Masters Handbook
2019/2020

INSPIRING MINDS
TRANSFORMING LIVES

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Canadian University Dubai communicates with its students through their university email address. Please ensure that you check your university email address for updates and notifications sent to you.

The contents of this catalogue are subject to change from time to time at the sole discretion of the University, and on occasion updated information may be distributed regarding policy and regulation changes.

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1. Welcome to Canadian University Dubai

Canadian University Dubai was established in 2006 in order to deliver a high-quality tertiary education in the UAE and provide a gateway for students to pursue higher education opportunities in Canada.

Canadian University Dubai is located in the heart of downtown Dubai and all of our academic programs are based on Canadian curriculum and education principles. This gives students the opportunity to obtain a Canadian education while experiencing the unique culture and values of the United Arab Emirates. With over 100 different nationalities calling our University home our diverse student community builds bridges across cultures and continents.

Our goal is to move each student forward as a well-rounded lifelong learner and good global citizen. To achieve this, emphasis is placed not just on academic achievement but on extracurricular involvement. Our vibrant student life has something for everybody, from sports to concerts, and the opportunity for international trips. Students are also involved in many different types of social activities, including community fundraising, team building, and networking events.

1.1. Founding Partners

- Emirates Investment and Development
- Al Sheikha Sheikha Saeed Al Maktoum
- Mohamed Ibrahim Obaidalla
- Jamal Al Ghurair Est
- Khalifa Juma Al Nabooda
- Ghubash Trading & Investment Co. Ltd
- Investment Group (PVT) Ltd
- First Investor (L.L.C)

- Abdulla Ahmad Bin Abdul Aziz
- Hamad Ahmad Bin Suqat
- Saleh Mohamed Bin Lahej
- Ahmed Saif Belhasa
- Rashed Humaid Al Mazroei
- Mohammed Omar Bin Haider
- Oman Insurance Company (PSC)

1.2. Institution Licensure and Program Accreditation

Canadian University Dubai, located in the Emirate of Dubai, was officially licensed from the 1st of August 2006 by the United Arab Emirates Ministry of Education – Higher Education Affairs to award degrees/qualifications in higher education.

2. Why Choose Canadian University Dubai?

There are many reasons to choose Canadian University Dubai for your undergraduate or Masters studies, but let us tell you what sets us apart from our peers:

1. Canadian-Based Curriculum

We offer an education based on the Canadian curriculum, giving us internationally recognized quality and credibility.

2. Option To Graduate In Canada

As a portal to Canadian higher education, you can start your degree at CUD then complete your studies and graduate from one of our partner institutions in Canada.

3. UAE Accreditation

All of our programs are accredited by the UAE's Ministry of Education – Higher Education Affairs.

4. International Faculty

Our international faculty is highly qualified and inspirational in their field, bringing innovative teaching styles and philosophies from across the globe.

5. Graduate Employability

With an education based on the Canadian principle of prescribed learning outcomes, CUD graduates are highly employable in the international jobs market.

6. Flexible Learning

We offer flexible program schedules – evening and weekend classes are available for both undergraduate and Masters programs.

7. Business-District Location

We have a convenient downtown location in the heart of Dubai's business district, with state of the art academic and recreational facilities.

8. Student-Centered Approach

CUD is a student-centered university, where we value student success above all else.

9. Research Opportunities

Our Research Centre provides students with the opportunity to be involved in cutting edge research internationally and in the UAE.

10. Multicultural Student Community

We have a truly multicultural learning environment, with students from over 100 nationalities.

3. Mission and Vision

3.1. Vision

Canadian University Dubai is committed to providing students with an international academic experience, guided by the highest educational and corporate ethics, adding value to the personal and professional lives of its graduates, and the communities in which we serve.

3.2. Mission

Canadian University Dubai promotes Canadian perspectives in learning, research and application, grounded in an appreciation and respect for the diverse culture and values of the UAE.

4. Canadian University Dubai Campus

Canadian University Dubai campus is steps away from Sheikh Zayed Road, the main thoroughfare of downtown Dubai and the hub of the financial district. The Dubai Mall, Burj Khalifa, and many of Dubai's premier attractions surround our facilities, and the Financial Centre metro station is walking distance from the University campus, ensuring an easy commute from anywhere on the network. There are also a wide variety of shops and restaurants nearby.

Canadian University Dubai campus is an architecturally unique building. Our four Halls are surrounded by lush vegetation, providing the perfect backdrop in any of our courtyards for quiet conversation or study.

4.1. Academic Facilities

The University's classrooms, laboratories and studios are fully furnished and well-equipped with the latest technology, enabling faculty and students to enhance the learning process with digital and online content. Wireless network access is available in all classroom areas and other common areas for the use of students.

4.2. Red Theatre

Our Red Theatre is a gathering place for both official ceremonies and student led activities. From MoU signings to student talent competitions, there is always something happening in this versatile space.

4.3. Classrooms

Canadian University Dubai has classrooms located in Halls B, C & D comprehensively fitted-out with comfortable chairs and workspace. Each classroom has wireless network access and is equipped with overhead projectors and computer workstations that enable faculty members to enhance learning with interactive content.

4.4. Computer Laboratories

Canadian University Dubai has several computer laboratories strategically placed throughout the campus, including one lab dedicated to Apple products. Each lab is appropriately furnished with computer desks, chairs and Desktop PC's for students to use. Software required for all programs has been installed on these machines. The labs offer a great deal of accessibility for your needs.

4.5. Students Lounge

Located in Hall C, the Student Lounge provides students with a space where they can relax, play games, and socialize.

4.6.   Masters Lounge

Our Masters Students' have their own nicely decorated and fully equipped lounge on the third floor of Hall C near to most Masters classrooms. This lounge offers an excellent space to socialize, study, or relax during classroom breaks.

4.7.   Sport Facilities

Canadian University Dubai has a range of athletic facilities that allow students to balance their studies with physical activity. The 160-seat tennis court with its cement surface promotes a fast game with a high bounce.

4.8.   Student Health Clinic

Free basic medical services are provided for students at Canadian University Dubai Medical Centre. A qualified nurse is available on campus, and a fully qualified medical doctor is available once per week for consultations and follow-ups.

4.9.   Prayer Rooms

Canadian University Dubai offers two beautiful prayer rooms located on the third floor of Hall D. These rooms allow both male and female students the opportunity to perform their prayers in the University.

4.10.   The Holy Month of Ramadan

During Ramadan, the University expects all members of the community to refrain from eating, drinking or smoking on the University premises during daylight hours. In acknowledgement of our diverse community, the University designates a particular room where non-Muslims may eat or drink according to their needs. The University expects all its members to respect the U.A.E. culture and regulations, and show deference to the Muslim community during this period.

4.11.   Cafeterias

Our campus is home to four cafeterias serving a wide range of cuisines. The cafeteria areas provide a coeducational, multicultural, multinational, and social environment. They are the main gathering place for students between classes and during their free time, where they can enjoy free wireless internet. In addition, the students can always use one of the many vending machines located throughout the campus.

4.12.   Parking Facilities

Secure parking is available for a nominal fee per semester on a first-come first-serve basis. Please check with Physical Resources for more information. There is also free parking available on the streets surrounding the University.

4.13.   Student Transportation

Canadian University Dubai also offers Transportation from Ajman and Sharjah on a schedule. The fees are as follows:
  • AED 2,200 per semester per student from/or to Sharjah or Ajman.
Additionally, there are several metro stations nearby and ample parking is available for students wishing to drive.

5. Admission Policies

5.1.   Masters Admission Policy

Admission to a specific program of study implies admission to Canadian University Dubai; however, admission to a particular program does not imply automatic admission to any other program of study. For all admissions to Canadian University Dubai, prospective students must hold the minimum university general admission requirements, as well as all the additional admission requirements specific to their chosen program of study.

For applicants not meeting all of the requirements, admission is conditional to these requirements, or their established equivalent, being met within prescribed time periods and subject to conditions clearly outlined below.

5.1.1.   General Admission requirements for Masters level programs:

1.   Completion of a recognized baccalaureate in a discipline appropriate for the Masters degree. A higher Diploma is not equivalent to a baccalaureate degree and does not qualify an applicant for admission to Masters programs. *

2.   A minimum cumulative grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the applicant's baccalaureate degree program.

3.   For programs taught in English, a minimum TOEFL score of 550 on the Paper-Based or 79 on the Internet-Based test, or its equivalent in a standardized English language test, such as 6.0 IELTS or another standardized, internationally recognized test approved by the Commission, with the following exceptions:

   - A native speaker of English who has completed his/her undergraduate education in an English-medium institution and in a country where English is the official language.

   - An applicant with an undergraduate qualification from an English medium institution who can provide evidence of acquiring a minimum TOEFL score **500** on the Paper-Based test, or its equivalent on another standardized test approved by the Commission, at the time of admission to his/her undergraduate program.

4.   Undergraduate equivalency certificate- required for all students who have graduated from an undergraduate program outside the UAE

(*)   **For admission in the Master in IT Management & Governance, only applicants holding Engineering / IT / Business related certificates will be considered.**

5.1.2.   Undergraduate Equivalency Certificate Requirement:

An undergraduate equivalency certificate issued by the Ministry of Education in the UAE is required for all students who completed their undergraduate studies outside of the UAE. The steps required to obtain an equivalency may be found below:

1. University certificates and transcripts must be attested by the Ministry of Education in the country where the issuing university is based.
2. Following that, the student also needs to have the certificates and transcripts attested by the UAE embassy or consulate in that same country.
3. If the student is not able to have the attestation completed by the UAE embassy or consulate in that same country, they may also be able to obtain the same attestation or equalization from the Ministry of Foreign Affairs or the Consulate of the particular country they studied in.
4. After the above is completed, the undergraduate equivalency certificate must be requested and issued by the UAE Ministry of Education.

5.1.3.   Conditional Admission Requirements for Masters level programs:

A student with recognized baccalaureate degree with a cumulative grade point average below 3.00 on a 4.0 scale, or its equivalent, and who meets the English language competency requirements for general admission, may be admitted conditionally to a Masters program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal.

1. Must achieve an overall grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Masters program.

5.1.4.   Additional Program Admission Requirements: Panel Interview

Offers of admission are adjudicated by a panel consisting of two (2) Faculty of Management faculty members from different program specialties, the Program Leader, and a representative of the Office of the Registrar, as a result of the following process:

1. Once the deadline for submission of applications has passed, a first screening by the panel establishes lists of applicants for further consideration for either admission or conditional admission.
2. Selected applicants complete a panel interview.
3. Offers of admission are made on the basis of the interview's outcome, which includes academic record excellence and suitability as an objective assessment criterion.

The Panel Interview is conducted by the Program Leader and the two Faculty of Management faculty members. It lasts 30 minutes and follows a standard protocol captured by the Masters Interview Form. Its aim is to determine the applicant's:

1. Oral and written language proficiency and communication skills (applicants are invited to speak about themselves and their career goals in relation to their choice to enrol in an MBA program; they are also asked to write a short essay).
2. Motivation and engagement;
3. Rationale for the choice of major;
4. Prospect for successful completion of the program.

The interview culminates with a panel recommendation for full acceptance, or conditional acceptance, or acceptance in the Pre-MBA / Pre-MIT program or further consideration after submission of additional material, or rejection. This recommendation is based on an objective eight-point assessment, including academic record; communication skills, motivation, etc.

Pre-MBA

Applicants may be admitted to the Pre-MBA program (e.g., students who have completed an undergraduate university degree in an area other than Business Administration and who meet the admission requirements). Successful completion of six foundations courses automatically yields admission to the MBA program. The six Pre-MBA courses are as follows:

Pre-MBA Courses

Course Code		Course Title	Prerequisite
MBA	501	Management and Organization Behavior	None
MBA	502	Foundations of Business Statistics	None
MBA	503	Accounting Foundations	None
MBA	504	Economics Foundations	None
MBA	505	Marketing Foundations	None
MBA	507	Finance Foundations	None

Pre-MIT

All Students admitted in the MITGOV program with an IT, Engineering or Business-related degrees must complete and pass the corresponding non-credited Pre-MIT program before starting this master program.

Pre-MIT Courses for Non- Business Majors

Course Code		Course Title	Prerequisite
MIT	501	Foundations of Business Statistics	None
MIT	503	IT Infrastructure Platforms & Organization of IS	None
MIT	504	Management Foundations	None
MIT	506	Economics Foundations	None
MIT	507	Financial Management	None
MIT	508	Marketing Management	None
MIT	510	Operations Management	None

Pre-MIT Courses for Business Majors

Course Code		Course Title	Prerequisite
MIT	501	Foundations of Business Statistics	None
MIT	502	Principles of IT	None
MIT	503	IT Infrastructure Platforms & Organization of IS	None
MIT	505	Management of Information Systems	None
MIT	507	Financial Management	None
MIT	509	Data Management & Information Systems	None

5.1.5. Falsified Admission Documents

Students found to have submitted falsified documents will be dismissed from the University.

6. Advanced Standing

6.1.   Masters Transfer Credit

Masters students of Canadian University Dubai may transfer a maximum of 6 credit hours to any Masters program. Transferable work must have a minimum grade B and above and have been completed for graduate level credit at an accredited college or university. Students requesting to transfer work must submit the request in writing with an official transcript from the university which awarded the credit. No transfer credit for MBA-648 (Business Strategy).

6.2.   Prior Learning Assessment and Recognition Policy

The PLAR assessment aims at establishing the recognition or lack thereof of the applicant's documented prior learning experiences as equivalent to the learning outcomes of the course identified on the application form. Normally, recognition of prior learning is awarded by the Assessment Committee upon satisfactory demonstration by the applicant of at least 80% of the course's learning objectives through PLAR assessment. If as a result of the assessment, this learning is deemed equivalent to the learning outcomes for a specific Canadian University Dubai course, credits for that course shall be awarded without the assignment of a grade. The student's transcript shall then mention the course as completed through PLAR.

The maximum degree level credits to be awarded through PLAR should not exceed 12 credit hours. However, when applicable,   the total of the number of transferred credits through formal credit transfer and that of credits awarded through PLAR should not exceed 50% of the program graduation requirement.

6.2.1.   What are the different methods used for assessing PLAR?

The Canadian University Dubai uses portfolio and/or challenge assessments. The designated PLAR assessor(s) determines the assessment type, format and duration and administers the assessment process.

6.2.1.1. Portfolio

A portfolio is a collection of materials, in either paper or electronic format that demonstrates learning that was obtained through extensive past experiences. Portfolio submissions are normally complemented by an interview. Documentation included in the portfolio can be a collection of formal or informal learning experiences. A portfolio can include, but is not limited to:

- A Curriculum Vitae;
- An autobiographical essay;
- A description of career history;
- A detailed mapping of documented experiences against course's learning outcomes;
- Samples of professional achievements;
- Job descriptions;
- Letters of reference;
- Training records;
- Detailed course outlines from non-credit training courses or workshops;
- Certifications;
- Performance appraisals;
- Special awards;
- Professional contributions (ex. reports, business plans, marketing materials, etc.).

6.2.1.2. Challenge Assessment

A challenge assessment should include both Written and Oral components. The Assessment Committee can also add one or two other components such as Performance (Portfolio), and/or Assessment of Achievement.

6.2.2.   Appeal of Denial

The applicant can appeal a denial of prior learning recognition after paying a 500 AED appeal fee. The appeal must be done in writing to the Dean or Head of the Department offering the course considered in the PLAR application form within five (5) working days past the notification of denial. The Dean shall then convene an ad hoc committee to investigate and deliberate the case before rendering a final decision. This committee shall include a representative of the Dean, a representative of the Registrar, and a subject matter expert faculty member other than the PLAR assessor. The applicant shall be notified of the final decision within ten (10) working days of the initiation of the appeal. The applicant has no further recourse."

6.2.2.1. Procedure

Prior Learning Assessment and Recognition (PLAR) is a process whereby Canadian University Dubai awards academic credits for documented learning acquired outside the classroom.

Such learning would have been acquired by a prospective or current student through a variety of professional or life experiences, including but not limited to:

- Training programs;
- Professional certificates;
- Professional responsibilities;
- Seminars or workshops;
- Armed services training;
- Independent studies; etc.

Upon successful recognition of prior learning, academic credits are awarded without the assignment of a grade. Hence, PLAR credits do not count towards the CGPA of the applicant. PLAR can be used for course exemption only and cannot be used to be admitted at the university. The applicant has the right to appeal a denial of prior learning recognition.

6.2.2.2. Application Process and Guidelines

The applicant must follow a five step process whereby eligible prior learning is identified, assessed and recognized as a substitute to academic credits.

Step 1: Contact and consult with the PLAR Services at the Registration Division to apply.
The applicant for PLAR credits is responsible for identifying and documenting prior learning and for seeking recognition against academic credits at Canadian University Dubai.

Step 2: Consult with the academic advisor on the eligibility of prior learning.
Applicants are expected to consult with PLAR Services officers and academic advisors about the eligibility of their prior professional and life experiences, the PLAR assessment process, the course(s) to be considered, and the time frame for completion.

The applicant need not be enrolled in a course to use the PLAR option for that given course. However, if the applicant is enrolled in the course considered for recognition, PLAR cannot be used after the 6th hour of class for that course. The applicant for PLAR credits is thus advised to check the University calendar for important dates. In all situations, the applicant is expected to have identified the relevant course(s) and obtained their syllabi.

Consultations with PLAR Services and academic advisors should allow the applicant to:
- Identify the course(s) to be considered for PLAR;
- Identify the learning objectives for the course(s);
- Address the applicant's readiness to undergo PLAR;
- Determine when and how prior learning would be assessed (a possible plan may be discussed, identifying the date and possible type of assessment (e.g., portfolio or challenge) with the understanding that the final choice of the type of assessment is at the discretion of the PLAR assessor.

Once the course to be considered for recognition has been identified and before proceeding formally, the applicant is strongly advised to reflect on the following questions and reach affirmative answers for each given course:

- "Did I acquire, through extensive professional and life experiences outside the classroom, the knowledge, skills, values and attitudes that appear to be equivalent to the learning outcomes listed in the course syllabus?"
- "Would I be able to demonstrate such knowledge, skills, values and attitudes related to each learning outcome of the course?"

Step 3: Complete and submit the PLAR Form together with documented evidence of prior learning.
Make sure to sign and date the form and to attach originals or certified copies of evidence of prior learning.

Step 4: Pay a PLAR application fee of 25% of the course tuition fee.
A receipt will be issued after payment. Staff at the Registration Division shall not process any PLAR application without the payment receipt. The amount of AED 525(VAT inclusive) is non-refundable irrespective of the outcome of the assessment(s).

Within three (3) working days following the fee payment, PLAR Services shall communicate to the student the name and contact details of the designated Chair of Assessment Committee which is composed of normally of 3 faculty members at Canadian University Dubai determined in consultation with the academic unit offering the course(s) identified for recognition).

Step 5: Contact the designate PLAR assessor to complete the prescribed PLAR assessment(s).
It is the applicant's responsibility to contact the designated Chair of PLAR Assessment Committee and to complete the required PLAR assessment(s) within twenty one (21) days following the date of application. Past that time period, the PLAR application becomes null and void.
The designated PLAR Committee shall communicate the nature, format, expectations, duration and date(s) of the challenge within three (3) working days following its meeting with the applicant to discuss prior learning and possible assessment methods.

