



**The American
University in Cairo**

**School of Sciences
and Engineering**

Engineering and Science Services

Contract Management and Administration CMAD

**Professional Diploma Schedule
September 26 - December 18, 2021**

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, 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

Table of Contents

| | |
|--|-------|
| Professional Programs | 4 |
| Drop, Refund Policy and Study Period Extension Incomplete Policy | 5 |
| Registration | 7 |
| Payment | 8 |
| CIB Branches | 9 |
| Online Payment | 10 |
| Moodle | 12 |
| Online Courses | 13 |
| Schedule of Classes | 15 |
| • Contract Management and Administration (CMAD) | 16-18 |
| Professional Programs (Arabic) | 19 |
| Refund Policy (Arabic) | 20 |

Fall 2021 Professional Programs

- 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 a blend of recorded sessions, live interactive sessions, assignments, 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 **October 9, 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 class **September 26** and before the end of the second class **September 9**: 75 percent of tuition will be refunded.
- After the end of the second class **September 9**, no refunds will be made.

The refund request should be supported by the original receipt and a copy of the national ID. Refunds are processed within a month of receiving a request, and the amount will be deposited in the participant's account. If the payment is made by visa, the refund will be processed on the same visa.

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. Upon investigation of the case and proof submitted, the Program Manager will grant approval. Only one semester of study may be extended in any case.

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 the same Academic year.
- 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 postponement.
- ESS reserves the right to cancel/update courses and programs anytime.

Incomplete Policy

The deadline for incomplete requests December 04, 2021.

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 to be approved by the program coordinator. 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.

* Failure to attend the course and/or submitting course work without prior notification of the instructor and ESS administration would result in receiving a withdrawal "W" grade. No refund is allowed. Thus, participants facing any urgent circumstances that prevent them from participating/attending the course are recommended to communicate with the instructor and ESS administration to take corrective action.

Registration

Time

Registration will be held on a first come-first serve basis, for continuing participants from **September 12 to 20, 2021**. ESS working hours: **Sunday to Thursday, from 9 am - 4 pm.**

Online registration web page: sse.aucegypt.edu/centers/ess/admission-and-registration

*** 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.**

XED Email

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

We encourage you to use and check your XED email on a frequent basis for any updates regarding your courses. However, please note that as XED 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 XED Email account if the participant is not enrolled in any of ESS courses for more than one year.

Payment

The registration fee (Egyptian pounds for Egyptians and U.S. dollars for non-Egyptians) should be settled within 48 hours after registration, otherwise, courses will be dropped without prior notification and places will be reserved by other participants. Letters of authorization from companies and organizations are acceptable. To pay tuition easily, follow the steps below:

- Instructions for payment via bank transfer are available on page 8.
- Instructions for payment at the listed CIB branches are available on page 9.
- Instructions for online payment using a credit or Internet card are available on page 10.

If there are any problems, please contact ESS at pfpr@aucegypt.edu or tel 20.2.2615.4333.

Bank Transfer

Please use the information below to make a bank transfer:

Bank Name : Commercial International Bank

Branch Name : CIB Downtown Branch

Bank Address : 33 Sherif Street, Cairo

Swift Code : CIBEGCX005

Account Name: The American University in Cairo

| Account No. | CCY | IBAN Number |
|--------------|-----|-------------------------------|
| 100005266372 | USD | EG600010000500000100005266372 |
| 100044733441 | EGP | EG600010000500000100044733441 |

Please include your AUC-ESS ID. number and course title in the transfer

Provide a copy of the bank confirmation along with your AUC-ESS ID. number to pfpr@aucegypt.edu

CIB Branches - Cairo

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

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

| | |
|--------------------|--|
| Alexandria | |
| Sultan Hussein | 55, Sultan Hussein Street – Alexandria |
| Rouchdy | 17, Syria Street – Roushdy |
| Port Said | 23rd July Street – Port Said |
| Tanta | 55, El Guish Street – Tanta |
| El Mansoura | 6, El Guish Street – Mansoura |

Provide a copy of the bank confirmation along with your AUC-ESS ID. number to pfpr@aucegypt.edu

Online Payment

ESS participants may pay their tuition 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

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 follow a mix of virtual sessions via 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 methods. Each instructor will specify the exact time length of the live sessions in online courses.

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.

* Each semester, Moodle is activated with the current enrolled courses for each participant. Any previous courses and materials are removed in accordance with AUC-ESS policy. You are encouraged to keep a copy of course work for reference.

