CONTRACT MANAGEMENT AND ADMINISTRATION

CMAD

Professional Diploma Schedule 2020

January 9 - March 31
COMMUNICATION WITH ESS

To ensure effective communication, ESS will notify participants of any updates or announcements through a variety of channels, so participants should check their email, SMS messages, the ESS website and the ESS Facebook page regularly.

Participants who are not receiving notifications from ESS or have changed their contacts should send their ESS ID and current mobile number to pfpr@aucegypt.edu
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Professional Diploma

• Contract Management and Administration (CMAD)

Requirements

The CMAD professional diploma includes six courses, divided between required and elective classes. Each course is made up of 36 hours of instructions, 6 of which for final project and final exams. Candidates must complete the required classes, but electives may be selected from a group of courses offered. To complete the requirements for any of the professional programs, the candidate must successfully complete the six courses. To earn two professional certificates, 12 courses must be taken. At the end of some of these programs, the candidate must present an acceptable final project. The certificate requirements may be completed in two semesters (one year), but could take up to three years. Some professional programs are also available via e-learning.

*The 36 hours in the online courses include various activities, for example, recorded sessions, live interactive sessions, projects, and exams.

Method of Instruction

Course material is in English; however, a mix of English and Arabic instruction is used in classes (On-campus Courses) or interactive sessions (Online Courses) to facilitate communication between instructors and course participants. Courses blend a variety of instructional tools including case studies, interactive discussions, visual aids and practical sessions.
Drop Policy

Participants are permitted to drop/add classes until January 21, 2021. (Refer to Refund Policy)

Refund Policy

Refunds are made according to the following schedule:

- Before the beginning of classes: full tuition refund
- From the first week of classes (January 9) until the end of the second week (January 21): 50 percent of tuition
- After the end of the second week no refunds will be made.

The refund request should be supported by the original receipt, course material and a copy of the national ID. Refunds are processed within a month of receiving a request, and the participant will receive a check in their name for the refund amount.

Study Period Extension

Professional programs usually take three years to complete. However, participants who are faced with hardships or situations beyond their control should present proper documentation to justify their cause. Each case will be closely examined by ESS. In all cases, only one semester of study may be extended.
Incomplete Policy

Deadline for incomplete requests: March 17, 2021. Participants who miss the specified deadline or stop attending/following the course without informing ESS will have an “F” grade.

Professional Programs participants who attended a course but are unable to complete its requirements because of exceptional circumstances may ask for an incomplete grade of “I”. The participant must submit an official document supporting the request. The Incomplete grade is given with the approval of the course instructor, who will submit an incomplete grade form to the ESS office.

The form should include the following information:
1) Reason for the incomplete
2) Sections of the course that are missed and need to be completed.
3) Action necessary for the removal of the incomplete grade, which must be completed by the end of the following semester.

The participant must make the necessary arrangements with the course instructor to complete the outstanding course work before the start of the examination period of the following semester, whether the student is enrolled at ESS or not. In completing the outstanding work, the participant must not register again for the incomplete course. If necessary action is not taken on time, the incomplete grade “I” will be changed to a grade estimated on the basis of the work already completed as part of the course. An administrative fee of 25 % of the total course fee will be charged to participants seeking incompletes.

Incomplete grades may be given only in the following circumstances:

• The participant’s work to date indicates he would be passing the course.
• The incomplete is not given as a substitute for a failing grade.
• Attendance has been satisfactory through at least 60 percent of the semester.
• An illness or other exceptional circumstance legitimately prevents completion of required work by the due date.
• Required work may reasonably be completed in an agreed-upon time frame.
• An incomplete should not be assigned when it is necessary for the student to attend additional classes to complete the course requirements.
Registration and Payment

Time

Registration will be held on a first come-first serve basis, for returning participants from December 13 to 17, 2020 and for new participants from December 20 to 24, 2020. Copy of national ID is required from applicants.

Online registration web page: http://schools.aucegypt.edu/sse/ess/Pages/Online_Registration.aspx

*Applicants are required to send a screenshot of the received “Acknowledgment Page” after filling the online application and a copy of the national ID. to pfpr@aucegypt.edu to complete the registration process.