The applicant should be given no less than seven (7) working days to prepare for the challenge.

Within three (3) working days following the PLAR assessment(s), the Chair of the Assessment Committee shall return the result(s) approved by the Dean to the Registration Department and be prepared to provide the applicant with adequate feedback. PLAR Services shall immediately notify the applicant of the decision (approval or denial) in writing.

Cautionary Notes:
1. Application for PLAR should normally be completed at least 3 weeks before course enrolment. There may be specific times when PLAR challenges are available.
2. PLAR applicants are subject to the Canadian University Dubai Student Code of Conduct, including Academic Integrity Policies throughout the whole process.

7. Student ID Card

Upon first registration and after all applicable fees have been paid new students will be issued with Identity Cards. Each student must take responsibility to safe guard their ID card, and it must be carried with them at all times while on University premises. In the event of a lost or stolen ID card, students must report the missing card to the Office of the Registrar immediately. Replacement fees will apply to issue a new card. Students are required to hand in their ID Cards upon Graduation or withdrawing from the University. Failure to do so will result in applicable fees being applied.

8. Student Orientation and Academic Advising

Academic orientation and advising is the backbone of any University's education operations system.

The University holds orientation sessions at the beginning of each Academic Year, and all year one students admitted into University programs are requested to attend. Students should refer to the Academic Calendar to find out about the exact dates of the orientation sessions. The students will have a chance to meet with the faculty, program coordinators, and University administrators. During these sessions, students will have a chance, for instance, to:

- Familiarize themselves with the credit system,
- Understand and get familiar with the degree requirements,
- Interpret test and placement scores,
- Clarify major and/or career options,
- Select appropriate courses to optimize their academic performances,
- Understand academic warnings and progression policies,
- Understand the academic records of graduating students,
- Familiarize themselves with University services; library, information technology policies, laboratories, student services, student councils, etc.

For those students who are in probationary academic standing, a meeting with an assigned Academic Advisor will be scheduled to plan an appropriate study plan and understand progression towards graduation pertaining to their specific case. Students with probationary status cannot register without the signature of his or her Academic Advisor.

9. Registration Process and Procedures

9.1. Masters Student Registration Process and Procedure

Prior to registration for the current semester, students are required to be in good academic and financial standing.

The Course Schedule is subject to change, though every effort is made to minimize any such changes. We review the schedule on a routine basis and update as necessary to ensure student satisfaction.

9.1.1. Registration Process

9.1.1.1. New Masters Students:

1. Once admitted into the University you may meet with a student advisor from the Faculty of Management to select courses.
2. You will then pay your fees, prior to registering in the courses.
3. Once courses are selected/payment is made you will then register. Registration personnel will be pleased to assist you with this.

9.1.1.2. Returning Students:

1. May register at the registration counters in Hall C provided they:
    1. Are in clear academic standing (if not see step 2)
    2. Are in good financial standing (if not see step 3)
    3. Have their registration files up to date and complete (if not see step 4)
2. See your assigned Academic Advisor for course approval. You may then pay your fees and register.
3. If you are not in good financial standing, please see the cashier in registration Hall C to clear up any outstanding balances.
4. If you have an incomplete student file, please see Registration personnel and provide the necessary documentation prior to paying your fees and registering.

10. Special Arrangement

There is a clear distinction between independent study and special arrangement courses. A special arrangement course is an experience in which the student covers the content of a regularly scheduled course through individual study under the guidance of a faculty sponsor. This approach is to be used only when scheduling difficulties would otherwise prevent the student from completing his or her program of study in a timely manner. As stated in the CAA standards, a course offered as an independent study is a course in which a student is individually supervised by a faculty to undertake a learning opportunity which is otherwise unavailable. Such a course must have a syllabus with learning outcomes, learning plan and appropriate assessment schemes.

10.1. Courses offered as Special Arrangement

10.1.1. Delivery

When a course is delivered as special arrangement, the academic department must ensure that:

1. The student has obtained all authorizations.

2. The course is offered in comparable class contact time, and comparable expectations for out of class study time, as in the same regular course with a compulsory weekly 1-hour meeting with the faculty. Attendance is compulsory.
3. The full content of the course syllabus will be taught.
4. A complete course file will be prepared at the end of the semester.
5. All learning resources are provided during the semester when the course is delivered.

10.1.2.   Eligibility

A student may request to enrol in a course as special arrangement if one of the following conditions holds:
1. The regular course is not offered. This may substantially delay his/her graduation.
2. The regular course is offered but the student cannot attend due to reasons beyond his/her control.
3. The student needs the course to be offered in order to graduate during the current semester.

The institution must limit the granting of such courses to Masters students to 2 courses.

10.1.3.   Application

When a student becomes eligible to enrol in a course as special arrangement, the following process must take place:
1. A formal request is written by the student to his/her academic advisor with all supporting documents, one semester in advance.
2. The academic advisor and Program Leader review the student's application and make a recommendation for the dean.
3. The dean reviews the whole application for a final decision.

11. Policy on Intensive Modes of Course Delivery

When an academic department intends to offer a course or program through intensive modes of delivery, it must comply with the CAA requirements as specified in its standards. The institution should receive the approval of the commission prior to the start of the program or courses. During Summer sessions, courses are delivered over a shorter period of time but do not require the approval of the CAA.

When considering intensive course delivery, the academic department must ensure:

- Comparable duration of class contact time and expectations for out-of-class study time, as in the same courses offered during regular semesters or terms.

- The learning outcomes of the courses can be achieved during the short period of time.

- Students may register up to three courses when week-end course delivery is used during a regular semester. If the course delivery involves the shortening of the semester, students may register up to two courses.

- Faculty are given enough time for course delivery and preparation, in addition to all other duties, as required by the CAA standards.

12. Student Course Load

12.1. Masters Student Course Load

The academic load for Masters programs is as follows. The total MBA program load is 36 credit hours, while for the MIT GOV it is 30 credit hours. The maximum academic load is 12 credit hours per term. Students who pursue the program part-time have up to four years to complete the degree requirements including the foundation Masters courses.

13. Attendance & Absenteeism Policies

13.1. Attendance & Absenteeism Policy for Masters Programs

Attending classes is compulsory in all Masters programs. Masters students will not be allowed to take the final examination if they are absent for more than 35% of the classes in a course. When a student has been absent for more than 35% of the course a notice of Failure for Non-Attendance (grade point of 0.0) will be sent. It is the responsibility of the student to electronically check his/her attendance record. Missing classes with verifiable and legitimate reasons (illness, death in immediate family, etc.) will be treated as per the University grading policy.

14. Add and Drop

14.1. Add and Drop for Masters Programs

Once registered, students are academically and financially responsible for their course unless they officially withdraw by the deadline as reflected in the Academic Calendar.

To officially drop a section or withdraw from a course, students must submit an Add/Drop form to the Registrar's Office. Once processed, the student will be given a date-stamped copy of the form, and should retain this as proof of withdrawal in the event of a dispute. The date on which the written notice of withdrawal is received is the student's effective date of withdrawal.

15. Course Withdrawal

15.1. Course Withdrawal for Masters Programs

To withdraw from a course without academic penalty (without being penalized by an 'F' or 'FA' grade), students must submit an Add/Drop form dropping the class to the Registrar's Office by the deadline as reflected in the Academic Calendar.

For students who withdraw by the deadline, the attempted course will not be included on the student's formal academic record. The grade assigned is "WN" (Withdrawal No Penalty). Students who 'drop' a course or courses after this deadline, will be assigned a grade of "F" (Failure) for the course.

Withdrawing or dropping a course or courses may:

- Extend the duration of studies
- Delay graduation.
- Add to cost of the program (i.e. payment for a repeated course that must be paid for twice).
- Affect sponsorship arrangements.

The academic advisor (Program Leader / Coordinator) must approve the Add/Drop form to ensure the student understands the academic and financial implications associated with withdrawing after the deadline to add/drop a course.

16. Holding Registration

A student may apply to the Registration office for the suspension of their studies before the end of the Add & Drop period to avoid academic and financial penalties. However, no suspension of studies will be approved for more than two consecutive semesters (Fall & Spring) The total number of semesters in which the student can suspend his/her studies must not exceed four semesters before graduation.

The student must present the clearance sheet to the Registration Office. Students that are sponsored by the University must cancel their visa before suspending their studies.

17. Withdrawal from the University

Students may apply for withdrawal from the University, subject to submission of the clearance sheet to the Office of the Registrar. Documents submitted to the University are regarded as a property of the University and cannot be given back to the student. Students that are sponsored by the University must cancel their visa before withdrawing from the University.

- A student may be required by the University to withdraw from a course, program or from the University itself for reasons deemed as 'just cause'. The Vice President of Academic Affairs (VPAA) will determine the specified period of the withdrawal
- The term 'Just Cause' denotes, but is not limited to, consistent failure to meet the academic objectives of the course or study program; any academic performance that would result in an Academic Suspension for a second time; plagiarism and other forms of cheating; inappropriate behaviour within the University campus - e.g. classroom, lab, place of internship or other such environment; failure to pay fees or the submission of falsified or falsely obtained documents, or provision of other false information for admission purposes
- The University may also require students to withdraw from any Continuing Education programs for consistent failure to report absences or for poor attendance (or any of the above-mentioned reasons)
- The VPAA may require immediate and permanent withdrawal from the University by any student that breaches accepted local behavioural norms. The student will be informed in writing if he/she is formally withdrawn from the University
- A student that is withdrawn from a course or a program at the University is not eligible for any refund of fees paid
- A student that has been 'Withdrawn' is not allowed to continue in the program

18. Reinstatement after Withdrawal

A student who must take time off from his or her studies can re-enter his or her program without repeating the entire admission process, as long as he or she does so within five years after the withdrawal. To resume a program after an absence of five or more years, the student must reapply for admission and meet program requirements at that time.

19. Grading Scheme

19.1. Grading Scheme for Masters Programs

Percent Grade	Alpha Grade	4 Point Scale Equivalent	Canadian University Dubai Equivalent Description
95-100	A+	4.00	Outstanding
90-94	A	3.70	Excellent
85-89	A-	3.50	Very good
80-84	B+	3.25	Good
75-79	B	3.00	Satisfactory
70-74	B-	2.75	
65-69	C+	2.50	Below requirements
60-64	C	2.00	
Less than 60	F	0.00	Failure
	P	*	(Pass)
	FA	*	Failure for Non-attendance
	AG	*	Aegrotat Standing (valid medical certificate)
	I	*	Incomplete Grade
	IP	*	Course in Progress
	TC	*	The student meets all Canadian University Dubai course requirements via transferred/documented equivalent courses taken/passed at another accredited university.
	WN	*	Withdrawal - Without Academic Penalty
	P	*	(Pass)

* **Not computed in GPA**.
- **Masters Programs (MBA, MSc. …) standard pass mark in each course is 60 percent (C) (2.00)**
- **Cumulative GPA is computed only for courses taken at Canadian University Dubai.**
- **When a course is repeated the highest grade of the two attempts is considered in the computation of GPA and cumulative GPA, but both grades are shown.**
- **Six credits (two courses) from 36 credits (12 courses) can be transferred. Limited to students in good academic standing.**
- **No transfer credit for MBA-648 (Business Strategy).**

19.1.1. The Semester Grade Point Average

The Semester (term) Grade Point Average (GPA) is simply the weighted average of the grades obtained in the courses registered in the semester, where the weight of each course is based on the number of credit hours.

For example, if a student obtained the following grades in a given semester:

Course Name	Credit Hours	Letter Grade	Grade point
Course 1	3	C	2.0
Course 2	2	A	3.8
Course 3	4	D+	1.5
Course 4	3	B	3.0

The Semester Grade Point Average (GPA) will be computed as follows:

$$\text{GPA} = \frac{2*3 + 3.8*2 + 1.5*4 + 3*3}{3+2+4+3} = 2.38$$

19.1.2. The Cumulative Grade Point Average

A students' GPA is based on courses completed at this University. The semester or TGPA and the cumulative or CGPA is based on the weighted average of the grades obtained in all courses where the weight of the course is its number of credit hours. The program GPA (PGPA) includes only those courses that apply to the degree. If a course is repeated both grades will appear in the transcript, but only the higher grade will be used to calculate the GPA. Averages are truncated to two decimal points.

19.2. Incomplete Grade (I)

Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of a term (or the specified end of a course) may be granted a grade of "Incomplete" (I).

The "I" is not intended to be a permanent grade nor may it be used for a missed exam. It is only a temporary acknowledgment of a legitimate reason for granting a one-time, limited extension to the time normally allowed to complete all course work requirements.

Applications for incompletes must be paid in full and submitted prior the commencement of the final examination period and must be approved by the Faculty and Dean and submitted to the Office of the Registrar.
Students may be granted up to twelve (12) calendar months after the scheduled end of the course to complete required additional work as determined by the Faculty/Instructor who assigned the "I" and to thereby qualify for a passing grade.

After the approved period to complete the remaining coursework has lapsed, outstanding "I" grades are converted to Fail "F". Thereafter, the student must repeat the course in order to achieve a passing grade.
The number of "Incomplete" courses allowed per semester is established by the Faculty of the department. Please contact the associated Faculty office for further information.

NOTE: An Incomplete grade for a pre-requisite course must be completed before the student is allowed to proceed to the higher-level course unless otherwise approved by the appropriate Academic Administrator (Dean or designate).

19.3.   Repeated Courses (R)

If a student repeats an identical course and thereby achieves a higher grade, the new/higher grade will supersede the previous grade in the calculation of the Cumulative GPA and the original lower grade will not be included in the Cumulative Grade Point Average (GPA). It should be noted that the higher grade (of the two attempts on the course) is used for the CGPA calculation, but both grades are recorded and appear on the academic transcript.

19.4.   Course in Progress (IP)

A grade of 'Course in Progress' (IP) - implying a continuation of coursework - may be designated when the timeline of a course is not consistent with the end date of the semester.
On completion of the course, the relevant Letter Grade and Numerical Value, as applicable, will replace the previous IP Grade.
NB: IP grades are not included in GPA calculation.

20. Grade Appeal Policy

The University is committed to providing an environment of research, teaching and learning of the best possible quality. This is inclusive of the processes that are used to ratify marks, to assess students for progression within a program of study, or to determine an award.

It is the responsibility of all students to review and abide by the academic policies and procedures of the University. Students are also responsible for their personal academic choices and decisions and for meeting the standards set for academic achievement within each program of study they enrol in.

In some instances, a student may not agree with the academic decision(s) of an academic professional. The University provides an appeals process, for the benefit of all parties, so that the student may request an academic decision to be re-considered. Such appeals are a petition to change a decision that has been made regarding an academic matter. The foundation for such an appeal may be that, in the opinion of the student, the original academic judgment was unfair, or that the academic policies of the University were incorrectly applied.

20.1.   Principles

The University Appeal procedure for students is based on the following principles:

- Procedures and processes employed to resolve an Appeal are fair and must be seen to be fair
- Confidentiality must be respected for all parties concerned, except when there is a legal requirement to divulge information
- All staff involved in the resolution of an Appeal must act with impartiality and objectivity throughout and ensure that all conclusions drawn are based on a fair review of all the facts and opinions available
- Appeals are handled in a timely manner with clear outcomes
- After the review, the committee may decide to revise the grade - up or down.

20.2.   Procedures for Appeals of Academic Decisions

An informal resolution procedure also exists as part of the University Appeals process in conjunction with the procedure for a formal appeal of an academic decision. The University strongly encourages a student to first make an attempt at an informal resolution of an issue with his/her Professor before making a Formal Appeal.

If the student is dissatisfied with the outcome of an initial informal meeting with his/her Professor, the formal process may then be initiated without prejudice.

The Office of the Registrar is responsible for administering the appeals process and on receipt of an Appeal against a grade or mark. The Registrar will convene an Appeals Committee consisting of at least three persons.

This Committee will consist of the Registrar who will be the Chair, a non-academic member responsible for safeguarding the interests of the student and a subject matter expert who is not the Academic who awarded the original grade or mark.

The Committee may call upon the student or Professor concerned if necessary.

20.3.   Procedure for Instigating an Appeal against a Grade or Mark for Masters Students

- Appeals will only be considered for final examination marks
- Students should complete the Grade Appeal Form and submit to the Office of the Registrar within seven (7) working days of receiving the grade or mark in question
- The applicable fee must be paid at this stage in order to instigate the formal Appeal process
- The decision of the Appeals Committee will be final

21. Progression Policies

21.1. Progression Policy for Masters Programs

21.1.1. Academic Standings

For each University term, every Masters student is required to achieve, both a Term Grade Point Average (TGPA) and a Cumulative Grade Point Average (CGPA) of at least 3.0. Every student will be awarded one of the following academic standings as a result of the formal course grades that they have achieved at the conclusion of each University term:

21.1.1.1. Clear Academic Standing

The Faculty of Management requires that its Masters students have a CPGA of at least 3.0 without any un-waived 'F' grade for maintenance of Clear Academic Standing in Masters programs, and for graduation from the program.

Courses can be repeated to raise the CGPA to 3.0 or above. A student can repeat up to 3 courses. The same course can be taken up to 3 times. If a student repeats an identical course and there by achieves a higher grade, the new / higher grade will supersede the previous grade in the Cumulative GPA (CGPA) and the original lower grade will not be included in the Cumulative GPA (CGPA). It should be noted that the higher grade (of the two attempts on the course) issued for the CGPA calculation, but both grades are recorded and appear on the academic transcript.

1) A compulsory course with an 'F' grade must be repeated immediately during the next term. An elective course with an 'F' grade can either be re-taken or another elective course may be taken to fulfill the elective requirement.
2) Masters foundation courses do not carry credit towards the Masters degree but require a passing grade of "P".
3) A grade of "B" or higher must be earned for all Masters coursework transferred from another institution. The Faculty of Management will not include transferred coursework in the calculation of the student's CGPA.

Considering that students must maintain a CGPA of at least 3.0 in each term, when term grades become available, students who fall below the acceptable CGPA standard will be notified of their conditional/probationary status as per the procedures described below ("University Conditional/Probation"). Students must be aware of their University status at all times.

21.1.1.2. Conditional Academic Standing

If a student is in a Clear Academic Standing and fails to maintain a minimum CGPA of 3.0 or above at the end of the term, or obtains an 'F' grade, he will be put on Conditional Academic Standing.

The student is allowed to register and proceed in their chosen program of study as if having Clear Academic Standing. However, during the 'conditional' term the student must achieve the specified grades that will result in Clear Academic Standing by the conclusion of the Term - otherwise their standing will be downgraded to that of Probationary.

21.1.1.3. Probationary Academic Standing

If a student is in a Conditional Academic Standing and fails to achieve a minimum CGPA of 3.0 or above at the end of the term, or obtains an 'F' grade, he will be put on Probationary Academic Standing.

This standing allows the student to register and proceed in their chosen program of study but the student must meet their University Advisor immediately to develop a mutually agreed plan of study to enhance the prospect for progression beyond the probationary period. Failure to do this within the first ten (10) days of the probationary term will result in the cancellation of course registration for that current term.

During the 'probationary' term the student must achieve the specified grades that will result in Clear Academic Standing to advance to the next term.

      i.   Students with a total of three failing grades in the same course will be dismissed from the program.

21.1.2.   Time Limit

All requirements for a Masters degree must be completed within a 4-year period beginning with the student's first term of enrolment in a 500 level course.

