ARAB AMERICAN UNIVERSITY

Student Guide Book

2016-2017
Palestine
Arab American University

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About us

The Arab American University of Jenin (AAUJ) is the first private Palestinian university and was founded in the year 2000. It started in collaboration with California State University, Stanislaus (CSU), which lent its support and advice on the preparation of academic plans, their development and implementation. AAUJ provides quality education for Palestinian and international students and aspires to be a leader in Palestinian higher education. AAUJ has made impressive strides towards the development of educational facilities and laboratories in a vibrant setting. It adopts a distinct, unique education system with a wide range of demand-based academic programs offering diversified education. The necessity-motivated programs are meant to acquaint graduates with the skills, qualifications and knowledge needed to develop independent thinking and entrepreneurship aptitudes in order to contribute to the overall, sustainable national development. To this end, AAUJ recruits the brightest professionals, scholars and researchers from Palestine and abroad- an approach that diversifies and enriches the sources of education and transfers the latest achievements in science and technology.

AAUJ prides itself of being a leading academic institution that is always present in local, regional and international academic forums. It is also an active member of the Association of Arab Universities, the Federation of Islamic Universities and the Association of Private Universities.

AAUJ administration and staff work relentlessly to provide a satisfactory learning environment bolstered by extracurricular activities. Thus, it deals rationally with challenges and seize available opportunities, so as to adapt, grow and understand change in a rapidly-evolving society. Equally important, AAUJ is consistent with applying International Quality Standards and by doing so, it got the ISO certificate (ISO9001:2008)

This is a brief overview of AAUJ mission and philosophy, strategic goals, structure, faculties and programs, students, services, policies and procedures as well as about its administration to help you feel at home. It is a guide about AAUJ resources and where to find them. At AAUJ we are welcoming you and committed to helping you have a successful, pleasant and productive experience in our modern campus.
Mission and Philosophy

AAUJ is committed to serve its immediate community and Palestinian society in particular and humanity at large through a process of knowledge transfer and creation augmented by an academic core of values: excellence of education, academic integrity, diversity, creativity and innovation in applied and engaged research, horizontal cooperation, freedom of speech and thought, tolerance, critical and lateral thinking and strategic outlook, which are indispensable components for fulfilling careers in today’s fast-paced, ever-changing environment. Hence, AAUJ strongly believes that its students and graduates are the shapers of the present and the leaders of the future. This can be achieved through:

**Academic Excellence:** This involves utilizing a Quality Management and Enhancement (QME) system that identifies areas to be upgraded so as to build the capacities of students and staff members: English language proficiency for both students and faculty members, the use of information technology in teaching and learning, setting up a staff development unit, creating a student-guiding system, and updating students of latest events through the Alumni Club.

**Scientific Research:** This entails promoting scientific research through getting students fully involved; effective management of internal support of research initiatives, so as to enhance cooperation with national, regional and international universities; raising funds for research projects; offering more graduate programs; promoting sabbatical leaves; keeping the teaching load within international standards; providing financial incentives for researchers who have obtained external funding; stimulating participation in international conferences; and fostering the exchange of faculty members from local universities.
**Sustainability and Financial Autonomy**

AAUJ is duty-bound to draft and implement an actual budget. Therefore, it works relentlessly to achieve a surplus to be invested in professional academia headhunt as well as in carrying out development and infrastructure projects. To achieve financial autonomy and sustainability, the university seeks to increase the number of new students, offers new programs and sets up income-generating centers such as the counseling centers, medical facilities, recreation facilities, a community hospital and students’ hostels and guesthouses.

**Administration**

The University has a number of academic and administrative boards tasked with making sure that the academic and administrative work is up and running smoothly as well as laying the foundations and instructions that ensure proper functioning.

**The Board of Trustees**

The Board of Trustees crafts the necessary policies, develops the financial plan and promotes the outstanding academic atmosphere.

**The University Council**

The University Council is consisted of the following: The university president, vice presidents and assistants, faculties’ deans, a representative from each faculty, two administrators, two representatives of the local community and a representative of the Students Union. The Council enacts the general policy of the University in a way that guarantees quality education and meets the needs of the Palestinian national development.
Council of Deans
The Council of Deans is consisted of the university president, vice presidents and assistants and the deans of the faculties. The Council is authorized and entrusted to implement the academic programs within the established standards and policies. It also makes the decisions needed to implement the academic-related regulations.

