



CANADIAN
UNIVERSITY DUBAI

Your portal to Canadian education

Graduate Student Handbook

2014 / 2015



**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.**

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INTRODUCTION

Message from the Chancellor & Vice Chancellor and President

Mr. Buti Saeed Al-Ghandi

Chancellor

Professor Karim Chelli

Vice Chancellor and President

We are delighted to be able to introduce the Canadian University Dubai to you.

Education is a continuous and lifelong journey, and we all know that the road to university can be a challenging one. Here at Canadian University Dubai, you will experience an education delivered to the highest international standards; a Canadian education based on international standards and expressed through a demonstration of clear learning outcomes. Our Canadian education system celebrates commitment, cooperation, participation and diversity.

As a reflection of the international city of Dubai, we celebrate a very diverse learning environment with our student body of over 90 nationalities. We strive for excellence by providing our students with cultural experiences and competencies that inspire minds and transform lives by opening new and incredible paths. We prepare you to be the global citizens of tomorrow.

On behalf of our Board of Trustees and the University Faculty, Administration & Support Staff, we wish you a very successful, well rounded and happy journey through to the achievement of your academic and personal goals here at Canadian University Dubai.

رئيس الجامعة ورئيس مجلس الأمناء.

والبروفيسور: كريم شلي مدير الجامعة

ونائب رئيس الجامعة.

إنه لمن دواعي سرورنا البالغ تعريفكم بالجامعة الكندية - دبي. إن التعليم هو رحلة شنيقة ومستمرة مدى الحياة، ومن المعلوم أن الطريق إلى الجامعة قد يشكل تحدياً لا يستهان به، وفي الجامعة الكندية دبي، سيكون تعليمك مبنياً على أعلى المعايير الدولية، وعلى تعليم كندي عالي الجودة، من سماته إنتاج مخرجات تعليمية واضحة، حيث إن التعليم الكندي يتصف بالالتزام والتعاون والمشاركة والتنوع.

وقد تم تأسيس علاقات وشراكات علمية بين الجامعة الكندية دبي وأبرز الجامعات العلمية الكندية، مما يخول الطالب متابعة دراسته في تلك الجامعات، ولذلك فإن الجامعة الكندية دبي تهيب بالطلاب أن يستثمر هذه الشراكات العلمية لصالحه ومستقبله.

وبما أن دبي هي المدينة العالمية التي تميّزت باحتضان أناس من معظم جنسيات العالم، فإن الجامعة الكندية دبي تفتخر بتنوع بيئتها التعليمية، حيث وفد إليها الطلاب من أكثر من تسعين جنسية، يشتركون في الاستفادة من التميز والرقي، من خلال ما توفره الجامعة لهم من المهارات العلمية والمعرفية، والخبرات الثقافية، التي تلهم العقول وتغيّر من حياة الطلبة، فاتحة أمامهم أفقاً جديدة وهائلة، لأن الجامعة الكندية دبي ستقوم بإعدادك وتهيئتك لتكون مواطن العالم للمستقبل.

نيابة عن مجلس أمناء الجامعة وأعضاء هيئة التدريس وإدارة الجامعة وجميع موظفيها، نتمنى لكم رحلة ناجحة ومثمرة غنية بالعلم والمعرفة والثقافة، في طريقكم إلى تحقيق الأهداف الأكاديمية والشخصية الطامحين للوصول لها هنا في الجامعة الكندية دبي.

1. Welcome to Canadian University Dubai

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

CUD is located in the heart of downtown Dubai and each of our academic programs is 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 90 different nationalities that call our University home, our diverse student community is building 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 also on extracurricular involvement. Our vibrant student life provides something for everybody, from sports to concerts, and various international trips in between. 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
- Saeed Mohammed Al Ghandi
- 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).

2. Vision & Mission

2.1. Vision

CUD 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.

2.2. Mission

CUD promotes Canadian perspectives in learning, research and application, grounded in appreciation and respect for diverse cultures and UAE values.

3. Why Choose Canadian University Dubai?

We offer accredited programs in the UAE based on Canadian curriculum, giving us internationally recognized quality and credibility.

There are hundreds of reasons to choose our University for your undergraduate or graduate studies, but let us tell you what sets us apart from our peers:

- We offer an education based on Canadian curriculum, giving us internationally recognized quality and credibility.
- As a portal to Canadian Higher Education, we offer many unique options for students wishing to study or research in Canada.
- All of our programs are accredited by the UAE Ministry of Higher Education and Scientific Research (MOHESR).
- We have a convenient downtown location with state of the art academic and recreational facilities.
- Our faculty are highly qualified and inspirational in their field of instruction.
- We are a student-centered university, where we value student success above all else.
- We offer flexible schedules – evening and weekend classes are available for undergraduate and graduate programs.
- Our Office of Research Services provides students with the opportunity to be involved in cutting edge research internationally and in the UAE.