21.1.3.   Continuation in the Program

Masters students who are unable to comply with the requirements of the University probation policy, or cannot achieve a minimum CGPA of 3.0 by repeating courses within the allowed limits or failed the same course three times are subject to dismissal from the program by the registrar. In addition, students in a Masters program can be dismissed by the registrar for violations of Canadian University Dubai's University Integrity Policy such as plagiarism or cheating on exams. Students that cannot continue in a Masters program have the right to appeal the decision to the Faculty of Management. The staff of the Faculty of Management will work with individual students to help them understand University requirements and their responsibilities in the appeal process.

22. Applying for Re-Admission after Suspension

At the end of a period of Academic Suspension, the student is required to meet his/her Academic Advisor, and complete the Registrar's 'Readmit/Program Transfer' form which must then be signed by all the relevant parties.

If the student is successful in being re-admitted to the study program, he/she will hold the status of Probationary Academic Standing and therefore must immediately meet with the Academic Advisor to develop a mutually agreed probationary plan of study. Failure to do so within the first ten days of each and every semester of the Probationary Academic Standing will result in the cancellation of course registration for that current semester.

22.1. Re-Admission of Withdrawn Students

A 'Withdrawn' student can only apply for readmission to a program at the University under the following conditions:

a) The student must meet the full current admission requirements for his/her chosen program.
b) The student is subject to the same priority criteria applicable to other students.

NB: If prior academic or established behaviour patterns have been deemed unacceptable, a further review may be required. The applicant must be able to provide demonstrative evidence of his/her capacity to perform at an acceptable social standard and academic standard in his/ her chosen program.

23. Student Affairs

23.1. Career Counseling

In the UAE, the development needs are changing all the time. This rapid pace makes many demands on the new graduate who is seeking a gratifying place in the world of work. Our staff is current in trends in the UAE and, together with Canadian University Dubai, links to the academic world and the workplace. We endeavor to keep our students informed.

Career advising assists students in developing their career goals and objectives. Canadian University Dubai has developed relationships with major companies in many career fields to provide graduating students with career opportunities. Our graduates find great success in the careers of their choice, due in large part to the efforts of our Student Success Centre. Any student, no matter how savvy, can benefit from our career services.

23.2. Student Success Centre

We pride ourselves on the extensive network of services that we provide to support our students during their studies. Canadian University Dubai aims to ensure student success, whereby each student is empowered to achieve his or her full potential. The ultimate goal is to fulfill a holistic approach so that each graduate will leave with a strong sense of self, and is able to make a true difference in his or her career and community.

The Student Success Centre provides the following services to help students during and after their studies:

- Academic support and tutoring are provided free of charge for students requesting additional academic help. This is essential in ensuring our students' academic success.
- Internship support is provided to assist students in fulfilling the internship requirements of their programs. Canadian University Dubai maintains relationships with many businesses in Dubai to help facilitate a smooth internship placement.

23.3. Personal Counseling

Canadian University Dubai recognizes the incredible pressure on today's student. These pressures can become overwhelming for some students and could lead in some cases to conditions that can jeopardize students' academic success. The aim of the University is to prevent students from either feeling alone, or feeling unable to seek help for their problems.

The student counselor has professional experience and training in order to assist students, whether the issues are emotional, psychological, social or physical. All counseling is done on an individual basis and is strictly confidential. Students will be provided with all the assistance they need and, if necessary, will be referred to outside medical professionals to ensure they get the appropriate help.

23.4.   Academic Orientation and Advising

Academic advising is the backbone of any University's education framework system.

The University holds orientation sessions at the beginning of each Academic Year, and all new students admitted to Canadian University Dubai programs are requested to attend. Students should refer to the Academic Calendar to find out about the exact dates of the orientation sessions. The students will have a chance to meet with the faculty, program coordinators, and University administrators. During these sessions, students will have a chance to:

- Familiarize themselves with the credit system of education followed by Canadian University Dubai,
- Understand and become familiar with the degree requirements,
- Interpret test and placement scores,
- Clarify major and/or career options,
- Select appropriate courses to optimize their academic performances,
- Understand academic warnings and progression policies,
- Review the academic records of graduating students,
- Familiarize themselves with University services; library, information technology, laboratories, student services, student councils, etc.

For those students who are achieving subpar results in a course or are not performing up to their expectations, a meeting with an advisor will be scheduled.

23.5.   Career Placement Services

Part-time work placement assists students wishing to find part-time work while attending University. Canadian University Dubai has relationships with many businesses in Dubai, and can be a great asset to any student looking for a part-time job.

Career workshops and study days assist students in finding a career and preparing for life in the workforce. Although this service is aimed primarily at finishing students, all students are welcome to attend. In career workshops, students will learn how to create a professional CV, design a cover letter, advance interview skills, and negotiate an offer. The study days consist of seminars in time management, project management, networking, and study skills. In addition, the library contains a section purely related to career development and job research, and every student is encouraged to use our resources and our databases.

23.6.   Special Needs Services

Canadian University Dubai pledges to provide an inclusive learning environment and to support the cognitive, emotional and creative development of students with special needs.

Canadian University Dubai ensures that reasonable effort is made to accommodate students with special needs such that their program learning objectives are met. Special Needs Services are provided equally through programs and services.

23.7.   Student Activities

Canadian University Dubai Student Services organizes activities, clubs, and events that meet the needs of all the students – there is something for everybody. There is no question: studies show that students who have a well-rounded, active lifestyle fare better than the ones who concentrate solely on their studies. Canadian University Dubai encourages its students to participate actively in the life of their University. The activities span across the following areas:

- Cultural Events and Performances
- Athletics
- Community Involvement

23.8.   Performance and Cultural Events

With over 100 nationalities represented at Canadian University Dubai, there is an abundance of cultural events held throughout the year. These events celebrate the diverse cultures present at Canadian University Dubai, with food, fashion, art, music and dance performances from countries all over the world. Such events include:

- Global Day
- Entertainment Night
- UAE National Day
- Several other National Days

At all of these events, it is the students who play the main role in representing their own cultures.

23.9.   Student Athletics

Understanding that "a healthy body makes for healthy mind," Canadian University Dubai promotes wellness and organizes many sporting activities on campus. Students can play football, tennis, basketball, cricket, badminton, volleyball, chess and table tennis at either competitive or recreational levels.

Students can participate in any of the existing student clubs or form a new one. Some of the current clubs include:

- Basketball
- Tennis
- Volleyball
- Football
- Badminton
- Table Tennis
- Cricket
- Pool
- Chess

Canadian University Dubai encourages its students to join in inter-university sports leagues and welcomes others to its premises. Check the University bulletin boards (outside the Students Services office in Hall C) for more information on club meetings and activities, or drop by the Student Services office.

23.10.   Community Involvement

Canadian University Dubai encourages the cultivation of a positive relationship with the surrounding community in Dubai, and one way in which students can give back to the community is by participating in fundraising activities. The Student Services office is responsible for planning numerous events, all of which have been extremely successful in raising awareness for current issues in the community and around the world. Past events include:

- 5 Days for the Homeless
- The Terry Fox Run
- Movember
- Autism Awareness
- Breast Cancer Awareness

Furthermore, Canadian University Dubai has signed MoUs with Friends of Cancer Patients and Rashid Pediatric Therapy Centre.

23.11.   Student Publications

23.11.1.   Newsletter

To keep students informed of happenings within the University, a bi-weekly Newsletter is published containing information on University news, student events, administration information. This serves to keep students informed and engaged, while furthering the notion of a unified community within the University.

24. Student Councils Policy

24.1. Article 1 – Definition of the Student Councils

Canadian University Dubai Student Councils are non-incorporated associations, whose missions are aligned with the Mission and the Vision of Canadian University Dubai. Members of the Student Councils are full-time students in good academic standing. The Student Councils are on a volunteer basis, and are non- profit organizations.

24.2. Article 2 – Names of the Student Councils

The names of the three Student Councils are:

- Canadian University Dubai Student Council - Life on Campus;
- Canadian University Dubai Student Council - International Events and Community Outreach;
- Canadian University Dubai Student Council - Academic Endeavors.

24.3. Article 3 – Mission of the Student Councils

- Canadian University Dubai Student Councils will act as a liaison between the students and the administration, aiming at creating an environment where collaboration and friendship between students and staff are present
- Canadian University Dubai Student Councils work towards the promotion of the good welfare of all students.
- Canadian University Dubai Student Council encourages student life on campus, which includes promoting and participating actively in all student cultural and non-cultural events.
- Canadian University Dubai Student Councils will act as Ambassadors to the University.

24.4. Article 4 – Membership

All students, no matter their ethnicity, religion, gender, or physical condition, are encouraged to be part of the Student Councils.

Each Student Council consists of the following six student executive positions, in addition to general student members:

- President
- Vice President
- Treasurer
- Secretary
- Media Officer
- Public Relations Officer

Each member will be elected for a one-year term, with a possible renewal of maximum one year.

24.5. Article 5 – Election Procedures of the Student Councils

Canadian University Dubai Student Councils are open to full time students who have completed at least two semesters and who are in a good academic standing. The Student Councils' elections are held at the beginning of each Spring semester.

24.6. Qualifications of Student Council Members

President and Vice President

- Should be a full time undergraduate student, who has completed at least two semesters;
- Should and must have a CGPA of 3.0 or above; failure to maintain this CGPA will result in dismissal from office;
- Should commit to enrol for Fall, Spring, and Summer of their elected term of office;
- Should have demonstrated some leadership at Canadian University Dubai;
- Should apply by filling out the Student Councils application form available at the Student Affairs Department;
- Should submit his/her resume, and one photo to the Student Affairs Department;
- Should pass the interviews with the University Senate Executive Committee and the Dean of Student Affairs;
- Should submit a list of 30 students who support his/her nomination.

Other Officers

- Should be a full time undergraduate student, who has completed at least two semesters;
- Should and must have a CGPA of 2.5 or above; failure to maintain this CGPA will result in dismissal from office;
- Should commit to enrol for Fall, Spring, and Summer of their elected term of office;
- Should have demonstrated some leadership at Canadian University Dubai;
- Should apply by filling out the Student Councils application form available at the Student Affairs Department;
- Should submit his/her resume, and one photo to the Student Affairs Department;
- Should pass the interviews with the University Senate and the Dean of Student Affairs.

24.7. Elections

The Elections rules and procedures are as follows:

Rules, Procedures and Responsibilities

A list of 30 students who support a candidate running for the president or vice president position is required. This list should be submitted according to the deadline of the election to the University Senate;

- Each candidate must complete the election registration form and submit it to the University Senate. This form should include the candidate's specific position he or she wishes to run for;
- Candidates cannot apply for more than one position;
- Candidates should prepare a three to four minute campaign speech which should be presented during an assembly;
- Candidates should prepare themselves to participate in open debates;
- Campaign materials such as flyers and posters should be approved by either the Dean of Student Affairs or the VP of Academic Affairs before they are displayed;
- Only current full-time and part-time students are eligible to vote;
- Results of the Student Councils vote will be announced two days after the elections are complete;
- Members of the Student Councils who were dismissed or resigned cannot run for elections;
- At the end of each semester, the Manager of Student Services will review the CGPAs and the performances of all Student Councils members.

Elections Code of Conduct

The Election Committee has a mandate to ensure that the election process is fair and impartial. Violation of the elections code of conduct will result in sanctions such as temporary or permanent suspension from campaigning and, in extreme cases, the candidate's name will be removed from the elections list.

The following rules are to be followed during the elections:

- Candidates should refrain from making deceptive or misleading statements during their candidacy;
- Candidates should refrain from attacking each other during the election campaign;
- Candidates must have all their campaign material approved and signed by the Dean of Student Affairs;
- Candidates must hold their speeches one week before the elections;
- Candidates must remove all their campaign material one week after the elections.

The elections of the Student Councils are held every Spring Semester. Meetings are open to all Canadian University Dubai Students.

Voting Procedures

- Voting procedures will be the responsibility of The Elections Committee under the supervision of the University Senate and the Dean of Student Affairs;
- The Elections Committee will ensure that all voters are current Canadian University Dubai students;
- Voting will be open to all full time and part time student enrolled in the current academic year;
- Voting Students will be allowed to vote once, and must show their Canadian University Dubai ID to the members of the Elections Committee before voting;
- Blank votes and ballots improperly marked will be voided;
- Voting will last two days and will start after one week of campaigning.

Disputes and Violations

- Candidates who violate the election code of conduct will be subject to sanction from the Elections Committee;
- Complaints against any candidate's conduct during the election campaign must be reported in writing to the appropriate Vice President;
- Written complaints will be dismissed if they are not filed within 3 school days after the incident took place;
- Violations of the Elections Code of Conduct will lead to a hearing by the Elections Committee;
- Candidates will be informed in writing of the decision of the Elections Committee.

24.8.   Article 6 – Student Councils Responsibilities and Duties

The three Presidents elected to represent the three Student Councils will:

- Act as the spokesperson for the specific Student Council (Life on Campus, International Event and Community Outreach, Academic Endeavors);
- Aid in the appointment of new members;
- Assign specific tasks to the new elected members;
- Schedule meetings;
- Participate in a weekly meeting with the appropriate Vice President;
- Prepare and present to the Vice President the annual Student Councils report that includes the Financial Report, Activities Report, and strengths and gaps of the Student Councils;
- Meet with Deans or Program Leaders at the end of each semester to discuss students' concerns with regard to the particular department (Student Council - Academic Endeavors);

The three Vice Presidents elected to represent the three Student Councils will:

- Replace the President in his/her absence;
- Oversee the work of the other members;
- Support the President;
- Organize the Student Councils meetings and retreats;
- Support in organizing events and activities;

The three Media Officers elected to represent the three Student Councils will:

- Create and participate in the making of all marketing material for Students Councils events and activities;
- Work closely with the Marketing Department while designing marketing materials for Student Councils events and activities;
- Have some experience in design;
- Support in organizing events and activities;

The three Public Relations Officers elected to represent the three Student Councils will:

- Work closely with Communication Department while marketing student events and activities;
- Work with the Manager of Student Services in the establishment of corporate and companies' sponsorships;
- Support in organizing events and activities.

The three Secretaries elected to represent the three Student Councils will:

- Schedule meetings;
- Take the minutes of all Student Councils meetings;
- Maintain a record of all events and activities held during the academic year;
- Write office correspondence if needed;
- Support in organizing events and activities.

The three Treasurers elected to represent the three Student Councils will:

- Keep and maintain all financial records of the Student Councils;
- Submit a financial report at the end of each semester;
- Support in organizing events and activities. Volunteer Student Members will:
- Promote the Student Councils activities events;
- Support all Student Councils activities and operations.

Staff advisors

The immediate supervisor of the Student Councils is the University Senate. The Dean of Student Affairs will guide and advice the Presidents of the Student Councils.

24.9.   Article 7– Requirements for remaining in Student Councils

- Student Council members are required to attend all Student Councils scheduled meetings; members should inform the President of the Student Council for a non-attendance;
- Members of the Student Councils are bound to their duties, and responsibilities;
- Members of the Student Councils must maintain the required CGPA.

24.10.   Article 8 – Resignation from Office

Members of the Student Councils wanting to resign from office must submit a written letter of resignation to the University Senate and the Dean of Student Affairs. The University Senate will hold a re-election two week after the resignation is presented. The Vice President will replace the President until the newly elected President is voted. For any other position, members can appoint other members to serve in the vacant position.

24.11.   Article 9 – Removal from Office

Members can and will be removed from office for unexcused absences from official meetings, non-performance, or non-participation in Student Councils activities and events. Also, members can be removed if they fail to maintain their CGPA. The removal will be made official by the University Senate and this official removal will be communicated in official letter to the Chairman of the Board of Trustees.

25. Learning Resource Centre

Canadian University Dubai encourages students to use the materials that are available in the Learning Resource Centre (LRC) for independent learning, research needs or personal improvement. Access to the LRC, loan of materials or electronic resources is available to all Canadian University Dubai students, faculty and staff. The Learning Resource Centre is located on the ground floor of Hall A of the university campus.

The LRC houses a print collection consisting of books, journals, newspapers, and a wide range of electronic resources: access to over 39,000 e-journals, over 170,000 e-books, over 369,000 Company Reports and Data, access to country reports, Thesis and Dissertations, Conference proceedings, videos, etc. These electronic resources are accessible on and off campus 24/7.

The LRC subscribes to electronic databases, these are; ProQuest Central, Business Source Complete, Marketline, Ebook Central, Art Source, Grove Art Online, Communication & Mass Media Complete, GreenFile, Health Business Elite, Oxford Clinical Psychology, and Scopus.

The LRC holds a series of information literacy events for all university students and faculty every semester. Canadian University Dubai LRC has an agreement with British Library that provides inter-library loan whenever information required by the students and faculty is not available within the LRC resources.
The LRC use the Library of Congress Classification System. Computers and Wi-Fi connections are available on the premises.

The LRC is open seven (7) days a week. Please check the LRC website for the timings (http://www.cud.ac.ae/lrc) .

The LRC Policies and Services:

- Users can borrow materials for two (2) weeks and renewable for another week. These include; books, journals, DVD's/ CD from the general collections. Fines are applied to overdue items.
- Reserve collections – these are the course textbooks or reading materials that are required for the current semester.
- University student ID card must be presented at the Circulation Desk to borrow items from the LRC.
- Users must maintain the LRC as a place to study and learning for all.
- Printing and photocopying services are available within the LRC premises. Printing balance reloads can be purchased from the Print Centre.

For more information about the LRC, please visit our website at http://www.cud.ac.ae/lrc

25.1. Study Rooms

The policy is intended to provide information to all CUD-LRC users to ensure we provide a great service, sometimes the demand exceeds with available rooms.

Purpose

- The study rooms are intended as a place for Canadian University Dubai students to work and study together as a group.
- The study rooms are NOT for individual study

Policies

Reservation:

1. A study room can be reserved for two (2) hours at a time
2. A minimum of three (3) people are considered as a group
3. Room key and the remote controls of AC and LCD projector can be collected at the library circulation area and student ID card must be presented
4. The study rooms can be reserved through online study reservation booking, phone call, email to the library or physical requested at the circulation area
5. Rooms may be reserved up to two (2) days in advance
6. A grace period of 10 minutes is given, if the room is not occupied by an eligible group, the reservation will be forfeited. The room will be given to another group
7. Back to back reservations of the room are not allowed. However, the group can stay in the room provided that there is no other group waiting.

8. Drinks can be consumed within the room. Eating food is not permitted. Please maintain cleanliness.

Included Equipment:

Each room has a computer, projector and whiteboard.

Any difficulties with the use of technology, please contact the library staff at the circulation area or call at 04 709 6260.

26. Alumni Network

The Alumni Network is a bridge between yesterday's students, and today's world's entrepreneurs. Through the Alumni Network, Canadian University Dubai graduates will be able to stay in touch with their university.

Our alumni will be able to connect with their former classmates, colleagues, professors, and Canadian University Dubai community in general, and establish an extremely valuable social and professional network. Canadian University Dubai alumni are today's entrepreneurs and leaders. They constitute the vital talent of the community they serve. Through their rich and diverse networks, they are the best portal and the promotion of the extended outreach of the university.

