



Arab AASTMT for Science, Technology and Maritime Transport

Coordination Manual

June 2020

MESSAGE FROM AASTMT PRESIDENT

Since its establishment in 1972, AASTMT has achieved a remarkable and sustained progress as a specialized organization, a top-level house of expertise and a highly reputable technical arm for the Arab League. Today, our vision for AASTMT is to be recognized as a worldwide center of excellence for maritime and college education according to international standards of education, scientific research, innovation and training. While fulfilling its community service responsibilities, it seeks to maintain its status as a distinguished Arab house of excellence and first choice for students regionally and internationally.



It has served the Arab community by providing education for both undergraduate and graduate students in over 35 specializations, including maritime transport, engineering, computers and information technology, international transport and logistics, management, language, media, law, pharmacy, fisheries and aquaculture technology, archeology and finally dentistry and artificial intelligence. This has been carried out by applying state-of-the-art technological methods in the above fields.

AASTMT has expanded inside and outside Egypt by establishing headquarters and branches in Alexandria, Cairo, Aswan, Port Said, Latakia (Syrian Arab Republic), in addition to its new branch in Sharjah, UAE. Taking the lead in development and seeking natural expansion, AASTMT has headed west and opened its latest branch in New Alamein City.

AASTMT brings together both staff and students from all over the world. They gather and interact within the same campus. This cultural exchange enhances students' mental maturity. Given the vast technological progress in today's world, AASTMT provides a healthy atmosphere for creation and innovation and a perfect learning environment for futuristic thinking, academic motivation, as well as cultural enrichment and promoting scientific research.

Last but not least, I would like to express my sincere gratitude in tribute for all those who contributed to the success of AASTMT since its establishment until the present day, the pioneers who paved the way modestly and selflessly for the present generation. Thanks are also due to all administrative and academic AASTMT staff whose fruitful efforts shape a bright future for our beloved academy. Finally, my best wishes for success and prosperity for all AASTMT current and future students, as well as graduates, for whom AASTMT has created a better future.

Prof. Ismail AbdelGhafar Ismail Farag

**President,
Arab Academy for Science, Technology and Maritime Transport**

1	INTRODUCTION.....	5
1.1	Definition	5
1.2	Scope.....	5
1.3	Review Process.....	6
2	AASTMT Campuses	6
2.1	Main Campus Alexandria	6
2.2	Cairo Campus.....	6
2.3	Smart Village Campus	6
2.4	Port Said Campus	6
2.5	Aswan - South Valley	7
2.6	El Alamein (New).....	7
2.7	Latakia - Syrian Arab Republic	7
2.8	Sharjah - United Arab Emirates	7
2.9	Organization Chart of AASTMT	8
2.10	AASTMT Branches	9
3	AASTMT BY-LAWS.....	10
4	COORDINATION BETWEEN BRANCHES.....	12
4.1	Institutional Effectiveness and Quality Assurance	12
4.2	Academics.....	13
5	ADVISING.....	15
6	ADMISSION AND REGISTRATION.....	15
6.1	Admission	15
6.2	Registration	16
6.3	Commencement	16
6.4	Certificate	16
6.5	Academic Probation.....	16
6.6	Staff	17
7	LIBRARY AND INFORMATION RESOURCES	17
7.1	Inter-Library Loan	17
7.2	Electronic Resources.....	17
7.3	Electronic Access	17
7.4	Library Services.....	17
7.5	Staff	17
8	INFORMATION TECHNOLOGY.....	18
8.1	Teaching and Learning Facilities	18
8.2	Computers Equipment and Upgrading	18
8.3	Phone System.....	18
8.4	Connection to Internet	18
8.5	Bandwidth	18
8.6	Software and Updating	19
8.7	Data Center	19
8.8	Training.....	19
8.9	IT User Assistance	19
8.10	Maintenance	19
8.11	Providing IT Needs	19
8.12	Coordination.....	19

9	STUDENT LIFE AFFAIRS	20
10	CAREER DEVELOPMENT	21
10.1	Career Counseling	21
10.2	Employer Connection	22
10.3	Alumni Career Services	22
11	POSTGRADUATE STUDIES AND RESEARCH	22
11.1	Postgraduate Studies.....	22
11.2	Scientific Research.....	23
12	HUMAN RESOURCE AFFAIRS	23
12.1	Duties and Responsibilities.....	23
12.2	Faculty/Staff Personnel Records	24
12.3	Staff Affairs Committee	24
13	FINANCIAL AFFAIRS	25
14	LOGISTICS AND MATERIAL AFFAIRS	25
14.1	Procurement Service.....	26
14.2	Department of Facilities and Maintenance.....	27
14.3	Department of Transportation.....	27
15	SECURITY.....	28

1 INTRODUCTION

1.1 Definition

This manual contains policies and procedures that direct all academic and non-academic processes in all branches of the Arab Academy for Science, Technology and Maritime Transport (AASTMT). It lays down the roadmap for coordinating and follow up mechanism needed to establish direct and indirect communication between Headquarter of AASTMT and its branch campuses.

1.2 Scope

This Manual is applicable to all AASTMT that are based in the Headquarter in Alexandria, Egypt (Abo-Keir main Campus) and all branch campuses in Egypt and branch campuses outside Egypt.

All academic, non-academic services and support processes at AASTMT branch campuses are subject to these policies and procedures.

Accountability for Direction and Responsibility

The smooth maneuver of all processes and support activities in AASTMT are accounted for by the highest level of AASTMT organization chart and corresponding (that linked) organization chart for each branch.

Line of authorities and responsibilities for implementation are distributed according to level and role of the following:

- AASTMT President
- VP for Education and Student Affairs
- VP for Graduate Studies and Academic Research
- VP for Training and Community Development
- VP for Maritime Affairs
- General Direct for Financial Affairs
- General Director for Human Resource Affairs
- General Directors for Logistics and Material Affairs
- Director of Legal Affairs
- Director of Quality Assurance and Accreditation Center
- Director of Information and Documentation Center
- Branch Directors
- Academic Deans
- College Deans
- Department Heads
- College Vice Dean for Education, Students, and Training
- The Dean of Registration and Admission

All processes performed in the main branch of AASTMT or within its branch campuses are subject to a workflow and should be done using AASTMT portal. (where the linkage with headquarter)

1.3 Review Process

This manual is updated each year and subject to periodic review by the Quality Assurance and Accreditation Center (QAAC), which collects and study suggestions and comments raised by branches through college faculty members or departments. The review process is done with the approval of Human Resource Affairs for updating line of authorities and work flow procedure.

