basketball, volleyball, tennis, badminton, table tennis and billiards. Several sports teams, coached by qualified people, are formed, and the University teams participate in national competition events.

The University encourages its students to organise social and cultural events as well as participate in events organised by other institutions of higher education in UAE. Social and cultural events within the University promote a friendly and cooperative environment amongst students, administrative staff and faculty. Such events also promote ties between students and the society as well as allow students to develop leadership skills.

6.9. Student Accommodation

EAU offers students on-campus accommodation in separate male and female accommodation blocks.
- Our en-suite single rooms include the following:

- o Comfortable single bed
- o Side table and table lamp
- o Study table
- o Clothes cupboard
- o Luggage rack
- o Small fridge
- o En-suite private bathroom
- Shared pantry on each floor attached with a small kitchen with fridge, microwave, electric kettle and cupboards
- Shared laundry room on each floor equipped with heavy duty washing machines and dryers
- Cafeteria is located on the ground floor inside the accommodation building offering breakfast buffet, lunch buffet and sandwiches at reasonable and competitive prices
- Swimming pool monitored by life guard
- Free car parking
- 2 separate Gym rooms for males and females' students
- Security 24/7

6.10.   Catering

Hot meals are available in the University Cafeteria, which is located on-campus, and serviced by Emirates Catering. A Costa Coffee Shop is also located on-campus and there is a mini-market offering a range of items.

6.11.   Health Services

EAU has an on-campus First-Aid Centre to provide first-aid emergency services. For serious injuries or emergencies requiring treatment at a hospital, an ambulance is called to transfer the student to a hospital. The expenses for ambulance and hospital treatment are the student's responsibility.

6.12.   Prayer Rooms

Male and female prayer rooms are available on-campus.

6.13.   Student Accommodation

EAU offers students on-campus accommodation in separate male and female accommodation blocks.
- Our en-suite single rooms include the following:
    - o Comfortable single bed
    - o Side table and table lamp
    - o Study table
    - o Clothes cupboard
    - o Luggage rack
    - o Small fridge
    - o En-suite private bathroom
- Shared pantry on each floor attached with a small kitchen with fridge, microwave, electric kettle and cupboards

- Shared laundry room on each floor equipped with heavy duty washing machines and dryers
- Cafeteria is located on the ground floor inside the accommodation building offering breakfast buffet, lunch buffet and sandwiches at reasonable and competitive prices
- Swimming pool monitored by life guard
- Free car parking
- 2 separate Gym rooms for males and females' students
- Security 24/7

7. Proper Use of Institutional Facilities

Please refer to Section 9 for the code of conduct within the premises.

7.1. University Timings

Administration working hours:

Monday – Thursday	07:00 - 15:30 hrs.
Friday	07:00 - 15:00 hrs.

Class Timings:

Day Time classes	09:00 -19:00 hrs.

Based on student's schedule.

(ii)

Days	Session	Timing	Delivery hours
Day 1 Thursday	Inductions or Exams	08:00 – 11:00	Not counted
	1	11:00 – 13:00	2
	Break	13:00 – 13:30	
	2	13:30 – 14:30	1
	Break	14:30 – 15:00	
	3	15:00 – 17:00	2
Total for Day 1			**5**
Day 2 Friday	1	09:00 – 11:00	2
	Break	11:00 – 11:30	
	2	11:30 – 12:30	1
	Prayer Break	12:30 – 14:00	
	3	14:00 – 17:00	3
Total for Day 2			**6**
Days 3,4,5 Saturday Sunday Monday	1	09:00 – 11:00	2
	Break	11:00 – 11:30	
	2	11:30 – 13:30	2
	Break	13:30 – 14:30	
	3	14:30 – 17:00	2.5
Total for Days 3,4,5			**6.5 * 3 = 19.5**
Overall Total			**30.5**

Permission must be obtained from your Programme Coordinator to remain in University

outside normal timetabled hours. Timetables will be issued upon your arrival or will be sent to you through your respected email addresses. Students can check their schedules on MOODLE at any time. Students are not permitted to enter any restricted area unless accompanied by faculty, staff or security.

7.2. Student ID card

A student ID card will be issued and is valid for the duration of the programme. You should carry it with you at all times. A student ID is needed to access EAU premises, facilities and car park.

7.3. Car Park

In order to access EAU parking, students need to have an EAU Parking Sticker displayed on their cars. The parking stickers are free and issued to students upon registration along with the student ID. Students need to be aware that Stickers change every September and February and are reissued through the registrar's office. Therefore, students need to ensure that a valid current sticker is displayed on their cars at all times. Students who do not have a valid permit will not be permitted to use the parking facilities.

Students must adhere to the parking regulations and only park in the designated student parking areas. Violations of traffic laws on campus such as reckless driving and unauthorised parking will result in a fine and persistent breaches will result in the removal of parking rights or a disciplinary action taken against the student which ranges from a verbal warning to suspension or even dismissal from the University.

7.4. Text Books, Stationary and Printing

Students are responsible for the cost of textbooks and stationery items. Students may purchase from the Cashier printing quotas that will allow them to use the printers available in the labs.

Students pay AED 20 (for 100 pages) to the Cashier in the administration block. The Cashier will create two copies of receipts: a white copy for the student and a yellow copy for the IT department as a confirmation of payment. EAU IT team will create a user name and password for the student with a maximum limit of 100 pages.

7.5. Student Publications

EAU encourages student publications with appropriate support and guidance provided by the Student Services Office (SSO). The Student Council is authorised to publish a newsletter under the supervision of Student Affairs Officer. Students may propose other publications and get the approval from the Student Affairs Officer. However, it is important that no published material will violate the rules and regulations of the University or the laws of Dubai and UAE.

8. Student Code of Conduct

8.1. Student Dress Code

1. Students are requested to dress conservatively respecting local culture.

2. Male students should either wear national dress or long trousers and must have their upper arms and shoulders covered. They are not permitted to wear earrings or body piercings.

3. Female students should wear national dress or skirts covering the knees or long trousers. Upper arms must be covered, and acceptable, conservative dress must be maintained at all times.

4. Slippers and sandals are not permitted on campus.

5. T shirts / trousers bearing images or implying messages which are not in accordance with the UAE culture will not be tolerated. Students who do not meet the dress code will be prevented from attending class and may face disciplinary action.

6. Male students with long hair or spikes will not be permitted in workshops and will not be permitted for On-Job-Training (OJT). Female students are required to tie their hair when in the workshop or OJT facilities at all times.

7. Students not conforming to the dress code of the University will not be permitted to attend classes and will be marked absent.

8. Students not wearing safety shoes and overalls will not be permitted in the workshops and On-Job-Training (OJT) facility.

9. Students must ensure they take care of their personal hygiene.

8.2. Misconduct

The following acts of misconduct are subject to disciplinary action:

1. In view of the cultural norms of Dubai and the UAE, physical contact between male and female students is strictly prohibited.

2. Inappropriate dress is strictly prohibited.

3. Abuse, verbal or physical, of any person on the University premises or at any event or function sponsored by the University.

4. Reckless and unruly damage of University premises or property.

5. Theft in any form or unauthorised taking of University property, or property belonging to any member of the University or any visitor to the University.

6. Fraud in any form, such as alteration or misuse of University records, or unauthorised use of documents with intent to deceive.

7. Intentional obstruction or disruption of teaching or teaching-related activities.

8. Entering, or attempting to enter, University premises without authorisation.

9. Failure to comply with published policies or regulations on the use of University facilities.

10. Alcohol and drug violations as defined by University policy and the laws of Dubai and the UAE.

11. Smoking inside any of the buildings on campus. Smoking is only permitted in the external designated smoking areas.

12. Use or possession of prohibited material such as fireworks, explosives or weapons on University premises.

13. Gambling or any other illegal activity on University premises or at any function sponsored by the University.

14. Unauthorised use of the University name and/or its property by any person or organisation.

15. Harassment or intimidation.

16. Abuse or misuse of any University computer and its equipment, such as theft of parts, deleting information, internet theft or knowingly introducing a computer virus.

17. Failure to comply with the direction of University staff, faculty, or other officials in the performance of their duties.

18. Violations of traffic laws on campus such as reckless driving and unauthorised parking inside the University grounds.

19. Violations of Dubai or UAE law.

Any violation of rules and regulations or misconduct will result in a disciplinary action taken against the student which ranges from verbal warning to suspension or even dismissal from the University. All records concerning violation of code of conduct or academic integrity rules will be maintained for a period of at least five years. In case of severe violations resulting in suspension or dismissal, the penalty will become a permanent part of the student record and will be maintained indefinitely.

8.3. Academic Dishonesty

Students at EAU are expected to act responsibly in all their academic pursuits. They must adhere to the highest standards of academic integrity in all their work and shall never attempt to violate the academic integrity rules. Academic violations include, but are not limited to, the following:

1. Dishonesty in class assignments and projects.

2. Cheating or attempting to cheat or helping others cheat in examinations.

3. Plagiarism; to plagiarise is to steel or pass off as one's own (the idea or words of another); use (a created production) without crediting the source; to commit literary

theft; present as new and original an idea or product derived from an existing source (Webster's Third New International Dictionary of the English Language, Unabridged, p. 1728). Plagiarism may involve using the ideas, images, words, statements or an entire passage of someone else without attribution. Plagiarism also includes copying or downloading articles, research papers or other material from the Internet without giving proper attribution. Students' should avoid plagiarism in all their assignments.