Payment

The registration fee is indicated on the schedule (Egyptian pounds for Egyptians and U.S. dollars for non-Egyptians). Letters of authorization from companies and organizations are acceptable.

To pay tuition easily, follow the steps below:

• After online registration, print the account summary from Banner Self-Service.
• Payment should be settled within 48 hrs. after registration, otherwise, courses will be dropped without prior notification.
• Pay at any of the CIB Bank branches listed on the next page.
• Instructions for payment using a credit or Internet card are available on page 10.
• Payment via bank transfer is also available.

If there are any problems, please contact ESS at pfpr@aucegypt.edu or tel 20.2.2615.4333.
## CIB Branches - Cairo

<table>
<thead>
<tr>
<th>Branch</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoda Shaarawi</td>
<td>HS includes the branch and both AUC campuses</td>
</tr>
<tr>
<td>Giza</td>
<td>21-23 Charles de Gaule Street – Giza</td>
</tr>
<tr>
<td>Mohandiseen</td>
<td>C113, Zamalek Club, Gameet El Dowal El Arabia Street</td>
</tr>
<tr>
<td>El Said</td>
<td>66-68 Mohie El Din Abou El Ezz – Mohandiseen</td>
</tr>
<tr>
<td>Zamalek</td>
<td>12, El Saleh Ayoub Street – Zamalek</td>
</tr>
<tr>
<td>New Maadi</td>
<td>8, Road 257, New Maadi</td>
</tr>
<tr>
<td>Sarayat El Maadi</td>
<td>25, Street No. 10 Sarayat El Maadi</td>
</tr>
<tr>
<td>Mobtadayan</td>
<td>49, Mohamed Ezz El Arab Street – Mobtadayan</td>
</tr>
<tr>
<td>Abdel Razik El Sanhoury</td>
<td>Abdel Razek El Sanhoury Street – Nasr City</td>
</tr>
<tr>
<td>Al Thawra</td>
<td>4, Farid Street – Heliopolis</td>
</tr>
<tr>
<td>El Shams</td>
<td>Abdel Hamid Badawy Street – El Shams Club Gate 2</td>
</tr>
<tr>
<td>Abbas El Akkad</td>
<td>53 Abbas El Akkad Street – Nasr City</td>
</tr>
<tr>
<td>Rehab</td>
<td>Rehab City – Banks Area</td>
</tr>
<tr>
<td>Dandy Mall</td>
<td>Kilo 28 - Cairo-Alex Desert Road – Dandy Mall</td>
</tr>
<tr>
<td>Mina Garden City</td>
<td>Mina Garden City Mall – Sixth of October City</td>
</tr>
</tbody>
</table>

## CIB Branches - Alexandria, Port Said, Tanta, El Mansoura

<table>
<thead>
<tr>
<th>Branch</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
<td></td>
</tr>
<tr>
<td>Sultan Hussein</td>
<td>55, Sultan Hussein Street – Alexandria</td>
</tr>
<tr>
<td>Rouchdy</td>
<td>17, Syria Street – Roushdy</td>
</tr>
<tr>
<td>Port Said</td>
<td>23rd July Street – Port Said</td>
</tr>
<tr>
<td>Tanta</td>
<td>55, El Guish Street – Tanta</td>
</tr>
<tr>
<td>El Mansoura</td>
<td>6, El Guish Street – Mansoura</td>
</tr>
</tbody>
</table>
Online Payment

ESS participants may pay their tuition and fees online through the Banner Self-Service system using Visa, MasterCard, Discover and American Express

Instructions

- Visit Banner Self-Service at ssb.aucegypt.edu.
- Login with your AUC-ESS email username and password.
- Click on “Student” then click on “Student Account”.
- Click on “Total Account Summary”.
- Click on the “Pay Online” button.
- Read carefully; click on the “Agree” button if you want to proceed. By pressing the “Agree” button, you will be directed to the online payment gateway.
- Click on the “Make a Payment” button.
- Select the amount you wish to pay, and click on “Continue”.
- Supply the required credit card information. AUC will not keep any credit card information. Security measures are applied by the service providers.
- Proceed in paying your tuition and fees.
- A transaction receipt will be displayed in a few seconds and a confirmation email will be sent to your email address.
- Go back to the Banner system and confirm that your payment has been processed.
- Make sure to complete your payments before the payment deadline.