GRADUATE STUDIES

1. Graduate Students Academic Calendar

Fall -Spring Semester 2014-15		
Date		Fall Semester 2014
Weekday	Weekend	
Friday, 01 Aug 2014 and Saturday, 02 Aug 2014		Pre MBA Date
Sunday, 03 Aug 2014	Friday,01 Aug 2014	Course Start Date
Sunday, 03 Aug 2014	Friday,01 Aug 2014	Last day to drop with 100% refund
Monday,04 Aug 2014	Saturday,02 Aug 2014	Late registration fee applies
Monday,04 Aug 2014	Saturday,02 Aug 2014	Last day to drop with 50% refund
Monday,11 Aug 2014	Friday,8 Aug 2014	Last day to drop with 0% refund
	Friday,08 Aug 2014	Pre MBA Final Exam
Sunday, 10 Aug 2014	Friday,08 Aug 2014	MBA Midterm Exam
Sunday, 10 Aug 2014	Friday,08 Aug 2014	Last day to withdraw
Wednesday, 20 Aug 2014	Saturday,16 Aug 2014	Last Session
Sunday,24 Aug 2014	Friday, 22 Aug 2014	MBA Final Exam
Sunday, 31 Aug 2014	Friday, 29 Aug 2014	Course Start Date
Sunday, 31 Aug 2014	Friday, 29 Aug 2014	Last day to drop with 100% refund
Monday,01 Sept 2014	Saturday,30 Aug 2014	Late registration fee applies
Monday,01 Sept 2014	Saturday,30 Aug 2014	Last day to drop with 50% refund
Sunday,07 Sept 2014	Friday,5 Sept 2014	Last day to drop with 0% refund
Sunday, 14 Sept 2014	Friday, 12 Sept 2014	MBA Midterm Exam
Sunday, 14 Sept 2014	Friday, 12 Sept 2014	Last day to withdraw
Wednesday,24 Sept 2014	Saturday,20 Sept 2014	Last Session
	Friday,26 Sept 2014	Pre IT Gov. Course Start Date
Sunday, 28 Sept 2014	Friday,26 Sept 2014	MBA Final Exam
Monday,29 Sept 2014	Friday,26 Sept 2014	Course Start Date
Monday,29 Sept 2014	Friday,26 Sept 2014	Last day to drop with 100% refund
Tuesday,30 Sept 2014	Saturday,27 Sept 2014	Late registration fee applies
Tuesday,30 Sept 2014	Saturday,27 Sept 2014	Last day to drop with 50% refund
Monday, 6 Oct 2014	Friday,3 Oct 2014	Last day to drop with 0% refund
Saturday, 04 Oct 2014 - Thursday 09 Oct 2014		Eid Al-Adha Holiday*
	Friday,10 Oct 2014	Pre MBA Start Date
Sunday, 19 Oct 2014	Friday,10 Oct 2014	MBA Midterm Exam
Sunday, 19 Oct 2014	Friday,10 Oct 2014	Last day to withdraw
Saturday, 25 Oct 2014		Hijra New Year's day*
Wednesday,29 Oct 2014	Saturday,25 Oct 2014	Last Session
	Friday,31 Oct 2014	Pre IT Gov. Midterm Exam
Sunday,02 Nov 2014	Friday,31 Oct 2014	MBA Final Exam
Monday,03 Nov 2014	Friday,31 Oct 2014	Course Start Date
Monday,03 Nov 2014	Friday,31 Oct 2014	Last day to drop with 100% refund
Tuesday,04 Nov 2014	Saturday,01 Nov 2014	Late registration fee applies
Tuesday,04 Nov 2014	Saturday,01 Nov 2014	Last day to drop with 50% refund
Monday,10 Nov 2014	Friday,07 Nov 2014	Last day to drop with 0% refund
	Friday,07 Nov 2014	Pre MBA Midterm Exam
Sunday,16 Nov 2014	Friday,14 Nov 2014	MBA Midterm Exam
Sunday,16 Nov 2014	Friday,14 Nov 2014	Last day to withdraw
	Saturday,22 Nov 2014	Pre IT Gov. Course Last Session
Wednesday,26 Nov 2014	Saturday, 22 Nov 2014	Last session
	Friday, 28 Nov 2014	Pre IT Gov. Final Exam
Sunday, 30 Nov 2014	Friday,28 Nov 2014	MBA Final exam
Monday, 01 Dec 2014	Friday,28 Nov 2014	Course Start Date
Monday, 01 Dec 2014	Friday,28 Nov 2014	Last day to drop with 100% refund
Tuesday,02 Dec,2014	Saturday,29 Nov 2014	Late registration fee applies
Tuesday,02 Dec,2014	Saturday,29 Nov 2014	Last day to drop with 50% refund
Monday,08 Dec 2014	Friday,05 Dec 2014	Last day to drop with 0% refund
Tuesday, 02 Dec 2014 – Wednesday, 03 Dec 2014		National Day
	Friday,05 Dec 2014	Pre MBA Final Exam
Sunday, 14 Dec 2014	Friday,12 Dec 2014	MBA Midterm Exam
Sunday, 14 Dec 2014	Friday,12 Dec 2014	Last day to withdraw
Sunday,28 Dec 2014 – Wednesday,31 Dec 2014		Winter Break