2 AASTMT CAMPUSES

The AASTMT operates in eight campuses in which case six campuses are within country Headquarter Egypt and two campuses are in foreign countries namely Syria and United Arab Emirates.

2.1 Main Campus Alexandria

The Academy was established as a regional institute for maritime transport in Alexandria on 11th of March, 1970. AASTMT in Alexandria comprises the following campuses.

2.2 Cairo Campus

AASTMT in Cairo pursues its educational activities in various fields in two campuses located at Heliopolis and Dokki.

2.3 Smart Village Campus

In the middle of the contemporary hub of Business Technology at Smart Village is located the newest branch of the Arab Academy for Science, Technology and Maritime Transport. AASTMT established this state-of-the-art Campus in 2012. With the Three Colleges open for ambitious students from all over the Arab World, we hope to offer them the same top quality education we always did, added to it exceptional advantages of Summer Training Opportunities, Internship Programs and Job Offers from the hundreds of Multinational Companies within this elite business community. Our students also enjoy the luxury of free membership at the Smart Village Club with its up-to-date facilities of Gymnasium, football courts, tennis courts, swimming pools.

2.4 Port Said Campus

The Academy contributed to the expansion in the field of maritime education and also raised the level of educational services in the Canal Zone as well as to contribute to the reduction of unemployment for young graduates. The Academy had focused on its activated role in meeting the development requirements and in serving the Egyptian society through its investment in human resources in Port Said region and its neighboring governorates, which represented in

human resources provision, and training, human capital investment and transformation to a well-trained and qualified employment that can work in domestic markets or abroad.

2.5 Aswan - South Valley

AASTMT pursues some of its educational activities in the South of the Valley Branch in Aswan. The AASTMT offers subsidized educational services for the people of Upper Egypt, (Only half of the overall fees is paid).

2.6 El Alamein (New)

The Academy in El-Alamein was established to meet the aspirations of parents and their children in a distinguished educational service through Smart Campus and to introduce new study programs in line with the scientific development in the fields of industry, medical sciences and the administrative sciences.

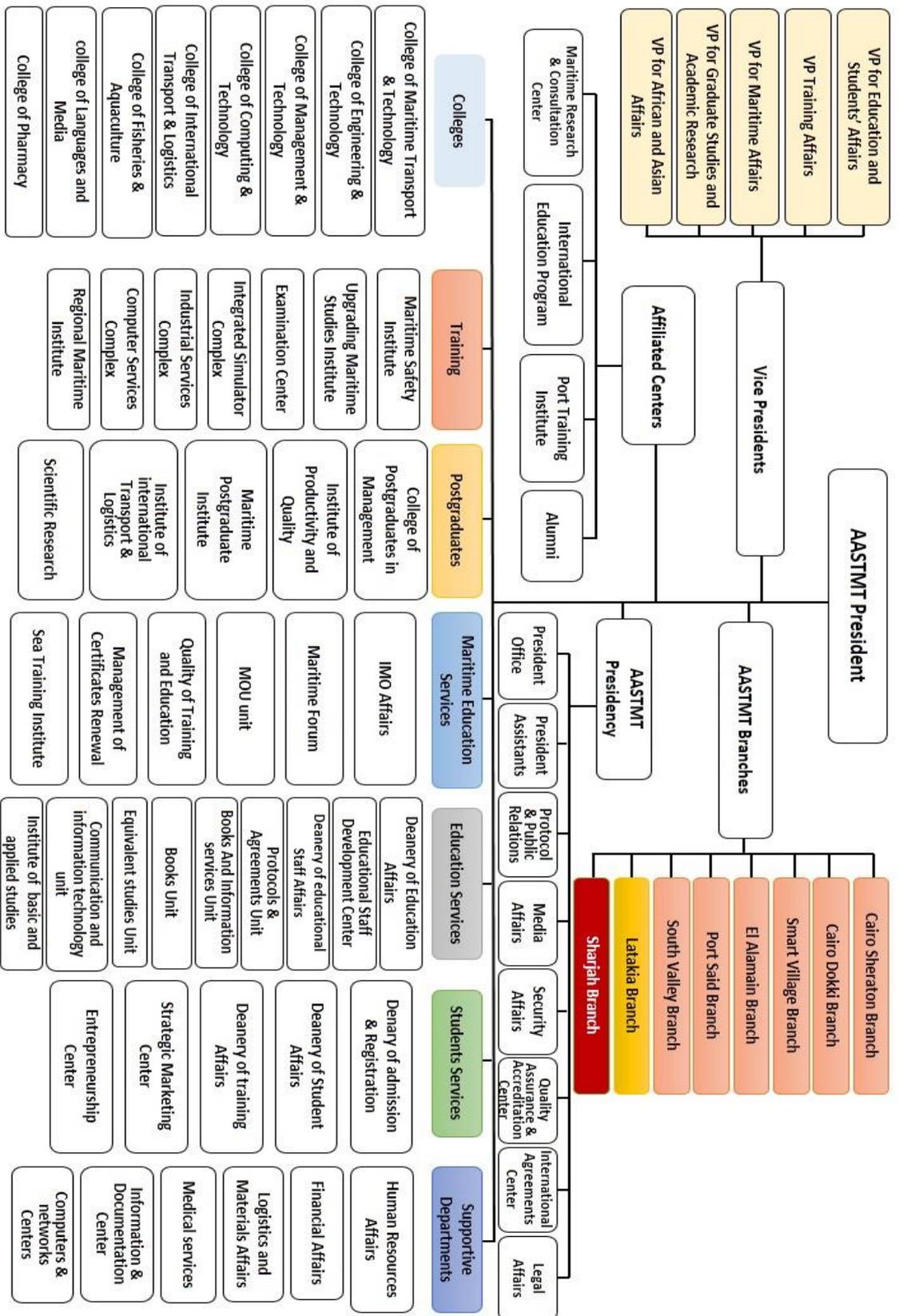
2.7 Latakia - Syrian Arab Republic

In October 2001, the AASTMT inaugurated its branch in Latakia, Syria. This branch offered Nautical (marine navigation) Studies and International Transport and Logistics Studies. The branch later expanded to include Engineering Studies in the field of computers.