Canadian University Dubai Alumni Network is established by graduates and administrators. Its development and growth is enhanced by the participation, dedication, and support of its members and Canadian University Dubai community at large. All the efforts in support of Canadian University Dubai Alumni Network provide in return for its members' opportunities for life-long learning, greater realizations and much more accomplishments. In support of the Alumni Network, Canadian University Dubai encounters an additional channel to sustain its role and mission in society. For more information, email us at alumni@cud.ac.ae.

27. Information and Communication Technology (ICT)

27.1. Information and Communication Technology (ICT) Support

Support for hardware is provided by the ICT Department and users are to report any issues to the ICT Helpdesk. The Help Desk is open during all hours of operation of the University and a representative from the department shall be on-call at all times in case of an emergency situation

The ICT Help-Desk can be reached via the following methods:
- Email: ICTHELPDESK@cud.ac.ae
- Walk-in: Room B1-03
- Phone: Extension 222
- Emergency: +971 50 956 3757

End Users personal devices

A personal hardware is a device such tablets, mobiles, desktops or laptops that are not part of CUD's assets and are not manageable via CUD's support agreements.

1. The cost of acquiring, maintaining as well as operational/connectivity charges of the personal hardware is fully under the responsibility of the end user (staff or student).
2. Prior to being qualified, a personal device must be inspected by ICT to configure access to the network. If the device leaves the network for a period longer than 90 days, it must re-visit ICT for reconfiguration.
3. The personal device has to meet the minimum security criteria applied to CUD's network devices, and must be inspected by ICT from time to time to insure its compliance.
4. The end user will be responsible for ensuring that the personal hardware continues to meet the CUD's network criteria.
5. By accessing CUD's network with his/her personal device, the end user agrees to comply with the ICT appropriate use policy. Section 5.0 of this policy shall be applied in case of violations.
6. CUD's VPN access on a personal hardware will be granted only by the ICT director authorization.

7. ICT support team will provide basic how-to support and troubleshooting only if all CUD related requests are all on "Resolved" or "On-hold" status.
8. ICT support team will provide basic how-to support or troubleshooting on third party software related CUD academic or administrative activities only if the in-house knowledge and enough resources are available.
9. CUD will not be liable of the loss, leak, damage of any data locally stored in the personal hardware. CUD will not be liable to restore the affected data.
10. The end user has to notify ICT immediately if their device has been stolen, lost or otherwise compromised so that the team can take the appropriate actions

27.2. Appropriate Use

The Appropriate Use Policy (AUP) includes the use and access to ICT resources, equipment, and services.

User

It is the Users responsibility to read, understand and observe the ICT-AUP. You are responsible for exercising good judgment in the use of the University's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.

As a user of the University's ICT Network you must:
- Abide by all local and Emirate laws.
- Abide by all applicable copyright laws, trademarks and licensing.
- Observe, understand and abide by all copyright laws pertaining but not limited to music, videos, games, images, texts and other intellectual property in both personal and work environments.
- Consider all information in which you access and share over the internet as such materials are vulnerable to invasion of privacy, unauthorized access and malware which could result in invasion of privacy and/or copyright infringement

It is required by all users to report and suspicious account activity when security may be at risk or policy violations have occurred.

Canadian University Dubai

It is the Universities responsibility to ensure that the information, resources, and services have; availability, integrity, accessibility, and security and to promote, revise and enforce the ICT-AUP.

Violations

Upon suspicion of a breach of the ICT-AUP user accounts will be disabled immediately followed by an investigation. Each violation of the ICT-AUP will be investigated on a case by case basis where privacy of user information will be the first priority. In some instances of violation(s), Canadian University Dubai has the right to access and view user data including confiscation of personal devices as required.

Upon conclusion of a violation, necessary action will be taken to the maximum extent of University policies and regulations followed by any local and federal laws.
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27.3. University Technological Infrastructure and Social Media

Under no circumstances shall any account holder of Canadian University Dubai use any of the Information and Communication Technology (ICT) resources as outlined in the ICT Appropriate Use Policy (AUP) for unapproved communication/transmission of any private, confidential or intellectual property of the University and/or its members. Such mediums include but are not limited to; social networking sites, student newspapers, student television, digital signage, notice boards.

28. Student Accommodations

28.1. Student Accommodation Facilities

Canadian University Dubai Student Accommodations offers a clean, safe, and cost-effective living option in Dubai. Whether you're a UAE resident or an international student, living alongside your University peers can help you to integrate into campus life, and experience a unique multi-cultural environment, conducive to academic success, personal growth, and social development.

Our Accommodations are overseen by resident Officers and are available to undergraduates, Masters students, and students studying English, in separate areas for male and female occupants. Private and family facilities are not available.

Early registration is recommended to secure a place in Student Accommodations as spaces are limited and will be issued on a first come first served basis. Preference is given to first year female students. If you're a returning student, please notify the Accommodations Department of your requirements at least 6 weeks before the start of a semester.

All Accommodations are self-catering and you will need to purchase your own groceries and prepare your own meals, or order meals from nearby restaurants.

Accommodations Location:

Canadian University Dubai Student Accommodations are located in Discovery Gardens, approximately 25 minutes by bus from the University campus. These Accommodations offer furnished 1-bedroom and studio apartments, each with a private bathroom. Discovery Gardens is within a short walk of Ibn Battuta Mall, which houses over 200 shops, including a hypermarket, cinemas and amusement arcades, money exchanges, banking services, restaurants, cafes and food courts.

Included in your accommodation fees are the following items:
- Bed and mattress
- Desk and chair
- Wardrobe
- Kitchens equipped with appliances such as stove, refrigerator, microwave, water cooler
- Transportation to/from Canadian University Dubai campus scheduled several times a day including evenings
- Accommodations Officers providing on-site supervision
- A community lifestyle encouraging participation in formal and informal social and sporting activities.

Items not covered by the fees that you should make arrangements to bring or purchase such as:
- Laptop computer
- Towels
- Plates, cups, pots/pans, cooking utensils
- Bedside lamp, electrical adaptors and extension cords
- Laundry soap, shampoo, soap, toilet paper, deodorant, toothpaste, and other such personal items.

Private Accommodations

If you prefer to live independently or with family, you will need to make alternative accommodation arrangements. Canadian University Dubai can assist by providing you with a list of several real estate companies that offer private furnished and unfurnished accommodation.

Any private rental arrangements are made exclusively between the student and the rental agency/landlord and CUD is not liable for any aspect of a private agreement. If you are interested in finding out more about private accommodation, you can contact housing@cud.ac.ae for further information.

28.2.   Student Accommodation Fees per Semester

Discovery Gardens (Including Internet)		
1 Student	Studio	AED 32,970.00
2 Students	Studio	AED 16,980.00
1 Student	One Bedroom	AED 40,752.00
2 Students	One Bedroom	AED 21,225.00
4 Students	One Bedroom	AED 11,320.00

* Canadian University Dubai reserves the right to revise its prices according to current market rates
* Prices effective July 2017

28.3.   Student Accommodation Fees Summer Session

Discovery Gardens (Including Internet)		
1 Student	Studio	AED 16,485.00
2 Students	Studio	AED 8,490.00
1 Student	One Bedroom	AED 20,376.00
2 Students	One Bedroom	AED 10,612.50
4 Students	One Bedroom	AED 5,660.00

* Canadian University Dubai reserves the right to revise its prices according to current market rates
* Prices effective July 2017

Rate

As the real estate market fluctuates, the university does not rule out the possibility of an increase or decrease in the accommodation fees/rate. The information on the increase or decrease will be given in advance to students via the university website, letter, email, etc.

28.4.   Security Deposit

Students will be asked to provide a security deposit fee in the amount of AED 500. This deposit can be disbursed against any repairs to damage that students are responsible for. The deposit will be returned to the student at the end of their lease or when they leave the student accommodations.

28.5.   Room Cancellation

Students who cancel before the end of registration week will forfeit only their AED 500 deposit.

Students who cancel after the beginning of classes will receive the following refund:

Students who cancel after the beginning of classes are eligible for the following refund:	
Between the 1st day of classes and up to 2 weeks' after	80%
Between 2 weeks and 1 month	**75%**
Between 1 month and 2 months	**50%**
Between 2 and 3 months	**25%**
Over 3 months	**0%**

28.6.   Semester Dates

Students should refer to the Academic Calendar for Semester dates. Canadian University Dubai allows students moving into accommodations access one week before the beginning of the semester. Students leaving at the end of the semester are given one week after the completion to move out.

28.7.   Transportation for Students Living in Accommodations

Students living in accommodations are provided with free-of-charge transportation service to and from campus several times per day. More information on this service is available on our website at www.cud.ac.ae.

28.8.   Storage

Canadian University Dubai provides a storage facility to residents who are living in the accommodations or to all those returning to the accommodations for the following academic semester that have paid all the necessary fees. Students who have not paid the fees for the next academic semester will not be permitted to store their belongings in the room they occupied or anywhere else in the Student Accommodations. All items left in storage should be clearly marked with the student's name. The University will not be held responsible for the loss of any unidentified/unclaimed property.

28.9.   Student Mail

Students are encouraged to visit Emirates Post to arrange for a P.O. Box in the event that they wish to receive mail. There is an Emirates Post outlet conveniently located near to the campus.

28.10.   Safety, Security and Student Conduct in Accommodations

28.10.1.   Emergency

Police
999
Ambulance
998
Fire Department
997

28.10.2.   Incidents

In the event of a non-emergency incident at the Student Accommodations please contact the appropriate on duty Student Accommodation Security Officer; a Security Officer is available on call 24 hours a day, 7 days a week.

Discovery Gardens
056-102-5097

28.10.3.   Fire Prevention

Smoking, the burning of incense or candles, or using any open flame other than the kitchen stove is prohibited. Any student detecting smoke or fire must sound the fire alarm, call the fire department by dialing 997, and inform the Security Officer. Students must evacuate the building in the event of a fire alarm. Please ensure to be familiar with your address location.

28.10.4. Student Conduct in Accommodations

All residents must allow their fellow students the opportunity:	
• To read and study undisturbed in their room, • To sleep without disturbance from noise,	• To have free access to their room without pressure from roommates, • To live in a safe, clean environment that is drug and alcohol-free.

All students must:	
• Respect all UAE laws and rules, culture and religion. • Respect UAE culture and religion regarding relationship between women and men and refrain from sexual harassment and indecent exposure. • Maintain the wellbeing of their roommates and refrain from harassment, discrimination, intimidation or causing physical harm. • Respect all rules and instructions given by the Accommodation Officer or the Security Officer. • Respect the personal privacy of fellow students. • Respect the personal property of their roommates.	• Respect the University accommodation property. • Show respect towards University personnel, students and security staff. • Show tolerance of different cultural and religious practices, food choices and living styles. • Practice good kitchen hygiene. • Inform other residents, politely and respectfully, if they are violating your rights or the rights of other students. • Inform the Accommodation Officer or Student Affairs Office if you feel that this positive atmosphere is not being provided.

Details at length are in Canadian University Dubai Student Accommodation Policy, available from the Student Accommodation Officer or online at www.cud.ac.ae.

More information about the following categories can be found in the Student Accommodation Policy:	
• Signing in and Out • Curfew • Accommodation Leave • Violations of Curfew and Accommodation Leave • Quiet Hours • Guests • Maintenance • Cleaning • Pest Control	• Room Inspections • Substance Abuse • Failure to Comply with the Accommodation Policy • Registration for Accommodations • Moving In • Renewing Accommodations • Changing Rooms • Leaving Accommodations • Staying between Semesters

29. Health and Safety Policy

29.1. Introduction

Canadian University Dubai is committed to provide students, faculty and staff with an environment that fully complies with UAE laws and regulations in terms of health and safety. It is the responsibility of all academic and administrative managers to ensure that all policies and procedures related to health and safety are communicated, publicized, adhered to and regularly evaluated. Visitors, contractors and workers must comply with all relevant legislations for all on/off campus activities.

Canadian University Dubai upholds strong standards in ensuring the health and safety of faculty, staff and students while on campus. This is promoted throughout the University with appropriate health, safety and security protocols in place to safeguard from potential hazards.

The University is certified by the UAE to operate in the field of higher education after fulfilling the standard health and safety requirements. This certification is reviewed on a regular basis as stipulated by laws and regulations of the UAE.

29.2. Objectives

Canadian University Dubai's Health and Safety Policy has the following objectives:

- To comply with the requirements of relevant legislations and current good practices;
- To identify significant hazards (the potential for harm), assess risks from activities involving those hazards and manage those risks;
- To promote a positive attitude to health, safety and wellbeing at the University amongst all staff and students
- To ensure that employees, students and others are adequately informed of the relevant identified risks;
- To ensure that staff and students are aware of the risks they may encounter;
- Ensure that this documentation and supporting information is made accessible, primarily through the University's web pages and at induction for staff;
- To make arrangements for co-ordination and co-operation with other stakeholders and third parties;
- To actively monitor the management of risks to health and safety;
- To review the effectiveness of health and safety risk management and, where appropriate, implement improvements;

29.3. General Safety Hazards

Faculty, staff and students must consider the following general safety hazards while on campus:

- Emergency lights will illuminate during an emergency.
- Keep fire doors and emergency exits free of obstructions.
- Keep the areas in front of fire extinguishers and fire alarms clear at all times.
- Do not overload electrical outlets or extension cords. Report damaged electrical cords, broken switches, loose connections, or bare wires to the supervisor immediately. When necessary to run a cable or electrical cord across the floor, always use a cable cover to protect the wiring and prevent tripping.
- Cord-connected electrical appliances should have a grounded 3-wire conductor or be approved.
- Inspect and test all electrical devices according to their risk category, and protectively enclose them as practical and appropriate.
- Personal appliances such as kettles, heaters, and battery chargers are not allowed to be used on campus unless prior consent has been given.
- Visually inspect equipment and tools before plugging them in. If cables or plugs are either damaged or incorrectly fitted, do not use the equipment and remove it from service. Never use defective or inappropriate tools and equipment.
- Do not overload the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- Always use proper safety step stools or ladders for climbing. Never stand on swivel chairs or use them as step stools.
- Avoid wearing loose clothing, long sleeves, ties or inappropriate gloves when supervising or working in a laboratory or on machinery.

29.4. Laboratory Activities

Students who participate in laboratory activities are given explicit directions on all issues related to personal safety. These are strictly enforced by the laboratory assistant who manages the laboratory. Items covered in the training of students include:	
• Personal Protective Equipment • Work Area • Proper Attire • Safe Chemical Disposal Procedures • Chemical Control • Broken Glass Handling • Needle Safety • Electrical Hazards • Proper Labeling • Storage • Safety Equipment • Fire Extinguishers • Proper Use of Other Safety Equipment • First Aid Kit	• Material Safety Data Sheet (MSDS) • Safety Warnings • Compressed Gas Cylinders • Testing of Odors • Heating of Glass Tubing, Rods and Test Tubes • Handling of Acids, Bases and Water • Bunsen Burner Usage • Safe Heating of Organic Liquids • Safe Cooling of Organic Liquids • Safe Handling of Laboratory Instrumentation

29.5.   Fire Safety Policy

Canadian University Dubai prohibits smoking in any of its buildings; there is a designated smoking area outdoors for those wishing to smoke. All students are expected to observe these regulations. Fire exit signs are posted at all exits to be used for evacuation and smoke detectors are placed in various strategic locations to provide early detection of smoke or fire. All fire extinguishers will be periodically checked by an outside company to ensure that they are in good operating condition. They will also do a safety inspection and check the building for fire hazards.

The Fire Marshal will supervise and coordinate the fire drill to ensure that all buildings are evacuated. Designated staff will be assigned as fire officials to take charge of the evacuation of a particular building in the event of fire.   In addition, designated staff members will be trained as first aid attendants to assist fire officials with the evacuation. Fire drills will be practiced each semester in the academic buildings on campus to ensure that proper procedures will be followed in the event of a real fire.

29.5.1.   Prevention:

- Know your work area; know alternative routes and fire exits
- Know the location of firefighting equipment and how to use it
- Avoid overloading electrical sockets
- Report promptly any faulty equipment
- Keep fire exits clear at all times
- Smoke only in the designated area

29.5.2.   To Report Smoke or Fire:

- Activate the building fire alarm system. Alarms are located on each floor. The alarm signal will alert the rest of the staff and students.
- The Information Officer in the Reception area will immediately contact the Department of Civil Defense by dialing 997 and advise them of the location of the fire.

29.5.3.   When an alarm rings:

Follow RACE procedure:

1.   **R:** Rescue anyone in immediate danger
2.   **A:** Activate building fire alarm to alert others and report the incident
3.   **C:** Confine the fire by closing all doors
4.   **E:** Evacuate the building using the closest exit and move to a safe distance away from the building

Use of Fire Extinguisher: (Only use if it is safe to do so)

Follow PASS procedure:

1.   **P:** Pull the safety pin from the extinguisher, distance yourself 6-10 feet back from the fire
2.   **A:** Aim the hose at the base of the fire
3.   **S:** Squeeze the handle
4.   **S:** Sweep the extinguisher from side to side starting from the front edge of the fire

29.6.   Fire Evacuation Plan

29.6.1.   Steps to Take in Case of Fire

1. Activate the building fire alarm system. Manual alarms are located on each floor. The alarm signal will alert the rest of the staff and students.
2. The Student Information Officer in reception will immediately contact the Department of Civil Defense by dialing 997 and inform them of the location of the fire. The Registrar will take student attendance registers and the students' emergency phone numbers.
3. Class teachers are responsible for ensuring the safe orderly evacuations of any students that they have with them in the event of a fire, closing room doors behind them and going to the designated assembly point.   Staff members who do not have students with them at the time of the fire should proceed to the nearest Hall and assist with evacuation.
4. The nurse will collect the emergency first aid kit and assist with the evacuation of students.
5. Each designated fire official and first aid attendant will ensure that everyone has left their building and that all doors are closed, placing red "all clear" signs on the outside of the door.
6. Security will turn off all the AC units and then assist fire officials.
7. Class teachers are responsible for confirming that each of their students is outside of the building in the designated ASSEMBLY POINT as indicated below.
8. All staff and students in **Halls A and D** will proceed to the **right-side car park**; those in **Hall B** will go to the **left side car park** and those in **Hall C** will exit to the **rear car park**
9. The Fire Marshal will supervise and coordinate with fire officials and first aid attendants to confirm that all buildings have been evacuated.

29.6.2.   Guidelines

1. Stay calm.
2. Use the stairs only. Never take an elevator.
3. Always use the nearest fire exit to leave the building. Go to the ASSEMBLY POINT.
4. Do not stop to take personal belongings with you.
5. Staff is responsible for the evacuation of all students with them at the time; call for help if you need it.
6. Students and staff are not to return to the building until instructed by the fire department.
7. If you are trapped in a room, close and seal the doors. Call Security and tell them of your location.
8. Take an alternative route in case fire is located near your designated exit-proceed to the nearest exit in your location.

29.6.3. Fire Officials

Canadian University Dubai Fire Marshal: The Facilities Manager's office is Hall A1-12, and can be reached at 04-709-6212 / Mobile: 055-4626624.

