Policy Title:	6.ad Student Safety Policy (SSP)		
Policy Number:	ST-PO-6AD	Date Created:	15-11-2022
Responsible:	Vice President Student Affairs	Approved by:	Board of Trustees

Purpose

The purpose of this policy is to govern keeping students safe at Canadian university Dubai, raising concerns if they don't feel safe and support affected students.

Scope

This policy defines and determines student code of conduct, and how students who don't feel safe or have been the subject of harassment or observed any type of harassment or any unacceptable student safety conduct must communicate this incident or feeling to the Vice President Student Affairs and shows disciplinary measures that will be taken and the support extended to the affected students.

Policy Statement

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.

Any student who believes that he or she has been the subject of harassment or observed any type of harassment or any unacceptable student safety conduct or doesn't feel safe must communicate this incident or feeling to the Vice President Student Affairs.

Canadian University Dubai has **zero tolerance** for any type of harassment and disciplinary measures will take place. Furthermore, affected students to any type of harassment or unacceptable student safety conduct such as bullying will be referred to student counselor for assistance and support.

Procedure

a) 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:

Unacceptable Conduct: Academic

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

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.

Unacceptable Conduct: Student Safety

- Harassing, assaulting, or using physical violence against others,
- Jeopardizing the safety of others or violating human rights,
- Participating in individual or group activities that deliberately or irresponsibly cause serious disorder or suffering to others,
- Possessing dangerous weapons such as, but not limited to firearms, on University property,
- Intentionally possessing or using a dangerous artifact or substance that could harm or distress any person on University property,
- Possessing and/or using fireworks,
- Impersonating another student with or without his consent,
- Bullying, cyber bullying, online grooming, criminal and sexual exploitation, domestic abuse, substance misuse and any gang activity.

Any student who believes that he or she has been the subject of harassment or observed any type of harassment or any unacceptable student safety conduct such as the above or doesn't feel safe must communicate this incident or feeling to the Vice President Student Affairs.

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

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.

b) 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.

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.

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.

c) 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.

Warning System:

There is a three-point warning system in place for Canadian University Dubai students caught smoking inside the campus.

- **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.

d) 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**.

e) Student counselor support to affected students

Students who don't feel safe or have been exposed to any unacceptable student safety conduct or being harassed or bullied will be referred to the student counselor who will 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.

Policy Revision History

Version No.	Update Brief	Approved Date
V1.0	New policy	15-12-2022