For more information or assistance, call ESS 20.2.2615.4333 or email pfpr@aucegypt.edu
Moodle

All participants enrolled in ESS professional programs are entitled to access a Moodle account. Moodle is a web-based course-management system designed to allow students and faculty members to communicate and use online materials and activities that complement teaching. Moodle allows faculty to add resources for students online to enhance teaching and learning.

Note: For more information on how to request your login information or reset your password, refer to page 13.

In case of any emergencies:
• ESS will cancel any course lacking the minimum number of participants. In that case, the participant will be refunded the full amount, or the fees may be used toward the completion of another course during any semester.
• ESS may change the listed instructor, no refund is allowed.
• In case of emergencies, ESS «on-campus» courses will be held through Moodle sessions with no refund or postpone.
• ESS reserves the right to cancel/update courses and programs and/or increase course fees at anytime

AUC-ESS Email

The American University in Cairo (AUC), Engineering and Science Services (ESS) provides its participants with the “XED” Email system to support the educational purposes only.

We encourage you to use and check your AUC-ESS email on a frequent basis for any updates regarding your courses. However, please note that as AUC-ESS Email usage is restricted to AUC courses correspondence, personal and business usages are not allowed, and AUC-ESS is NOT RESPONSIBLE for using this email for business correspondence or any other personal emails storage, whether on email or account drive. Therefore, you are requested to keep a copy of your course material in your personal email.

AUC-ESS will disable your AUC-ESS Email account if you did not take a course for more than one year.
Online Courses

Method of instruction

ESS online courses use the leading Moodle (learning management system) as the platform for instruction. This system is used worldwide by universities and allow students and faculty to communicate and create a rich learning environment using online materials and up-to-date communication technologies such as email, discussion boards, wikis and blogs. This asynchronous learning environment gives the participants flexibility to study according to their own schedule and their own pace from anywhere. It is expected that some of the participants may have no previous experience in participating in an online course, and ESS provides personal technical assistance and clear online instructions to help participants overcome any technical problems during the program.

The online course comprises a mix of delivery methods range from virtual face-to-face meetings using the zoom, Moodle collaborates and pre-recorded lectures. The features of the course vary depending on the course and the instructor. Participants are expected to review each course’s policy once they have access to their Moodle to be familiar with each course’s instruction process. Each instructor will specify the exact time length of the live sessions in online courses.

Participant Requirements

- Participants are required to check their AUC-ESS XED email frequently, as this is the main channel of communication for announcements.
- Participants will receive a welcome email containing the website link and all relevant information.
- Participants must attend at least 25% of the live sessions in online courses and at least 80% of the total lectures in face-to-face courses.

Logging into Moodle

1. **Prepare your login information:** Upon registration, participants will be issued a registration slip containing their AUC-ESS XED email username and password, along with an ID number. Your Moodle username is everything before the «@» sign of your AUC-ESS XED email. For example, if your AUC-ESS XED email is newuser@xed.aucegypt.edu, your Moodle username would be newuser. Your Moodle password will always be the same as your AUC-ESS XED email password.

2. **Login to Moodle:** visit moodle2.aucegypt.edu and login using your credentials.
Frequently Asked Questions

What should I do if I can’t access my AUC-ESS XED email/Moodle account?
Send a password reset/login information request to essit@aucegypt.edu, along with a scanned (or picture) copy of your AUC ID. If you don’t have an AUC ID, please send your national ID instead or your birthdate.

What should I do if I can’t load the Moodle site on my PC or device?
Verify that your Internet connection is functioning normally and check to see if you have the same issue on other devices or when accessing Moodle from alternative locations. For example, you could try accessing Moodle using a mobile device connected to a mobile internet service.

Some browsers occasionally have issues loading the Moodle site. Try using another browser to access it. If the Moodle site loads, but you’re not able to login using your login information, follow the instructions for the previous question to have your Moodle password reset.

Who should I contact when I have a problem?