First Aid Attendants

BUILDING	RESPONSIBLE
HALL A	• **Nurse (**8AM- 5PM) 04-709-6207 • **Night Shift Nurse** (5PM-10PM) 04-709-6207 • **First Aid Responder** - Finance Department 04-7096186
HALL B	• **First Aid Responder - I.T Department** 04-709-6224
HALL C	• **First Aid Responder - Student Affairs Department** 04-709-6201 • **First Aid Responder - Student Affairs Department** 04-709-6109 • **First Aid Responder - Office of the Registrar** 04-709-6206 • **First Aid Responder - Admissions Department** 04-709-6160
HALL D	• **First Aid Responder – Marketing & Communication Dept.** 04-709-6144

*Head of Security—04-709-6116 Mobile #: 055-860-2331

30. Student Academic Rights and Responsibilities

30.1. Student Academic Rights

It is the right of the students to:

- Be informed of their program and course requirements;
- Be individually assessed based on their academic performance (attitude, knowledge and skills) as mandated by a professor consistent with a course;
- Engage in free and open conversation, investigation, and expression, in the classroom, laboratory or any type of session;
- Experience a proficient education and academic advising;
- Be skeptical of data or personal views presented, and may reserve judgment around matters of opinion;
- Presume protection against a teacher's unfitting exposé of the student's view, and belief that might arise as a result of, but not limited to, teaching, advising, or counseling;
- Presume protection, through recognized processes against prejudice or impulsive evaluation or assessment.

30.2. Student Academic Responsibilities

It is the responsibility of the student to:

- Question course requirements if they are not clearly understood them;
- Uphold the academic standards in performance as established for individual programs and courses of study;
- Lead an inquiry if they think that their academic rights were violated. (See Appeals Process for Airing Student Grievances section).
- Learn the material associated with their program and associated courses;
- Perform according to the academic norms and standards of behavior.

31. Final Examination Policy

All written final examinations are scheduled by the Office of the Registrar. If the course uses a presentation as the terminal assessment method, these should be scheduled during the regular class periods to ensure that students are not required to appear during the final exam week for anything other than a final exam scheduled by the Office of the Registrar. Written projects and papers can, however, have deadlines for delivery during the final exam week.

31.1. Final Examination Attendance

Final examination attendance is compulsory and takes place at the conclusion of each and every term. Students must make themselves available for their scheduled examination timings. Students must not make any arrangements that clash with their scheduled exam timings, and should not leave Dubai prior to completing their final examinations.

31.2.   Examination Conflict and Special Considerations

If a student is scheduled for more than two examinations in one day, or has overlapping examinations, the student must report to the Office of the Registrar by the end of the first week after the final exam schedule has been released to make the necessary adjustments to his/her schedule. A student with special needs that requires specific arrangements to enable the writing of exams must submit their requests at least three weeks prior to the examination date to their Academic Advisor. Changes in the dates or times of scheduled examinations cannot be approved.

31.3.   Deferred Final Examinations

Final examinations cannot be deferred. If a student is unable to take a final exam or otherwise complete the course requirements, they can attempt to obtain a grade of "Incomplete" by visiting the Office of the Registrar to fill out the application form. Students may only apply for this concession if they have a passing grade in the course at the time of application. This application must be received in advance of the final examination.

31.4.   Missed Exams

The missed exam policy applies to midterm and final examinations only. Students must complete a missed exam application from and pay the associated fees within three (3) working days of return to University following events which lead to the missed exam. All supporting documentation should be attached to the application form and submitted to the Office of the Registrar.

Valid reasons for a missed assessment may include but are not limited to;

- •   Travel (for urgent and verifiable medical reasons)
- •   Hospitalization (for emergency treatment or surgery , serious illness, contagious conditions only)
- •   Escorting a relative for medical reasons (as the Government authorized chaperone of that relative)
- •   Death in the family (with supporting documentation)
- •   Valid sick leave (DHA attested)
- •   A car accident on the day of the assessment (with supporting verifiable documentation)
- •   Extenuating personal circumstances (as documented and verified by the student Counselor)

Approved missed exams will be scheduled by the course Professor/Instructor within one (1) week of the approval of the Dean or designate and shall be scheduled no later than two (2) weeks into the subsequent semester/term.

Note: The original grade will remain on the student record until the student has completed the missed exam and a new grade is recorded.

31.5.   Exam Invigilation

Canadian University Dubai maintains a zero-tolerance policy regarding all academic misconduct encountered during an exam. Academic misconduct includes but is not limited to: copying, or attempting to copy, the work of others; communicating with others during the exam (other than an invigilator), by any means such as whispering, using hand motions or passing written /text messages; and being in possession of any unauthorized materials and/or electronic devices during the exam.

All examinations may be recorded by digital media (photo, video and/or audio). This digital record may be reviewed when allegations of academic misconduct are raised. Digital records will be kept confidential and securely maintained. As per Ministry of Education regulations "It is strictly prohibited for students to carry a mobile phone or any other electronic device inside the exam hall where exams are being administered. Just being caught in possession of any such devices will be considered cheating and the student will be punished by the penalty for cheating"

32. Graduation Policy

32.1. Application for Graduation

Before completing an application for Graduation students must complete the following steps:

- Students are required to review their academic record against academic requirements for graduation.
- Review current academic progression and grades with their academic advisor.
- Each student must ensure that he/she is in good financial standing with the University and that all fees and financial obligations have been met.
- Complete an Application for Graduation Form, which is available on the Student E-portal or from the Office of the Registrar, and submit it to the Office of the Registrar, together with the applicable fee, during Graduation fairs. These are held each spring semester of the academic year of Graduation.
- Once an application for graduation has been completed and filed the Office of the Registrar will begin to process all the necessary information for final certification in preparation for graduation.
- Only students who have successfully completed the degree requirements and have no holds by the end of the semester that they have applied to graduate are certified for the conferral of the respective degree.
- Degrees are only granted at the completion of the semester in which requirements have been met. Conferral of the degree and the date of graduation are noted on the permanent records of the graduate held by the University.
- Only one certificate will be issued for Canadian University Dubai graduates that have completed a program with a dual major concentration. The process of issuing certificates for dual major concentration requires handover of the initial certificate that has been issued by Canadian University Dubai. The new certificate with the dual major concentration replaces any previous certificate issued by Canadian University Dubai.
- Students' certificates will be ready within 2 months after passing the last course of the program.

32.2. Academic Requirements for Graduation

- Students must have passed and completed the required number of credit hours for their program of study

- Have completed the program within the following time limits:
    - For full-time programs: twice the length of the regular program
    - For part-time programs: the maximum number of years is the number of required one semester courses (or equivalent thereof) divided by 3
    - In some exceptional cases, a student may require the written approval from the Dean and/or VPAA to extend the Graduation time limit
    - A student whose studies were interrupted for a period of time will not be eligible to graduate from a program that is no longer offered by the University - unless alternative arrangements are approved by the Dean and VPAA in writing

- Have completed over 50% of the program at Canadian University Dubai

- Have a CGPA of 2.0 or above (Undergraduate) and CGPA of 3 and above with a minimum grade of B in all courses (Masters)

For attendance at the convocation ceremony held during the spring semester each academic year:

- Masters students should have completed all credit hours for their program by the close of cycle 2 in the Spring Semester

- If students drop courses and their credit hour load to complete their program increases then the offer to participate at convocation will be withdrawn and they will be invited to attend the following academic year, program requirements withstanding.

32.3.   Merit Criteria

For Graduation with Honours, the following policy is followed:

- CGPA between 3.50 and 3.69: cum laude
- CGPA between 3.70 and 3.89: magna cum laude
- CGPA between 3.90 and 4.00: summa cum laude

32.4.   Participation in the Convocation Ceremony

The convocation ceremony for graduating students of Canadian University Dubai is held during the spring semester each academic year   Students who meet the University graduation criteria will be eligible to participate in the ceremony.

In order to participate in the Convocation Ceremony, a student must:

a) Complete a Convocation Confirmation Form and pay the accompanying fee to the Office of the Registrar before the end of February in the year of convocation.

b) Identify any special requirements or needs that Canadian University Dubai must address prior to or during the ceremony.

c) Schedule an appointment at a Graduation fair, attendance at which is mandatory for participation in convocation. During the graduation fair complete an Academic Regalia Request Form and official graduation photographs will be taken; cap and gown fittings will be conducted; and all the necessary forms regarding the graduation will be available.

d) Identify on the graduation form the 3 names they wish to appear on screen during convocation. No more than 3 names can be accommodated on screen. Please note that the Graduation certificate will take the students name from their passport copy held on file by the Registrar's office.

e) If a student requires a Letter for Permission to attend convocation for their employer, complete an official letter request form at least one week prior to the ceremony.

f) Attend the rehearsal for the ceremony, held the day before the actual convocation. Attendance of graduating students at the rehearsal for the ceremony is mandatory; if a student does not attend the rehearsal, he or she will not be permitted to attend the convocation.

32.5.   Conferral of Degree

Canadian University Dubai Diploma, Certificate of Merit, and Official Transcript will be prepared upon approval of the application for graduation and released on condition that all financial obligations have been satisfied.

Conferral of the degree is noted on the permanent record of the graduate with the date of graduation.

32.6.   Name on Degree

The student name printed on Canadian University Dubai's certificate is always in English, and is exactly the same as the name found in the passport belonging to the student. If there is any ambiguity or difficulty in determining the proper name of a student, he/she will be contacted in order to verify the exact name. It is a student's responsibility to inform the Office of the Register of any updates or changes to passports held on file.

32.7.   Attestation of Degrees and Transcripts

In order for a student's Canadian University Dubai Degree, Diploma, Certificate of Merit, and Official Transcript to be attested, the attestation process, as outlined by the United Arab Emirates Ministry of Education, Higher Education Affairs, must be completed by the student. Please see the guidelines as per the Ministry of Education – Higher Education Affairs website: https://www.moe.gov.ae/En/EServices/ServiceCard/pages/attestationregenrolled.aspx

33. Student Records Policy

33.1. Purpose of the Policy

The Student Records Policy ensures that student information:

- Is maintained in a secure environment
- Limits access to confidential information
- Is maintained in a reliable, consistent and accurate manner

The Registrar's Office is the official auditor, recorder and keeper of student records. The Registrar's Office must ensure the accuracy and reliability of data collected and distributed as per the confidentiality and privacy policy approved by the University.

The purpose of this policy is to comply with CAA requirement (5.7 Student Records of the *Standards for Licensure and Accreditation 2011*.)

Canadian University Dubai respects existing:

- United Arab Emirates laws and any policy instituted by the country and its ministries with respect to the privacy of individuals and the maintenance of records about any individual.
- International standards for record retention in our effort to support Canadian University Dubai applicants, students and alumni world-wide.

Any breach of this policy is subject to legal action.

Authorized Registration personnel that conduct any activity or make a decision that affects the Official Transcript of the student must ensure there is an official record of that decision. The decision must be recorded electronically in CAMS and entered directly or attached to the student's record in CAMS. A physical copy of the decision may be stored, as necessary, in the student's paper file. The official record is the action taken by the user or student in CAMS based on the University's document.

If an academic student record is not referred to in this policy, this policy will be applied to that record. Documentation and forms are created as new procedures are established. This document refers to all student record data.

33.2. Student Information

The student information system responsible for the maintenance of student records is CAMS, a Three Rivers System product.

Within CAMS, the following data must be accurately and effectively maintained to ensure that the student record reflects the progress of the student:

- Admission documents
- Courses and programs of the Student
- Degree audit measurement of the student progression towards degree completion
- A students Academic standing
- Class scheduling together with a record of registration indicating that the right student is registered in the right courses at the right time meeting pre- and co-requisites within the chosen program
- Holds of any kind including academic and tuition or fee assessment
- Merits and any other form of academic recognition

33.3. Procedures

As a result of this policy, the following procedures are required:

- Data custodians must be identified and will be charged with monitoring and auditing systems which contain personally identifiable information, ensuring that the information collected is used only for the purpose for which it was intended and that safeguards protect the privacy of the individuals.
- A retention and disposal schedule for documents and data is identified and complies with United Arab Emirates MOE, CAA and Records management guidelines under FIPPA, Canada (1990)
- Physical shredding of records must be completed in a secure environment
- Training will be delivered on a routine basis to individuals responsible for the creation, storage and maintenance of records.
- This policy and the University's compliance with it will be routinely reviewed in line with the University's policy review guidelines.

33.4. Policy

The Official File of the student is created through data entry, maintenance and deletion as well as document management within the University's information system. It is also created by scanning versions of required physical documents external to the University.

33.5. Data Entry

Data that is gathered, entered and stored in the University's electronic data system constitutes the official record of the student where both physical and electronic data records exist.

With respect to scanned documents, the electronic form of the scanned document is the official record where both a paper and electronic version of the record exists.

33.6. Data Retention

Data within the student record:

> **Physical records**: External documentation submitted to Canadian University Dubai by applicants, students and graduates is scanned upon submission and electronically attached to the student's record in CAMS.

> **E-records**: Data is created and retained to reflect the academic progress of students.

33.7. Physical Copy Documentation

Fire-proof, secure cabinets within the Office of the Registrar are used to retain the physical version of the student's official Canadian University Dubai record for undergraduate and Masters programs. Access to the Office of the Registrar is controlled by finger print identification assigned to authorized employees of Canadian University and CAMS database is password protected.

33.8.   Electronic Data Collection and Dissemination

Data is entered, maintained and deleted in CAMS by authorized users. Documentation is scanned and linked to data in CAMS by authorized users.

Type	Description	Retention
Applicant Records	Any data that supports the applicant's admission into the University	e-Records are maintained indefinitely. Physical records are maintained for one year after the acceptance date.
Student records	Any data related to student's courses, credits, grades, scores on proficiency/placement examinations, education and enrollment verification, that is: any data that represents the student's academic history	e-Records are maintained indefinitely. Physical records are maintained for three years from the date the student record became inactive
Graduate records	Any data related to student's Graduation namely; Passport, High School Transcript, Equivalency and Graduation Certificate	e-Records are maintained indefinitely. Physical records are maintained for three years from the date the student graduated.

34. Student Code of Conduct

Canadian University Dubai's students are the true ambassadors of its Mission and Vision. Students are expected to respect the rights and privileges of others, to maintain professional ethics, and to display honesty and integrity. Unacceptable conduct includes, but is not limited to:

34.1.   Unacceptable Conduct: Academic

- Disturbing teaching activities,
- Cheating on an exam,
- Violating examination rules,
- Plagiarizing assignments or course work,
- Partaking in academic dishonesty.

34.2.   Unacceptable Conduct: University Premises

- Fabricating information in any form, submitting falsified material to any University office, or presenting a false statement in any University disciplinary proceeding,
- Forging, altering, or misusing a University identification card, documents, or keys without the consent of the relevant authorities,
- Causing deliberate or thoughtless damage or destruction to University property on or off premises or belonging to others including but not limited to graffiti, destroying or removing advertisements,
- Unauthorized entry or trespassing,
- Occupying all or part of any University building, hindering or intimidating any persons, or threatening persons with forcefulness with the aim of:
    - Hindering or stopping normal functions of the University;
    - Preventing anyone from going about in a lawful manner;
    - Stopping specific activities related to the University.
- Falsifying one's ID or failing to show ID to an identified official or employee of the University,
- Failing to obey University officials engaged in University activities,
- Damaging the reputation of the University through improper conduct,
- Violating the Acceptable Use Policy,
- Stealing, being accessory to theft, and/or possessing stolen property,
- Improper use of University property in a manner contrary to its designated purpose including misuse of accommodation hall amenities and furniture,
- Disrupting a class, classroom, or other University unit, or campus activity by any means including but not limited to noise, projectiles, or other form of disturbance or disruption,
- Aiding, abetting, leading, encouraging causing or participating in a riot, including but not limited to food fighting, on University property or during a normal University activity,
- Removing without authorization or mutilating library materials,
- Betting: students may not gamble or bet on University property in any way, shape, or form,
- Bringing unauthorized visitors onto University premises,
- Disobeying University rules governing the use of its facilities.

34.3.   Unacceptable Conduct: Student Safety

1. Harassing, assaulting, or using physical violence against others,
2. Jeopardizing the safety of others or violating human rights,
3. Participating in individual or group activities that deliberately or irresponsibly cause serious disorder or suffering to others,
4. Possessing dangerous weapons such as, but not limited to firearms, on University property,
5. Intentionally possessing or using a dangerous artifact or substance that could harm or distress any person on University property,
6. Possessing and/or using fireworks,
7. Impersonating another student with or without his consent.

Any student who believes that he or she has been the subject of harassment or observed any type of harassment must communicate this incident to the Dean of Student Affairs.

Canadian University Dubai has **zero tolerance** for any type of harassment.

34.4.   Unacceptable Conduct: University Property

A student commits a property offence when she/he:

- Holds, eliminates, uses, embezzles, or sells property owned by the University, or
- Damages or vandalizes property owned by the University.

Aiding or abetting any conduct or behavior mentioned above is unacceptable and will not be tolerated.

34.5.   Student Dress Code

As ambassadors of the University, students observe high standards of personal appearance at all times. Students must observe the UAE's cultural norms for female and male attire.

Dress standards are part of the culture and socially accepted norms of ethics and are strongly associated with the identity, traditions, beliefs and values that are deeply rooted in United Arab Emirates society.

34.6.   Dress Regulations Standards for Male Students:

- Students shall wear the male National costume (Kandura) in traditional colours acceptable by the UAE and GCC male communities. Students may also wear a suitable head-cover including Guthra, Ogal or any other acceptable head covers.
- Full-length trousers are preferred on campus. Shorts should be down to the knee to be sure of causing no offence. Very short shorts and cycling shorts that reveal certain contours, boxer shorts, etc. are prohibited. Underwear should not be visible.
- Long-sleeve shirts and elbow–length shirts are permitted on campus. Short shirts that reveal the entire arms are prohibited.
- Sport uniforms are only allowed at sports' facilities and they are totally prohibited in classrooms.

34.7.   Dress Regulations Standards for Female Students

- With regard to UAE National costume including Abaya and Sheila; Abaya made of male Kandura cloth or designed in a male Kandura fashion is totally prohibited.
- Tops or any similar dresses that reveal the shoulders or the full arm, such as spaghetti tops, very tight and/or low-cut tee-shirts are not allowed. Nevertheless, long-sleeve or elbow-length tops are permitted.
- Skirt length below or too the knee is fine.
- Sport uniforms are only allowed at sports' facilities and they are totally prohibited in classrooms.
- Excessive hair style or extravagant hair dyes are not permitted.

Don't wear anything that might be regarded as offensive. For example, tee shirts with offensive slogans or pictures, obscene language or gestures, anything that might cause religious or cultural offence, etc. If you have to ask whether it's acceptable or not, assume it isn't.

34.8.   Smoke Free Campus Environment

Canadian University Dubai is a smoke-free establishment. In order to promote and maintain a healthy environment at Canadian University Dubai, and to promote the prevention of illness and encourage students, staff and faculty to lead a healthy lifestyle, a smoke-free campus environment policy has been created to reduce the use of tobacco products on campus. The objectives are to reduce the number of smokers on campus and to support those who wish to stop smoking; through raising awareness on the dangers of smoking and educating young adults with an aim to ensure they do not pick up the habit. To create awareness amongst the university community about the dangers of smoking regular no-smoking campaigns are showcased throughout the year, in conjunction with the Ministry of Health.

Tobacco products include - but are not limited to - any lighted cigarette, cigar, pipe, midwakh, dokha, bidi, electronic cigarette or any other smoking device, along with any form of smokeless or spit tobacco such as dip, chew, or snuff.