Faculty Councils
Each Faculty Council is made up of the dean, the heads of academic departments in each faculty and a representative from each academic department. Each Faculty Council reviews and promotes the academic and administrative affairs of the respective faculty; liaises between academic departments in the faculty as well as between the faculty and other faculties of the University. The Council provides policy recommendations to the Council of Deans.

Department Councils
Each academic department has a council encompassing all the academic staff members of that department. The Councils are tasked with tackling the academic and administrative issues of the departments and providing the faculty councils with policy recommendations. The department councils also develop syllabi and assess student’s performance. They also endeavor to build the capacities of the departments’ staff members.
Admission and Registration Deanship

The Admission and Registration Deanship (ARD) is the first and last station for students of the university, starting from the admission process until students graduate and take their certificates. ARD keeps the academic records of all students, issues graduation certificates and other official documents and provides students with the admission requirements and helps them in making their decision about which academic program to choose, as well as application procedures and requirements for obtaining the degree.

In particular, the ARD assumes the following tasks:

**In particular, the ARD assumes the following tasks:**

1. Receiving applications from prospective students and providing guidance for new entrant students.
2. Keeping a tally of students’ academic profiles (including transcripts and certificates).
3. Drafting schedules for academic courses offered and implementing academic plans.
4. Preparing the final exams schedule.
5. Providing students with transcripts and academic documents on a rolling basis and upon request.
6. Receiving student transfers and translating transfer students’ credentials into AAUJ’s equivalents.
7. Keep students’ formal records and transcripts.
8. Providing new entrant students with all the necessary instructions for obtaining the bachelor’s degrees, as well as the systems in place upon the completion of registration procedures.
9. Producing lists of student names on the honor list and those expected to graduate.
10. Issuing credentials.
Admissions

Applying to AAUJ is the first step toward your rewarding future. Whether you’re applying as a freshman or a transfer student, we’re always there to answer your inquiries.

- AAUJ receives applications in the Fall, Spring and Summer Terms every year.
- Admission to AAUJ is competitive and subject to availability of space in the particular program. The admission standards are:

1. Students wishing to join AAUJ should have obtained the General Certificate of Secondary Education or its equivalent, with an average allowing the student to join the intended program.
2. Students are accepted competitively according to their total grades in the General Certificate of Secondary Education:

   - A minimum of 80% for the faculty of dentistry (scientific route only)
   - A minimum of 80% for engineering (scientific and industrial routes)
   - A minimum of 65% for IT.
   - A minimum of 65% (scientific route) and a minimum of 70% (humanities route) for occupational therapy in the Faculty of Allied Medical Sciences.
   - A minimum of 65% for the faculty of law.
   - A minimum of 65% (in the scientific route) or 80% (humanities route) for nursing.
   - A minimum of 65% in all other majors (pursuant to the route).

3. High School certificates obtained in other countries will have their averages worked out according to the regulations of the University Council.
4. Starting from 2013, students can apply online. For more information, please visit: www.aauj.edu

You can pay for the online application with cards purchased from certain agents. The names of these agents are listed on the admission page of the University website.
Registration Procedures

1. Log on to www.aauj.edu/apply
2. Purchase an admission card (for bachelor’s or master’s programs or graduate diploma in teaching).
3. Fill in the online application form and upload the required documents www.aauj.edu/apply
4. Once you are accepted, you receive instructions on the admission procedures.
5. Once you submit your official documents, you receive a letter of acceptance and information on interviews (if needed), placement test and important deadlines.
6. When booking a seat, you are informed of the placement test date, and the Deanship of Student Affairs issues you a student’s card.
7. Sitting for the placement test
8. Receiving your courses schedule.
Academic system and credit hours load
The normal course load for a full-time student during any long semester (spring or fall) is considered to range from 12-19 credit hours. Such a load allows students the opportunity to complete the requirements of the bachelor’s degree in eight semesters, save for Communication Engineering and Computer Systems Engineering (ten semesters) and Dentistry (ten semesters and four summer sessions).