4. Submitting work or material prepared by another person.

5. Giving unauthorised assistance to other students in their experimental work or lab projects.

6. Complicity in any form of academic dishonesty.

7. Deliberate falsification or alteration of data or information.

Plagiarism & Academic Dishonesty	
First time Offence	Receives a Zero Mark on the Assessment. Receives a warning letter. Offence recorded against the student's personal records.
Second Time Offence	As above. Receives a Zero Mark on the Module and may Lead to Dismissal from the Programme. Offence recorded against the student's personal records.

8. Any act carried out with the intention of deceiving the course instructor to obtain false grade.

9. Intentionally interfering (altering or damaging) with the work of other students including their course projects, laboratory experiments, and computer files, etc.

Plagiarism is detected by a software website available to EAU known as «Turnitin». All cases of plagiarism and dishonest academic conduct are dealt with under EAU regulations. Any proven case of plagiarism will result in a Mark Zero being entered for the component mark with offence recorded against the student's personal records. In case of first time offence student receives a warning letter. Second Time Offenders may face Dismissal from the Programme.

8.4. Disciplinary Action

A student accused of attempting any of the academically dishonest acts above shall be liable to disciplinary action. The disciplinary procedures are as follows:

1. The lecturer reports the dishonesty / plagiarism case to the School Dean.

2. The School Dean assigns a Panel of three faculty members to meet with the student. The meeting should be minuted. The panel must include the School Dean (or his nominee), and at least one EAU faculty member. The lecturer can attend such a meeting; however, s/he will not be considered part of the panel. If the case is judged to be void of substance, then the case will be closed.

3. The panel must record the outcome of the meeting as innocence, admitted guilt or contested guilt (i.e. student claims innocence, staff do not agree). For the last two outcomes the Panel will decide the appropriate disciplinary action taking into consideration the previous offences of the student (see the below guiding table). Should the recommendation be dismissal, the matter must be referred to the Vice Chancellor for confirmation and action.

4. The student can appeal the decision in writing to the Vice Chancellor.

5. The above policy will also be applied in other cases of academic misconduct in assessments, e.g. cheating in examinations.

8.5. Student Performance

1. Students are expected to work consistently to meet all assessment deadlines and standards.

2. It is the student responsibility to submit his/her assignment on time before the deadline. This should include a Turnitin.

3. Late assignment submissions will result in a penalty. A one-week late submission results in a 10% deduction on the assignment marking; while an assignment submitted between 1 and 2 weeks late will be subject to a 20% deduction on the assignment marking. Submissions after two weeks will be considered a fail on the assignment.

4. Each student belongs to a specific cohort or batch. Deadlines are applicable according to cohorts. Students are not allowed to submit their assignment on deadlines belonging to other cohorts.

5. Students may request an extension for an assignment deadline. Formal extension requests are forwarded to the postgraduate programmes' Registrar. The Registrar will seek the approval of the Graduate Council. Extensions are not granted due to workload commitments relating to student's current employment. Extension may be granted for extenuating circumstances such as accidents, sicknesses and family deaths that will need to be validated by the appropriate supporting documents applicable to the case.

8.6. Complaint Proceedings and Grievances

Any member of the University community may file a complaint against a student or group of students, to the School Dean, if s/he feels that there is a violation of his/her rights or the Student Code of Conduct. The complaint should be a concise and complete statement of allegations. Based on the information provided, the School Dean, or his designee, will forward the complaint to the Disciplinary Committee, which in turn will determine whether a violation has occurred, meet with the student(s) and decide on the sanctions or a further course of action. The concerned student will be notified in writing of the decisions taken and disciplinary actions levied, if any.

A student may appeal to the Vice-Chancellor regarding any disciplinary action (including academic dismissal) taken against him/her. All appeals must be in writing and submitted to the Vice-Chancellor office within seven working days after the decision is delivered. The Vice-Chancellor will review the appeal, determine its viability and decide the course of action.

8.7. Student Grievances

EAU is committed to treating all students equitably and fairly. It does not differentiate between students on the basis of race, color, religion, gender, and national origin. It is the policy of the University that students shall be free from the effects of misconduct by other members of the University community, including faculty members and University officials. Accordingly, EAU has developed regulations and procedures regarding student grievances whereby students are given the opportunity to appeal for hearing their grievances.

A grievance arises when a student has reasons to believe that s/he has been treated in an arbitrary or discriminatory manner or subjected to inappropriate behavior by an official member of the University community. While the students have the right to bring a grievance forward against the concerned official, they are encouraged to first attempt a good-faith resolution of the grievance. This can be achieved by either direct discussions with the concerned official or by bringing the matter to the attention of his/her Concentration Coordinator. If such attempts do not succeed in settling the dispute amicably or the student decides to proceed directly, s/he must initiate the formal process within three weeks of the incident in dispute. This is done by submitting a formal grievance in writing to the Dean of Research and Graduate Studies. This written grievance must include the following:

1. Name, ID number, School/Programme, and phone number of the student submitting the grievance.
2. Identification of the office or individual(s) against whom the grievance is brought.
3. A description of the incident that caused this grievance.
4. The date, time, and location of the incident.
5. A listing of all individuals who witnessed any part of the incident in dispute.

Upon receipt of the formal grievance, the Dean of School shall form a committee to investigate the dispute. The committee shall carry out detailed investigations including interviews with the concerned parties and witnesses from both sides. Depending upon the grievance, pertinent data and information may also be gathered by the committee. At the completion of the investigation, the committee shall submit its report with appropriate recommendations to the Dean of School who will take the decision, to be communicated to both parties.

If the grievant is not satisfied with the decision, s/he may seek relief through direct appeal to the Vice-Chancellor within two weeks of receiving the decision. The decision of the Vice-Chancellor shall be final.

All complaints, appeals, and disciplinary proceedings will be managed under Emirates Aviation University's policies and procedures.

8.8. Safety Issues

For the safety issues, please refer to the Student Safety Handbook on MOODLE.

8.9. Student Records

Documents and information submitted to the University during application and the transcripts showing students' academic achievements are considered as permanent record. The permanent students' records are filed at the Admission and Registration Office.

Students' records are considered confidential. Its disclosure to a third party requires the consent of the student. No consent shall be required to disclose the personal identification within the extent of UAE federal laws. The following are some exceptions which permit disclosure without consent:

1. Information may be disclosed to an official in the University with legitimate academic interest.

2. The response to the official request of another academic or professional institution, where the student is enrolling or seeking employment.

3. Academic record may be disclosed to students' parents or his/her sponsors, unless the student requests in writing otherwise. In which case, the parents and sponsors will be informed of the student's denial for the right of disclosure.

The student shall be responsible for notifying the University of the Changes to be entered into the record, such as change of address or any change in personal profile. The University considers the data provided by the student as the correct data and the student will be responsible for any ramification resulting from obsolete personal data if not changed by a request from the student.

The student is entitled to inspect and review his/her education record through a written request submitted to the Admission and Registration Office. If the student finds any information inaccurate or misleading s/he can ask for its amendment. The University will take the appropriate action in light of the evidence or justification presented by the student and will notify the student of its decision.

9. Academic Policies

9.1. The Postgraduate Programme Curriculum

9.1.1. Master of Business Administration (MBA) Programmes

The MBA Programme is designed for students who wish to study a wide range of issues within the aviation, logistics and supply chain, and general management industries respectively. The programme is based on four compulsory core business administration modules that all MBA students need to take. Those four core modules are then followed by four other compulsory specialisation modules in the respective fields of aviation, logistics and supply chain and general management. The programme is concluded by research proposal and Dissertation which all MBA students undertake upon the successful completion of their respective eight modules of study

The programme is structured to assimilate a variety of academic backgrounds and to provide a basic grounding in all aspects of aviation, logistics and supply chain and general management industries. Particular emphasis is given to the use of relevant analytical techniques and an understanding of management skills and current business. A strategic view is taken of the respective industries and the current and future issues are investigated.

Students who successfully complete the programme receive an award from EAU. EAU is responsible for ensuring the standard of the EAU award as per the UAE MoE-HEA requirements.

The curriculum of each MBA concentration is shown in the following pages. Curriculum of the Master of Business Administration (MBA) – Aviation Management

Curriculum of the Master of Business Administration (MBA) – Aviation Management

To qualify for the MBA – Aviation Management award, a student is required to complete a total of 180 CATS Credits at the M Level, as detailed below.

Module		CATS Credit
Code	**Title**	
Core Modules		**60**
EAM05EFA	Financial Analysis for Managers	15
EAM22EKM	Leadership & People Management	15
EAM85BS	Marketing Management	15
EAM28EKM	Project Management	15
Specialised Modules		**60**
EAM01SE	Global Issues in the Airline Industry	15
EAM40SE	Aviation Strategy	15

Code	Title		CATS Credit
EAM81SE	Airport Operations		15
EAM84SE	Airline Operations		15
Dissertation			**60**
EAM08MAA	Research Methods		10
EAM09MAA	Individual Project		50

To qualify for the Postgraduate Diploma in Business Administration – Aviation Management exit award, a student is required to successfully complete 120 CATS Credits at the M Level; comprising of all the taught modules.