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

Participant Requirements

- Participants are required to check their 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 XED email username and password, along with an ID number. Your Moodle username is everything before the «@» sign of your XED email. For example, if your XED email is newuser@xed.aucegypt.edu, your Moodle username would be newuser. Your Moodle password will always be the same as your XED email password.
2. Login to Moodle: visit moodle2.aucegypt.edu and login using your credentials.

Online Courses and Moodle Frequently Asked Questions

What should I do if I can't access my 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-ESS ID. If you don't have an AUC-ESS 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 credentials, follow the instructions for the previous question to have your Moodle password reset.

Who should I contact when I have a problem?

- **Technical/Moodle issues:** 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

Request Certificate

To request your certificate, click the link below:

www4.aucegypt.edu/essform/Req_RegulationsPg.aspx

Important Notes:

- * Complete the request using a PC or laptop and refer to the certificate request guide
- * Make sure the email in the request is correct to receive the confirmation email

If you are a registered employee with your organisation and would want to request a certificate(s), please contact the HR representative in the training section and do not request it through the link stated above

* For further certificate inquiries or technical errors, contact ESS.Certificate@aucegypt.edu



10. ~~Assignment~~ The Customer has not...
Agreement, or Assigns the...
the prior written consent of the Customer

SIGNATURE

CMAD

Class Schedule

September 26 – December 18, 2021

Contract Management and Administration Diploma (CMAD)

«Core Courses»

| Code | Course | Sec | Time | Day | Fees Egyptian (LE) | Fees non-Egyptian (LE) | Instructor | Location AUC |
|----------|--|-----|-----------|---------|--------------------------|------------------------------|--------------|-----------------|
| CMAD 010 | Contract Laws قوانين العقود | 1 | 7 - 10 pm | Monday | 6,000 | 9,000 | Amr Abu Helw | Online |
| | | 2 | 6 - 9 pm | Tuesday | 6,000 | 9,000 | | New Cairo |
| CMAD 020 | Understanding FIDIC and Standard Forms of Contracts إدارة عقود الفيدريك و العقود النمطية | 1 | 7 - 10 pm | Sunday | 6,000 | 9,000 | Salwa Fawzy | Online |
| | | 2 | 6 - 9 pm | Monday | 6,000 | 9,000 | | New Cairo |

***The above days are for both recorded/live sessions as identified by the course instructor.**

Contract Management and Administration Diploma (CMAD)

«Core Courses»

| Code | Course | Sec | Time | Day | Fees Egyptian (LE) | Fees non-Egyptian (LE) | Instructor | Location |
|----------|---|-----|-----------|---------|--------------------------|------------------------------|-------------|----------|
| CMAD 030 | Principle and Management of Construction Claims مبادئ و إدارة المطالبات في عقود التشييد | 1 | 7 - 10 pm | Tuesday | 6,000 | 9,000 | Salwa Fawzy | Online |
| CMAD 040 | Arbitration and Dispute Resolution-Theory and Practice التحكيم و فض المنازعات - النظرية و التطبيق | 1 | 7 - 10 pm | Sunday | 6,000 | 9,000 | Tarek Hamed | Online |

***The above days are for both recorded/live sessions as identified by the course instructor.**

Contract Management and Administration Diploma (CMAD)

«Elective Courses»

| Code | Course | Sec | Time | Day | Fees Egyptian (LE) | Fees non-Egyptian (LE) | Instructor | Location |
|----------|---|-----|-----------|-----------|--------------------|------------------------|--------------------|----------|
| CMAD 050 | Contract Administration إدارة العقود | 1 | 7 - 10 pm | Saturday | 6,000 | 9,000 | Mohamed El Agroudy | Online |
| CMAD 060 | Construction Delays and Time Analysis مهارات و تكتيكات فن التحليل الزمني لتأخير مشاريع التشييد | 1 | 1 - 4 pm | Saturday | 6,000 | 9,000 | Ahmed Helmy | Online |
| CMAD 070 | Guidelines for Contracting Procedures for IFA إرشادات إجراءات التعاقد في المشروعات الممولة من جهات التمويل الدولية | 1 | 7 - 10 pm | Saturday | 6,000 | 9,000 | Amr Abu Helw | Online |
| CMAD 080 | Effective Management of PPP and BOT Contracts إدارة عقود شراكة القطاع العام و الخاص | 1 | 7 - 10 pm | Wednesday | 6,000 | 9,000 | Amr Abu Helw | Online |