English Placement Test
As English is intended to be the language of instruction for almost all programs, the English Placement Test has been designed in such a way that allows a proper assessment of students’ level of English in order to find out what level of English the newly-admitted students already have and to decide which language courses are most appropriate for them. The test, held in the first semester of enrolment, is designed to determine students’ level of English in all language skills. The exam assesses the entire spectrum of language ability. As such, the test places students on a level matching their performance: Beginner, Intermediate, Advanced or Pass. A score of 500 in the TOEFL is equivalent to ‘Pass’.
Students whose score only allows them to take a beginner course can only register 12 credit hours in the first semester, while those with an intermediate level or above are allowed to register 15 credit hours.

Tuition Fees
Now that you have been accepted at AAUJ, you’ll need to take two important steps to complete the enrollment process. First, you need to pay the seat reservation fees which is considered an installment for your first semester tuition fees. Second, you have to pay the outstanding balance within a month of your enrollment. Seat reservation fees for different faculties and facilities are detailed below:
# A. Seat Reservation

<table>
<thead>
<tr>
<th>Reservation Fees</th>
<th>Faculty Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 JD</td>
<td>Administrative and Financial Sciences, Law, Engineering and IT, Arts and Sciences Allied Medical Sciences</td>
</tr>
<tr>
<td>1000 JD</td>
<td>Communication Engineering, Computer Systems Engineering, Nursing and Occupational Therapy</td>
</tr>
<tr>
<td>2500 JD</td>
<td>Dentistry</td>
</tr>
<tr>
<td>600 JD</td>
<td>Geographic Information System, Sports Sciences</td>
</tr>
<tr>
<td>500 JD</td>
<td>Educational training Diploma</td>
</tr>
</tbody>
</table>

Seat reservation fees is considered as part of the semesters tuition fees, and the student shall pay the outstanding balance within one month upon receiving her/his schedule.
### B. Other fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIS 200</td>
<td>Application card</td>
<td>Upon obtaining the application card</td>
</tr>
<tr>
<td>JD 45</td>
<td>Health insurance</td>
<td>Per Academic year (20 JD for each semester and 5 JD for summer terms)</td>
</tr>
<tr>
<td>45 JD</td>
<td>Registration fees</td>
<td>Per semester</td>
</tr>
<tr>
<td>5 JD</td>
<td>Internet access fees</td>
<td>Per semester</td>
</tr>
<tr>
<td>5 JD</td>
<td>University ID fees</td>
<td>Per academic year</td>
</tr>
<tr>
<td>2 JD</td>
<td>Student fund</td>
<td>Per semester</td>
</tr>
<tr>
<td>100 JD</td>
<td>Refundable deposit</td>
<td>Paid once and refunded upon graduation</td>
</tr>
<tr>
<td>30 JD</td>
<td>Placement test</td>
<td>Paid once</td>
</tr>
<tr>
<td>One credit our fees according to the credit our price for the student</td>
<td>Lab fees</td>
<td>Paid when registering «Intermediate English» or «Advanced English».</td>
</tr>
</tbody>
</table>
C. Students who register for ‘Beginning English’ should pay a sum of JD 150 as fees regardless of their major.
D. The fee of any complementary course for Begrut certificate is JD 150.
E. Seat Reservation Fees’ Refund:
1. In case that you submit a request of withdrawal, the Finance Department refunds the fees after deducting a sum that varies in line with the time of withdrawal:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Time of withdrawing - according to academic calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>withdrawing before classes start</td>
</tr>
<tr>
<td>40%</td>
<td>withdrawing within the first week of classes</td>
</tr>
<tr>
<td>60%</td>
<td>withdrawing within the second week of classes</td>
</tr>
<tr>
<td>100%</td>
<td>withdrawal after the end of the second week</td>
</tr>
</tbody>
</table>

Note: Fees per credit hour are fixed for all semesters including the summer semester. In the summer semester, students shall not receive any internal financial aid (high school average discount is excluded). Students will lose any financial aid or scholarship if their GPA was less than 1.67.
2. If the student drops a course after the “add and drop” period (withdrawal with grade ‘W’), he/she loses his/her right for refund.
3. If, for any reason, a course is repeated (regardless of how many times), student shall pay the fees according to the high school average discount.
4. You need to pay 150 NIS as a transfer application fees (transferring from your major to another).
5. If you change your major to one with higher fees, you will pay the difference between fees of credit hours you have already done and the fees of the credit hours of the new major (all the courses that will appear in your new major’s transcript).
6. If you register a number of courses that are not included in your curriculum, you will pay the credit hour fees according to high school average discount.
Girls’ Dormitory
Living in AAUJ campus is a great way for you to get connected, meet friends, and be involved. To that end, AAUJ Dormitory offers a number of housing options for girls:
Note: An additional fees of JD 100 is paid as a security deposit. This is refundable upon leaving the dormitory.