Curriculum of the Master of Business Administration (MBA) – Logistics and Supply Chain Management

To qualify for the MBA – Logistics and Supply Chain Management award, a student is required to complete a total of 180 CATS Credits at the M Level, as detailed below.

Module		
Code	**Title**	**CATS Credit**
Core Modules		**60**
EAM05EFA	Financial Analysis for Managers	15
EAM22EKM	Leadership & People Management	15
EAM85BS	Marketing Management	15
EAM28EKM	Project Management	15
Specialised Modules		**60**
EAM31SOR	Logistics Operations	15
EAM32SOR	Logistics Strategy	15
EAM25EMD	Supply Chain Management	15
EAM54EMD	Purchasing Management	15
Dissertation		**60**
EAM08MAA	Research Methods	10
EAM09MAA	Individual Project	50

To qualify for the Postgraduate Diploma in Business Administration – Logistics and Supply Chain Management exit award, a student is required to successfully complete 120 CATS Credits at the M Level; comprising of all the taught modules.

Curriculum of the Master of Business Administration (MBA) – General Management

To qualify for the MBA – General Management award, a student is required to complete a total of 180 CATS Credits at the M Level, as detailed below.

Module		CATS Credit
Code	Title	
Core Modules		**60**
EAM05EFA	Financial Analysis for Managers	15
EAM22EKM	Leadership &People Management	15
EAM85BS	Marketing Management	15
EAM28EKM	Project Management	15
Specialised Modules		**60**
EAM28BSS	International Business	15
EAM34BSS	Strategic Management	15
EAM03EFA	Economic Environment of Business	15
EAM25EMD	Supply Chain Management	15
Dissertation		**60**
EAM08MAA	Research Methods	10
EAM09MAA	Individual Project	50

To qualify for the Postgraduate Diploma in Business Administration – General Management exit award, a student is required to successfully complete 120 CATS Credits at the M Level; comprising of all the taught modules.

The MBA is differentiated from the Postgraduate Diploma only by the Research methods and Individual project modules. PGDip students largely cover all of the individual learning outcomes for the MBA programme. However, they do so at individual module level where the scale of project-based assessments and the research involved is not as extensive as that expected for the Dissertation. The Dissertation serves to integrate knowledge across all of the modules. Differences in learning outcomes between the MBA and PGDip are therefore related to the extent to which these learning outcomes are demonstrated in a single piece of work rather than an explicit difference in the nature of the outcomes.

The dissertation includes a study of research methods and gives students the opportunity to enact a piece of individual research or problem-solving of a strategic nature, thereby demonstrating their competence in applying the concepts and skills acquired during the taught part of the programme (Please refer to the Masters Dissertation Handbook for more details).

9.1.2. Master of Arts (MA) in International Human Resource Management:

This MA in International HRM aims to provide students with an insight into the role an HR Professional and prepare them to pursue careers in HRM. The course will enable students to gain a comprehensive understanding of HR and develop knowledge, skills and expertise that can be applied when working as an HR Professional.

The MA International Human Resource Management programme goals are:

- Create an educational environment that gives access to both academic and industry experience.
- Provide students with the opportunity to deal with complex management issues, demonstrate self-reflection and develop transferable skills in a supportive learning environment.
- Prepare students to make significant contributions to their profession, industry, the economy and society.
- Engage students to further develop intercultural competencies.
- Guide and support students to be professional in their outlook, and be able to exercise responsibility, strategic decision-making skills and sound management and leadership approaches.
- Enable students to demonstrate knowledge and understanding of the principles of consultancy and the theories and practices found in leadership.

Students who successfully complete the programme receive an awards from EAU. EAU is responsible for ensuring the standard of the EAU award as per the UAE MoE-HEA requirements.

The MA Programme Curriculum

The curriculum of each MA IHRM concentration is shown in the following pages.

Curriculum of the (MA) – International Human Resource Management

To qualify for the MA – International Human Resource Management award, a student is required to complete a total of 180 CATS Credits at the M Level, as detailed below.

Modules		
Code	**Title**	**CATS Credit**
Modules common for both PgDip and MA		**120**
EACM06HRM	Leading, Managing and Developing People	15
EACM07HRM	HRM in Context	15
EACM08HRM	Developing Skills for Business Leadership	15
EACM12HRM	International HRM	15
EACM52HRM	Managing and Rewarding Performance	30
EACM55HRM	Applied Learning and Development	30
Dissertation (modules for MA only)		**60**
EAM08MAA	Research Methods	10
EAC7002CRB	Global Professional Development-Consultancy	10
EACM08SMM	Research-based Dissertation	40

To qualify for the Postgraduate Diploma in International Human Resource Management exit award, a student is required to successfully complete 120 CATS Credits at the M Level; comprising of all the taught modules, namely:

EACM06HRM	Leading, Managing and Developing People
EACM07HRM	HRM in Context
EACM08HRM	Developing Skills for Business Leadership
EACM12HRM	International HRM
EACM52HRM	Managing and Rewarding Performance
EACM55HRM	Applied Learning and Development

Awards Name:

MA in International Human Resource Management - ماجستير في إدارة الموارد البشرية الدولية

Exit Award:

Postgraduate Diploma in International Human Resource Management –

دبلوم الدراسات العليا في إدارة الموارد البشرية الدولية

The dissertation includes a study of research methods and gives students the opportunity to enact a piece of individual research or problem-solving of a strategic nature, thereby demonstrating their competence in applying the concepts and skills acquired during the taught part of the programme (Please refer to the Masters Dissertation Handbook for more details).

9.1.3. Master of Science (MSc) in Engineering Business Management:

This Programme aims to prepare students for developing their careers in the areas of Engineering and Business Management. The course introduces students to all the key aspects of managing an engineering company, and to the required fields of general management necessary for a complete portfolio of management skills and knowledge. The educational experience enables the students to achieve an integrated understanding of the operation and strategy of management and to develop appropriate intellectual and personal skills.

The specific course aims are:
1. To provide the framework within which students can develop an analytical understanding of both the functional nature of business and the holistic nature of management.
2. To encourage students to demonstrate their capacity to enact the principles of change management and become effective change agents in organisations.
3. To provide students with the opportunities to develop a range of skills and the ability to apply a variety of management tools and techniques.

4. To stimulate a pro-active approach to organisational issues which illustrates an understanding of the impact of the changing environment and the context within which managers and organisations operate?

5. To develop study and research skills needed to support the effective prosecution of the written, oral and group working aspects of assignments and individual project.

The MSc Engineering Business Management Programme Curriculum

Eight compulsory modules plus a project are needed to attain a Master of Science award. The project, equivalent to four modules, will be normally the last component of the programme. Offered on a part- time and modular basis, this programme is planned to last a minimum of 18 months.

The Programme of Study for MSc in Engineering Business Management:

S	Mandatory Modules		Credits
1	EAM05EFA	Financial Analysis for Managers *	15
2	EAM22EKM	Leadership and People Management	15
3	EAM14EKM	Lean Operations	15
4	EAM25EMD	Supply Chain Management	15
5	EKM69EKM	Engineering Strategy *	15
6	ECM68EKM	Sustainability and Environmental Management Systems	15
7	EAM28EKM	Project Management	15
8	EAM29EKM	Quality Management and 6 Sigma	15
9	EAM08MAA	Research Methods	10
	EAM09MAA	Individual Project	50

Programme Awards Name:

MSc in Engineering Business Management: All the taught modules and the project as listed in the programme of study above (180 CATS credits).

PgDip in Engineering Business Management: All the taught modules as defined in the programme of study above (120 CATS credits).

9.1.4. Master of Science (MSc) in Aerospace/ Mechanical Engineering Programmes:

The **MSc Aerospace Engineering** has been developed to improve upon the fundamental undergraduate knowledge of aerospace/aeronautical students and help mechanical students learn more about the application of their subject to aircraft. The whole aerospace/aviation industry is committed to a more sustainable and a more efficient future. The techniques,

methods and subjects covered in this degree explore the ever-changing industrial environment in more detail.

The programme aims:

- To provide a relevant and useful programme, that can meet the needs of the individual, containing both theoretical and practical subjects within the broad areas of flight dynamics, structures, aerodynamics, materials, sustainable aviation and aerospace-related systems.

- To further the students' skills and knowledge acquired through relevant previous study and experience, to enhance their transferable and professional skills and thereby improve their wider employment prospects;

- To enable students to further develop their analytical, critical communication and presentation skills in the context of their taught modules;

- To familiarise students with contemporary applied and theoretical aspects of the programmes' subject areas to enable them to operate as effective professionals in these areas;

- To provide relevant and topical subject content for personal professional development that promotes good practice in the workplace, relating to subjects within the broad domains of programmes' subject areas.

The **MSc Mechanical Engineering** will enable you to develop your understanding and analytical skills in various mechanical engineering related topics. It provides advanced, postgraduate education in the theory and practice of the specialisation. It includes a broad range of mechanical engineering topics designed to suit the requirements of the region.