• **Technical issues**: visit [http://schools.aucegypt.edu/sse/ess/Pages/Help-and-Information.aspx](http://schools.aucegypt.edu/sse/ess/Pages/Help-and-Information.aspx) and view the help guides. If you require further assistance, use the technical support form available at that link or email essit@aucegypt.edu

• **Questions about the course content/material**: email the course instructor whenever you have a question about the course content/material that isn’t related to a technical issue.

• **Administrative issues**: for all administrative questions and concerns, including requests to transfer, drop or add a course, or if you would like to provide feedback about a course, send an email to pfpr@aucegypt.edu

To request a certificate/transcript: Fill this link: [https:// www4.aucegypt.edu/essform/Req_RegulationsPg.aspx](https:// www4.aucegypt.edu/essform/Req_RegulationsPg.aspx) and contact ESS.Certificate@aucegypt.edu in case you have further inquiries.
# Contract Management and Administration Diploma (CMAD)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Sec</th>
<th>Time</th>
<th>Day</th>
<th>Fees Egyptian (LE)</th>
<th>Fees non-Egyptian (LE)</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMAD 010</td>
<td>Contract Laws قوانين العقود</td>
<td>1</td>
<td>7 - 10 pm</td>
<td>Monday</td>
<td>6,000</td>
<td>12,000</td>
<td>Ahmad Al Mansoury</td>
<td>Online</td>
</tr>
<tr>
<td>CMAD 020</td>
<td>Understanding FIDIC and Standard Forms of Contracts إدارة عقود الفيديك و العقود النمطية</td>
<td>1</td>
<td>8 - 11 pm</td>
<td>Sunday</td>
<td>6,000</td>
<td>12,000</td>
<td>Salwa Fawzy</td>
<td>Online</td>
</tr>
<tr>
<td>CMAD 030</td>
<td>Principle and Management of Construction Claims مبادئ و إدارة المطالبات في عقود التشييد</td>
<td>1</td>
<td>8 - 11 pm</td>
<td>Monday</td>
<td>6,000</td>
<td>12,000</td>
<td>Salwa Fawzy</td>
<td>Online</td>
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<tr>
<td>CMAD 060</td>
<td>Construction Delays and Time Analysis مهارات و تكتيكات فن التحليل الزمني لتأخير مشاريع التشييد</td>
<td>1</td>
<td>7 - 10 pm</td>
<td>Tuesday</td>
<td>6,000</td>
<td>12,000</td>
<td>Ahmad Al Mansoury</td>
<td>Online</td>
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<th>Location</th>
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</thead>
<tbody>
<tr>
<td>CMAD 070</td>
<td>Guidelines for Contracting Procedures for IFA</td>
<td>1</td>
<td>7 - 10 pm</td>
<td>Saturday</td>
<td>6,000</td>
<td>12,000</td>
<td>Amr Abu Helw</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>إرشادات إجراءات التعاقد في المشروعات الممولة من جهات التمويل الدولية</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMAD 080</td>
<td>Effective Management of PPP and BOT Contracts</td>
<td>1</td>
<td>7 - 10 pm</td>
<td>Wednesday</td>
<td>6,000</td>
<td>12,000</td>
<td>Amr Abu Helw</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>إشرعة عقود شراكة القطاع العام و الخاص</td>
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برمجة التخصصية (PFPR)

يسرت وحدة الخدمات الهندسية والعلمية بالجامعة الأمريكية بالقاهرة أن تعلن عن قبول دفعة جديدة من الدارسين بالبرنامج التخصصي الآتي:

- من العام الدراسي 2020-2021

البرنامج التخصصي في إدارة العقود (CMAD)

الشهادة التخصصية:

تكون جميع الشهادات التخصصية المذكورة أعلاه من ستة مناهج دراسية والتي تنقسم بين مواد إجبارية وأخرى اختيارية. يجب أن يتم الدارس المواد الإجبارية وأن يختار المواد الاختيارية حسب تخصصه ورغبته مع تقديم مشروع مقبول. تتم دراسة أي مادة دراسية في فصل دراسي واحد والتي تعادل 36 ساعة دراسية للبرنامج الواحد.