**Dormitory fees refund policy**
You are subject to the following deductions in accordance with the time of withdrawal:
-20% of the fees if the student leaves before classes start
-40% of the fees if the student leaves within the first week of classes
-100% of the fees if the student leaves after the beginning of the second week of classes.

<table>
<thead>
<tr>
<th>Room</th>
<th>Rate (per semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Double occupancy room</strong></td>
<td>JD 500</td>
</tr>
<tr>
<td><strong>Suite</strong></td>
<td>JD 687</td>
</tr>
<tr>
<td><strong>Single occupancy room</strong></td>
<td>JD 812</td>
</tr>
</tbody>
</table>
Credit Hours- By Faculty

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentistry</td>
<td>210</td>
</tr>
<tr>
<td>Allied Medical Sciences</td>
<td>141-145</td>
</tr>
<tr>
<td>Nursing</td>
<td>139</td>
</tr>
<tr>
<td>Sciences</td>
<td>128-132</td>
</tr>
<tr>
<td>Arts</td>
<td>135-128</td>
</tr>
<tr>
<td>Administrative and Financial Sciences</td>
<td>128</td>
</tr>
<tr>
<td>Engineering and Information Technology</td>
<td>163-132</td>
</tr>
<tr>
<td>Law</td>
<td>134</td>
</tr>
</tbody>
</table>

Academic Regulations

1. A student whose cumulative grade-point average (GPA) falls below 1.67 (in a term rather than the summer) shall receive an Academic Warning, and they must clear the warning by raising their GPA to the required standard. For more information on warning and academic dismissal, see ‘rules of awarding the bachelor’s degree’ on the university webpage.

2. Students are placed on the honor list in a regular semester (at least 15 credits) if they obtain a Semester Point Average (SPA) of 3.67 (the courses with the grade ‘P’ are not part of the course load).

3. Students are placed on the President’s Honor List in a regular semester (at least 15 credits) if they obtain a Semester Point Average (SPA) of 4 (provided they have received no probation).

4. Students are placed on the Dean’s Honor List in a regular semester (at least 15 credits) if they obtain a Semester Point Average (SPA) of 3.67, with a minimum C+ for each course taken (provided they have received no probation).

5. Students placed on the President’s Honor List or the Dean’s Honor List (the student must also rank first in the particular faculty) shall receive a stipend with a value set by the Council of Deans.

6. Students are not allowed to be absent more than 20% of the total Cr.Hrs for each course. If any student is absent more than 20% with or without an excuse he/she will be considered W “withdrawn” from that course and it will be registered electronically at the academic records.
Learning Resources
Whatever the subject you are studying, you can find that the learning facilities at AAUJ are designed to encourage innovative ways for you to learn. Our vibrant learning centers are at the heart of AAUJ’s campus life. They offer an inviting and secure environment for learning and teaching.

Library
The AAUJ Library caters to research workers, students, lecturers, students from other universities and the professional public. The library stocks more than 65,000 titles (in different languages) which are accessible for reference and borrowing. Library users have access to global scholarly work through electronic information database with a wide range of journals.

The Library (located in the IT Building, 3rd floor) combines a refined modern design with state-of-the-art technology to provide an inspirational place to study, featuring a study hall with internet access, making it easy to study and do research. The library team are friendly, always ready to extend help and give advice. Electronic library and databases can be accessed through http://eservices.aauj.edu/lib/
Laboratories
AAUJ students enjoy labs equipped with high quality equipment, enabling them to experience a professional research environment. These labs mainly include dentistry labs (prosthetic dentistry, conservative treatment, patient simulators and a multi-purpose lab); dental clinics for students; chemistry labs; biology labs; physics labs; computer labs; biochemistry labs; media labs; languages labs; Allied Medical Sciences labs (anatomy, hematology, clinical chemistry laboratory, histology, molecular biology, genetics, microbiology, parasitology, research, physiotherapy, occupational therapy, medical radiology and nursing).