The programme aims:

- To develop, learn and apply new theories, concepts and methods in new and challenging situations. To analyse developing technologies and analytical techniques related to Mechanical Engineering.

- To apply mathematical and computer-based models for solving problems in untried areas and environments. To analyse developing technologies and analytical techniques related to Mechanical Engineering, and develop the ability to assess the limitations of particular cases.

- To comprehensively understand the design processes and to generate innovative designs for products, systems, components or processes.

- To analyse and assess commercial risks, management and business practices, associated with the introduction in new situations and environments. To analyse developing technologies and analytical techniques related to Mechanical Engineering technology and their limitations.

- To develop extensive knowledge and understanding of a wide range of engineering materials, manufacturing processes, systems and components in unfamiliar scenarios.

Students who successfully complete the program receive an awards from EAU. EAU is responsible for ensuring the standard of the EAU award as per the UAE MoE-HEA requirements.

The Master Programme Curriculum

Eight compulsory modules plus a project are needed to attain a Master of Science award. The project, equivalent to four modules, will be normally the last component of the programme. Offered on a part- time and modular basis, this programme is planned to last a minimum of 18 months.

Curriculum = 4 Core Modules + 4 Specialisation Modules + Research Methods + Individual Project = (60 credits) + (60 credits) + (10 credits) + (50credits)		
Core Module Titles		**CATS Credit**
EAM10AEE	Computational Fluid Dynamics	15
EAM11EKM	Advanced Engineering Materials and Processes	15
EAM10MAE	Computer Aided Engineering	15
EAM51MAE	Engineering Simulation and Analysis	15
	Total	60

Aerospace Engineering		
Modules		**CATS Credit**
EAM06AEE	Flight Dynamics and Simulation	15
EAM09AEE	Unmanned Aerial Vehicle Systems	15
EAM11AEE	Experimental Methods and Techniques	15
EAM07AEE	Sustainable Aviation	15
		60

Mechanical Engineering		
Modules		**CATS Credit**
EAM12BE	Advanced Structure Analysis Concept	15
EAM22MAE	Stress and Dynamics	15
EAM01MAM	Solar Thermal Energy	15
EAM02MAM	Refrigeration and Air-condition	15
		60

MSc in Aerospace Engineering	MSc in Mechanical Engineering	
Project		**CATS Credit**
EAM08MAA	Research Methods	10
EAM09MAA	Individual Project	50

Programme Awards

MSc in the relative specialisation	All the taught modules and the project as listed in the programme of study above (180 CATS credits).

PgDip in the relative specialisation	All the taught modules as defined in the programme of study above (120 CATS credits).

9.1.5. MSc in Aviation Safety and Aviation Security Programmes:

The Master of Science in Aviation Safety and Aviation Security programme is designed for students who wish to further their knowledge and experience of aviation **safety / security** issues informed by current scholarship practices. The programme aim is to develop in students an integrated and critically aware understanding of **safety / security** issues, technologies and procedures within the aviation industry, and assist them to take effective roles within each respective career.

The areas of aviation security and aviation safety are closely related and the **MSc Aviation Security** / **MSc Aviation Safety** programmes contain five modules that are core to both and deal with common issues such as risk management, human factors, strategy, operations and planning. Fundamentally, however, safety relates to measures that are taken against the threat of an accident, while security refers to protection from threats motivated by hostility or malice. Each programme therefore contains three specialist modules that enable students to consider in depth the different areas of regulations and compliance, design, use of technologies and systems that are associated with these different perspectives. Further specialisation is achieved through the Project which is required to focus on a topic that is aligned with the specialist area.

Students who successfully complete the programme receive an award from EAU. EAU is responsible for ensuring the standard of the EAU award as per the UAE MoE-HEA requirements.

The MSc in Aviation Safety and Aviation Security Programmes Curriculum

Eight compulsory modules plus a project are needed to attain a Master of Science award. The project, equivalent to four modules, will be normally the last component of the programme. Offered on a part-time and modular basis, this programme is planned to last a minimum of 18 months.

Curriculum = 5 Core Modules + 3 Specialisation Modules + Research Methods + Individual Project = (75 credits) + (45 credits) + (10 credits) + (50 credits)		
Core Module Titles		**CATS Credit**
EAM01AS	Aviation Safety and Security Risk Management	15
EAM02AS	Human Factors in Aviation	15
EAM03AS	Air Transport Management and Strategy	15
EAM04AS	Crisis Management and Emergency Planning	15
EAM07AS	Airport and Airline Security Operations	15
	Total	75

Aviation Safety Specialisation	
Safety Module Titles	**CATS Credit**

EAM10AS	Airworthiness	15
EAM11AS	Accident Investigation and Incident Reporting	15
EAM12AS	Aerodrome Safety and Air Navigation	15
		45

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MSc Aviation Safety

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Aviation Security Specialisation		
Security Module Titles		**CATS Credit**
EAM05AS	Aviation Security	15
EAM06AS	Aviation Security Legislation	15
EAM08AS	Aviation Physical Security	15
		45

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MSc Aviation Security

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Project		CATS Credit
EAM08MAA	Research Methods	10
EAM09MAA	Individual Project	50

Programme Awards

- For students to obtain one of the named **MSc Degrees** below, s/he must successfully complete **180** credit hours at M-level in the specified area of study. The awards being:

    - ماجستير علوم - سلامة الطيران **MSc Aviation Safety**
    - ماجستير علوم - أمن الطيران **MSc Aviation Security**

- Students that fail to attain 180 credit points and manage to collect 120 credits hours at M-level in the specified area of study will be awarded an applicable **Postgraduate Diploma** below**:**

    - **PgDip Aviation Safety** دبلوم الدراسات العليا في سلامة الطيران
    - **PgDip Aviation Security**   دبلوم الدراسات العليا في أمن الطيران

The MSc is differentiated from the Postgraduate Diploma only by the Masters Project module. PGDip students largely cover all of the individual learning outcomes for the MSc programme.

9.2. Orientation of New Students

New entrants to the programme attend an induction to familiarise them with the structure and operation of their programme and facilities to support their studies. Students are informed of the graduate academic rules and regulations. They are also provided with an access to an on-line learning management system that makes available materials to support their learning and facilitates communication with the School Dean and teaching staff. The students are also informed of various services offered by the University and the available facilities. Attendance of all new students to the orientation is mandatory.

9.3. Dissertation and Research Methods Induction

The dissertation includes a study of research methods and gives students the opportunity to enact a piece of individual research or problem-solving of a strategic nature, thereby

demonstrating their competence in applying the concepts and skills acquired during the taught part of the programme. After successfully completing five modules and attending the sixth, students are invited to a series of Research Methods (also available on MOODLE) sessions that incorporate an induction to dissertation writing. After successfully completing 8 modules, students are allocated a supervisor who regularly communicates with them to provide guidance. Students are required to submit a research proposal and get a passing mark on it before continuing their dissertation. The Masters Dissertation Handbook provides students with a comprehensive guidance in that respect.

9.4. Interactive E-Learning Policy

9.4.1. Policy Overview

The Interactive E-Learning policy applies to traditional blended modes of delivery to fully e-learning delivery, whether on a temporary or permanent basis. Regardless of mode, Emirates Aviation University (EAU) is committed to delivering the highest quality interactive educational experience to all our students. Unless specified, all EAU policies and procedures apply to every student and programme, irrespective of mode of attendance.

9.4.2. Learning Resources

Each student is provided with a University-run Microsoft Office 365 account, which includes a 50 GB email account, a 1 TB cloud storage OneDrive account, a complete suite of Microsoft Office Pro solutions (Word, PowerPoint, Excel, etc.), and an array of connectivity and collaboration tools under the MS Office 365 suite.

Interactive E-Learning provides EAU with the capacity to deliver a synchronous learning experience requiring students to engage in the programme of learning, regardless of their location. Faculty are also encouraged to record e-learning sessions and provide asynchronous learning for students who may encounter connectivity or scheduling challenges. The key tools currently utilised to support E-Learning are:

Moodle managed learning environment providing learner-centric tools and collaborative learning environments that empower both teaching and learning.

Turnitin is the plagiarism detection software used by students to submit summative assessments to identify similarities with existing sources. It can also be used formatively support students to improve their academic writing**.**

Microsoft Office 365 is the cloud-based suite integrated experience of apps and services, including Word, Excel, PowerPoint and One Drive, the online file storage and sharing app that allows faculty and students to share files.

Microsoft Teams is a unified communication and collaboration platform utilised by EAU to effectively deliver interactive e-learning. It enables faculty and students to create a collaborative class environment enabling faculty and students to engage and connect as they would in a conventional class environment. Faculty can have face-to-face interaction with

students, share teaching materials, facilitate group discussions, and monitor student engagement and attendance.

Kahoot is a free audience response system used to deliver quizzes to review students' knowledge and understanding. It can be used in class or as part of a formative e-learning strategy.

CodePost is a free tool that can be used to support e-learning by enabling faculty to provide feedback on student programming work, both automated feedback (tests) and manual feedback (annotations directly on code)

MOSS 'Measure of Software Similarity' is an automatic system for determining the similarity of programmes. It enables faculty to objectively check all programmes solutions for evidence of plagiarism.