Each and every member of the University community is responsible for maintaining this policy.

Procedure:

Those responsible for the application of the policy are the Security Supervisor and Security Staff, Student Affairs Division, and the Human Resources Department.

While students, staff, faculty and visitors are encouraged to make healthier choices, Canadian University Dubai has created clearly-marked designated smoking areas. These marked areas are the spaces between Halls B and C, Halls C and D and the space behind Hall C. These designated smoking areas are equipped with benches and ashtrays.

Warning System:

There is a three-point warning system in place for Canadian University Dubai students caught smoking outside these above-mentioned designated areas.

- **First time violation**: the student will be given a verbal warning (University Security or Student Affairs Division) and their Canadian University Dubai ID will be confiscated. The student will need to register with the Security Supervisor and can collect the ID card one week after the incident.
- **Second time violation**: should the student be caught violating the policy a second time, he or she will be given a first official warning letter (Student Affairs Division), which will be placed in his/her file.
- **Third time violation**: a third violation will lead to a final warning letter (Student Affairs Division) or possibly putting the student on registration hold for one semester. The case will be sent to the disciplinary committee.
  - Disciplinary committee decision will be taken and student will be informed accordingly.
  - Students have the right to appeal the committee's decision (in writing) to the President's Office.

35. Dismissal from Class

If the behaviour of a student interferes with the learning process or endangers the integrity/safety of the classroom environment, then the faculty member will be compelled to ask the student to leave the room or seek assistance to have the student removed.

For the process to determine additional or further sanctions, please refer to the Student Disciplinary Policy.

36. Student Disciplinary Policy

Students accused of objectionable behavior may be subjected to an array of reprisals, actions, and penalties as per Canadian University Dubai policy. Behavior-on or off campus- that violates the University's standards of good conduct, or that present a hazard to the health and safety of the University community, may be subject to disciplinary actions.

A student under expulsion or suspension due to unacceptable behavior will not be permitted access to the University premises, which include the campus, its facilities, and the student accommodation. The student might be allowed to have access to the University premises if he or she is invited by the University Authority, or for a scheduled appointment, made by the student, with the University Authority.

36.1. List of Conduct Violations with Accompanying Disciplinary Actions

The Dean of Student Affairs often resolves through mediation all conduct issues occurring on premises. However, in serious cases, the Dean of Student Affairs will refer the violation to Canadian University Dubai's Disciplinary Committee. The following is a summary of possible violation and their corresponding disciplinary actions.

Violation	Committee / Overview	Actions
Inappropriate behavior in class	Disciplinary Committee	Printed Warning Probation, Expulsion
Vandalism	Disciplinary Committee	Printed Warning Probation Reimbursement or Replacement Expulsion
Dress Code Violation	Disciplinary Committee	Printed Warning Probation Expulsion
Theft		Expulsion
Possession of Alcohol or Drugs on Campus		Expulsion
Gambling		Expulsion

The actions covered in the previous table are considered misconduct if they take place on Canadian University Dubai property/premises or elsewhere if the student concerned was involved in a University activity, was representing the university, or was present at that place by virtue of his or her status as a student of Canadian University Dubai, including any work placement.

Any such incidences of misconduct will be dealt with on a case-by-case basis.

36.2.   Types of Warning and Actions

Verbal Warning: A verbal warning is given by the Dean of Student Affairs to a student whose conduct or behavior violates the University's Code of Conduct.

Written Warning: A written warning is given to the student by the Disciplinary Committee. The warning will state that another violation of the University's code of conduct may result in additional disciplinary measures.

Probation Warning: The probation warning is given to the student by the Disciplinary Committee. This probation warning indicates that the student behavior and conduct will be carefully monitored for a certain period of time. Any misconduct may lead to further disciplinary action.

Reimbursement or Replacement: Any damage to the University's property will require payment, repair or replacement of the damaged good. Failure to pay may result in preventing the student from registering or obtaining his transcript.

Mandatory Labor: Disciplinary action due to a conduct violation may on occasion encompass mandatory labor on campus. This type of action may be alternatively proposed by the Disciplinary Committee

36.3.   Disciplinary Committee

The Disciplinary Committee will oversee all student misconduct and decide on the consequences to the alleged breaches of Canadian University Dubai's Conduct Code. The Disciplinary Committee is chaired by the Dean of Student Affairs.

36.4.   Procedures

1.   Anyone from Canadian University Dubai Community (faculty, administrator, staff or student) who believes that a violation of the Conduct Code has been committed must inform the Dean of Student Affairs in writing.
2.   The Dean of Student Affairs will amass and examine evidence relevant to each particular case.
3.   The Dean of Student Affairs will, based on their investigation, decide to refer, or not refer, this case to the Disciplinary Committee.
4.   The student maintains the right to appeal their case to the University's President.
5.   The Dean of Student Affairs will select three administrators and four faculty members to sit on the Disciplinary Committee.

36.5.   Communications to the Student Regarding Conduct Violations

o   The Disciplinary Committee will take an acceptable amount of time to plan and conduct its investigation. The investigation will include: Student(s) and witness interviews; and, if needed, preparation of the witness for testimony (ies), and collection of evidence.
o   The Disciplinary Committee will inform the student on paper of the alleged violation of Canadian University Dubai's Code of Conduct and of the verdict reached by the Disciplinary Committee, as well as the disciplinary measures
o   The student will have 72 hours (three class days) to appeal the decision of the Disciplinary Committee to the President prior to any final disciplinary action. The President will reply to the appeal in writing. A duplicate of the response will be sent to the Dean of Student Affairs.
o   The President has the right to overturn the decision of the Disciplinary Committee; the President's decision is final.

36.6.   Disciplinary Committee Hearing

- The Dean of Student Affairs will update all members concerned in the disciplinary action as to the confidentiality of the case;
- The Dean of Student Affairs will present a summary of the case;
- The student who allegedly violated the Code of Conduct must appear at the scheduled hearing;
- If the student cannot appear for exceptional reasons, he or she must inform the Dean of Student Affairs and must present documentation supporting his or her emergency;
- The Disciplinary Committee may call in witnesses;
- The Disciplinary Committee will question the student who violated the Code of Conduct;
- The Disciplinary Committee will examine, and conclude, by means of assigning appropriate remedial disciplinary actions based on the case;
- The Dean of Student Affairs will prepare a letter informing the accused of the Disciplinary Committee's decision;
- The letter will be stored in the student's folder held in the Registrar's Office.

36.7.   Process for Appeal

Students may appeal the Disciplinary Committee's decision within 72 hours (three class days) to the President of the University.

The President can overturn the decision of the Disciplinary Committee; a letter bearing the results will be sent to the Dean of Student Affairs. The President's decision is final.

37. Student Complaints

Students can expect an excellent education at Canadian University Dubai. Nevertheless, a student may question, complain, or grieve certain materials or issues pertaining to their involvement at the University.

For quality assurance, the internal procedures for addressing student complaints aim for transparency and due process thereby ensuring student complaints are addressed impartially, reliably and punctually.

37.1.   Principles

The University's student complaint resolution process is based on the following principles:

- Fair and equitable procedures are used to review and resolve the student complaint;
- Privacy and anonymity is assured for all parties, except for use of information as authorized by law;
- Fair and respectful proceedings during the entire search, deliberation, and conclusions by all involved;
- No retaliation or any shortcoming arising from a student complaint made in good faith;
- Timely handling of complaints with measurable deadlines identified at each stage of the resolution process;
- Timely and regular communication of the case process, progress, and result; Access to-, and option to move to a higher internal level in case the student requires a review based on technical or practical grounds.

37.2.   Types of Student Complaints

37.2.1.   Academic Complaints

Complaints against academic conclusions include but are not limited to:
- Academic advancement decisions;
- Assessment substance;
- A conclusion by an academic person that affects an individual or a group of students;
- Matter or structure of academic programs, method of learning, teaching, or assessment;
- Questions relating to authorship and intellectual property.

37.2.2.   Administrative Complaints

Administrative Complaints relate to conclusions and actions associated with administrative or academic facilities, which include but are not limited to:
- Policies pertaining to administration, procedures and rules by central administration, student support groups, and faculties;
- A conclusion taken by an administer that affects an individual or groups of students;
- Access to University resources and facilities.

37.3.   Complaint Resolution Procedures

This segment summarizes the internal processes applicable to academic and administrative complaints.

37.4.   Informal Approach

a)   The student concerned about an above-mentioned item should first contact the person involved in writing. If the student cannot reasonably contact this person or resolve their issue at this level, then the student should contact the Leader of the relevant department or of the administrative unit or the Program Leader or the Dean of the Faculty / Department for a discussion. Concerns about a resolution at any of the steps mentioned above should ordinarily be raised to the Chair of the committee. The complaint must be delivered in writing within 15 days of the original incidence.

b)   The University anticipates that in most instances the discussion of the concern with a pertinent staff member will result in the quick resolution of the matter to both parties' satisfaction.

c)   If the issue is not resolved, then the student may contact his Academic Advisor who will direct him to the appropriate individual who will address the case.

d)   The student has fifteen days following an incident to lodge a formal complaint if the issue is not resolved

37.5.   Formal Approach

If the complaint deals with an academic matter, it should be addressed to the Vice President of Academic Affairs; if the complaint is regarding student support services, it should be addressed to the Dean of Student Affairs; if the issue deals with an administrative or financial matter, the complaint should be addressed to the Vice President of Administration and Finance; if the issue deals with registration matters, the complaint should be addressed to the Registrar.

37.6.   Withdrawal of a Complaint

At any time during the informal of formal process, a student may withdraw their complaint, and at that time the matter will be deemed concluded and resolved. In this case, if the complaint was made in writing then a written withdrawal letter must be composed by said student and delivered to the relevant person handling the matter. Canadian University Dubai then considers the case closed.

The Complaint Review Committee is an ad-hoc committee that can be called when a formal complaint is lodged. The Complaint Review Committee consists of three members appointed by the Vice President of Academic Affairs or the Dean of Student Affairs, pending a complaint. For academic complaints, in addition to the VPAA, the Dean of the appropriate Faculty, one faculty member from another Department and the student counselor are required. For issues concerning academic matters, in addition to the Dean of Student Affairs, one faculty member, one Dean, and the Library Director are required.

38. Academic Integrity: Policies & Procedures

As per CAA and international standards, Canadian University Dubai is committed to ensuring that faculty and students adhere to the highest academic standards in terms of ethics, integrity and behavior. Canadian University Dubai also acknowledges that the trust established between society and the university's graduates must be enforced through a fair and equitable evaluation of student work and the dissemination of strong academic values. Cheating and plagiarism are known to negatively affect the credibility and value of education and degrees conferred by any university.

The sections below describe the list of main academic offenses and related sanctions. This list is not meant to be exhaustive and will be updated by the University administration when necessary.

38.1.   Academic Violations

38.1.1.   Plagiarism

Definition:
Plagiarism includes, but is not limited to, representation of others' work, lending unauthorized assistance, and using strategies or processes with the aim of attaining dishonest grades. Students may not submit any material created by or acquired from another person or business.

38.1.2.   Anti-Plagiarism Strategies

In order to encourage good academic practices against plagiarism and enforce academic integrity, Canadian University Dubai has adopted the following strategies:
1) The use of TurnitIn software: this software is installed in pre-assigned laboratories for student access, including the library. Students should be able to run the software on their work before submission to the instructor. Faculty will access TurnitIn through their computers in order to check student work compliance against good academic practices.
2) Organizing seminars on good academic practices: the academic affairs division must organize, with the help of academic Departments, seminars on good academic practices. These seminars should identify the most frequent forms of plagiarism, ways to correctly acknowledge sources through proper references and the University's policies against plagiarism.
3) The use of Moodle to post tutorials on good academic practices.

38.1.3.   Cheating on Examinations

Cheating refers to attempting to use, or using, unauthorized materials, or obtaining unauthorized assistance, in an academic activity, including all types of examinations or evaluations. This may include impersonating another student; looking at another student's materials; using unauthorized notes/books/calculators; talking to other students; using communication devices such as mobile phones or any Bluetooth devices.

38.1.4.   Information and Communication Technology Misuse

Canadian University Dubai is committed to providing faculty and students with all the required IT resources needed in order to ensure proper delivery of academic programs and access to information. The use of these IT resources should be legal and ethical and should fully comply with Canadian University Dubai ICT-AUP and applicable laws in the United Arab Emirates. The University ICT-AUP can be accessed through the website www.cud.ac.ae.

38.1.5.   Fabrication

Fabrication refers to the process of inventing or falsifying information in an academic activity. Examples of fabrication may include falsifying the results of an experiment; falsifying a document or research paper; inventing a source that doesn't exist; and/or fabricating data to support claimed results.

38.1.6.   Ethical Behavior

Students are expected to fully adhere to the ethical standards mandated by the University and the laws of the United Arab Emirates. Unethical behavior may include misuse of intellectual property and copyrighted materials; dissemination of false information; inappropriate behavior in class; disrespect towards faculty or other students. Unethical behavior will be treated as academic dishonesty.

38.2.   Sanctions Related to Violations of Academic Integrity

38.2.1.   Plagiarism

Plagiarizing any type of course work will not be tolerated. All instances of plagiarizing shall be documented, presented to the Program Leader or Dean of the program and to the Registrar, and recorded in the student's file.

- **First offense**: a written warning will be assigned to the student with a copy in his/her file.
- **Second offense**: a grade of zero is assigned for the academic work. A detailed report describing the plagiarized work with all related evidence will be put in the student's E-file.
- **Third offense**: an F grade is assigned to the course with an automatic suspension of the student from that course. Further disciplinary measures, including possible suspension from the University may be considered.
- **Fourth Offence**: If a third offence was filed for more than a course since the first semester of study, the Registrar will inform the Dean of the Faculty and the student will automatically fail all courses registered in the semester during which the second third offence is filed and further disciplinary measures, including possible suspension from the program and/or university, for up to two regular semesters, may be recommended by the disciplinary committee.

Any party to cheating or plagiarism is subject to exactly the same penalties. Students are strongly advised to read the section on plagiarism in the student handbook. The student may appeal following the University's appeal policy.

38.2.2.   Cheating on Examinations

Penalty for Cheating – First Time

If a student is found cheating on an exam the violation will be communicated to the Exam Violation Committee and the following penalties will apply:

a) The student will be assigned a grade of zero for that course.

b) A disciplinary warning is added to his/her file.

Penalty for Cheating - Second Time

If a student is found cheating a second time they will be assigned a grade of zero in that course and further disciplinary measures, including possible suspension from the university may be considered.

Procedure

Faculty submits a written report of the incident, along with the work in question and any physical evidence if available (i.e. video recording) to the Chair of the Exam Violation Committee. The committee reviews the incident and issues the disciplinary warning. A copy of the faculty's written report and student's work is included with the warning in the student's file.

38.2.3.   Information and Communication Technology Misuse

When a misuse of ICT resources occurs, an investigation is conducted by the IT department. All findings will be submitted to the Dean and Disciplinary Committee for appropriate actions.

38.2.4.   Fabrication and Ethical Behavior

When a fabrication of information or unethical behavior is established, the faculty (or the person who witnessed the unethical behavior) must write a detailed report to the Dean with all related evidence. The Dean will write his/her recommendations to the Disciplinary Committee for appropriate action.

39. Accredited Programs

Program	Faculty
Foundation Program	
Associate of Marketing	Faculty of Management
Bachelor of Business Administration in Accounting and Finance	Faculty of Management
Bachelor of Business Administration in International Business	Faculty of Management
Bachelor of Business Administration in e-Business	Faculty of Management
Bachelor of Business Administration in Human Resource Management	Faculty of Management
Bachelor of Business Administration in Marketing	Faculty of Management
Bachelor of Business Administration in Events And Tourism Management	Faculty of Management
Bachelor of Business Administration in Forensic Accounting	Faculty of Management
Bachelor of Business Administration in Luxury Marketing	Faculty of Management
Bachelor of Business Administration in Operations And Supply Chain Management	Faculty of Management
Bachelor of Business Administration in Sport Management	Faculty of Management
Master of Business Administration in Human Resource Management	Faculty of Management
Master of Business Administration in Finance	Faculty of Management
Master of Business Administration in Islamic Banking	Faculty of Management
Master of Business Administration in Marketing	Faculty of Management
Master of Business Administration in General Management	Faculty of Management
Master in Information Technology Management and Governance	Faculty of Management
Bachelor of Architecture	Faculty of Engineering and Architecture
Bachelor of Science in Interior Design	Faculty of Engineering and Architecture
Bachelor of Computer and Networking Engineering Technology	Faculty of Engineering and Architecture
Bachelor of Science in Electrical Engineering in Telecommunications	Faculty of Engineering and Architecture
Bachelor of Science in Electrical Engineering in Electronics	Faculty of Engineering and Architecture
Bachelor of Science in Electrical Engineering in Mechatronics	Faculty of Engineering and Architecture
Bachelor of Science in Network Engineering	Faculty of Engineering and Architecture
Bachelor of Science in Telecommunication Engineering	Faculty of Engineering and Architecture

Program	Faculty
بكالوريوس الآداب في الإتصال تخصص الصحافة	Faculty of Communication, Arts and Sciences
بكالوريوس الآداب في الإتصال تخصص الإعلان	Faculty of Communication, Arts and Sciences
بكالوريوس الآداب في الإتصال تخصص العلاقات العامة	Faculty of Communication, Arts and Sciences
Bachelor of Arts in Communication in Journalism	Faculty of Communication, Arts and Sciences
Bachelor of Arts in Communication in Advertisement	Faculty of Communication, Arts and Sciences
Bachelor of Arts in Communication in Public Relations	Faculty of Communication, Arts and Sciences
Bachelor of Arts in English Language and Translation	Faculty of Communication, Arts and Sciences
Bachelor of Arts in Psychology	Faculty of Communication, Arts and Sciences
بكالوريوس الآداب فى علم النفس	Faculty of Communication, Arts and Sciences
Bachelor of Arts in Creative Industries	Faculty of Communication, Arts and Sciences
Bachelor of Science in Environmental Health Management	Faculty of Communication, Arts and Sciences
Bachelor of Science in Health Information Management	Faculty of Communication, Arts and Sciences
Bachelor of Science in Health Organization Management	Faculty of Communication, Arts and Sciences
Associate Degree in Food Safety	Faculty of Communication, Arts and Sciences

39.1.   Continuing Education

Program	Section
English for Academic Purposes	Centre for Continuing Education and Lifelong Learning
Math for Academic Purposes	Centre for Continuing Education and Lifelong Learning

40. Academic Calendars

40.1. Masters Students Academic Calendar

Fall 2019-20 - Cycle 1		
May	1	Pre-Registration Open for Fall
August	22	Last day to secure pre-registration -Payment of Tuition Fees
September	**1**	**First Day of Classes (Weekday Classes)**
September	**6**	**First Day of Classes (Weekend Classes)**
September	14	First Day of 50% penalty - No new courses can be added
September	21	First Day of 100% penalty
September	28	First day of WN grade
October	20	Final exams October 20th to Oct 26th
Fall 2019-20 - Cycle 2		
October	**27**	**First Day of Classes (weekday classes)**
November	**1**	**First Day of Classes (weekend classes)**
November	9	First Day of 50% penalty - No new courses can be added
November	16	First Day of 100% penalty
November	23	First day of WN grade
November	30	Martyr's Day - University Closed
December	2	National Day - University Closed
December	15	Final exams Dec 15th to 21st
December	22	Fall Break commences
Spring 2019-20 Cycle 1		
November	**3**	**Pre-Registration Open for Spring Semester**
January	**12**	**First Day of Weekday Classes**
January	17	First Day of Classes (weekend classes)
January	25	First Day of 50% penalty
Feb	1	First Day of 100% penalty
Feb	8	First day of WN grade
March	1	Final exams March 1st to March 7th
Spring 2019-20 Cycle 2		
March	**8**	**First Day of Weekday Classes**
March	**13**	**First Day of Weekend Classes**
March	21	First Day of 50% penalty
March	28	First Day of 100% penalty
March	22	Spring Break Commences
March	29	Classes Resume
April	TBC	Graduation
April	26	Final exams Apr 26 to May 2nd
Summer 1 2019- 20		
May	**3**	**First Day of Weekday Classes**
May	**8**	**First Day of weekend Classes**
June	21	Final exams June 21st to June 27th
Summer 2 2019-20		
June	**28**	**First Day of weekday Classes**
July	**3**	**First Day of weekend Classes**
August	9	Final exams Aug 9th to 15th

All Islamic Lunar Holidays for the private sector will be fixed per the announcement by the relevant Ministry
Always refer to www.cud.ac.ae for the latest Academic Calendar, as some dates are subject to change

41. Academic Programs

At Canadian University Dubai, we offer the ability to study a Canadian based curriculum within the culture and values of the United Arab Emirates. Our Masters academic programs at Canadian University Dubai are housed within:

Faculty of Management

- Master of Business Administration
- Master in Information Technology Management and Governance

If you are unsure of the academic area you wish to pursue, please contact our highly qualified faculty advisors who are available to guide you.