English Language Center
The Language Centre at AAUJ offers general English programs throughout the year. The courses offered are designed to help students develop their English and academic study skills. AAUJ seeks to provide the best level of English instruction through hiring competent faculty members (both native speakers of English as well as Palestinians majoring in TEFL) and adopting modern, eclectic pedagogical methods in language teaching. English language Center incorporates four English language laboratories (that can accommodate up to 100 students); two of which use multimedia technology, to bring students’ English language up to the level needed at the university.
**Dental Center**
The Dental Center, first of its kind in Palestine, is the first fruit of a larger medical center, hopefully a teaching hospital in the near future. The Center is run by a group of professors, dental specialists and highly qualified nurses and technicians.

**Deanship of Student Affairs**
The Deanship of Student Affairs’ primary focus is to create a positive environment that fosters successful university life outside of the traditional classroom. It involves five departments:

1. Department of Student Services attends to issues related to student services including: student ID cards, arrested students, female students dorm, excuses of absences and late arrival, and student’s lockers rent.
2. Department of Loans and Financial Aid conducts social surveys and manages loans provided by the Ministry of Education and Higher Education, needy students fund, and external aid and grants (overseen by a committee comprising a number of university staff and professors and chaired by the Dean of Student Affairs).
3. Department of Arts and Cultural Activities is in charge with nonacademic student activities such as arts and culture. It also supervises university art galleries and mounts external exhibitions. The Department oversees the Dabka band, the theater, photography club, chorus, sports and athletics.
4. Department of Sports Activities is in charge of all sports related activities including soccer, volleyball, basketball, tennis, ping-pong, etc
5. Department of Students Follow-up and Representation handles issues related to student council, as well as students clubs and blocks.

In addition to these departments, there is a social worker tasked with students’ social and psychological counseling.
Facilities and Services

Medical Clinic and Health Insurance
AAUJ provides obligatory health insurance for all students in addition to a medical clinic that provides complete medical out–patient services to university students and employees. The medical clinic is equipped with medical analysis laboratory, physiotherapy laboratory, occupational therapy laboratory as well as medical imaging apparatus.

Dormitory
AAUJ provides its female students with a well-equipped dormitory which contains 110 rooms. Female students can choose a double occupancy room, a single occupancy room or a suite. This dormitory is managed and supervised by the Deanship of Students Affairs.
**Sports courts**
AAUJ provides on-campus sports facilities for basketball, football, volleyball, handball and tennis. In addition, state of the art stadium (according to FIFA standards and conventions) and gymnasium are erected to cater for our students. These facilities are managed and supervised by the Department of Student Activities.

**Catering**
AAUJ cafeterias serve the staff and the students with different types of meals as well as hot and soft drinks.

**Bookshops**
There are many bookshops around the campus that sell textbooks and other stationaries.

**Internet and Photocopying Services**
On-campus internet services are available and provided via a number of computer labs (including internet services in the dormitory). Photocopying centers are also available to cater for students’ academic and personal needs.

**Bookshops**
There are many bookshops around the campus that sell textbooks and other stationaries.
University Requirements
To obtain a bachelor degree from AAUJ, every student should successfully complete the following requirements (in addition to the faculty and departmental requirements):

1. **Obligatory university requirements (14 credit hours):**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate English*</td>
<td>2</td>
</tr>
<tr>
<td>Advanced English*</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>Arabic Language</td>
<td>3</td>
</tr>
<tr>
<td>Palestinian Studies</td>
<td>3</td>
</tr>
<tr>
<td>Community Service**</td>
<td>1</td>
</tr>
</tbody>
</table>

* Students are waived for studying these courses if they score 500 or higher in the TOEFL or 6.0 in the IELTS.
** Students must do at least 100 hours of voluntary work as a community service during their studies at AAUJ. This is a prerequisite for graduation.
2. Elective requirements (9 credit hours)