Our **Learning Resources Centre** also provides students with access to electronic library resources to support e-learning and complement the e-resources provided as part of the programme of learning.

9.4.3. Learning Support

All faculty and students involved with e-learning programmes are provided with personal training and technical support to ensure they have the necessary equipment, software, communications tools and internet connectivity to effectively engage with e-learning. EAU IT Department provide this training and support to ensure all e-learning students have the required skills to succeed in their programme of learning. Technical support is provided in person, online and by telephone.

EAU provides one model of support for all students, regardless of mode. We are committed to providing high-quality academic advising to assist students in the development and pursuit of academic objectives consistent with their life goals and the available opportunities at the University. Each student has direct access to an academic advisor, who focuses on subject-related issues and advice. The academic advisor has particular expertise in the programme specialisation (major). Academic advising is delivered by faculty members who maintain office hours and are available for students during the scheduled office hours. In addition, faculty will engage with students out with office hours if required

Admission to EAU carries with it the expectation that both on campus and e-learning students will conduct themselves as responsible members of the University community, that they will comply with the established rules and regulations of the University, maintain high standards of honesty and integrity, and respect the rights, privileges, and property of other members of the University community.

This Student Handbook provides on-campus and e-learning students with a guide to help them understand the services and facilities available to support them during their studies. It offers guidance on an extensive number of topics including their rights and obligations as an e-learning student of Emirates Aviation University.

9.4.4. Learning Environment

The EAU IT Department oversee the supply, periodic maintenance, upgrading and development of the e-learning environment. The EAU IT Department co-ordinates with other departments and the Schools through the Academic Computer Services Committee and through other ad hoc committees, which may be formed in special cases, to ensure that the e-learning environment meets the requirement of the University.

9.4.5. Programme Delivery

All programmes delivered at EAU have the same learning outcomes, and require equivalent academic rigor and quality of student performance, irrespective of the mode of delivery.

Students are given advanced notice if any element of their e-learning module or programme requires their physical presence on campus. Our interactive approach to e-learning provides students with a similar learning experience to those who engage in an entirely face-to-face mode. All modes require students to engage in their learning experience and synchronous learning enables faculty to ensure student participation through an active and supportive learning environment.

EAU Student Academic Integrity Policy expects every student to act responsibly in all their academic pursuits. They must adhere to the highest standards of academic integrity in all their work and should not attempt to violate the academic integrity rules.

The Student Staff Ratios maintained by EAU are the same for every mode of attendance to ensure the effective participation of all students, and to encourage and support interaction among students and between students and faculty.

9.4.6. Professional Services

All students, regardless of whether they follow a fully face-to-face, blended or fully e-learning mode of delivery are subject to the same EAU programme admission criteria.

E-learning students are permitted to access the same Student Services offered to on-campus student, however, it may be necessary to provide the e-delivery of some services where the student in unable to be physically present on campus.

10. Rules and Regulations

A compact version of these regulations is provided in Appendix A below.

11. EAU Staff Directory

The full EAU staff directory is also available and updated regularly on the EAU website.

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Appendix A: Master Regulations

Master Regulations:

Maximum Duration of Studies
(A.2.1)

Students may normally be registered for a particular taught Masters programme for a maximum of three years (full time) and five years (part-time).

Attendance
(A.2.2)

All graduate students shall be subject to the same regulations, regardless of the mode of attendance unless specific provision is made to the contrary.

Taught Masters Programmes: students must attend a minimum of 75% of the direct contact time of each module. Failing to attend 25% of the classes in any module without an exceptional reason will result in the student failing that module.

Interruption of Studies
(A.2.3)

Students may apply to interrupt their studies for a maximum period of twelve consecutive months under the procedure notified. The period of interruption shall be included within the maximum registration period for the award. A student returning from a period of interruption of studies shall be subject to the Regulations that apply to the cohort being joined. Marks attained up to the point of interruption shall stand.

Withdrawal from a Masters Programme
(A.2.4)

a)   Students may withdraw from their masters taught programmes with uncompleted modules at any point through its delivery. In such cases it is the student's responsibility to inform the University of the Withdrawal through the procedure notified. The date of withdrawal shall be taken as the date on which the School Dean signed the form; retrospective withdrawal dates shall not be accepted. All marks attained up to the time of withdrawal shall stand, and the student may re-enroll for the programme in later years if appropriate. The refund policy stated in A2.7 will apply with its penalty implications.

b)   A student who has not formally withdrawn from a programme by the specified deadline, and who does not complete the required assessments shall be recorded as "Absent". The attempt shall count as a failure and shall be recorded on official documentation.

c)   A student who wishes to withdraw from his/her programme of study must complete the appropriate Withdrawal Form and submit it to the Admission and Registration Office.

d)   No consideration will be given to a refund until the Withdrawal Form is received by the Admission and Registration Office and all the required approvals are obtained. The withdrawal form can be submitted by the student, his/her parent or sponsor.

e) No refund will be made to students, who are suspended or expelled from the University due to disciplinary action.

Change of Concentration
(A.2.5)

All changes of concentration named awards require the prior approval of the appropriate Programme Coordinator and the School Dean respectively. Core modules are transferrable and do not incur extra cost when a student changes concentrations. A change of concentration will incur extra cost as per the applicable module fee when the student has completed specialised modules that are not transferrable to other concentrations.

Withdrawal/Transfer from a Module
(A.2.6)

a) Students may transfer to another available module at any time up to a quarter of the way through its delivery. This is subject to the approval of the Programme Coordinator, which must be obtained in advance through the notified procedure informing Registrar to be included in the attendance list.

b) Students may withdraw from a module with no completed assessments three-quarters of the way through the module. In such cases it is the student's responsibility to inform the University of the Withdrawal through the procedure notified filling and signing a student withdrawal form (for part-time taught Masters Programmes the period of withdrawal is within six weeks of the total 8 weeks module period).

c) A student who has not formally withdrawn from a module by the specified deadline and who either did not attend the examinations or has not submitted the required assignment by the final deadline (six weeks for part-time taught Masters Programmes modules) shall be recorded as "Absent". The attempt shall count and the average shall be calculated and recorded on official documentation.

Refund Policy
(A.2.7)

- The Application and Registration fees are non-refundable.

- Withdrawal after registration – Students must pay AED 20,000 plus the tuition fees of each module attended.

The same policy will apply to those students availing of the salary deduction scheme wherein the total amount due will be continuously deducted from salary or settled in the final pay in case of resignation.

Assessment
(A.3)

A student shall be deemed to have passed a taught module or project module on obtaining an overall module mark of 50% or more, subject to any criteria specified in the course definitive documentation as to how the mark is to be calculated (e.g. by specifying the relative weighting of coursework, examination or other components) and any other conditions (e.g. the minimum marks to be required in each component); marks between 49.5% and 50% inclusive shall be regarded as 50% for these purposes.

In modules with more than one component, there may be provision for a compensation band to enable good performance on one component to offset failure in another component. In such cases, the minimum mark required is 45%, and such criteria must be specified in the approved module descriptor.

Reassessment
(A.4)

A student may be reassessed by reset without re-registration in any failed module that has not specified an attendance requirement.

Reassessment of any taught module shall normally be carried out by the same combination of written examination, coursework etc.; as in the first attempt. Re-sitting of any taught module described to be based on 100% coursework, shall be carried out by a single coursework assignment out of 100% regardless if the module had an in- class tests/presentation coursework component in the first attempt.

Referral in any Masters Project module may be allowed at the discretion of the Examinations Board. Normally, such referral shall only be allowed when the Board is satisfied that there is evidence that the student concerned is likely to complete the programme of study successfully. The Board shall nominate a principle supervisor who will, on its behalf, specify the work required for the student to achieve a pass mark.

Where a module (described to have an Examination component) is failed and reassessment is permitted, all components with a mark below 50% must be reassessed; the mark in any passed component shall be carried forward and combined with the reassessed component.

Reassessment of a module or component shall be restricted to one attempt. This must normally be completed within the reset period associated with the academic year in which the module was studied and failed.

> A student may opt not to undergo a reassessment by informing the University via the procedure notified. No other reassessment shall be permitted and the fail mark(s) shall stand. This does not preclude a student registering to repeat a module (see A7.5).

A student shall not be permitted to be reassessed in any module or component that has

received a pass mark.

If a module (described to have an Examination component) is failed, all components with a mark below 50% must be reassessed; the mark in the other component shall be carried forward and combined with the reassessed component.

Any module component failed at the first attempt and passed at the second attempt shall carry the higher of the reassessed or original mark. Any module failed at the first attempt and passed at the second attempt shall carry a maximum mark of 50%. The original module mark (i.e. before reassessment) shall be used in any calculation for Distinction or Merit. Deferred first assessments shall be treated as a first attempt.

A student who fails to achieve 50% in the dissertation but achieves between 40% and 50% may be referred by an examination board; this means that the examination board will refer the case to a Chairs' action who delegates a supervisor that will advise the student in which areas the work is deficient and provide an opportunity to resubmit the work. Once the supervisor is satisfied that the changes were appropriately carried out, the student is awarded a 50% pass mark by a Chairs' action and without the need for a new full examination board being held at the notified yearly schedules.