Thursday, 01 Jan 2015		New Year's Day
Saturday, 3 Jan 2015		Prophet's birthday (Holiday)*
Wednesday, 24 Dec 2014	Saturday, 27 Dec 2014	Last session
Sunday, 04 Jan 2015	Friday, 09 Jan 2015	MBA Final Exam
Date		Spring Semester 2015
Weekday	Weekend	
Monday, 05 Jan 2015	Friday, 09 Jan 2015	Course Start Date
Monday, 05 Jan 2015	Friday, 09 Jan 2015	Last day to drop with 100% refund
Tuesday, 06 Jan 2015	Saturday, 10 Jan 2015	Late registration fee applies
Tuesday, 06 Jan 2015	Saturday, 10 Jan 2015	Last day to drop with 50% refund
Monday, 12 Jan 2015	Friday, 16 Jan 2015	Last day to drop with 0% refund
Sunday, 18 Jan 2015	Friday, 23 Jan 2015	MBA Midterm Exam
Sunday, 18 Jan 2015	Friday, 23 Jan 2015	Last day to withdraw
Wednesday, 28 Jan 2015	Saturday, 31 Jan 2015	Last Session
Sunday, 01 Feb 2015	Friday, 06 Feb 2015	MBA Final Exam
Monday, 02 Feb 2015	Friday, 06 Feb 2015	Course Start Date
Monday, 02 Feb 2015	Friday, 06 Feb 2015	Last day to drop with 100% refund
Tuesday, 03 Feb 2015	Saturday, 07 Feb 2015	Late registration fee applies
Tuesday, 03 Feb 2015	Saturday, 07 Feb 2015	Last day to drop with 50% refund
Monday, 09 Feb 2015	Friday, 13 Feb 2015	Last day to drop with 0% refund
Sunday, 15 Feb 2015	Friday, 20 Feb 2015	MBA Midterm Exam
Sunday, 15 Feb 2015	Friday, 20 Feb 2015	Last day to withdraw
	Friday, 20 Feb 2015	Pre MBA Start Date
	Friday, 20 Feb 2015	Pre IT Gov. Start Date
Wednesday, 25 Feb 2015	Saturday, 28 Feb 2015	Last session
Sunday, 01 Mar 2015	Friday, 06 Mar 2015	MBA Final Exam
Monday, 02 Mar 2015	Friday, 06 Mar 2015	Course Start Date
Monday, 02 Mar 2015	Friday, 06 Mar 2015	Last day to drop with 100% refund
Tuesday, 03 Mar 2015	Saturday, 07 Mar 2015	Late registration fee applies
Tuesday, 03 Mar 2015	Saturday, 07 Mar 2015	Last day to drop with 50% refund
Monday, 09 Mar 2015	Friday, 13 Mar 2015	Last day to drop with 0% refund
	Friday, 13 Mar 2015	Pre MBA Midterm Exam
Sunday, 15 Mar 2015	Friday, 20 Mar 2015	MBA Midterm Exam
Sunday, 15 Mar 2015	Friday, 20 Mar 2015	Last day to withdraw
	Friday, 20 Mar 2015	Pre IT Gov. Midterm Exam
Wednesday, 25 Mar 2015	Saturday, 28 Mar 2015	Last session
Sunday, 29 Mar 2015 – Saturday, 4 April 2015		Spring Break
Sunday, 05 Apr 2015	Friday, 10 Apr 2015	MBA Final Exam
Monday, 06 Apr 2015	Friday, 10 Apr 2015	Course Start Date
Monday, 06 Apr 2015	Friday, 10 Apr 2015	Last day to drop with 100% refund
Tuesday, 07 Apr 2015	Saturday, 11 Apr 2015	Late registration fee applies
Tuesday, 07 Apr 2015	Saturday, 11 Apr 2015	Last day to drop with 50% refund
Monday, 13 Apr 2015	Friday, 17 Apr 2015	Last day to drop with 0% refund
	Friday, 17 Apr 2015	Pre MBA Final Exam
	Saturday, 18 April 2015	Pre IT Gov. Last Session
Sunday, 19 Apr 2015	Friday, 24 Apr 2015	MBA Midterm Exam
Sunday, 19 Apr 2015	Friday, 24 Apr 2015	Last day to withdraw
	Friday, 24 Apr 2015	Pre IT Gov. Final Exam
Wednesday, 29 Apr 2015	Saturday, 02 May 2015	Last Session
Sunday, 03 May 2015	Friday, 08 May 2015	MBA Final Exam
Wednesday, 06 May 2015		Graduation Ceremony
Date		Summer I 2015
Weekday	Weekend	
Monday, 04 May 2015	Friday, 08 May 2015	Course Start Date
Monday, 04 May 2015	Friday, 08 May 2015	Last day to drop with 100% refund
Tuesday, 05 May 2015	Saturday, 09 May 2015	Late registration fee applies
Tuesday, 05 May 2015	Saturday, 09 May 2015	Last day to drop with 50% refund
Monday, 11 May 2015	Saturday, 16 May 2015	Last day to drop with 0% refund
Friday, 15 May 2015		Al Israa Wal Miraj*