<table>
<thead>
<tr>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern Arab Thought</td>
</tr>
<tr>
<td>Archeology</td>
</tr>
<tr>
<td>Hebrew Language</td>
</tr>
<tr>
<td>German Language</td>
</tr>
<tr>
<td>Development Management</td>
</tr>
<tr>
<td>Intro. to Business Administration</td>
</tr>
<tr>
<td>Current World Issues</td>
</tr>
<tr>
<td>Islamic Culture</td>
</tr>
<tr>
<td>Law in our Life</td>
</tr>
<tr>
<td>Integrity, transparency, and accountability in</td>
</tr>
<tr>
<td>fighting corruption</td>
</tr>
<tr>
<td>Democracy and Human Rights</td>
</tr>
<tr>
<td>Nutrition &amp; Food Security</td>
</tr>
<tr>
<td>Home Gardening</td>
</tr>
<tr>
<td>Fine Arts</td>
</tr>
<tr>
<td>Energy Resources &amp; Use</td>
</tr>
<tr>
<td>Public Health</td>
</tr>
<tr>
<td>Humans &amp; the Environment</td>
</tr>
<tr>
<td>History of Civilization</td>
</tr>
<tr>
<td>Jerusalem: Civilization and History</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>French Language</td>
</tr>
<tr>
<td>History of Science</td>
</tr>
<tr>
<td>Physical Education</td>
</tr>
<tr>
<td>Israeli and Zionism Studies I</td>
</tr>
<tr>
<td>Israeli and Zionism Studies II</td>
</tr>
<tr>
<td>Anthropology</td>
</tr>
<tr>
<td>International Relations</td>
</tr>
<tr>
<td>Civil Society Organizations</td>
</tr>
<tr>
<td>Science, Technology, and Society</td>
</tr>
<tr>
<td>Political Science</td>
</tr>
<tr>
<td>Critical Thinking</td>
</tr>
<tr>
<td>First Aid</td>
</tr>
</tbody>
</table>

Faculties and Academics

AAUJ offers 33 undergraduate programs in eight faculties: dentistry (the faculty also offers residency in Orthodontics), allied medical sciences, Nursing, sciences, arts (it offers four diploma certificates), administrative and financial sciences, engineering and information technology, and law. In addition to ten MA programs, nine masters programs and one high diploma.
<table>
<thead>
<tr>
<th>Faculty</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentistry</td>
<td>- Dentistry and oral surgery</td>
</tr>
<tr>
<td></td>
<td>- Residency in Orthodontics</td>
</tr>
<tr>
<td>Allied Medical Sciences</td>
<td>- Medical Laboratory Sciences</td>
</tr>
<tr>
<td></td>
<td>- Medical Imaging</td>
</tr>
<tr>
<td></td>
<td>- Environment and Community Health</td>
</tr>
<tr>
<td></td>
<td>- Health Sciences:</td>
</tr>
<tr>
<td></td>
<td>* Physical Therapy</td>
</tr>
<tr>
<td></td>
<td>* Occupational Therapy</td>
</tr>
<tr>
<td>Nursing</td>
<td>- Nursing</td>
</tr>
<tr>
<td>Sciences</td>
<td>- Mathematics and Statistics (Major or with minor in computer science)</td>
</tr>
<tr>
<td></td>
<td>- Mathematics/ minor in Education</td>
</tr>
<tr>
<td></td>
<td>- Biology and Biotechnology</td>
</tr>
<tr>
<td></td>
<td>- Physics (Major or with minor in computer science)</td>
</tr>
<tr>
<td></td>
<td>- Chemistry</td>
</tr>
<tr>
<td>Arts</td>
<td>- English Language</td>
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<td></td>
<td>- English Language / minor in Education</td>
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<td>- Arabic Language and Media</td>
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<td>- Education / elementary Education</td>
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<td>- Sports Sciences</td>
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<td>- Education Diploma:</td>
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<td>* Science teaching</td>
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<td>* English Language teaching</td>
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<td>* Arabic Language teaching</td>
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<td>* Mathematics teaching</td>
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<tr>
<td>Law</td>
<td>- Law</td>
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<td>- Jurisprudence and Law</td>
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</table>
| Administrative and Financial Sciences | - Accounting  
- Business administration  
- Marketing  
- Finance and Banking  
- Human Resources Management  
- Operation Management: Health Care & Hospitals Management, Management Information System (MIS) and Hostelry |
| Engineering and Information Technology | - Telecommunications Engineering TCE  
- Computer System Engineering CSE  
- Computerized Information Technology CIT  
- Computer Science CS  
- Geographic Information Systems (GIS)  
- Multi-media Technology MMT |
| Graduate Studies | - Master in Applied mathematics  
- Master in Business Administration  
- Master in Commercial Law  
- Master in Computer Science  
- Master in Conflict Resolution  
- Master in Quality Management  
- Master in Strategic Planning and Fundraising  
- Master in Physics  
- Master in English Literature and Intercultural Communication  
- High Diploma in Oral Implantology |
Faculty of Dentistry
The Faculty of Dentistry offers students the chance to study Dentistry and oral surgery program and Residency in Orthodontics program.