41.1. Faculty of Management

41.1.1. A Word from the Dean

I would like to take this opportunity to welcome you to the Faculty of Management. In common with the overall approach at Canadian University Dubai, the Faculty of Management brings you the very best of the diverse North American learning culture, providing a range of opportunities to develop your management-related knowledge and career. The curriculum, teaching methods and support services are innovative, dynamic and designed to deliver an authentic learning experience that is directly linked to state-of-the-art research and practice. All programs and courses are delivered by experienced faculty and talented researchers with local and international experience from North America and around the globe.

The choice you have made to study with us will help define your future career direction, and you will find our experienced faculty members to be capable teachers and researchers who are highly supportive of your ambitions. The Faculty is committed to the pursuit of academic excellence through the use of outcome-based teaching and learning (OBTL) leveraging a new 'invention enriched' approach to curriculum development and delivery (the Invention Focused Curriculum or IFC). This approach means that every student in our faculty is encouraged to explore, develop, invent and apply newly discovered knowledge acquired during their time at CUD.

The Faculty of Management has partnered with a range of globally renowned education and corporate institutions to provide exciting opportunities for students to progress and grow. The Faculty offers a range of programs and courses designed to enable our students to excel in their chosen specializations. Complemented by an innovative curriculum and ultra-modern learning technology spread across its campus buildings, the Faculty of Management gives you the skills, tools and knowledge to step into the business world ready to engage as the leader you have the potential to be.

Faculty of Management
Canadian University Dubai

41.1.2. Masters Programs

- **Master of Business Administration**
  - Human Resource Management
  - Finance
  - Islamic Banking
  - Marketing
  - General Management
- **Master in Information Technology Management and Governance**

41.1.2.1. MBA Program

Canadian University Dubai is a recognized leader of Masters level business education in the UAE and across the Gulf region. Graduates from our MBA program are well prepared for the challenges they will face in the increasingly globalized and technologically driven business environment.

Our MBA program focuses on meeting the current and future needs of business and government leaders in the Gulf region. The dynamic and competitive business environment of the 21st century calls for new management and leadership skills – our MBA will prepare you today, for the challenges of tomorrow.

Key to the success of our programs is its focus on developing the professional networks of our students, and expanding their understanding of fundamental management principles through case studies, innovative partnerships and interactive seminars. Graduates from our MBA program are well prepared for the challenges they will face in a very competitive professional environment.

Master of Business Administration Program Core Courses

Course Code		Course Title	Prerequisite	Cr.H
MBA	641	Managerial Accounting	None	3
MBA	642	Managerial Finance	None	3
MBA	643	Business Research Methods	None	3
MBA	644	Managerial Economics	None	3
MBA	645	Marketing Management	None	3
MBA	646	Operations and Supply Chain Management	MBA-643	3
MBA	647	Management of Information Systems	None	3
MBA	651	Organizational Behavior	None	3
MBA	648	Business Strategy (capstone)	All other program Core Courses	3

Our Five MBA Concentrations

Canadian University Dubai's MBA program provides students with a strong analytical foundation in the fundamental aspects of management. In addition, students are free to specialize in one of the following concentrations.

41.1.2.2. Master of Business Administration in General Management

Graduates will acquire the skills needed to strategically manage professionals in all fields of the public and private sectors.

Master of Business Administration in General Management Study Plan

Semester	Course Code		Course Title	Prerequisite	Cr.H
Term 1	MBA	643	Business Research Methods	None	3
	MBA	645	Marketing Management	None	3
	MBA	647	Management of Information Systems	None	3
	MBA	646	Operations and Supply Chain Management	MBA 643	3
	Total				**12**
Term 2	MBA	644	Managerial Economics	None	3
	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	651	Organizational Behaviour	None	3
	Total				**12**
Term 3	MBA	648	Business Strategy (Capstone)	All other program core courses	3
	MBA	653	Organizational Development and Change	MBA 651	3
			Concentration Elective		3
			Concentration Elective		3
	Total				**12**
Total					**36**

The "Term" is equal to semester pertaining to the length and number of courses and it is referring to whenever the seasonal calendar is not applicable.

Master of Business Administration in General Management Program Structure

Requirements	Compulsory Cr.H	Elective Cr.H	Total Cr.H
Core Courses Credit Hours	27	-	27
Concentration Courses Credit Hours	3	6	9
Total	**30**	**6**	**36**

Master of Business Administration in General Management Courses

Course Code		Course Title	Prerequisite	Cr.H
MBA	653	Organization Development & Change	MBA 651	3

Master of Business Administration in General Management Concentration Electives (Select Two Courses)

Course Code		Course Title	Prerequisite	Cr.H
MBA	652	Service Operations Management	MBA 646	3
MBA	655	Leadership and Motivation	MBA 651	3
MBA	654	International Business	None	3
MBA	661	Human Resource Management	MBA 651	3
MBA	657	Business Ethics and Corporate Social Responsibility	None	3

41.1.2.3. Master of Business Administration in Human Resource Management

Graduates will be able to pursue HR positions in the areas of staffing, human resource development, labor and employee relations, and/or compensation and benefits.

Master of Business Administration in Human Resource Management Study Plan

Semester	Course Code		Course Title	Prerequisite	Cr.H
Term 1	MBA	643	Business Research Methods	None	3
	MBA	645	Marketing Management	None	3
	MBA	647	Management of Information Systems	None	3
	MBA	646	Operations and Supply Chain Management	MBA 643	3
	Total				**12**
Term 2	MBA	644	Managerial Economics	None	3
	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	651	Organizational Behaviour	None	3
	Total				**12**
Term 3	MBA	648	Business Strategy (Capstone)	All other program core courses	3
	MBA	661	Human Resource Management	MBA 651	3
			Concentration Elective		3
			Concentration Elective		3
	Total				**12**
Total					**36**

The "Term" is equal to semester pertaining to the length and number of courses and it is referring to whenever the seasonal calendar is not applicable.

Master of Business Administration in Human Resource Management Program Structure

Requirements	Compulsory Cr.H	Elective Cr.H	Total Cr.H
Core Courses Credit Hours	27	-	27
Concentration Courses Credit Hours	3	6	9
Total	**30**	**6**	**36**

Master of Business Administration in Human Resources Management Courses

Course Code		Course Title	Prerequisite	Cr.H
MBA	661	Human Resource Management	MBA 651	3

Master of Business Administration in Human Resources Management Concentration Electives (Select Two Courses)

Course Code		Course Title	Prerequisite	Cr.H
MBA	655	Leadership and Motivation	MBA 651	3
MBA	657	Business Ethics and Corporate Social Responsibility	None	3
MBA	664	Strategic Staffing	MBA 661	3
MBA	668	International Human Resource Management	MBA 661	3
MBA	663	Human Resource Development	MBA 661	3

41.1.2.4. Master of Business Administration in Islamic Banking

Graduates will be able to gain thorough knowledge and analytical skills related to the Islamic banking system and its practical implementation in the modern business world.

Master of Business Administration in Islamic Banking Study Plan

Semester	Course Code		Course Title	Prerequisite	Cr.H
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	643	Quantitative Analysis for Managers	None	3
	MBA	644	Managerial Economics	None	3
	Total				**12**
Term 2	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
	MBA	651	Organizational Behavior	None	3
	Total				**12**
Term 3	MBA	648	Business Strategy (Capstone)	All other program core courses	3
	MBA	671	Al-Shari'ah, Economy & Society	MBA 644	3
	MBA	672	Theory & Practice of Islamic Banking-Fiqh Al-Muamalat	MBA 641	3
	MBA	XXX	Islamic Banking Elective	MBA 641 or MBA 642	3
	Total				**12**
Total					**36**

The "Term" is equal to semester pertaining to the length and number of courses and it is referring to whenever the seasonal calendar is not applicable.

Master of Business Administration in Islamic Banking Program Structure

Requirements	Compulsory Cr.H	Elective Cr.H	Total Cr.H
Core Courses Credit Hours	27	-	27
Concentration Courses Credit Hours	6	3	9
Total	33	3	36

Master of Business Administration in Islamic Banking Courses

Course Code		Course Title	Prerequisite	Cr.H
MBA	671	*Al-Shari'ah*, Economy & Society	MBA 644	3
MBA	672	Theory & Practice of Islamic Banking-*Fiqh Al-Muamalat*	MBA 641	3

Master of Business Administration in Islamic Banking Concentration Electives (Select One Course)

Course Code		Course Title	Prerequisite	Cr.H
MBA	673	Islamic Financial Systems	MBA 642	3
MBA	674	Accounting in Islamic Financial Institutions	MBA 641	3
MBA	673	Islamic Financial Systems	MBA 642	3
MBA	674	Accounting in Islamic Financial Institutions	MBA 641	3

41.1.2.5. Master of Business Administration in Finance

Graduates will be able to gain thorough knowledge and analytical skills related to the implementation of strategic financial management and planning.

Master of Business Administration in Finance Study Plan

Semester	Course Code		Course Title	Prerequisite	Cr.H
Term 1	MBA	643	Business Research Methods	None	3
	MBA	645	Marketing Management	None	3
	MBA	647	Management of Information Systems	None	3
	MBA	651	Organizational Behaviour	None	3
	Total				**12**
Term 2	MBA	646	Operations and Supply Chain Management	MBA 643	3
	MBA	644	Managerial Economics	None	3
	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	Total				**12**
Term 3	MBA	648	Business Strategy (Capstone)	All other program core courses	3
	MBA	681	Corporate Finance	MBA 642	3
	MBA	683	Investment Analysis & Portfolio Management	MBA 642	3
	MBA	XXX	Concentration Elective		3
	Total				**12**
Total					**36**

The "Term" is equal to semester pertaining to the length and number of courses and it is referring to whenever the seasonal calendar is not applicable.

Master of Business Administration in Finance Program Structure

Requirements	Compulsory Cr.H	Elective Cr.H	Total Cr.H
Core Courses Credit Hours	27	-	27
Concentration Courses Credit Hours	6	3	9
Total	**33**	**3**	**36**

Master of Business Administration in Finance Courses

Course Code		Course Title	Prerequisite	Cr.H
MBA	681	Corporate Finance	MBA 642	3
MBA	683	Investment Analysis & Portfolio Management	MBA 642	3

Master of Business Administration in Finance Concentration Electives (Select One Course)

Course Code		Course Title	Prerequisite	Cr.H
MBA	671	*Al-Shari'ah*, Economy & Society	MBA 644	3
MBA	682	Derivatives Securities	MBA 642	3
MBA	684	Mergers & Acquisitions	MBA 641, MBA 642	3
MBA	685	Financial Statement Analysis	MBA 642	3
MBA	657	Business Ethics and Corporate Social Responsibility	None	3

41.1.2.6. Master of Business Administration in Marketing

Graduates will be able to work in private (banking, insurance, media, advertising, events marketing, hospitality, and real estate) and public sectors, ranging from government departments to utility, transport and telecommunications.

Master of Business Administration in Marketing Study Plan

Semester	Course Code		Course Title	Prerequisite	Cr.H
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	643	Business Research Methods	None	3
	MBA	644	Managerial Economics	None	3
	Total				12
Term 2	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
	MBA	651	Organizational Behavior	None	3
	Total				12
Term 3	MBA	648	Business Strategy (Capstone)	All other program core courses	3
	MBA	691	Marketing Channels	MBA 645	3
	MBA	692	International Marketing	MBA 645	3
	MBA	XXX	Marketing Elective	MBA 645	3
	Total				12
Total					36

The "Term" is equal to semester pertaining to the length and number of courses and it is referring to whenever the seasonal calendar is not applicable.

Master of Business Administration in Marketing Program Structure

Requirements	Compulsory Cr.H	Elective Cr.H	Total Cr.H
Core Courses Credit Hours	27	-	27
Concentration Courses Credit Hours	6	3	9
Total	33	3	36

Master of Business Administration in Marketing Courses

Course Code		Course Title	Prerequisite	Cr.H
MBA	691	Marketing Channels	MBA 645	3
MBA	692	International Marketing	MBA 645	3

Master of Business Administration in Finance Concentration Electives (Select One Course)

Course Code		Course Title	Prerequisite	Cr.H
MBA	693	Business Marketing	MBA 645	3
MBA	695	Marketing Research	MBA 645	3
MBA	694	Innovation Management and New Product Development	MBA 645	3

Pre-MBA

Students who possess a degree in a field other than Business must complete the non-credited pre-MBA program before joining the MBA program.

41.1.2.7. Pre-MBA Courses

The Faculty of Management evaluates student application for evidence of undergraduate scholarship, professional experience, and demonstrated aptitude for successful Masters-level business study. If a student meets all application requirements, the student is given full admission to their applied program. However, the MBA program at Canadian University Dubai requires 90 Contact hours of Pre-MBA courses for students that do not have a business administration educational background. This foundation is composed of six Masters-level courses that are designed to provide accelerated coverage of the knowledge base necessary for students to benefit most from the MBA curriculum. If the student has one or more Prerequisite foundation courses to complete they are granted conditional admission to the MBA program. As a conditionally-admitted student, the student must successfully complete these Prerequisites prior to completing any MBA course work. Applicants denied admission may not take Masters level courses in the Faculty of Management Masters level programs.

Study Plan of the Pre-MBA Program

Course Code		Course Name	Prerequisite
MBA	501	Management and Organization Behavior	None
MBA	502	Foundations of Business Statistics	None
MBA	503	Accounting Foundations	None
MBA	504	Economics Foundations	None
MBA	505	Marketing Foundations	None
MBA	507	Finance Foundations	None

41.1.2.8. Double Concentration

Students pursuing an MBA degree may earn a Double Concentration by completing 16 MBA courses and the degree requirements for both concentrations.

To be admitted in a double concentration student should register in the two concentrations at the beginning of the first Term. Enrolled students who wish to obtain a double concentration, have a period of maximum 6 months to register in the second concentration. They can only register if their names were not endorsed in the graduation list by the Board of Trustees.

41.1.2.9. Master in Information Technology Management and Governance (MITGOV)

Since the rapid development in IT platforms and enterprises, organizations are increasingly concerned with how business can benefit from IT services and tools. Canadian University Dubai has identified that the next generation of leaders need to understand and implement the various aspects of IT Management, Governance, and Assurance.

This has resulted in the creation of a new Masters Program – the first of its kind in the region – that aims to develop professionals with the necessary skills in IT governance and services. The MITGOV program also supports the strategic vision of the Smart City model infrastructure, which is a growing strategic development initiative across the region.

The content of this new Masters Program maps between the recently developed theoretical models of IT governance and assurance, and the IT tools within an organization's different functional units. This helps students to understand, deliver and manage the efficient development and implementation of effective business processes.

After successful completion of this program, students will hold an internationally recognized Masters degree in IT Management and Governance and be able to access professional certifications such as CGEIT (Certified in the Governance of Enterprise IT), CRISC (Certified in Risk and Information Systems Control) and CISM (Certified Information Security Manager).

Master in Information Technology Management and Governance Program Core Courses

Course Code		Course Title	Prerequisite	Cr.H
MIT	601	Quantitative Analysis for Management	MIT-501	3
MIT	602	IT Services and Operations	None	3
MIT	603	Business Ethics and Corporate Social Responsibility	None	3
MIT	604	Information Systems Control and Audit	None	3
MIT	605	IT Governance in IT Investment Decision Process	MIT-507	3
MIT	606	Information Security and Continuity Planning	None	3
MIT	607	Law, Regulations and IT Contracts	None	3
MIT	608	Strategic Urbanization of Information Systems & Planning	None	3
MIT	609	Governance & Management of IS	MIT-602 & MIT-605	
MIT	610	IT Management and Governance Project (Capstone)	Complete 24 Cr.H	

Master in Information Technology Management and Governance Study Plan

Semester	Course Code		Subject Title	Prerequisite	Cr.H
Term 1	MIT	601	Quantitative Analysis for Management	MIT-501	3
	MIT	602	IT Services and Operations	None	3
	MIT	603	Business Ethics and Corporate Social Responsibility	None	3
	MIT	604	Information Systems Control and Audit	None	3
	Total				**12**
Term 2	MIT	605	IT Governance in IT Investment Decision Process	MIT-507	3
	MIT	606	Information Security and Continuity Planning	None	3
	MIT	607	Law, Regulations and IT Contracts	None	3
	MIT	608	Strategic Urbanization of Information Systems & Planning	None	3
	Total				**12**
Term 3	MIT	609	Governance & Management of IS	MIT-602 & MIT-605	3
	MIT	610	IT Management and Governance Project (Capstone)	Complete 24 Cr.H	3
	Total				**6**
Total					**30**

Master in Information Technology Management and Governance Program Structure

Course Classification	Credit Hours
Pre-MIT Courses (Pass/Fail)	0
MIT Core Courses	30
Total	30

41.1.2.10.   Pre-MIT Courses

Applicants may be admitted to the Pre-MITGOV program (e.g., students who have completed an undergraduate university degree in Business, Information Technology (IT), Computing, Engineering or closely related area and who meet the admission requirements). Students who hold an undergraduate degree in IT, Computing, Engineering are required to take the seven courses of (**Table 1**) in order to admit to the MITGOV program. For students who hold an undergraduate degree in Business successful completion of six foundation courses will automatically yield their admission to the MITGOV program. The six Pre- MITGOV courses are highlighted in (**Table 2**). *** Each course runs 1 week**

Pre-MIT for Non-Business Majors

Course Code		Course Name	Prerequisite	Contact hours
MIT	501	Foundations of Business Statistics	None	15
MIT	503	IT Infrastructure Platforms & Organization of IS	None	15
MIT	504	Management Foundations	None	15
MIT	506	Economics Foundations	None	15
MIT	507	Financial Management	None	15
MIT	508	Marketing Management	None	15
MIT	510	Operations Management	None	15
Total				105

*Table 1

Pre-MIT for Business Majors

Course Code		Course Name	Prerequisite	Contact Hours
MIT	501	Foundations of Business Statistics	None	15
MIT	502	Principles of IT	None	15
MIT	503	IT Infrastructure Platforms & Organization of IS	None	15
MIT	505	Management of Information Systems	None	15
MIT	507	Financial Management	None	15
MIT	509	Data Management & Information Systems	None	15
Total				90

*Table 2

42. Fees & Payments

*Estimated 1st Year Costs Based on Full Time Studies**
**Application Fee included*

42.1.   Faculty of Management

42.1.1.   Masters Program Fees

42.1.1.1. Pre-MBA

Students who possess a degree in a field other than Business must complete the non-credited pre-MBA program before joining the MBA program.