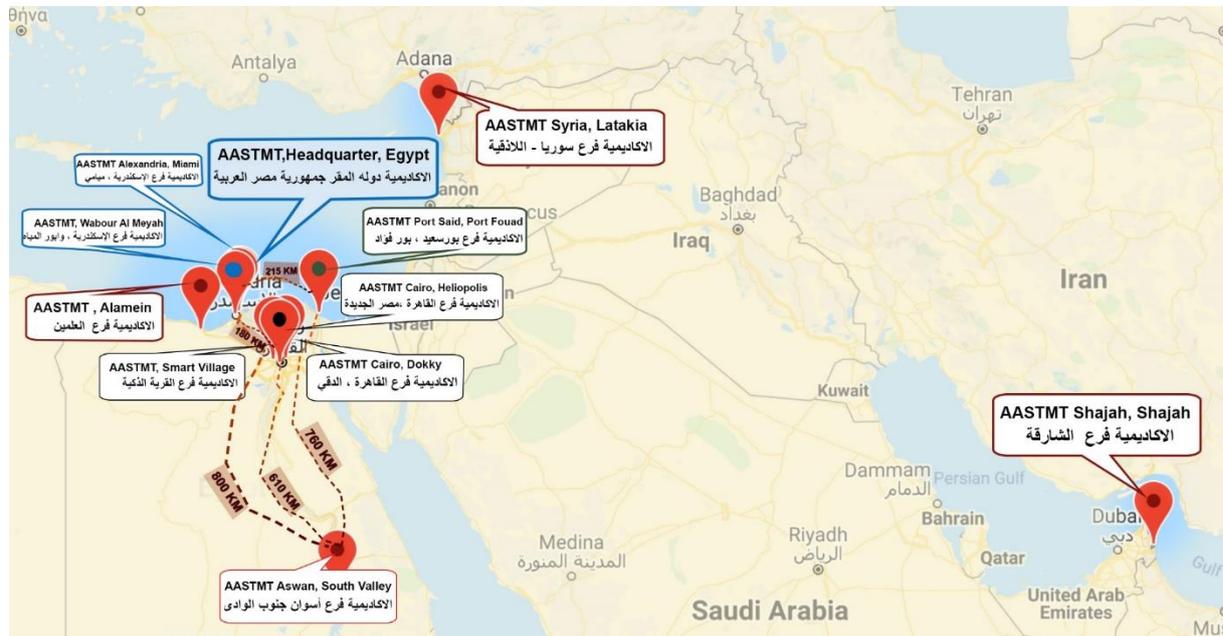
2.8 Sharjah - United Arab Emirates

The new AASTMT branch in Sharjah will qualify graduates specialized in various maritime transport sciences and technologies, in addition to international transport, logistics as well as maritime law. Offering state-of-the-art specialized educational programs and providing the labor market with calibers in all maritime fields.

2.9 Organization Chart of AASTMT



2.10 AASTMT Branches



AASTMT Branches

3 AASTMT BY-LAWS

Establishing the Arab Academy for Science, Technology and Maritime Transport (AASTMT) as a Regional Institute for Maritime Transport started as a notion in the Arab League Transport Committee's meetings on 11th of March, 1970. This notion came after the Arab League's Council issued, in its fifty third session, decree no. 2631/1970 stipulating the endorsement of founding a regional center for Maritime Transport training. The decree commissioned the Arab Republic of Egypt, on behalf of all the Arab countries, to ask for a technical aid from the United Nations' organizations specialized in the field of maritime transport.

By the end of 1971, the United Nations delegated a joint committee of its concerned organizations to study the region's need for this project. It highlighted the necessity of founding a regional institute for maritime training and also of providing adequate aid for it. The United Nations Development Program (UNDP) approved funding 3.2 million dollars on condition that the participant Arab countries contribute a sum of 8.25 million Egyptian pounds during a period of five years. Moreover, after visiting many of the region's countries, the committee chose the city of Alexandria, known for its great cultural legacy, as a location because of its important geographical location, which is in the middle of the whole Arab region, as well as the abundance of the qualified personnel available.

The AASTMT started its activity in a temporary location in Alexandria on 28th of February, 1972. The Arab Republic of Egypt has also pledged to make up for any insufficiency in the Arab participants' continuous contribution to guarantee the continuation of the project hosted by Egypt.

In 1972, His Excellency Rear Admiral Abdel Moaty Ismael El-Araby, the Egyptian Minister of Transport at the time, signed the document confirming the Arab Republic of Egypt's commitment as the host country.

On the 9th of November, 1974 in the Arab League premises, the Arab countries' representatives signed the agreement of establishing the Arab Academy for Maritime Transport, upon the approval of the Council of the Arab League by its decision No. 3254 in its sixty-third session on 26th of April 1975. As a result, the Egyptian President's decree number 532/1975 was issued to approve of the agreement on the 29th of May, 1975.

In 1994, as a consequence of the diminishing number of learners willing to work in the field of maritime transport, the increase in the tuition and maritime training fees, as well as the Arab fleets and ship owners resorting to cheap Asian labor and in accordance with the self-funding policy approved of by the board of Arab Ministers of Transport in November 1989 in Sharjah, UAE, it was high time for the AASTMT to start looking for sources of funding through new activities and novel routes to maintain its basic and fundamental mission in maritime education and training so as to encounter the Arab and international changes. In addition, the AASTMT's expansion in the fields of engineering and management was sprouting from its belief in providing good educational services depending on its strengths as well as its Arab and international reputation in devotion.

This has led to adding up to the AASTMT's name and activities to be a major attraction for learners and also to guarantee the required sources of funding to sustain the high-expense maritime education and to reflect the AASTMT's real image. Hence, according to the decision

of the Economic and Social Council in its fifty-fourth session, AASTMT's name has become the Arab Academy for Science and Technology: "A university specialized in maritime transport" and its certificates have been made equivalent to those granted by Egyptian universities. The AASTMT has received Arab and international recognition due to its acknowledged and unique achievement.