Students who achieve less than 40% on their dissertation may be reassessed by preparing a new dissertation title. The reassessment is restricted to one attempt within 12 months following the original failure. The reassessed mark is capped at 50%.

Repeating periods of study
(A.5;)
A student who has failed a module with a specified minimum attendance requirement or who has not succeeded in redeeming previous failure via reassessment, may register, if eligible, to repeat the module(s) at the next available opportunity (and normally within one year of the original failure).

Complete reassessment in all components shall be required with the original marks not being taken forward or recombined with the repeat marks. In repeating a module, the student shall be eligible for reassessment as set out in A7.4 above. This right is subject to the module or equivalent still being offered by the University

Normally, only one repeat opportunity shall be permitted for any module.

Students who are repeating a module due to previous failure shall have the lowest module mark in any attempt used to determine the calculation or for Merit or Distinction. Students who are undertaking a deferred repeat shall be considered as making a first attempt (see A7.6). No further reassessment shall be permitted for a module repeated due to previous failure (see A7.4.5).

Students may not repeat a module to improve marks in a previously passed module.

Deferrals for extenuating circumstances and late submissions
(A.6)

Students who submit work for assessment or who sign the examinations attendance slip are declaring themselves fit to be assessed and no subsequent claim for extenuating circumstances shall normally be accepted.

Any student has the right to draw the attention of the University to personal extenuating circumstances which seriously impair his/her ability to undertake an assessment, and to request deferral of the assessment. Requests for deferral on grounds of extenuating circumstances may only be made using the procedure notified, and must be accompanied by verifiable and current third party evidence and a letter from the appropriate academic member of staff. No request for deferral shall be considered after the date for work submission or examination date has passed unless there are wholly valid and exceptional reasons (such as physical incapacity due to a serious accident).

All applications for deferral of assessments shall be considered by the Graduate Council for approval.

Deferred assessments and repeat periods of study shall be treated as a first attempt.

Coursework submitted up to 1 week after the due date for submission lose 10% of the mark. Coursework submitted after 1 week and within week 2 lose 20% of the mark. Coursework submitted more than 2 weeks after the due date shall be awarded a fail grade on the assessments concerned. If a student is unable to submit a coursework by the specified date because of mitigating circumstances, s/he may request an extension of up to three weeks from the Graduate Council. The Graduate Council can consider evidence of mitigating circumstances, e.g. illness but NOT work commitments.

Students who fail to submit work for assessment or attend examinations shall be deemed to have failed the assessments concerned.

The deferral procedure is not an appropriate measure in respect of permanent or long- term conditions or situations. Students experiencing special long term difficulties arising from changes in their personal, medical or work circumstances may apply to interrupt their studies for up to two twelve months according to the procedure notified. The period of interruption shall be included within the maximum registration period for the award. A student returning from a period of interruption of studies shall be subject to the Regulations that apply to the cohort being joined. Marks obtained up to the point of interruption shall stand.

Awards
(A.7)

A student who obtains 120 credits at level M within the terms of an approved programme shall be eligible for the award of the University's named Postgraduate Diploma. A student who does not meet the requirements of the Masters named award, but who meets the credit criteria for a Postgraduate Diploma, may be awarded a named Postgraduate Diploma.

A student who obtains 180 credits at M level within the terms of an approved programme including the required Masters Project module shall be awarded a Masters degree.

Merit and Distinction
(A.8)

Awards for a Postgraduate Diploma (or equivalent) may be made with Distinction or with Merit under the following circumstances (CU – 7.10.1):

a) A student who achieves at the first attempt an average of at least 70% in the 90 credits worth of M-level modules with the highest marks shall be eligible for a Postgraduate Diploma with Distinction;

b) A student who achieves an average of at least 60% but less than 70% under the above calculation shall be eligible for an award with Merit;

c) Unless explicitly approved by the Chair of Academic Board as an exception to the above provisions, all Postgraduate Diplomas are available with both Distinction and Merit;

Awards for Taught Masters programmes may be made with Distinction or with Merit under the following circumstance, subject to A7.9 and A7.8.2 c).

a) A student who, at the first attempt, achieves an average of at least 70% in the 150 credits worth of level M modules with the highest marks taken in a Masters programme shall be eligible for the award of a Masters degree with Distinction;

b) A student who achieves an average of at least 60% but less than 70% under the above calculations shall be eligible for an award with Merit;

c) Unless explicitly approved by the Chair of Academic Board as an exception to the above provisions all taught Masters Programmes are available with both Distinction and Merit.

d) Exceptionally, an Examinations Board may consider recommending a student with an average of less than 70% for an award with Distinction, or a student with an average of less than 60% for an award with Merit.

Regulation of Assessment

EAU maintains the standard of the award as per the UAE MoE-HEA requirements.
The main role of the Examination Board would be to approve and finalise students' grades; and to approve the eligibility of the appropriate students' awards. The Examination Board takes place three times a year at EAU and is chaired by the Vice-Chancellor of EAU. Prior to the examination board, an internal moderation of assessments is carried out by the lecturing staff at the institution responsible for the delivery of the module. A second Board moderation precedes the actual Examination Board meeting. During this pre-Board moderation, other appropriate academic staff will also scrutinise assessments and review samples of the completed assignments and all dissertations to assess comparability of delivery and performance with students.

Modification of results
(A.9)

e) Any entitlement to a Merit or Distinction may be set aside by an Examinations Board following a case of cheating; the Examinations Board may also, in such circumstances, fail a student who has otherwise satisfied the conditions for the award concerned.

f) Module results are tentative until approved by an Examination Board. Once approved by a Board, module results cannot be academically modified by usual notified moderation procedures any longer.

Appendix B: Inter-Library Loan

Inter-Library Loan

The Library has established ILL/ Document Delivery Services with UAE University Alain.

An informal ILL agreement has been drawn up through the document delivery service at UAE University. The ILL services are restricted to journal articles from print and non-print resources. However books are excluded from ILL.

The requests through EAU Library are sent and received electronically and in most cases requests would be fulfilled in a day or two.

The list of resources available through the UAEU in Al-Ain:

- Academic Search Complete
- American Chemical Society Web Editions
- American Geophysical Union
- American Museum of Natural History Research Library
- American Physical Society Journals
- American Physiological Society
- American Society for Biochemistry and Molecular Biology
- American Society for Clinical Pathology
- American Society for Microbiology
- American Society of Tropical Medicine and Hygiene (ASTMH)
- American Statistical Association Publications
- Annual Reviews
- ASPET Journals
- Bentham Science Publishers OA
- BioMedCentral Open Access
- BioOne Open Access Titles
- Blackwell-Synergy Free Collection
- Business Source Complete
- Cambridge Journals Online
- Compendex
- Ebrary Academic Complete Subscription Collection
- Electrochemical Society Digital Library
- Emerald Journals
- Emerald Management 150
- Emerald Management 95 (Emerald Fulltext) (Emerald Fulltext 1999)
- GreenFILE
- IEEE All-Society Periodicals Package (ASPP)
- IngentaConnect
- JSTOR Arts & Sciences I Archive Collection
- JSTOR Arts & Sciences II Archive Collection
- Mary Ann Liebert Online
- Nature Journals Online
- Nature Open Access
- New England Journal of Medicine
- Oxford Journals
- Oxford Open
- Oxford Reference Online: Premium

- PROLA - Physical Review Online Archive
- Public Library of Science (PLoS)
- PubMed Central
- PubMed Central Canada (Full Participant titles)
- Reference Global
- Regional Business News
- SAGE Premier 2007
- ScienceDirect Freedom Collection 2010
- ScienceDirect Journals
- SIAM Journals Online
- SpringerLink Contemporary (1997 - Present)
- UAE University Catalog
- University of Chicago Press Journals
- Wiley-Blackwell Full Collection

(ACS) American nical Society Journals	Provides access to full text articles to more than 30 journals published by American Chemical Society journals.
lemic Search Complete	Multi- disciplinary database providing abstracts and indexing with full text for many scholarly journals as well as popular press.
AccessMedicine	A clinical library that provides access to 42 core medical ebooks needed for clinical decision making. Quickly narrow down a search by resource, topic or browse the A-Z index for the complete text and illustrations with frequent content updates. Note
AgEcon	Searchable database of full-text reports of scholarly research in the field of agricultural and applied economics.
Agricola	Compiled by the National Agricultural Library of the U.S. Department of Agriculture this database indexes materials (journals, thesis, reports..) relating to all aspects of agriculture.
AGRIS	AGRIS is the international information system for the agricultural sciences and technology, covers material related to agriculture in the widest sense (fisheries, forestry, economics, nutrition).
American Physical Society	Provides access to journal published by the American Physical Society
merican Society of Civil Engineering Journals	The Civil Engineering Database covers ASCE documents published since 1975. It provides references to all the ASCE journals, conference proceedings, books, standards, manuals, magazines, and newsletters.
American Statistical Association	
AnatLine	An anatomical image database that can be searched or browsed via the index.
rt & Humanities Citation Index	Indexes 1,144 of the world's leading arts and humanities journals, as well as covering individually selected, relevant items from over 6,800 major science and social science journals and includes all cited reference captured from indexed articles.
ASH image bank	Produced by the American Society of Hematology to serve as a comprehensive reference and teaching tool. The images are presented in a digital, case-based format that allows both the images and text to be searched, cross- referenced, and hyper-linked to other cases as well as other educational resources.

