

UNITED ARAB EMIRATES
MINISTRY OF EDUCATION



الإمارات العربية المتحدة
وزارة التربية والتعليم

Assessment of the Second Response to the Report of the External Review Team

Initial Accreditation of the

**Bachelor of Marine Engineering Technology, *with*
Marine Engineering Concentration, *and*
Marine Electrical Technology Concentration**

and

**Bachelor of Maritime Transport Technology, *with*
Offshore Operations Technology Concentration, *and*
Shipping and Port Operations Concentration**

offered by

**Arab Academy for Science, Technology & Maritime Transport (AASTMT)
Sharjah Campus**

August 2020

**Prepared for the
Commission for Academic Accreditation
Ministry of Higher Education and Scientific Research
United Arab Emirates**

Visit Date:	17-20 November 2019
ERT Report:	4 December 2019
Institution's 1st Response:	2 February 2020
Assessment of 1st Response:	16 March 2020
Institution's 2nd Response:	30 June 2020
Assessment of 2nd Response:	12 August 2020

Notice

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Introduction

An External Review Team of experts appointed by the Commission for Academic Accreditation (hereafter CAA) visited the Arab Academy of Science, Technology, and Maritime Transport (hereafter AASTMT) from November 17 to 20, 2019, to evaluate AASTMT's Application (Application) for Initial Accreditation of the proposed Bachelor in Marine Engineering Technology program and the Bachelor in Maritime Transport Technology program, with concentrations in Offshore Operations Technology, and Shipping and Port Operations. The exit interview was held on November 20, 2019. AASTMT submitted a 1st response in February 2020 to the 33 requirements and 10 suggestions of the Commission, and then a 2nd response in June 2020 to the remaining 12 requirements and 3 suggestions of the Commission. This is an assessment of AASTMT's 2nd Response.

REQUIREMENTS MET IN THIS RESPONSE: 2-5, 18, 25, 27, 28, 31, 32

REQUIREMENTS PARTIALLY MET IN THIS RESPONSE: 7, 26

REQUIREMENTS NOT MET: None

ALL SUGGESTIONS WERE ACCEPTED OR ARE BEING CONSIDERED BY AASTMT SHARJAH.

ASSESSMENT OF RESPONSES TO REQUIREMENTS

Requirement 2:

AASTMT Sharjah is required to ensure that its Organization Chart is consistent in all of its key publications.

Comment: AASTMT Sharjah has an approved Substantive Change Request (dated 21 April 2020) to alter its Organization Chart. AASTMT Sharjah has now revised its Organization Chart and all associated key publications.

Assessment: This requirement has been met.

Requirement 3:

AASTMT Sharjah is required to fill all key academic and non-academic posts that appear in the Organization Chart of AASTMT Sharjah, before the start of the spring semester 2019-2020.

Comment: AASTMT Sharjah provided evidence that all academic and non-academic posts appearing in the Organization Chart are filled (or in a few instances, in progress to be filled).

Assessment: This requirement has been met.

Requirement 4:

AASTMT Sharjah is required to include in its Policies & Procedures Manual the structure and role/responsibilities of the “College Faculty Members Board”.

Comment: AASTMT Sharjah has clarified that the “College Faculty Members Board” is the same as the “College Council” (and dropped all reference to the former term), and adequately described the structure and roles/responsibilities of the College Council in the Policies and Procedures Manual.

Assessment: This requirement has been met.

Requirement 5:

AASTMT Sharjah is required to review all published documents to ensure complete consistency of policies and procedures in and among them.

Comment: AASTMT Sharjah confirms that it has reviewed all published documents to verify that they do not have inconsistencies with other policies and procedures.

Assessment: This requirement has been met.

Requirement 7:

AASTMT Sharjah is required to develop and document a charter that clearly defines the role and responsibilities of its Advisory Board members.

Comment: Via an approved Substantive Change Request, AASTMT Sharjah has adopted a new Organization Chart that includes a formal Local Advisory Board serving all institutional elements related to maritime transport logistics, and supply chain activities. A detailed charter for that Board was developed and presented in the institutional response. However, a different version of the charter was included in the revised Policies and Procedures Manual (which was submitted with the response) under section **1.3 Standing Committees** where the **Purpose, Guiding Principles, Reporting Structure and Membership** that were presented in the response are not fully presented in the PPM. Furthermore, although the submitted PPM version indicates that the “Advisory Board will provide advices and suggestions to the Branch Director,” which should indeed be the case, the response shows a different reporting structure and doesn’t show the relationship between the Advisory Board and the Branch Director. Another issue pertains to the Advisory Board Membership. The response indicates that the Board is comprised of members of the AASTMT academic and administrative units; however, Advisory Boards are always composed of members of the Local Community not

affiliated with the University, and who have experience with the needs of the local market with regard to the programs offered by the Branch Campus. That is, the Advisory Board must be independent of the AASTMT and therefore not include members of the institution. However, selected members of the institution could attend the Advisory Board meetings to present the state of the programs and participate in the discussions.

Assessment: This requirement has been partially met.

Needed: AASTMT Sharjah must revise the Local Advisory Board charter (including its reporting structure, membership, roles and responsibilities) based on the above comments and ensure that the revised version presented in the response is consistent with the version in the Policies and Procedures Manual.

