

AUIB College of Education and Human Development

Master's Student Agreement & Expectations

Attendance

- Because the program is cohort-based, consistent participation is essential to individual learning, group growth, and professional development.
- Students are expected to arrive early enough to be prepared for the start of class. Given AUIB gate procedures, students should plan to arrive at AUIB front gate at least 45 minutes before class to allow time for parking, security, transportation, and classroom preparation.
- Faculty will begin teaching at the scheduled start time and expect students to be ready.
- Students may miss no more than two class sessions per course in a 14-week term, or one session in a 7-week term. When absent, students are required to complete additional assignments or projects to ensure that any missed learning is fully covered. If a Thesis Prep session is missed, the student must make it up by attending an additional prep session.
- If an absence is anticipated, students must notify the faculty members as early as possible.
- Exceeding the attendance limit will require students to withdraw from that semester's courses, leave the cohort, and rejoin in a future term. In some cases, this may mean waiting up to one year before rejoining the next cohort. While switching cohorts is possible, it is disruptive and may delay program completion.

University Commitment:

- AUIB will publish the [academic calendar](#) at registration and will not change it except as required by the Ministry of Higher Education and Scientific Research or federal government directives.
- AUIB will provide campus transportation from the gates to classroom facilities.
- Classes will start and end at the times published in the schedule.

Class Preparation

Assignments

- **Individual Work:** Each student is responsible for completing all assigned individual tasks.
- **Group Work:**
 - Group members are expected to share both the workload and the time commitment equitably. If work is not equitably shared, group members are encouraged to engage in respectful conversation among themselves to adjust. If additional support is needed, please discuss it with the faculty members.
 - For recurring group assignments, roles and responsibilities should rotate to ensure every student gains exposure to a range of technical and professional skills.

Resources

- Students are responsible for obtaining all required course materials as directed by the faculty. Faculty will often provide links to electronic copies of the class material on Canvas LMS. If resources are unavailable, students should notify the faculty as soon as possible so support can be provided.
- **AI Usage:** Each faculty member will clarify the role of Artificial Intelligence (AI) in their course.
 - Students may only use AI as explicitly permitted.
 - Students must disclose how AI was used when allowed.
 - When in doubt, students should seek clarification from faculty.

University Commitment:

- AUIB will provide all students with access to:
 - AUIB email accounts
 - Canvas Learning Management System (LMS)
 - University library resources

Classroom Engagement

Attention and Respect

- As working professionals and graduate students, M.Ed. participants balance academic, professional, and family commitments. During scheduled class hours, classroom learning takes priority.
- Students are expected to remain actively engaged by listening attentively, contributing respectfully, and minimizing distractions.

Cell Phone and Technology Use

- The use of cell phones in class should be limited to activities that directly support learning outcomes.
- Non-academic use of phones or messaging applications disrupts focus for both the user and peers.
- Students are encouraged to:
 - Turn off notifications and messaging apps during class.
 - Store phones out of immediate reach.
- When phone use is appropriate, it should be applied consistently and equitably for all students.

Communication

- Faculty will clarify their preferred communication methods with students.
- The standard modes of communication are:
 - University email
 - Canvas LMS
- Messaging applications (e.g., WhatsApp, Telegram) should not be used for communication with faculty.
- Students are expected to:
 - Check university email daily.
 - Respond to faculty and administrative requests within 24 hours.