Avery Index	indexes more than 1,000 periodicals published worldwide on archeology, city planning, interior design, and historic preservation, as well as architecture.
Bartleby	A comprehensive public reference library containing a searchable database of reference, verse, and classic literature
BioMed Central	BioMed Central publishes original, peer-reviewed research in all areas of biomedical research, with immediate, barrier-free access for all.
BMJ Journals	Unlimited access to 23 titles in the BMJ collection, including titles such as Gut, Heart, Thorax, British Medical Journal, which are all leaders in their field.
BMJ Learning	Offers a wide range of learning resources, commissioned buy the BMJ Publishing Group to provide a continuing education website for medical professionals. The 270 learning issues deal with everyday issues in primary care and hospital medicine.
ness Source Complete	provides full text for nearly 3,600 scholarly business journals, including full text for nearly 1,050 peer-reviewed business publications. Coverage includes virtually all subject areas related to business.
dge Journals Online	Searches all Cambridge University Press journals available online and provides full-text access to the journals which the Libraries Deanship has subscription. To see the subscribed journals, click on "Browse Subscribes Journals" from the "Browse Journals" pull-down menu .
r gene map online	Global analysis of microarray data provides a hypothesis-generating tool for cancer by Charles Q. Choi. Information for the project extracted from the Stanford Microarray Database and the Whitehead Institute Center for Genomic Research.
CARIS	Information about current and past worldwide research projects in or for developing countries in agriculture and related subjects.
CDC prevention guidelines database	Site provides access to over 400 guidelines and recommendations of the CDC for the prevention of diseases, injuries, and disabilities. Topics range from AIDS to zoster.
Clinical Evidence	Summarises the current state of knowledge and uncertainty about the prevention and treatment of clinical conditions, based on thorough searches and appraisal of the literature.
Cochrane library	Consists chiefly of 4 databases: Cochrane database of systematic reviews (CDSR); Database of abstracts of reviews of effectiveness (DARE); Cochrane controlled trials register (CCTR); and Cochrane review methodology database (CRMD).
CogPrints	An electronic archive of papers related to the study of cognition, including such areas as psychology, neuroscience, linguistics, many areas of computer science, philosophy, biology, medicine, and anthropology. Full text access to archived material is provided.
CRIS	information on ongoing and recently completed research projects in agriculture, food and nutrition, and forestry supported by the United States Department of Agriculture.
Current bibliographies in Medicine	Published by the National Library of Medicine, this series provides bibliographies on a number of specific topics in biomedicine that have had a good deal of popular interest.
DARE (Database of Abstracts of Reviews of Effectiveness)	Contains over 4000 abstracts of quality assessed and critically appraised systematic reviews focusing on the effects of interventions used in healthcare.

Directory of open access journals	Includes information on FDA-approved small molecule drugs, biotech drugs, nutraceuticals, and experimental drugs. Information for each drug includes the two- and three-dimensional structure, the generic and brand names, the amino acid sequences of target proteins, and other information.
nformation Bridge	Provides access to full text of research and development reports from the United States Department of Energy, covers physics, chemistry, materials, biology, environmental sciences, energy technologies, engineering, computer and information science, renewable energy, and other topics.
Dxplain	A computer programme designed to provide quick, easy access to a large database of signs and symptoms of different diagnoses, and to remind the user of disorders which might, in part, explain a set of clinical features entered by the user. DXplain is intended for use as a medical education and reference system and should not be used to make a medical diagnosis or to replace the judgment of a physician.
Earthquake Engineering Abstracts	Covers the literature of earthquake engineering and hazards mitigation, Produced by the National Information Service for Earthquake Engineering (NISEE), USA.
Ebrary	The ebrary database includes more than 60,000 full-text electronic books and reports from more than 200 major academic publishers. The collections cover topics in business, computer science, economics, education, engineering, history, the humanities, and the social sciences. In addition to full-text search capabilities, ebrary provides advanced tools for creating a personal reading list, highlighting text, and making annotations.
Econbase	Searchable database of articles in 32 Elsevier economic journals includes abstracts for past issues.
Econlit	Provides indexing and abstracting of a wide range of economics-related literature.
Education – line	Education-line is a freely accessible database of the full text of conference papers, working papers in the field of education and training. It has mostly (but not exclusively) British material .
EduSearch	EduSearch database contains more than 230 educational periodicals and hundreds of conferences and scientific symposia. It covers what was published in Arabic periodicals in the field of Education since 1950 till now.
Emerald	Provides Online access to over 100 Emerald journals. Subjects covered include management, HRM, marketing, librarianship, mechanical engineering, electronic and electrical engineering.
Engineering Village 2	Provides abstracts and citations for engineering and technical literature published worldwide from over 2,600 journals, conference proceedings, technical reports and monographs.
Entrez cross- database search	Entrez is a retrieval system for searching several linked databases. It provides access to: PubMed: The biomedical literature (PubMed); Nucleotide sequence database (GenBank); Protein sequence database; Structure: three-dimensional macromolecular structures; Genome: complete genome assemblies; PopSet: Population study data sets; Taxonomy: organisms in GenBank; OMIM: Online Mendelian Inheritance in Man.
Eric	ERIC is the premiere indexing and abstracting source for education and related disciplines. The database contains more than 950,000 abstracts of documents and journal articles on education research and practice.

Eric Digests	Provides full text to short reports (1,000-1,500 words) on topics of prime current interest in education. The digests are targeted specifically for teachers, administrators, policymakers, and other practitioners.
Food Science and Technology Abstracts (FSTA)	provides access to the world literature on every aspect of food science, food products and food packaging, for all commodities. FSTA covers 1800 scientific journals as well as patents, books, conference proceedings, reports, pamphlets and legislation.
Geography	Indexes over 2000 primary geographical research journals; also indexes books, monographs, reports and theses. Areas covered include all areas of human and physical geography including demography, conservation, environment and international development issues
GlobalBooks in Print	Provides bibliographic information for over 5 million books, audio books, and video titles. Includes information on availability of titles from distributors and wholesalers, as well as information on out of print and forthcoming titles
GreenFILE	A freely accessible research database focusing on the relationship between human beings and the environment, with well-researched but accessible information on topics ranging from global warming to recycling to alternative fuel sources and beyond. Comprised of scholarly and general interest titles, as well as government documents and reports. The total number of records is approximately 295,000, and full text is provided for more than 4,600 records from open access titles.
Hadith Finder	The Hadith Finder is a searchable database of thousands of Hadiths from 9 important scholarly works of Hadith Ulema.
ICD9CM indexes	Software for viewing words and codes in ICD9, an international classification system which groups related disease entities and procedures for the purpose of reporting statistical information.
E/IET Electronic Library (IEL)	Provides full-text PDF access to more than two million documents from over 1.6 million authors, including: 151 IEEE journals, magazines and transactions, 25 IET journals and magazines, IET conference titles, Proceedings from over 900 IEEE and IET annual conferences and more than 2,100 approved and published IEEE standards in key technology fields, with the option to add draft standards.
Index to legal Periodicals & Books	Indexes articles from more than 760 legal periodicals and more than 2000 law books. It covers all areas of jurisprudence, including recent court decisions, new legislation, and original scholarship.
Informa Healthcare Medical Ebooks Collection	Over 185 Medical Library Core Collection Titles published between 2008 and 2009.
ournal Citation Report (JCR)	Journal Citation Reports is a unique resource for journal evaluation, using citation data drawn from over 8,400 scholarly and technical journals worldwide. Journals in the areas of science, technology, and social sciences are covered in JCR.
al of American statistical Association	
rnal of Business and Economic Statistics	