Requirement 18:

AASTMT Sharjah is required to revise the course syllabi so that the types and weights of assessment tools are consistent with the “Examinations Policy” and the “Examinations and Grading System”, or to revise the Policy to be flexible enough to accommodate the different natures of different courses.

Comment: AASTMT Sharjah has revised its “Examinations Policy” in Section 3 (The Educational Program) of the Policies and Procedures Manual to be flexible enough to accommodate the types and weights of assessment tools for different types of courses.

Assessment: This requirement has been met.

Suggestion 4:

The ERT suggests that AASTMT Sharjah consider adding several new courses, as appropriate, in order to provide more course options for students in each program.

Comment: AASTMT Sharjah has agreed to give consideration to this suggestion, but any implementation is postponed until Fall 2020.

Assessment: This suggestion remains under consideration; AASTMT will consider adding more specialized / new courses during the next development cycle.

Suggestion 5:

The ERT suggests that AASTMT Sharjah develop the internship program details and Internship Manual as early as possible, so that even those students who are currently enrolled may benefit from such opportunities.

Comment: AASTMT Sharjah has completed a comprehensive Internship manual for the Sea Training Program.

Assessment: This suggestion has been accepted.

Suggestion 6:

The ERT suggests that AASTMT Sharjah adopt the academic ranks of Professor, Associate Professor, and Assistant Professor, which are widely used in the North American system of higher education for holders of terminal degrees (normally a PhD).

Comment: AASTMT Sharjah has adopted the North American System of academic rank titles of Professor, Associate Professor, and Assistant Professor with respect to the Academic Staff and any technical staff faculty who hold the PhD terminal degree.

Assessment: This suggestion has been accepted.

Requirement 25:

AASTMT Sharjah is required:

1. to clarify the definitions of contact hour and credit hour in all relevant documents; and
2. to establish clearly in its Teaching Load Policy that the faculty teaching load is 12 credit hours per week, based on two semesters in the academic year.

Comment: AASTMT Sharjah has clarified its definitions of contact hour and credit hour, committed to a maximum teaching load using both contact hours and credit hours for each faculty rank, and committed to a maximum teaching load of 12 credit hours per week during each semester. The AASTMT Sharjah also asserts that these details are now clearly and uniformly listed in all relevant documents.

Assessment: This requirement has been met.

Requirement 26:

AASTMT Sharjah is required to comply with Stipulation 8 of the Standards with respect to faculty qualifications.

Comment: AASTMT Sharjah asserts that all faculty members teaching in either the Maritime Transport Technology or the Marine Engineering Technology programs either (a) will have an earned terminal (PhD) degree, or (b) will hold a certificate of competence (COC) and will be reported to the CAA with a request for an exception to the requirement prior to the start of the academic year in which they are expected to teach. However, Stipulation 8 requires that such exceptions be sought for no more than 10% of the total faculty teaching in any specific program (20% in the 2019 Standards), and that the exceptions be sought prior to the start of each semester (not simply once per academic year).

Assessment: This requirement has been partially met.

Needed: AASTMT is required to fully comply with Stipulation 8 of the 2011 Standards (or Stipulation 5.4.11 of the 2019 Standards) with respect to faculty qualifications, namely that exceptions be sought for no more than 20% of the teaching faculty, and that such requests be made prior to each semester (not each academic year), and that all such faculty have experience in the field of study along with the appropriate professional credentials (e.g. COC).

Requirement 27:

AASTMT Sharjah is required to revise its Undergraduate Admission Policy to satisfy section 5.2 of the Standards.

Comment: AASTMT Sharjah has altered its admissions requirements. In order to be admitted, applicants must present a valid English language proficiency certificate with a

minimum score of 5.0 IELTS, 500 TOEFL (61 iBT, 173 CBT), or 1100 EmSAT.

Assessment: This requirement has been met.

Requirement 28:

AASTMT Sharjah is required to remove the discrepancies in its Student Transfer Policy as explained above.

Comment: AASTMT Sharjah has revised Section 5 of the Policies and Procedures Manual to remove all discrepancies.

Assessment: This requirement has been met.

Requirement 31:

AASTMT Sharjah is required to align with international norms the assignment of grade point values to the grades of A and A+.

Comment: AASTMT Sharjah now assigns a grade point value of 4.0 to both A and A+.

Assessment: This requirement has been met.

Requirement 32:

AASTMT Sharjah is required to align with international norms the transfer credit and CGPA policies associated with a change of major.

Comment: AASTMT Sharjah has changed its transfer credit and CGPA policy. Credits/courses transferred and to be counted toward the degree will appear on the transcript with credits and grades recorded as applying to the program and affecting the cumulative GPA. Credits/courses not transferred and therefore not to be counted toward the degree will appear on a separate section of the transcript and will not be recorded as applying to the program and affecting the cumulative GPA.

Assessment: This requirement has been met.

CONCLUSIONS

A complete review of AASTMT's 2nd response indicates that it has made excellent progress in appropriately responding to nearly all requirements and suggestions of the External Review Team.

However, AASTMT Sharjah still needs to address two outstanding issues (Requirements 7 and 26).

The ERT makes its requirements in a spirit of constructive engagement, with the aim of ensuring that the *Standards for Licensure and Accreditation 2011* are met, and to aid AASTMT Sharjah in its desired objective to deliver programs that achieve their stated outcomes.