***The above days are for both recorded/live sessions as identified by the course instructor.**

البرامج التخصصية (PFPR)

يسر وحدة الخدمات الهندسية والعلمية بالجامعة الأمريكية بالقاهرة أن تعلن عن قبول دفعة جديدة من الدارسين بالبرامج التخصصية الآتية خلال الفصل الدراسي الأول من العام الدراسي ٢٠٢١ - ٢٠٢٢:

• البرنامج التخصصي في إدارة العقود (CMAD)

الشهادة التخصصية:

تتكون جميع الشهادات التخصصية المذكوره 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 ٣٦ ساعة دراسية للبرنامج الواحد. يمكن للدارس أن ينتظم 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 بحد أقصى. ولكي تتاح الفرصة للاستفادة من البرامج الأخرى، يمكن للدارس أن يختار مادتين اختيارييتين فقط من أي من البرامج التخصصية الأخرى.

* تشمل ال ٣٦ ساعة في الدورة التدريبية عبر الإنترنت علي مختلف الأنشطة علي سبيل المثال: محاضرات مسجلة و محاضرات تفاعلية والمشروعات والإمتحانات.

أسلوب الدراسة:

تستخدم النظم الحديثة في المحاضرات والمناقشات والدراسات التطبيقية والتدريبات العملية على الحاسب الآلي لتغطية المناهج الدراسية. وتنتقى المذكرات من أحدث المراجع، والتي عادة ما تكون باللغة الإنجليزية، على أن يتم استخدام اللغتين العربية والإنجليزية عند إلقاء المحاضرات حتى لا تكون اللغة عائقاً في سبيل التحصيل.

يبدأ التسجيل إلكترونيا (Online) بأسيقية الحجز لجميع الدارسين من ١٢-٢٠ سبتمبر ٢٠٢١ من ٩:٠٠ صباحاً حتى ٤:٠٠ عصراً يومياً، ما عدا يومي الجمعة والسبت، على أن تبدأ الدراسة في ٢٦ سبتمبر ٢٠٢١ وتنتهي في ١٨ ديسمبر ٢٠٢١.

* رابط التسجيل الإلكتروني:

sse.aucegypt.edu/centers/ess/admission-and-registration

سياسة استرداد المصروفات وتأجيل المواد في البرامج التخصصية

١ - 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 (٢٦ سبتمبر) وقبل المحاضرة الثانية (٩ أكتوبر) يمكن استرداد ٧٥ ٪ فقط من قيمة المصروفات.
- في حالة الانسحاب في بداية المحاضرة الثالثة بعد (٩ أكتوبر)، لا يمكن استرداد أية مبالغ مدفوعة.

يتم صرف المبالغ المستردة بعد شهر من تقديم الطلب مع تسليم الإيصال الأصلي، والكارنيه، والمادة 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.

٢ - الانسحاب من برنامج

يمكن تأجيل مادة مع الاحتفاظ بالمصروفات للدارس الذي يواجه أي ظروف خارجة عن إرادته، ويعني ذلك حصول الدارس علي تقدير «I» (مع دفع ٢٥٪ من إجمالي ثمن المادة)، وذلك بعد تقديم طلب لمدير البرامج التخصصية ، بالإضافة إلى المستندات الكاملة الداعمة للطلب وبشرط موافقة الأستاذ المحاضر، على أن يتم استكمال المادة في الفصل التالي مباشرة. في حالات الIncomplete لا يمكن التحويل إلي أي كورس

- * يحصل الدارس على تقدير «F» في حالة عدم الإنتظام في المادة التي تم التسجيل فيها بدون طلب انسحاب .
- لا يمكن التحويل من مادة إلي أخرى بعد ٩ أكتوبر، ٢٠٢١.
- آخر موعد لطلب عدم استكمال المادة (Incomplete) ٤ ديسمبر ٢٠٢١.

AUC New Cairo

School of Sciences and Engineering, Room 1017
AUC Avenue, P.O. Box 74, New Cairo 11835, Egypt

AUC Tahrir Square

Falaki Academic Center, One Stop Shop
113 Kasr El Aini St., P.O. Box 2511, Cairo 11511, Egypt

Hotline 20226154333
pfpr@aucegypt.edu
sse.aucegypt.edu/centers/ess