Jstor	JSTOR is a unique database that contains back issues of nearly 280 scholarly journals in many different subject areas as economics, history, political science, sociology, humanities, sciences and social sciences. The most recent 2-5 years of the published journals are not available in this database .
LexisNexis Academic	Provides access to a wide range of news, business, legal, and reference information in full-text. Court cases and statutes from all federal and state jurisdictions are included
LISTA	Information Science & Technology Abstracts (LISTA) is a free resource to anyone interested in libraries and information management. This world- class bibliographic database provides coverage on subjects such as librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. LISTA indexes nearly 600 periodicals plus books, research reports, and proceedings.
LWW Doody's Essential Collection 2009	A collection of 50 medical and health sciences texts published by Lippincott Williams & Wilkins that are included on Doody's latest list of titles essential to a health sciences library collection.
MagillOnLiterature	Provides critical analyses and brief plot summaries of the most studied works in the history of literature. Includes information from 31 reference sets including 5 Masterplots titles, 14 Masterplots II titles, the 5-volume Cyclopedia of World Authors [rev. 3rd ed.], the 5-volume Cyclopedia of Literary Characters [rev 3rd ed], 10 years of Magill's Literary Annual, and Magill Book Reviews.
Mathematics Zentralblatt Math	Provides a comprehensive coverage of the international mathematical research literature. Coverage includes reviews of articles from more than 2,300 journals and serials, as well as books and conference proceedings.
MDConsult	MDConsult Core Collection includes the full text of 50 medical reference texts, 78 journals, more than 1000 practice guidelines, 3500 patient education handouts, and prescribing information for over 30,000 medications. Additional features include: Today in Medicine, What Patients Are Reading, In This Week's Journals, Clinical Topic Tours, Drug Updates, CME and Student Union (with practice case studies). **Coverage:**- **Access:**UAEU **(Full Text)**
MEDLINE / PubMed	MEDLINE / PubMed is the United States National Library of Medicine's (NLM) premier bibliographic database providing citations to biomedical literature in the following fields: medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences. **Coverage:** - **Access:**Free
MEDLINEplus	MEDLINEplus brings together authoritative information from NLM, the National Institutes of Health (NIH), and other government agencies and health-related organisations. Pre-formulated MEDLINE searches are included in MEDLINEplus and give easy access to medical journal articles. MEDLINEplus also has extensive information about drugs, an illustrated medical encyclopedia, interactive patient tutorials, and latest health news.
Merriam-Webster's Collegiate Dictionary	The leading online dictionary, Merriam-Webster's Collegiate Dictionary contains more than 75,000 definitions, including pronunciation guides and word histories.

a Astrophysics Data System	Astrophysics Data Systems (ADS) consists of four searchable databases containing almost 4 million records: Astronomy and Astrophysics, Instrumentation, Physics and Geophysics, and preprints in Astronomy. Include links to scanned images of over 40,000 journal articles appearing in the major astronomy and astrophysics journals.
Ncjrs	contains summaries of more than 140,000 publications on criminal justice, including Federal, state, and local government reports, books, research reports, journal articles, and unpublished research.
Odlis	Online Dictionary of Library and Information Science is a hypertext reference resource for library and information science professionals, university students and faculty, and users of all types of libraries.
OMIM	A database of human genes and genetic disorders containing textual information, pictures, sequence and reference information.
OvidSP	Journals covering Clinical Medicine (23), Behavioral and Social Sciences (13), Life Sciences (1), and Nursing (2).
rd Journals Online	Provides full-text online access to 307 electronic journals published by the Oxford University Press. Disciplines covered are humanities, social sciences, and the sciences.
d Reference Online	Includes over 1 million entries across 25 subject areas ~ everything from architecture to zoology. It offers the very best in quick reference information together with authoritative, in-depth articles by world-famous authors. It also offers excellent functionality, and a wide range of additional material such as maps, illustrations and timelines.
xford University Press medical collection	Covers 52 full text journals with 10 years of immediate back files. Included in the collection are prominent ranked number one journals such as Brain, Family Practice, JNCI, and Health Policy & Planning.
Philosophical Research Online	Includes indexing of about 20 online philosophy journals, 2 encyclopedias and 2 dictionaries. Searchable and Browsable by topic, author, and journal title.
Popline	Provides indexing and abstracts from books and journals and other materials for worldwide coverage of population, family planning, and related health issues.
Population Index	Provides journal articles, serial publications, working papers and other materials on population topics.
ProQuest Dissertations and Theses	The official digital dissertations archive for the Library of Congress and the database of record for graduate research. PQDT — Full Text includes 2.4 million dissertation and theses citations from around the world from 1861 to the present day together with 1 million full text dissertations that are available for download in PDF format.
PsycINFO	provides access to international literature in psychology and related disciplines. Unrivaled in its depth of psychological coverage and respected worldwide for its high quality, the database is enriched with literature from an array of disciplines related to psychology such as psychiatry, education, business, medicine, nursing, pharmacology, law, linguistics, and social work.
PubMed (MEDLINE)	MEDLINE / PubMed is the United States National Library of Medicine's (NLM) premier bibliographic database providing citations to biomedical literature in the following fields: medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

PubMed central	The National Library of Medicine's (US) digital archive of life sciences journal literature. Access to the full text of articles in PMC is free, except where a journal requires a subscription for access to recent articles.
al Business News	A collection of full-text newswires that incorporates business news information from various regional and worldwide sources. Information provided by these sources covers business, economic, political and other diverse international news events.
ence Direct (Elsevier)	Offers access to over 2000 scientific, technical & medical peer-reviewed journals, covers a wide variety of subject areas and disciplines, including: Biochemistry, Biological science, Business and Marketing, Chemistry, Earth Sciences, Economics, Engineering, Environmental Sciences, Mathematics, Microbiology, Physics, Social Sciences.
Scirus	Searchable database of scientific resources found on the Web.
Social Science Research Network	composed of a number of specialised research networks in the social sciences. It contains information on over 70,100 scholarly working papers and forthcoming papers.
Springer clinical medicine collection	Contains 210 selected full-text journals dedicated to provide users with the most recent information and techniques in clinical medicine.
Toxnet	Collection of factual and bibliographical databases on oxicology, hazardous chemicals and related areas.
UAE Ministry of Health - Statistics Archive	Summary statistic available for years 2001 through 2006. Not all years are available in English.
Ulrich's International Periodicals Directory	Provides detailed information on serials published throughout the world. It covers all subjects, and includes publications that are published regularly or irregularly. It also provides purchasing and contact information for over 900,000 publishers in the world.
UNdata	Provides access to hundreds of statistical series for all countries and areas of the world, with descriptions of the international sources and methods used in compiling the data.
United Nations Official Document System (ODS)	ODS is the electronic repository for official documents published by the United Nations. The full text of documents is accessible in PDF or word processing format in all official languages of the United Nations--Arabic, Chinese, English, French, Russian and Spanish.
Unstats	Provides access to hundreds of statistical series for all countries and areas of the world, with descriptions of the international sources and methods used in compiling the data. The series can be accessed alphabetically, by sources or by topics. For each series international sources and definitions of terms are given.
Verse Finder	The Verse (Aya) Finder is a searchable database of the Holy Quran.
Visible human server	Allows users to view three dimensional models of human anatomy. In addition to viewing, you can rotate and extract cross sections from models.
Web of Knowledge	Provides multidisciplinary bibliographic access to scholarly journals. Consists of three separate databases: Science Citation Index Expanded, Social Sciences Citation Index, and Arts and Humanities Citation Index. Also includes Journal Citation Reports.
Web of Science	Includes Arts & Humanities Citation Index, Social Sciences Citation Index, and Science Citation Index. Contains the references cited by the authors of the journal articles they cover. A cited reference search enables you to find papers that cite a published work that you already know. In addition to cited reference searching, you can search by topic, author, or title.

Wiley Online Library	provides online full text access to 1400 journals. The journals cover a wide variety of disciplines including the health sciences, life sciences, medicine, physical sciences, psychology and the social sciences.
World Health Organization (WHO)	The WHO website offers: a health topic index, health reports, publications on travel and health, information concerning its projects and programmes across the globe, and statistical information
www.emiratilaw.com (English)	With the launch of the Emirati Legislations Encyclopedia in English language the reader will follow up and be updated of the Emirati legislations immediately upon issuance in English language for the first time on the Web Site, through translation from the Arabic official source.
www.mohamoon-uae.com (Arabic)	Provides reliable services to lawyers, advocates, legal counselors and others of similar competencies, through compiling the UAE legislations, schedules and amendments thereof and the legal commentaries and the likes, respectively in only one electronic encyclopedia of legislations. This encyclopedia is the first to be issued in the UAE or abroad as for comprehensiveness (inclusiveness), updating, and the easy multi-choices search and surfing. The source of this electronic Encyclopedia is the state official Gazette.

Document History

Version No	Date	Update Information	Approved By:
V 1.0	October 2017	Manual was created.	Vice-Chancellor
V2.0	January, 2021	**New policies developed based on 2019 Ministry Standards:** ▪ 7.1 Learning Support Services ▪ 7.9 Student Accommodation ▪ 9.1 Student Dress Code ▪ 9.2 Misconduct ▪ 12 EAU Staff Directory **Existing policies reviewed:** ▪ Introduction pages *(pictures updated)* ▪ 7.10 Catering *(few amendments)* ▪ 8.3 Car Park *(few amendments)* ▪ Section 9.6 Complaint Proceedings and Grievances *(added including academic dismissal)* ▪ Added section 10.4 Interactive E-Learning Policy	Vice-Chancellor
V2.1	December, 2021	**New policies added:** ▪ 5.2 Print Resources ▪ 5.3 E-Resources ▪ Staff Directory updated as per the EAU Website	Vice-Chancellor
V2.2	January, 2022	▪ Sections 5.1 and 7.1 (updated the working hours to Monday – Friday)	Vice-Chancellor
V2.3	May, 2022	Changed the School name in the Staff Directory (Section 11) from "School of Aviation Studies and Business Management" to "School of Aviation and Business Management"	University Council
V2.4	Oct, 2022	▪ Update manual with new academic year 2022-2023 ▪ Updated section 11 Staff Directory ▪ Changed the School name in the Staff Directory (Section 11) from "School of Aviation and Business Management" to "School of Business Management"	Vice-Chancellor