The Academic Programs the Faculty offers are:
1. Bachelor Degree in Dentistry and Oral Surgery. (210 Credit Hours)
2. Residency in Orthodontics after finishing the bachelor degree. (48 Credit Hours)
Faculty of Allied Medical Sciences

The Faculty of Allied Medical Sciences offers several programs that focus on professional disciplines and medical technology. The Faculty is staffed with highly-qualified faculty members (PhD and MA holders), in addition to professional technicians who keep themselves updated on scientific research through regular consultation with medical service providers, institutions and industry.

Academic Programs
The Faculty of Allied Medical Sciences offers programs leading to the bachelor’s degree in the following majors:

1. Medical Laboratory Sciences (137 Credit Hours)
2. Medical Imaging (134 Credit Hours)
3. Environment and Community Health (137 Credit Hours)
4. Health Sciences:
   a. Physical Therapy (138 Credit Hours)
   b. Occupational Therapy (142 Credit Hours)
Faculty of Nursing

The Faculty of Nursing offers an advanced academic program that leads to a bachelor degree in Nursing with the best and most current devices and facilities.

Academic Programs:
1. Nursing (139 Credit Hours)
Faculty of Sciences

The Faculty of Sciences offers a number of graduate and undergraduate programs. In addition, the Faculty provides courses for several obligatory and elective university requirements from different faculties. As such, it is the AAUJ’s home of teaching and research in the humanities, sciences and languages.

**Academic Programs**
The Faculty of Sciences offers programs leading to the bachelor’s degree in:
1. Mathematics and Statistics/ Major or with minor in computer science. (128 Credit Hours)
2. Mathematics/ minor in Education. (128 Credit Hours)
3. Biology and Biotechnology. (132 Credit Hours)
4. Physics/ major or with minor computer science. (132 Credit Hours)
5. Chemistry. (132 Credit Hours)
Faculty of Arts

Academic Programs
The Faculty of Arts offers programs leading to the bachelor’s degree in:

1. English Language. (128 Credit Hours)
2. English Language/ minor in Education. (131 Credit Hours)
3. Arabic Language & Media. (135 Credit Hours)
4. Education (Basic Elementary Education). (130 Credit Hours)
5. Sports Sciences. (134 Credit Hours)
6. Education Diploma. (33 Credit Hours)
Faculty of Administrative and Financial Sciences
The Faculty of Administrative and Financial Sciences is a large faculty providing a range of programs. The curriculum is designed to prepare students to be leaders in the public and private sectors institutions.

Academic Programs
The faculty offers programs leading to the bachelor’s degree in:
1. Accounting (128 Credit Hours)
2. Human Resources Management (129 Credit Hours)
3. Business Administration (128 Credit Hours)
4. Marketing (128 Credit Hours)
5. Finance and Banking (128 Credit Hours)
6. Operations Management:
   a. Management Information Systems (MIS): 128 Credit Hours
   b. Hospital Management and Health Care Services (128 Credit Hours).
   c. Hotel and Tourism. (129 Credit Hours)
Faculty of Engineering and Information Technology
The Faculty of Engineering and Information Technology develops courses in close consultation with industry and professional bodies to ensure that graduates are armed with the range of skills employers in the local market are looking for. Of course, the challenge is not in using information technology, but in the ability to keep pace with the latest findings in this science. In order to meet the needs of the market, the Faculty has introduced distinct technology-based geometric programs.

Graduates of this Faculty are well-prepared to contribute to the development of engineering and information technology systems. In collaboration with the most renowned national companies, graduates are trained on the latest findings in industries of hardware and software. These graduates have proved competent whether in the business world or in graduate scholarly work at European and American universities.

Academic Programs
The Faculty of Engineering and Information Technology offers several programs leading to the bachelor’s degree in:

1. Telecommunications Engineering (162 Credit Hours)
2. Computer Systems Engineering (163 Credit Hours)
3. Computer Information Technology (133 Credit Hours)
4. Computer Science (134 Credit Hours)
5. Multi-Media Technology (133 Credit Hours)
6. Geographic Information Systems (GIS): (132 Credit Hours)
Faculty of Law

The Faculty offers an undergraduate program and an MA program in law, both are distinct and in line with the highest national, Arab, regional and international standards in the field of law. These two programs are subject to internal periodical assessment.