AASTMT is governed through

- The AASTMT Executive Council
- The AASTMT General Assembly
- The Economic and Social Council of the League of Arab States

3.1 The AASTMT Executive Council

The Executive Council of the Academy consists of nine members who are representatives of the AASTMT General Assembly. The Council President is elected from among the members of the Executive Council. The Council convenes twice a year, in order to review and discuss all the projects and proposals submitted by AASTMT President and to make the relevant decisions or approval, if any.

All procedures and plans discussed within both the Executive committees at AASTMT branches outside the Host Country (Egypt) and the Executive Councils of AASTMT branches inside the Host Country must be raised to the Executive Council for approval and then to the General Assembly for adoption.

3.2 The AASTMT General Assembly

The AASTMT General Assembly consists of all Arab states members of the Arab League to the level of Arab transport ministers. The General Assembly is the supreme authority in the governance body of AASTMT; it approves all AASTMT financial statements, as well as, budget plans and the recommendations of the Executive Council. The General Assembly convenes once a year, decisions are taken by majority of votes of the present members.

3.3 The Economic and Social Council of the League of Arab States

It is the supreme legislation authority in the Arab League; it approves all laws, by-laws and regulations of all Arab League organizations including AASTMT. Approval is made after the review of the Committee of Organizations for Coordination and Follow-up. The Economic and Social Council convenes twice a year, in February and in September.

In the event of the need of any change regarding the by-laws or the regulations applied at AASTMT headquarters and/or branches, a relevant request must be submitted to the Committee of Organizations for Coordination and Follow-up to be approved, and then raised to the Economic and Social Council for adoption.

4 COORDINATION BETWEEN BRANCHES

All administrative policies and procedures for all AASTMT employees at all external and internal branches are strictly managed and controlled through the parent administrative sectors in the Headquarters in Alexandria. AASTMT By-Laws and procedures are adopted in all branches, regarding employment and hiring, promotion, leaves, compensation and benefits, disciplinary procedures, grievances and appeals... etc. This takes place through several central standing committees that convene regularly or upon need to discuss all staff/faculty affairs and make the relevant decisions to be strictly adopted, those committees include representative of AASTMT branches as needed. (*see Policies and Procedures Manual, Section 1.3*).

All branches should abide with the regulations adopted at AASTMT (financial, HR, quality assurance and accreditation, Admission and Registration, support services...etc.), Branch Directors must submit plans and proposals to the Executive Council/Executive Committee of the branch for discussion and approval. Heads of departments in branches are not allowed to implement or adopt any plans or major actions unless approved by their counterparts in the Main Campus in Alexandria.

Since the program offered in AASTMT branch in Sharjah is considered as **extended classes** to CMTT Alexandria Main Campus, the Vice President for Education and Student Affairs coordinates all academic activities while the supportive sectors and departments coordinates all non-academic issues at all campuses, as mentioned above.

The Vice President for Education and Student with coordination of the Dean of Education Affairs supervise all colleges at all campuses.

Educational affairs are strictly controlled by the Supreme Council of Education in the Main Campus in Alexandria, thus, educational departments at all branches must abide with its decisions and regulations.

4.1 Institutional Effectiveness and Quality Assurance

AASTMT reflects on the institutional effectiveness and quality assurance and enhancement as key elements to achieve excellence that are the main strategic goal of the AASTMT mission.

Evaluation and assessment activities in AASTMT are integral part of the policies and procedures and are considered as a comprehensive process that will include all campuses, sites, units and colleges. Assessment and evaluation shall be conducted in accordance with the unified system adopted and implemented at all branches and colleges. The head of quality assurance unit at the branch/college shall follow technically all quality management system procedures developed and issued by the QAAC (more details are described in Quality Assurance Manual).

The annual assessment and evaluation shall be planned and approved in coordination with QAAC in main headquarter. The results of these assessments and evaluations shall be communicated to the QAAC.

4.2 Academics

4.2.1 Program Coordination

- A committee is formed for each college to ensure the successful coordination between the main campus and different branches.
- The committee is headed by the Dean/Vice Dean and includes all department heads.
- **The task of the committee is to:**
 - Ensure programs are delivered with the same quality at all branches.
 - A program academic schedule.
 - Review and approve program outcomes and assessment reports.
 - Suggest the annual program budget at each campus.

4.2.2 Course Coordination

- A committee is formed for each course to ensure the successful coordination between the main campus and different branches.
- The committee is headed by the course coordinator and includes all course instructors.
- The task of the committee is to:
 - Ensure a course is delivered with the same quality at all branches.
 - Supervise the course progress.
 - Ensure the availability of course materials and resources.
 - Review and approve course outcomes and assessment reports.
 - Suggest and implement recommendations for continuous improvement of courses.

4.2.3 Study Program

- Any program of study offered at the branch campus should be identical to that offered on the main campus.
- Any modifications in the program on the main campus should be approved and implemented immediately in programs offered at the branch campus.
- Faculty members teaching any course at the branch campus have the right to suggest any changes to the program. These suggestions are to be studied/approved by the Department/College Council at the main campus.
- Modifications are to be implemented according to the review and update policies for courses and programs in the policies and procedures manual.

4.2.4 Schedule

- The academic calendar is issued by the deanery of admission and registration at the main campus in compliance with the regulations at the host country of each branch.
- The academic calendar is announced to students on campus and on the website.
- Each program head is responsible for preparing a program schedule in compliance with the academic calendar.
- The schedule is approved by the Department/College Councils at the branch and main campuses.

4.2.5 Course Syllabi

- Each course instructor should distribute the course syllabus to all students in the course at the beginning of the semester.
- The course syllabus should contain all topics described in the course specifications and should be identical to the course syllabus for the same course offered on the main campus except for the instructor related information and materials.

4.2.6 Exams

- Exams are to be conducted according to the policies in the policies and regulations manual.
- Copies of the exams and model answers are to be sent to the main campus to the course coordination committee to ensure the same level of student assessment in both campuses.

4.2.7 Marks

- Distribution of marks for exams is the same among all campuses, according to the grading policy in the policies and procedures manual, which requires 30% of the mark by the 7th week, 20% by the 12th week, 10% year work, and 40% for the final exam.
- All marks are submitted by the course instructor through the staff portal result entry, which is reviewed and approved by the Dean of the College at the main campus.

4.2.8 Outcomes

- The program outcomes, course outcomes, mapping of course and program outcomes are the same among all branches.
- Each program at the branch plans the assessment of outcomes and submits an assessment report with suggestions for continuous improvement to the main campus.
- Suggestions are reviewed/approved by the Department/College Council at the main campus, and in case of approval, modifications are carried out according to AASTMT policies and regulations.