Number of Courses	Cost per Course (pre VAT)	VAT 5%	Cost Per Course (VAT inclusive)	Total (VAT inclusive)
6	2,500	125.00	2,625.00	15,750.00

- *All fees in AED (Emirati Dirhams)*
- *Actual tuition fees are paid based on credit hours taken per semester*
- *Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%*
- *Prices effective January 1st, 2018 and are inclusive of VAT*

42.1.1.2. MBA Program

Our Five MBA Concentrations							
Human Resource Management		General Management		Finance	Islamic Banking		Marketing
Total Credit Hours	Cost Per Credit Hour (pre VAT)	VAT 5%	Cost Per Course (VAT inclusive)	Cost per Course (VAT inclusive)	Tuition for 12 Courses (VAT inclusive)	Incidental Fees (VAT inclusive)	Tuition & Incidental Fees (VAT inclusive)
36	2,500	125.00	2,625.00	7,875.00	90,000.00	2,480.00	92,480.00

- *All fees in AED (Emirati Dirhams)*
- *Actual tuition fees are paid based on credit hours taken per semester*
- *Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%*
- *Prices effective January 1st, 2018 and are inclusive of VAT*

42.1.1.3. Pre-MIT

All Students admitted in the MITGOV program with an IT, Engineering or Business-related degrees must complete and pass the corresponding non-credited pre-MIT program before starting this master program.

Number of Courses	Cost per Course (pre VAT)	VAT 5%	Cost Per Course (VAT inclusive)	Total (VAT inclusive)
7*	2,500	125.00	2,625.00	18,375.00

- *All fees in AED (Emirati Dirhams)*
- *Actual tuition fees are paid based on credit hours taken per semester*
- *Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%*
- *Prices effective January 1st, 2018 and are inclusive of VAT*

42.1.1.4. Master in Information Technology Management and Governance

Total Credit Hours	Cost Per Credit Hour (pre VAT)	VAT 5%	Cost Per Course (VAT inclusive)	Cost per Course (VAT inclusive)	Tuition for 12 Courses (VAT inclusive)	Incidental Fees (VAT inclusive)	Tuition & Incidental Fees (VAT inclusive)
30	2,500	125.00	2,625.00	7,875.00	78,750.00	2,604.00	81,354.00

- *All fees in AED (Emirati Dirhams)*
- *Actual tuition fees are paid based on credit hours taken per semester*

- *Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%*
- *Prices effective January 1st, 2018 and are inclusive of VAT*

42.2. Incidental Fees

42.2.1. Masters Incidental Fees

Incidentals	Fee (Pre VAT)	VAT 5%	Fee (VAT Inclusive)
Application Fee – Masters	1,500.00	75.00	1,575.00
New Student Registration Fee (Including Student ID) - one time	500.00	25.00	525.00
Student Activities Fee - per semester	480.00	24.00	504.00
Total			**2,604.00**

- *All fees in AED (Emirati Dirhams)*
- *Prices effective January 1st, 2018 and are inclusive of VAT*

42.3.   Other Student Fees

Incidentals	Fee (Pre VAT)	VAT 5%	Fee (VAT Inclusive)
Seat Reservation			25% of registered courses
Visa Security Deposit	5,000.00	-	5,000.00
Visa Application if within UAE	2,850.00	142.50	2,992.50
Visa Application if Outside UAE	2,350.00	117.50	2,467.50
Private Health Insurance (Third party - annual)	1,600.00	80.00	1,680.00
Late Registration Penalty per Semester	1,000.00	50.00	1,050.00
Transfer Credit from Other University Fee	500.00 (per course)	25.00 (per course)	525.00 (per course)
Payment Plan Application Fee	300.00	15.00	315.00
Payment Plan Late Fee	500.00	25.00	525.00
Prior Learning and Recognition Assessment	3000.00 (per course)	150.00 (per course)	3150.00 (per course)
Prior Learning and Recognition Assessment Appeal	500.00 (per course)	25.00 (per course)	525.00 (per course)
Change of Major	300.00	15.00	315.00
Application for reviewing exam sheet (Grade Appeal)	300.00 (per course)	15.00 (per course)	315.00 (per course)
Application of Incomplete Exam	1,000.00	50.00	1,050.00
Reseat Exam (Graduating Students Only)			50% of course fee
English Placement Test	150.00	7.50	157.50
Mathematics Placement Test	190.00	9.50	199.50
TOEFL Test	600.00	30.00	630.00
Additional copy of Transcript	100.00	5.00	105.00
Urgent Transcript	200.00	10.00	210.00
Letter of Permission	300.00 (per course)	15.00 (per course)	315.00 (per course)
To Whom It May Concern certificate	50.00	2.50	52.50
Urgent Official Letter	150.00	7.50	157.50
Course Syllabus - Print & Stamp	50.00 (per course)	2.50 (per course)	52.50 (per course)
Graduation Fee	850.00	42.50	892.50
Graduation Ceremony Fee	450.00	22.50	472.50
Re-Issuance of Degree Certificate	1200.00	60.00	1260.00
Replacing lost RFID Card	280.00	14.00	294.00
Student Transportation	2,200.00	-	2,200.00
Parking Fee per Semester (based on availability)	700.00	35.00	735.00

- *All fees in AED (Emirati Dirhams)*
- *Incidental Fees are subject to change and are Non-Refundable*
- *Prices effective January 1st, 2018 and are inclusive of VAT*

42.4.   Non-Credit Course Fees

Programs	Number of Weeks	Cost per Course (Pre VAT)	VAT 5%	Cost per Course (VAT inclusive)
English for Academic Purposes 101	12 weeks	10,800.00	540.00	11,340.00
English for Academic Purposes 201	12 weeks	7,200.00	360.00	7,560.00
English for Academic Purposes 301	6 weeks	3,600.00	180.00	3,780.00
English for Academic Purposes 401	6 weeks	1,800.00	90.00	1,890.00
Intensive English Program 100	15 weeks	23,809.52	1,190.48	25,000.00
Intensive English Program 200	15 weeks	23,809.52	1,190.48	25,000.00
Intensive English Program 300	15 weeks	23,809.52	1,190.48	25,000.00
Intensive English Program 400	15 weeks	23,809.52	1,190.48	25,000.00
Intensive English Program 100 (Summer)	6 weeks	11,904.76	595.24	12,500.00
Intensive English Program 200 (Summer)	6 weeks	11,904.76	595.24	12,500.00
Intensive English Program 300 (Summer)	6 weeks	11,904.76	595.24	12,500.00
Intensive English Program 400 (Summer)	6 weeks	11,904.76	595.24	12,500.00
MTH 010	6 weeks	3,850	192.50	4,042.50
MTH 011	15 weeks	3,850	192.50	4,042.50
MTH 012	15 weeks	3,850	192.50	4,042.50
Foundation Program	30 weeks	25,300	1,265.00	26,565.00
TOEFL Preparation Course		3,465	173.25	3,638.25

- *All fees in AED (Emirati Dirhams)*
- *Actual tuition fees are paid based on credit hours taken per semester*
- *Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%*
- *Prices effective January 1st, 2018 and are inclusive of VAT*

42.5.   Payment Schedule

Tuition fees should be paid in full at the beginning of the academic year or paid each semester according to the number of courses in which the student is enrolled. A student's registration is not complete until they finalize their payment. A student who fails to make the required payment will not be eligible for registration in future sessions.

42.6.   Refund Policies

42.6.1.   Masters Programs Refund Policy

Once registered, students are academically and financially responsible for their course unless they officially withdraw by the given deadlines, outlined in the following table:

Weekend - If a Student withdraws on the 1st Day of Study	100% Refund of fees paid
Weekend - If a Student withdraws on the 2nd Day of Study	50% Refund of fees paid
Weekend - If a Student withdraws on the 3rd Day of Study	No Refund of Fees
Weekday - If a Student withdraws on the 1st Day of Study	100% Refund of Fees Paid

Weekday - If a Student withdraws on the 2nd Day of Study	50% of Refund of Fees Paid
Weekday - If a Student withdraws on the 3rd Day of Study	No Refund of Fees

42.7.   Payment Plans

Students may apply for a Payment Plan if they meet the eligibility criteria. Payment Plan applications must be received prior to the commencement of the Fall and Spring Semesters. The completed form must be received by the tuition payment deadline at Student Accounts in order to provide timely processing. The application must be accompanied by:

- A signed Application Form submitted to Student Accounts (available on the website);
- An upfront payment of 50% of course fees;
- An upfront payment for the Application Fee (non-refundable).
- A sign off from Student Accounts that there are no outstanding payments.

Once the Application Form is received, the University will make a decision within three working days from the date of receiving the application. Students will be notified through email of the success of their application.

* Note that Payment Plans are available on tuition fees only. Incidental fees such as the costs of Accommodation, visa, and activity fees are not eligible for payment plan and must be paid in full prior to any semester start.

There will be two choices offered for the payment plan:

1. 50% upfront payment and a further 50% payment before the mid semester exams.
2. 50% upfront payment and a further 2 payments of 25% by before end of Week 9 of the Semester.

All payment plan payments must be current to remain on the payment plan through registration. All payment plans will be evaluated in October and March to see if payments are current. If payments are not current, there will be a hold on future registration until payments are caught up or paid in full.

42.7.1.   Eligibility

Students may opt to go on to a Payment Plan under the following circumstances:
- They are in at least the second year of their degree;
- They are not in the MBA program;
- The student is not on Scholarship of more than 50% in value;
- They pay 50% of the semester tuition fee up front;
- There is no payment plan available for Summer sessions;
- They pay the application and Management Fees with the application; and
- No student will be accepted if they have **any** outstanding debts (these must be cleared before any Payment Plan application will be accepted).

43. Discount Policy

Canadian University Dubai values the establishment of a family bound by the ideals of the pursuit of scholarship, knowledge and professional advancement, as well as the acquisition of higher professional skills and emancipation through lifelong learning. Its program of Special Discounts encourages and promotes the access to its programs for family members of its students, government employees, as well as for its own employees and those of the EMIVEST Group.

43.1.1. Guidelines for Discounts

- New and existing undergraduate and Masters students may be eligible for one form of reduction in the cost of tuition each semester based on full admission to the University. Scholarships and different discounts may not be combined. The highest percentage value will be awarded.
- Students who have been awarded a reduction in the cost of tuition must be, and remain in, good financial and academic standing while taking a full course load of at least 12 credit hours.
- Discounts are not applied when there is an outstanding balance owing to Canadian University Dubai which is not paid by the last day to register without late registration penalties.
- Winners or those who qualify for a reduction in the cost of tuition may not appeal the decision of the University or the percentage or amount of reduction assigned. The decision to grant or deny a reduction in cost is final.
- Discounts are applied to the current semester of registration and cannot be deferred to future semesters or applied to previous semesters.
- Other related costs are not waived. The discount is applied to the cost of tuition only. A refund is not granted for the discount amount should the student drop or withdraw from a course.
- Exchange students and transfer courses to and from other institutions are not eligible for the discount.
- Applicants must provide evidence that they meet the minimum qualification for the discount.

43.1.2. Sibling Discount

Students having a brother(s) or sister(s) registered at the University will benefit from a 10% Discount on the tuition fees of the registered courses.

43.1.3. Spouse Discount

The husband or wife of a student registered at the University will benefit from a 10% discount on the tuition fees of the registered courses.

43.1.4. Alumni Discount

Graduates of Canadian University Dubai who pursue a Masters program will benefit from a 10% discount on the tuition fees of the registered courses. This discount does not apply to non-credit courses.

43.1.5. Government Employee Discount

43.1.5.1. Masters Government Discount

Masters students who are employed in government institutions will benefit from a 5% discount on the tuition fees of the registered courses.

44. Centre for Continuing Education and Life Long Learning

The Centre for Continuing Education and Life Long Learning supports the University Mission and Vision with offerings under the following catagories:

- Continuing Education
- English Placement Testing
- English for Academic Purposes (EAP)
- Mathematics for Academic Purposes
- Foundation Program
- Corporate Training

To learn more about any of the above mentioned catagories, please review the University Catalogue found at www.cud.ac.ae/downloads/university-catalogue

44.1. TOEFL / IELTS Testing

All Academic programs at Canadian University Dubai have an English proficiency requirement; we are able to offer a convenient on campus Institutional TOEFL and IELTS exam service for all prospective and currently enrolled students. The Institutional TOEFL test assesses a students' proficiency level in three different skills — reading comprehension, listening comprehension, and structure and written expression. Tests are carried out on a regular basis and dates are published in advance on our website. Students may also obtain additional information on pricing, timings and apply for the test through the Office of the Registrar.

45. Research at Canadian University Dubai

Canadian University Dubai is a research-focused institution, with a broad portfolio of academic expertise. Across our Faculties and Departments – Management, Communication, Environmental Health Sciences, Electrical Engineering, Computer Engineering and Computational Sciences, Architecture and Interior Design – the University has made a significant contribution to the wider research community.

To learn more about Research at Canadian University Dubai, please visit the University Catalogue found at www.cud.ac.ae/downloads/university-catalogue

46. University Campus & Map Location

CAMPUS MAP
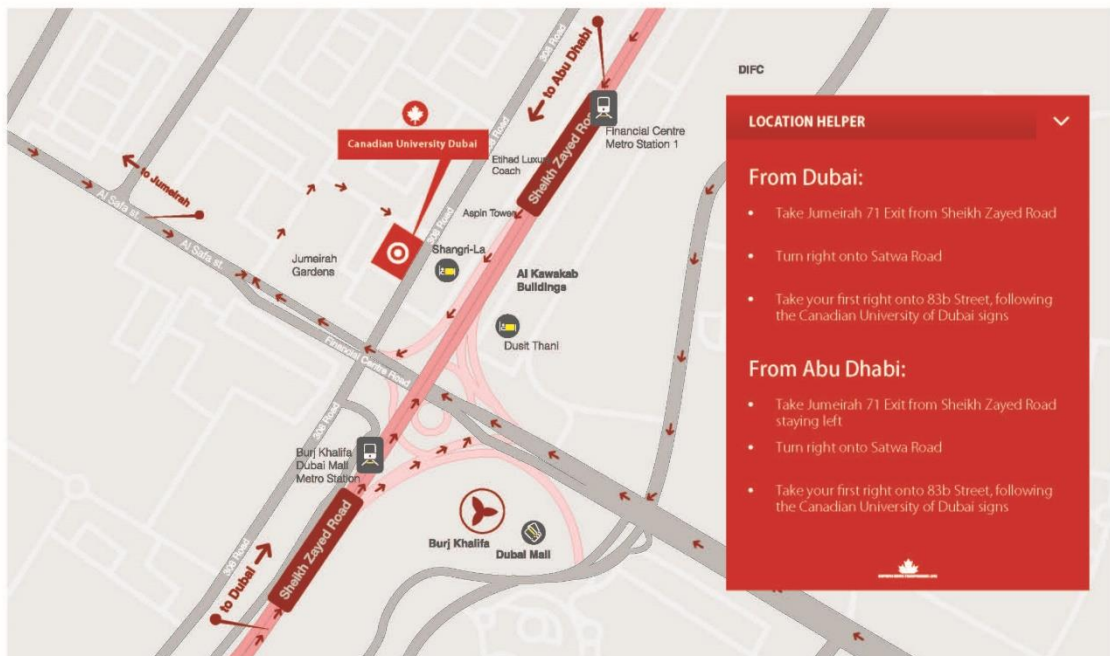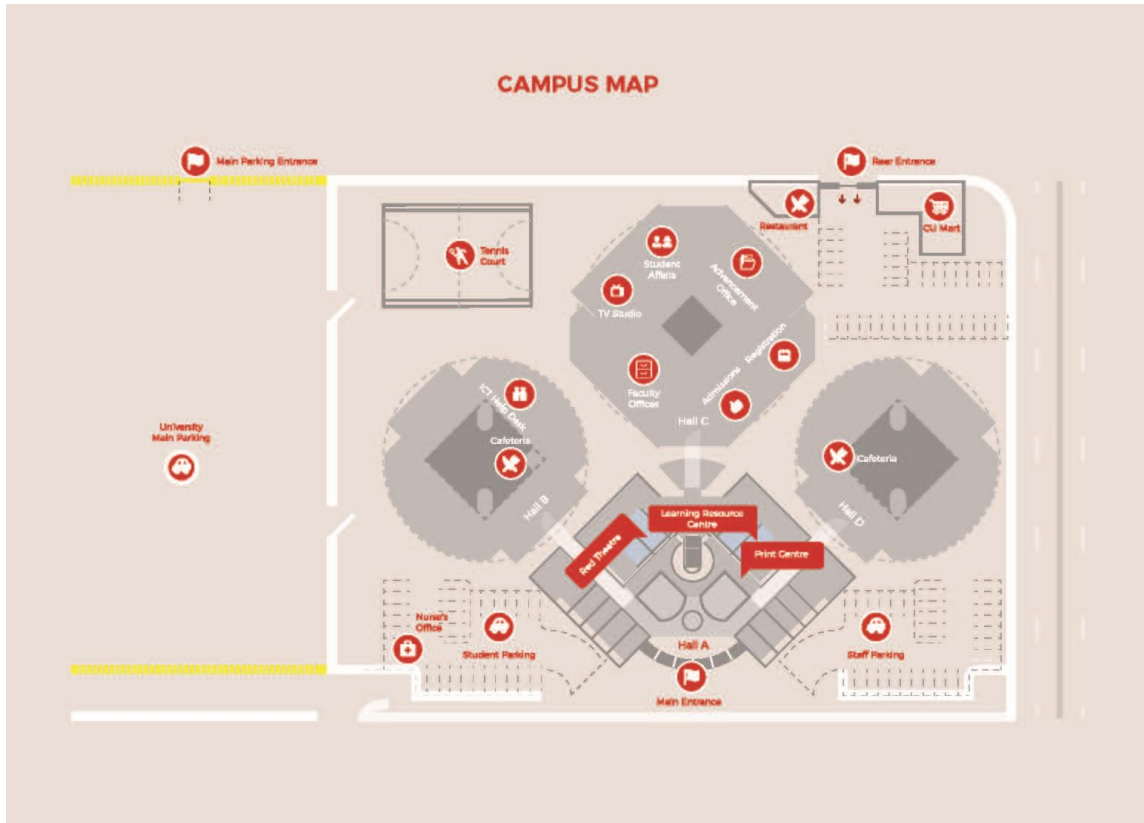
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