يمكن للدارس أن ينظم في دراسة أكثر من منهج في نفس الوقت. كما يمكن أن يكمل الدارس متطلبات الشهادة التخصصية في فترة تتراوح بين سنة واحدة وثلاث سنوات دراسية بعد أقصى.

وإلى جانب الفرصة للاستفادة من البرامج الأخرى، يمكن للدارس أن يختار مادتين اختياريتين فقط من أي من البرامج التخصصية الأخرى.

* تشمل الـ36 ساعة في الدورة التدريبية عبر الإنترنت على مختلف الأنشطة على سبيل المثال: محاضرات مسجلة ومحاضرات تفاعلية والمشاريع والمشاريع والمشاريع والمشاريع و المشاريع.

أسلوب الدراسة:

تستخدم النظم الحديثة في المحاضرات والمناقشات والدراسات التطبيقية والتدريبات العملية على الحساب الآلي لتفعيل المناهج الدراسية. وتتلقى المذكرات من أحدث المراجع، والتي عادة ما تكون باللغة الإنجليزية. على أن يتم استخدام اللغتين العربية والإنجليزية عند إلقاء المحاضرات حتى لا تكون اللغة عائقا في سبيل التحويل.

يبدأ التسجيل بأسبقيات الحجز للدارسين المسجلين من 13 إلى 17 ديسمبر لللدارسين الجدد من 20-24 ديسمبر 2020، من 09:00 صباحاً حتى 00:00

* عصرا يومياً، ما عدا يوم الجمعة والسبت، على أن تبدأ الدراسة في 9 يناير 2022 وتنتهي في 31 مارس 2021.

التسجيل متاح عبر الإنترنت فقط (Online)

من خلال الرابط التالي:

http://schools.aucegypt.edu/sse/ess/Pages/Online_Registration.aspx
سياسة استرداد المصروفات
وتوجيه المواد في البرامج التخصصية

1- شروط استرداد المصروفات الدراسية

في حالة رغبة المشتركين في البرامج التخصصية بوحدة الخدمات الهندسية والعلمية في إلغاء التسجيل أو الانسحاب من برنامج أو مواد ما، يمكنهم استرداد المصروفات الدراسية طبقاً للشروط التالية:

- في حالة الانسحاب قبل بداية الدراسة، يمكن استرداد المصروفات كاملة.
- في حالة الانسحاب في الفترة من بداية الدراسة (يناير 9) وحتى نهاية الأسبوع الثاني (يناير 11) يمكن استرداد 100% فقط من قيمة المصروفات.
- في حالة الانسحاب في نهاية الأسبوع الثاني (يناير 12)، لا يمكن استرداد أية مبالغ مدفعة.

يتم صرف المبالغ المستردة بعد شهر من تقديم الطلب مع تسليم الإيصال الأصلي، والكاريكات، والمادية العلمية لوحدة الخدمات الهندسية والعلمية. وفي حالة إلغاء أو تأجيل أي من المقررات من قبل وحدة الخدمات الهندسية والعلمية لعدم اكتمال عدد الدراسين، يمكن استرداد قيمة المصروفات كاملة أو يمكن استخدامها في التسجيل في برنامج آخر في موعد أقصاه عام من الفصل الدراسي.

2- الانسحاب من برنامج

في حالة عدم انتظام أي من الدارسين في البرنامج التي تم التسجيل فيها بدون طلب انسحاب، يحصلون على تقدير «F» في نهاية الدراسة. ويمكن تأجيل مادة ما مع الاحتفاظ بالمصروفات الخاصة بالدارس الذي يواجه أي ظروف خارجة عن إرادته، ويعني ذلك حصول الدارس على تقدير «I» (مع دفع 75% من إجمالي الماده)، وتقدم طلب لقسم الخدمات الهندسية والعلمية، بالإضافة إلى المستندات الكاملة الداعمة للطلب وبشرط أن يقبل عذره من قسم الخدمات الهندسية والعلمية والأستاذ المحاضر، على أن يتم استكمال المادة في الفصل التالي مباشرة. في حالات الIncomplete لا يمكن التحويل إلى أي كورس.

- لا يمكن التحويل من مادة إلى أخرى بعد 21 يناير 2021.
- آخر موعد لطلب عدم استكمال المادة (Incomplete) 17 مارس 2021.