4.2.9 Learning Resources

- The course textbook should be the same at all branches.
- All other learning resources, including but not limited to lecture notes, reference, and handouts, are supplied by the course instructor in each branch, in compliance with the course specifications.

4.2.10 Teaching Methodologies

- The teaching methodology is decided by the course instructor at each branch.
- The teaching methodology should comply with the course specifications and should enable students to achieve the required course outcomes.
- All required resources should be made available to students before the class begins.

4.2.11 Practical Aspects

- Practical aspects required by any program should be offered on both campuses using the same facilities, practice and supervision.
- Both campuses follow the same regulations and procedures for practical training/internships.
- Policies for practical aspects and internships are in the policies and procedures manual, and the sea training program manual.

4.2.12 Course Work

- Coursework required from students should be the same among all campuses regarding content and outcome achievement.
- The outline for coursework mark distribution is the same among all campuses; however, details are left for course instructor to decide in accordance to the course specification.

4.2.13 Course File

- Each course instructor should prepare a course file for his/her course in accordance with the course file policy in the policies and procedures manual.

5 ADVISING

All branches of AASTMT whether internal branches or external outside Egypt shall follow the same advising procedures. These procedures are summarized in the following points:

- Each student is assigned one faculty member as their academic advisor.
- Advisors assist students in their academic progress.
- Advisors at all branches should understand and apply AASTMT policies and regulations.
- Advisors should clearly announce to students their advising office hours.
- Advisors should have access to information related to their students.
- Advisors keep an advising file for each of their students containing all required information.
- To evaluate the advising process, the department chair fills an evaluation report for each academic advisor at the end of each semester.

6 ADMISSION AND REGISTRATION

6.1 Admission

- Rules and procedures of admission at all branches of AASTMT are the same as the rules and procedures used in the main campus in Alexandria.
- Perspective students are admitted through office of admission and registration in AASTMT branches and must be reviewed and approved from Deanery of Admission and Registration in main campus in Alexandria.

- Office of admission and registration at AASTMT branches will be responsible for developing analysis to data of admission and submit the reports to Deanery of Admission and Registration at main campus on a semester by semester basis.
- Student's applicants applying online at AASTMT branch in Sharjah have their office of registration at the branch must send all documents electronically to the deanery of admission and registration in main the campus for reviewing and attesting final approval/disapproval.
- English proficiency test is taken at AASTMT branch of Sharjah and results are reported to main campus in Alexandria.

It is the responsibility of the deanery of admission and registration at the main campus to issue a manual of policies and procedures related to coordination between main campus and all AASTMT branches.

6.2 Registration

- Students will register online or in person at AASTMT branch in Sharjah.
- Students can withdraw, add, drop courses at AASTMT branch in Sharjah.
- All registration operations made at AASTMT branch in Sharjah must be approved by the deanery of admission and registration at the main campus to be in effective.

6.3 Commencement

- Students successfully fulfilling requirements of their study plan are eligible to attend commencement ceremony at AAST branch in Sharjah
- Commencement ceremonies are held on a semester basis.
- Final revision and approval of student's files are performed by deanery of admission and registration at main campus in Alexandria.

6.4 Certificate

- Deanery of admission and registration at main campus in Alexandria is the solely responsible for issuing and stamping certificates and transcripts.
- Certificates will be sent by courier from Main campus in Alexandria or handed in person to student at AAST branch in Sharjah.

6.5 Academic Probation

- Academic probations and warnings are the same across all AAST branches and are revised and approved from main campus in Alexandria.

6.6 Staff

- All staff of admission and registration are and will be trained on all procedures related to admission and registration.
- Training is held either in main campus in Alexandria or at the branch where the staff belongs to.
- Training plans are designed and developed from deanery of admission and registration at main campus in Alexandria.

7 LIBRARY AND INFORMATION RESOURCES

7.1 Inter-Library Loan

- All AASTMT's libraries follow the same policies which are carried out by the Libraries and Information Services Center. However, as for inter-library loan with the branch in Sharjah, this policy does not apply due to geographical reasons; the branch being in the United Arab Emirates.
- If a student in Sharjah branch wishes to get access to a book/library material that is available on the Library's database, but not in the Sharjah Library branch, he/she may ask the Librarian-in-Charge to contact the Main Library and request an electronic version of this book/library material. That way, the geographical barrier is overcome in accordance with copyright laws; the original book/library material being in the possession of the AASTMT and its library.

7.2 Electronic Resources

All databases and e-journals are accessible through the Internet.

7.3 Electronic Access

All Library collections in all branches are accessible electronically to Sharjah branch students.

7.4 Library Services

- All the services provided in the main Library are completely available in the branch in Sharjah Library.
- The Library branch in Sharjah will have all the resources that serve the branch's specializations, and equipped with all the devices that ensure that Library Services will be provided at the same level of quality of services provided by the main Library.
- Special Services, like document delivery and inter-library loan, will be provided in the branch's library in coordination with UAE libraries and the British Council.

7.5 Staff

- All the AASTMT's Libraries in all branches are connected through the internet and managed centrally by Libraries and Information Services Center.

- Library branch employees are selected in the same manner and with the same requirements and conditions that apply to Library and Information Services Center. They are selected through a committee that comprises Human Resource and Libraries & information Services Center officials, with the same qualifications and skills required in the main Library, to ensure that well-qualified employees are hired and quality services are provided.
- Library branch employees will undergo training courses in the main Library premises once they are pre-selected. They have to successfully pass training courses before being hired.
- Libraries & Information Services Center has issued the coordination guide that includes policies and procedures controlling work mechanisms amongst university libraries.

8 INFORMATION TECHNOLOGY

8.1 Teaching and Learning Facilities

- All classrooms and laboratories will be equipped with a computer and either an interactive board and a projector or an interactive projector.
- Lecture notes shall be delivered electronically to all students attending the lecture.
- Faculty members will be able to access the LMS as well as their cloud storage from any classroom or lab in any branch.

8.2 Computers Equipment and Upgrading

- Every employee will be provided by any necessary end devices required to perform his/her tasks efficiently. End devices include but are not limited to desktops, laptops, printers, scanners and copiers.
- These end devices will be connected to the campus network for internet and intranet connectivity as well as for management.
- Procurement of the end devices must follow the main campus policy and specifications.
- Accessing the wireless network will be based on privilege levels.