To help students from 1948 land pass the Israeli Bar Exam, the Faculty of Law now offers two courses (Legal Terminology in Hebrew and Israeli Law) especially designed to meet the needs of students from 1948 land.

**Academic Programs in the Faculty of Law**

The Faculty of Law offers two BA programs, namely:

1. Law (134 credit hours).
2. Islamic Jurisprudence and Secular Law (134 credit hours).

For any further information, please see faculties study plans. You can visit the University webpage www.aauj.edu, or claim the plan from your Dean’s Office.
Faculty of Graduate Studies

A step forward, AAUJ laid the foundation stone of the graduate programs through the establishment of the Deanship of Graduate Studies, originally a supplementary channel of the undergraduate programs. Today, the undergraduate studies and the graduate studies work together to realize the goals of AAUJ. After an in-depth examination of the market, the AAUJ decided to launch some local market demand-based graduate programs.

The Deanship of Graduate Studies has turned into the Faculty of Graduate Studies with two departments: Natural & Applied Sciences Department and Humanities & Administrative Sciences Department.
Academic Programs in the Faculty of Graduate Studies

1.1. Natural & Applied Sciences Department offers the following MA programs:

A. Applied Mathematics (36 Credit Hours)
B. Computer Science (36 credit hours)
C. Physics (36 Credit Hours)
D. High Diploma in Oral Implantology (30 Credit Hours)

2.2. Humanities & Administrative Sciences Department offers the following MA programs
A. Commercial Law (36 Credit Hours)
B. Business Administration (36 Credit Hours)
C. Conflict Resolution. (36 Credit Hours)
D. Strategic Planning and Fundraising (36 Credit Hours)
E. English Literature and Intercultural Communication (36 Credit Hours)
F. Quality Management (36 Credit Hours)
**Admission Requirements**
Prospective students must meet the following minimum academic requirements:
1. Have obtained a Bachelor’s degree from an accredited university with ‘C’ grade (Good) or higher.
2. Willing to sit for oral or written admission exams, or an interview.
3. Upon acceptance, the candidate may be asked to take some prerequisites courses.
4. For the High Diploma in Oral Implantology program, the applicant must possess a practicing certificate along with the above requirement.

**Graduation Requirements**
1. Student must pass a minimum of 36 credit hours (with a minimum of 3.0 as CPA passing grade) and pass the comprehensive exam or the thesis defense.
2. The maximum duration of study is 6 semesters (the summer session is not counted). The Graduate Council can extend this period pursuant to regulations.
3. Fulfilling any additional requirement designated by the University/Faculty/Department.
**MA Degree Tracks**

1. Thesis Track: Students who take this track must prove that they have found a staff member willing to supervise their thesis. In addition, the students wishing to take this track must submit a letter to the effect that they want to change their track from comprehensive (the default track) into the thesis track. This track requires the students to complete 30 credit hours of coursework (with a CPA of 3 or higher) and 6 credit-hour thesis, as well as successfully defending their thesis.

2. Comprehensive Exam Track: The main requirement of this track is the successful completion of 36 credit hours of coursework (with a CPA of 3 or higher) and passing the comprehensive exam which is held twice a year.

<table>
<thead>
<tr>
<th>Item</th>
<th>Fees (in JD)</th>
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<tbody>
<tr>
<td>Application Fees</td>
<td>50</td>
</tr>
<tr>
<td>Refundable Insurance (paid once)</td>
<td>200</td>
</tr>
<tr>
<td>Registration Fees (Fall and Spring)</td>
<td>150 per semester</td>
</tr>
<tr>
<td>Registration Fees (Summer)</td>
<td>70 per semester</td>
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<tr>
<td>Internet Fees</td>
<td>20 per semester</td>
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<tr>
<td>Library Fees</td>
<td>20 per semester</td>
</tr>
<tr>
<td>Credit Hour tuition fees</td>
<td>100 - 220 /credit hour</td>
</tr>
<tr>
<td>Thesis defense/comprehensive exam fees</td>
<td>200</td>
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</table>

For more information, please see the graduate bylaws and regulations, as well as the graduate study plan.