Contract Management and Administration
CMAD

Professional Diploma Schedule
May 30 - July 4

aucegypt.edu/sse/ess
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
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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.

Method of Instruction

Course material is in English; however, a mix of English and Arabic instruction is used in classes 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 June 6, 2020. (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 until the end of the second class: 50 percent of tuition
• After the end of the second class 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 **June 27, 2020**. Participants who miss the specified deadline 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 Online on a first come-first serve basis, for all participants from May 10 to 21, 2020. Copy of national ID is required from applicants.

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

Payment
The registration fee is indicated on the schedule (Egyptian pounds for Egyptians and U.S. dollars for non-Egyptians). The fees may be paid in cash or by a check payable to The American University in Cairo. 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.
• Bring the account summary to the CIB bank on the AUC New Cairo or Tahrir Square campuses, or any of the branches listed on the next page.
• Instructions for payment using a credit or Internet card are available on page 9.

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

ESS ID
• An ESS ID card allows participants to enter any of AUC’s campuses and the AUC Library for use only. (ID issuance is optional)
• The cost of issuing an ID card for the first time is LE 50 (non-refundable), paid upon registration for the courses by the trainee, whether an individual or nominated by a corporation. The ID will be renewed at no extra cost for subsequent semesters.
• ESS IDs are issued from 9:00 am to 3:45 pm from Sundays through Thursdays at either the ESS New Cairo or Tahrir Square office. Special arrangements can be made for issuing the ID on Saturdays in coordination with ESS.
• It is not necessary to bring a personal photo. The ID center will take a picture on-site and issue the ID instantly.
• The smart ID card must be carried at all times. The card is NOT TRANSFERABLE. A cardholder should not lend the ID to another individual for any purpose.
• A lost, stolen or damaged card must be reported to ESS. The participant will have to pay the LE 50 fee to receive a new ID.
### 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>55, Sultan Hussein Street – Alexandria</td>
</tr>
<tr>
<td>Roushdy</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-XED 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. It is a web-based course-management system designed to allow students and faculty members to communicate and use online materials and activities that complement face-to-face 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 11.**

**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 regular courses will be held through Moodle sessions without refund or postpone.

**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.
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 credentials, 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
CMAD
Class Schedule
May 30 – July 4
# Contract Management and Administration Diploma (CMAD)

**May 30 - July 4**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Sec</th>
<th>Time</th>
<th>Day</th>
<th>Fees</th>
<th>Fees</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMAD 010</td>
<td>Contract Laws</td>
<td>1</td>
<td>Online</td>
<td></td>
<td>5,500</td>
<td>11,500</td>
<td>Ahmad Al Mansoury</td>
<td>Online</td>
</tr>
<tr>
<td>CMAD 020</td>
<td>Understanding FIDIC and Standard Forms of Contracts</td>
<td>1</td>
<td>Online</td>
<td></td>
<td>5,500</td>
<td>11,500</td>
<td>Salwa Fawzy</td>
<td>Online</td>
</tr>
<tr>
<td>CMAD 070</td>
<td>Guidelines for Contracting Procedures for IFA</td>
<td>1</td>
<td>Online</td>
<td></td>
<td>5,500</td>
<td>11,500</td>
<td>Amr Abu Helw</td>
<td>Online</td>
</tr>
</tbody>
</table>

* Each course is a total of 36 hrs. of instruction, for 5 weeks.
* The course will be held twice a week, each for 3 hrs. and three lectures will be held in the last two weeks only.
PFPR

البرامج التخصصية

يسر وحدة الخدمات الهندسية والعلمية بالجامعة الأمريكية بالقاهرة أن تعلن عن قبول دفعة جديدة من الدارسين بالبرامج التخصصي الآتي من العام الدراسي 2019-2020:

(• البرنامج التخصصي في إدارة العقود (CMAD)

الشهادة التخصصية:

تتكون الشهادة التخصصية من ستة مناهج دراسية والتي تنقسم بين مواد إجبارية وأخرى اختيارية. يجب أن يتم الدارس المواد الإجبارية وأن يختار المواد الاختيارية حسب تخصصه ورغبته وطبقاً لشروط البرنامج 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 بحد أقصي.

أسلوب الدراسة:

تستخدم النظم الحديثة في المحاضرات والمناقشات والدراسات التطبيقية والتدريبات العملية لتغطية المناهج الدراسية. ونتنقي 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.


http://schools.aucegypt.edu/sse/ess/Pages/Online_Registration.aspx

رابط التسجيل: *
سياسة استرداد المصروفات
وتأخير 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 المحاضرة الأولى وحتى نهاية المحاضرة الثانية يمكن استرداد 50% فقط من قيمة المصروفات.
- في حالة الانسحاب في بداية المحاضرة الثالثة، لا يمكن استرداد أي مبالغ مدفوعة.

يتتم صرف المبالغ المستردة بعد شهر من تقديم الطلب مع تسليم الإيصال الأصلي، والكارتية، 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.

2 - الانسحاب من برنامج في نهاية الدراسة

في حالة عدم انتظام أي من الدراسين في البرامج التي تم التسجيل فيها بدون طلب انسحاب، يحصلون على تقدير "F" في نهاية الدراسة. ويمكن تأخير المادة معاً مع الاحتفاظ بالمصروفات الخاصة بالدارس الذي يواجه أي ظروف خارجة عن إرادته، ويعتبر ذلك حصول الدارس على تقدير "I" (مع دفع 25% من إجمالي ثمن المادة)، وتقديم طلب لقسم الخدمات الهندسية والعلمية، بالإضافة إلى المستندات الكاملة الداعمة للطلب، وبشرط أن يقبل عدد 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 6 يونيو 2020.
آخر موعد لطلب عدم استكمال المادة (Incomplete) 27 يونيو 2020.