8.3 Phone System

- All branches will be connected to each other via VoIP with a unified dialing plan.
- Employees in any branch can dial an internal extension in any other branch.
- The type of phone unit allocated to each employee as well as the features will depend on their job requirements.

8.4 Connection to Internet

- All branches must be connected to the internet via a reliable and redundant connectivity.
- Connectivity of the intranet to the internet must be controlled and secured.

8.5 Bandwidth

- The internet speed must be at a high speed to meet the branch's requirements.

- Control over internet usage must be maintained to avoid internet bandwidth misuse. This is done by filtering internet requests and throttling low priority traffic.

8.6 Software and Updating

- All new software requirements are to be sent to the main campus for approval and procurement of licenses.
- The IT help desk in each branch is responsible for the deployment, maintenance and updating of all the software.

8.7 Data Center

- The Data Center includes servers and networking devices for IT infrastructure services related to the branch.
- The data center devices are backed up to the main campus and receive updated data from the main campus.

8.8 Training

- Training is done periodically and whenever needed to employees.
- Awareness sessions can be held physically or virtually via video conference.
- Training materials are disseminated in all branches to all employees.

8.9 IT User Assistance

- The IT help desk is responsible for assisting all users in IT related problems.
- Problems must be reported to the call center or via the online form of the help desk.

8.10 Maintenance

- Maintenance and obsoleting of end devices is performed by the IT help desk according to the main policy.

8.11 Providing IT Needs

- All departments and units in the branch must declare their needs early enough to enable the process of needs collection, evaluation and approval to take its time before the required date of delivering those needs.
- The needs will be evaluated and approved centrally by the main campus.

8.12 Coordination

- Each department/unit in the main campus will coordinate the work of its counterpart at the branch campus
- All coordination processes should be monitored and documented according to the main policy.
- The main campus sets the rules and guidelines for the operation of the branches.

9 STUDENT LIFE AFFAIRS

The Assistant Dean for Student Affairs follows administratively the Director of AASTMT branch in Sharjah and follows technically the Dean of Student Affairs in AASTMT Main Campus in Alexandria, Egypt. Below information about the department of Student Life activities in branch campus:

The Assistant Dean for Student Affairs has many officers under his/her umbrella; these officers are The Community Engagement Officer, The Social Activity Officer, The Sport Activity Officer, and The Housing Officer respectively.

The Assistant Dean for Student Affairs is responsible for:

- Coordinating and supervising the organizational units it affiliates with, Housing, Nutrition, Sports Services, and the Cultural and Social Activity.
- Setting policies, developing programs and directing departments to ensure the achievement of discipline for academic students that enrolled at AASTMT branch campus in addition to coordination and supervision with the Dean of Student Affairs at AASTMT Main Campus in Alexandria, Egypt technical issues like all leadership, social and cultural activities, housing, subsistence, nutrition and sports services provided to students.
- Developing cooperation relations with educational departments and others on basic management units in order to facilitate the provision of educational and training services to students and solve problems that hinder their academic progress, periodic performance evaluation.
- Developing plans for training and qualifying employees in coordination with Dean of Student Affairs at AASTMT Main Campus.
- The sizes of staff who are working in the Department of Student Life are proportionally related to the number of students on each specific campus.

The staff of each unit in the Department of Student Life is concerned with:

- Following up all the activities of the affiliated Student Affairs sectors as well as the activities of the sub-units of the Department of Student Life and coordinating between them.
- Collecting the dates of the activities of the sub-units of the Department of Student Life, coordinating between them and coordinating with the dates of the activities of the various sectors in AASTMT Sharjah branch.
- Preparing the timetable for implementing all activities of the sub-units of the Deanship of Student Affairs and coordinating between them.
- Coordination with the specialized units inside and outside the Department of Student Life regarding the provision and organization of sports, cultural and social activities for students.
- Collecting the dates of implementation of the activities of the sub-units of the Department of Student Life, coordinating between them and coordinating with the dates of the activities of the various sectors in the branch campus.
- Collecting monthly achievement reports from the units affiliated to the sector (sports, social and cultural) , Submit and follow-up requests for needs submitted by the sub-units of the sector for procurement and logistics management.

- The required financial resources should be included either in the budget for the branch campus or budget for the concerned Department of Student Life.
- After the Director of the branch campus has approved the plan, he/she (through his/her assistant) will follow up implementation of the plan.
- The Dean of Student Affairs at AASTMT Main Campus will compile all assessment reports from all branch campuses to produce one comprehensive report about the effectiveness of the Student Affairs Activities. This assessment study will be conducted annually.

10 CAREER DEVELOPMENT

The Career Development Center (CDC) supports the mission of Arab Academy for Science and Technology and Maritime Transport to empower AASTMT students and alumni in their career journey by providing a comprehensive career resource development, and experiential learning opportunities, at every stage of the career planning process. Which make best use of their interests, skills, strengths, values and knowledge to become exceptionally job candidate for the opportunity offered.

The mission of CDC is to encourage students to explore career paths, identify and develop skills, and pursue experiential opportunities. Our vision is that each member of AASTMT community will be empowered to achieve lifelong professional success.

The CDC assists students and alumni as they explore, prepare for, and make successful transitions to life after AASTMT. At the CDC, individuals are empowered to take a proactive and strategic role in finding and pursuing their personal and professional passions. The CDC offers a comprehensive program of professional and career development services for students and alumni, and develops the professional skills they'll need to achieve their goals, advance their professions and serve their communities. We're here to help you explore, plan, and achieve your career goals from the first year on campus to graduation and beyond.

The programs, tools, and services offered through Career Development Center facilitate partnerships between students, alumni, faculty, employers and parents to maximize career opportunities.

As a result of participating in Career Development Center services, students will be able identify core values, beliefs, and skills, and use them to articulate relevant career goals; acquire transferable skills and relevant experiences for future professional accomplishments; and utilize resources that are available to gain experiential learning opportunities and foster professional networks. Whether you have a clear idea of where your career is directed or not, the CDC has many things to offer you. The services of CDC are as follows:

10.1 Career Counseling

- Career Assessments
- Choosing a Major
- Résumé Development/Critique
- Job Search Strategies
- Interview Preparation and Mock Interviews

- Graduate School Preparation

10.2 Employer Connection

- On-Campus Interviews
- Employer Search
- Career Fairs
- Mentor Program

10.3 Alumni Career Services

As AASTMT alumnus, you have access to our wide variety of career services and resources that can help you achieve your goals.

- Career counseling
- Career Assessments
- Resume development and critique
- Job search strategies
- Job listings on Handshake
- Interview preparation and mock interviews
- Career Resource Center
- Career shift advice
- Mock networking
- Guest speakers and workshops
- Career Fairs
- Assistance with graduate school applications and personal statements.

11 POSTGRADUATE STUDIES AND RESEARCH

11.1 Postgraduate Studies

- Currently, the postgraduate studies did not start yet at the AASTMT's external branch campuses. The AASTMT branch in Sharjah has started successfully with undergraduate programs.
- However, it is expected that the undergraduate students will be given the chance to pursue their postgraduate studies in the same branch campus having got the approval from the authorities in UAE and complete the study of the market to start with the most suitable programs that meet the society needs.
- When this takes place, colleges in the AASTMT external branches offering these new programs in cooperation and coordination with the College of Graduate School of Business (GSB) Studies will coordinate the new offerings at the AASTMT branch so as to assure the same high quality level similar to that of the graduate programs on the main campus in Alexandria and other Campus inside, Egypt.

11.2 Scientific Research

- AASTMT staffs completely follow the AASTMT By-Laws for scientific research.
- AASTMT staffs at all branch campuses have the full financial and non-financial support offered by the AASTMT to its faculty for conducting research.
- AASTMT Staff have the access to use all of the facilities which enables them to carry out their research at the branch campuses of AASTMT.
- AASTMT Staff can submit a proposal to establish a research group or to join an existing group.
- The College of Graduate School of Business (GSB) at all AASTMT branch campuses will issue its own coordination manual where policies and procedures related to coordinating activities between AASTMT branch campuses are clearly stated. Currently GSB has not yet established in either Syria or UAE.

12 HUMAN RESOURCE AFFAIRS

12.1 Duties and Responsibilities

- The Director of Human Resources Affairs manages all activities and related issues of AASTMT human resources within the Headquarters and all AASTMT branches inside/outside the host country (currently Egypt). The HRD is a member in all AASTMT Executive Committees ex officio.
- The HRD ensures the implementation of AASTMT regulations and by-laws.
- An orientation program is designed by HR Affairs in the main campus to be conducted to new staff members in all AASTMT branches and campuses in accordance with the needs submitted by the HR Unit at each branch.
- The access to electronic information, forms and services is available via staff portal on the AASTMT website for all employees in all branches inside/outside the host country.
- An electronic work flow is developed and implemented between the Human Resources sector at the main campus in Alexandria and all HR units and departments at all AASTMT branches through:
 1. Electronic Document Flow via the paperless application.
 2. Official HR affairs E-mail
 3. Regular mail services.
- The Director of Human Resources Affairs will coordinate to the HR staff at the branch campus to deliver the human resources services for all employees in the campus. Moreover, the daily human resources activities and tasks which need approve from the head of Human resources affairs the electronic signature will be required through electronic document flow.
- Appointment procedures of academic/non-academic staff in all AASTMT branches are conducted by HR Affairs at the main campus in Alexandria.
- The HRD must approve the main annual Human Resources budget, including salaries, compensations and training plan. This is applicable in the Headquarters and all branches inside/outside the host country (currently Egypt).
- The head of the HR Department at the branch campus will prepare monthly reports concerning work performance, progress, problems (if any), and problem solving

suggestions solutions, to be submitted to the HRD at the main campus in Alexandria for discussion.

- The HRD will issue the relevant coordination manual that emphasizes all policies and procedures that define the work flow, relations and correlations between AASTMT branches.

12.2 Faculty/Staff Personnel Records

12.2.1 Policy

HR Department maintains a file for each and every employee at AASTMT Branch in Sharjah, including copies of academic credentials, the signed contract, and all documents required by the Ministry of Labor and Social Affairs in the U.A.E. All original documents, certificates and official transcripts are retained at HR Affairs in Alexandria Main Campus. All personnel records are maintained safely in locked cabinets.

Individually identifiable personal information contained in computerized databases, is afforded the same confidential treatment that applies to written records.

12.2.2 Access to Human Resources Files

- An employee is authorized to have a copy of any document contained in his/her file, any copy shall be stamped by “Copy as Original”.
- An employee has the right to access his/her electronic information and records via staff portal on AASTMT website.
- **External access to human resources files shall be authorized only by the HRD and normally under the following circumstances:**
 - An employee has the right to request correction or amendment of any information contained in his/her file.
 - All human resources personnel files are retained for a minimum of ten years subsequent to an employee’s departure.

12.3 Staff Affairs Committee

12.3.1 Reference

Main Campus in Alex/Central

12.3.2 Terms of Reference

The role and responsibilities of the termed “Staff affairs committee” with respect to staff appointment, promotion, tenure and development is done by the Staff Affairs Committee, which is a central committee headed by AASTMT president, and the membership covers all AASTMT branches. All AASTMT branches are connected to AASTMT headquarters through

video conference to allow members to debate issues included in the committee's schedule, (*for more details, refer to Staff Handbook*).

12.3.3 Membership

- AASTMT Vice-president for Education and Students Affairs
- Director of Financial Affairs
- Director of Human Resources Affairs
- Director of Physical Resources and Logistics Affairs
- Manager of Legal Affairs Department

13 FINANCIAL AFFAIRS

- All staff and procedures at the Headquarters and AASTMT Branches are supervised by the Director of Financial Affairs.
- The same Financial Policies and Procedures control the financial affairs on all branches and campuses.
- Any new employee at the Financial Affairs sector will receive an orientation session as well as job training before commencement of work.
- All employees can access the electronic services and forms that are available on the staff portal.
- Documents exchanged between the Financial Affairs sector at the main campus and the financial departments at all branches shall be done through:
 - Regular daily/periodically normal mail services.
 - E-mail.
 - Electronic document flow through paperless applications
 - Facsimile.
- The Financial Department at the AASTMT Branch in Sharjah shall estimate an annual budget, and then submit it to the Director of Financial affairs at the Headquarters in Alexandria for discussion and consideration.
- At the beginning of each financial year, the Director of Financial Affairs shall communicate the new goals and objectives with the head of Financial Department at the branch to be accomplished through a well-structured action plan.
- A monthly/quarterly report shall be prepared and submitted by the Head of Financial Department to the Director of Financial Affairs regarding the department's performance, work progress, problems and proposed problem solving.
- The Director of Financial Affairs will take into consideration the resources to be provided to any branch in order to achieve its planned goals and objectives.
- The Director of Financial Affairs will set up a plan for a periodical/annual internal auditing process in order to determine the effectiveness and work performance at the branch.

14 LOGISTICS AND MATERIAL AFFAIRS

- The Director of Physical Affairs and Logistics oversees all the departments of Logistics and Physical Affairs at all branches and campuses.

- All procedures of Physical Affairs and Logistics in all campuses and branches are controlled strictly by the same the Physical Affairs and Logistics Policies and Procedures Manual’.
- Any new employee at the Physical Affairs and Logistics sector will receive an orientation session as well as a job training before commencement of work.
- The electronic services and forms that are available on the Physical Affairs and Logistics sector webpage (through AASTMT website) are accessible to all staff on all campuses.
- Documents exchanged between the Physical Affairs and Logistics sector on the main campus and its unit at the branch campus may be done through:
 - Regular daily/periodically normal mail services.
 - E-mail.
 - Facsimile.
 - Electronic document flow
- The Director of Physical Affairs and Logistics shall delegate some of his/her authorities to the Physical Affairs and Logistics at the branch campus. These authorities will be limited to a certain extent, beyond which the Director’s signature will be required.
- The contracts of all administrative staff members on all campuses will be dealt with centrally.
- The department/unit of Physical Affairs and Logistics at the branch campus will estimate an annual budget and forward it to the main Logistics and Material Affairs to include it in the master annual Logistics and Material Affairs budget.
- At the beginning of each year, the General Director for Logistics and Material Affairs should communicate to the Logistics and Material Affairs at the branch campus its goals for the year, which should be achieved through a well-structured action plan.
- The Director of Physical Affairs and Logistics at the branch campus will prepare monthly/quarterly reports about its unit’s performance, work progress, problems and suggested solution.
- The Director of Physical Affairs and Logistics will plan and make sure that all resources needed by Physical Affairs and Logistics affairs to meet its goals are made available.
- The main Logistics and Material Affairs Units will setup a plan for a periodical/annual internal auditing process in order to determine the effectiveness of its performance and the branch’s performance.
- The Director of Physical Affairs and Logistics will be directly responsible for the department/unit Physical Affairs and Logistics total performance
- Physical Affairs and Logistics are supervised and coordinated centrally as shown below:

14.1 Procurement Service

Procurement Services is under the office of Physical Affairs and Logistics Sector Specializes in the following:

- Responsible for the sourcing process to satisfy the diverse needs of all AASTMT campuses requirements from goods and services from any point on globe in the most competitive and timely manner, in accordance with the AASTMT’s mission and standards of ethics and integrity, while achieving cost savings/avoidance and maintaining quality performance.
- Assists faculty and staff by providing product information whenever needed, locating sources of supply, and explaining procurement options.

- Reviews, analyzes and recommends solutions to complicated purchasing problems and transactions.
- Assures that campuses' inventory records and inventory control are maintained.

14.2 Department of Facilities and Maintenance

Department of Facilities and Maintenance provides comprehensive services to the all AASTMT branch campuses. The Facilities and Maintenance side is responsible for:

- Facilities planning.
- Manages all contract maintenance and utility improvement activities.
- Architectural and engineering services.
- Building operation and maintenance.
- Alterations.
- Repairs and renovations.
- Distribution of utilities.
- Landscape maintenance and trash removal.
- Energy management.
- The Operations side is responsible for students housing.
- Event support and scheduling services.
- Parking.
- Food service vendor oversight.

14.3 Department of Transportation

14.3.1 Services

- On a daily basis, AASTMT provides bus transportation to main points within Campuses.
- Transportation operates according to a previously announced schedule. This is designed to accommodate students' needs during all working hours.
- Buses are provided for students' transportation from both genders in all campuses except the Branch in Sharjah, buses are provided for males and females separately.
- AASTMT provides transportation for other purposes like training outside the campus, traveling to/from the airport, scientific excursions and social activities/events. All these services are provided through the main campus, as well as at the branch campus.

14.3.2 Staff

- Drivers are appointed centrally by the Transportation Department via outsourcing companies. They undergo a thorough CV screening, a road test, and an interview before being appointed.
- All drivers work under a transportation supervisor who reports to the campus Supervisor's Assistant for Logistics and Material Affairs
- The Transportation Supervisor will estimate the campus transportation needs and required budget and submit it to his/her manager on the main campus.

- The Transportation Manager/Coordinator on the main campus will include all campuses' needs, along with the required budget, in one master plan and submit it to his/her department.

14.3.3 Effectiveness

- Drivers and transportation services will be evaluated through certain assessment tools since this service is provided through outsourcing companies.
- The results of this assessment should be reported by the Transportation Supervisor at the branch campus to his/her manager.
- The Transportation Manager/Coordinator on the main campus will include all campuses assessment reports in one comprehensive report and submit it to his/her manager, along with analysis and a plan for recovery and/or improvement.

15 SECURITY

- AASTMT provides security services to maintain all branches campuses secured and safe 24-hours per day, 7 days per week.
- The regulations security for students and staff will be announced which all staff and student must abide.
- These security regulations will be implemented on all branch campuses.
- All cars of faculty members, staff and students must have identification sticker to allow them enter the campus.
- The security affairs in the main campus hiring the security staff for all branches campuses through outsourcing companies' specialist in security field.
- The security department in a campus will estimate the campus security needs and required budget and submit it to the security affairs in the main campus.
- The security manager on the main campus will include all campuses needs, along with required budget, in one master plan and submit it to the head of the human resources affairs in the main campus.
- The staff and security services will be evaluated through certain assessment tools for continuous improvement.
- The assessment reports for all campuses will be submitted to his/her management, along with analysis and plan for recovery and/or improvement.
- The security department will issue its own coordination manual in which all policies and procedures related to coordinating work between branches campuses are clearly stated.