Sunday,17 May 2015	Friday,22 May 2015	MBA Midterm Exam
Sunday,17 May 2015	Friday,22 May 2015	Last day to withdraw
Wednesday,27 May 2015	Saturday,30 May 2015	Last Session
Sunday,31 May 2015	Friday,05 Jun 2015	MBA Final Exam
Monday,01 Jun 2015	Friday,05 Jun 2015	Course Start Date
Monday,01 Jun 2015	Friday,05 Jun 2015	Last day to drop with 100% refund
	Friday,05 Jun 2015	Pre IT Gov. Start Date
Tuesday,02 Jun 2015	Saturday,06 Jun 2015	Late registration fee applies
Tuesday,02 Jun 2015	Saturday,06 Jun 2015	Last day to drop with 50% refund
Monday,08 Jun 2015	Friday,12 Jun 2015	Last day to drop with 0% refund
Sunday,14 Jun 2015	Friday,19 Jun 2015	MBA Midterm Exam
Sunday,14 Jun 2015	Friday,19 Jun 2015	Last day to withdraw
Friday,19 Jun 2015		Ramadan Begins (19/Jun-18/Jul)*
	Friday,19 Jun 2015	Pre MBA Start Date
Wednesday,24 Jun 2015	Saturday,27 Jun 2015	Last Session
Sunday,28 Jun 2015	Friday,03 Jul 2015	MBA Final Exam
Date		Summer II 2015
Weekday	Weekend	
Monday,29 Jun 2015	Friday,03 Jul 2015	Course Start Date
Monday,29 Jun 2015	Friday,03 Jul 2015	Last day to drop with 100% refund
	Friday,03 Jul 2015	Pre IT Gov. Midterm Exam
Tuesday,30 Jun 2015	Saturday,04 Jul 2015	Late registration fee applies
Tuesday,30 Jun 2015	Saturday,04 Jul 2015	Last day to drop with 50% refund
Monday,06 Jul 2015	Friday,10 Jul 2015	Last day to drop with 0% refund
	Friday,10 Jul 2015	Pre MBA Midterm Exam
Sunday,12 Jul 2015	Friday,17 Jul 2015	MBA Midterm Exam
Sunday,12 Jul 2015	Friday,17 Jul 2015	Last day to withdraw
Saturday, 18 Jul 2015		Ramadan ends*
Saturday, 18 Jul 2015 - Tuesday, 21 Jul 2015		Eid Al Fitr*
Wednesday,22 Jul 2015	Saturday,25 Jul 2015	Last session
	Saturday,25 Jul 2015	Pre IT Gov. Last Session
	Friday,31 Jul 2015	Pre IT Gov. Final Exam
Sunday,26 Jul 2015	Friday,31 Jul 2015	MBA Final Exam
Monday,27 Jul 2015	Friday,31 Jul 2015	Course Start Date
Monday,27 Jul 2015	Friday,31 Jul 2015	Last day to drop with 100% refund
Tuesday,28 Jul 2015	Saturday,01 Aug 2015	Late registration fee applies
Tuesday,28 Jul 2015	Saturday,01 Aug 2015	Last day to drop with 50% refund
Monday,03 Aug 2015	Friday,07 Aug 2015	Last day to drop with 0% refund
	Friday,07 August 2015	Pre MBA Final Exam
Sunday,09 Aug 2015	Friday,14 Aug 2015	MBA Midterm Exam
Sunday,09 Aug 2015	Friday,14 Aug 2015	Last day to withdraw
Wednesday,19 Aug 2015	Saturday,22 Aug 2015	Last session
Sunday,23 Aug 2015	Friday,28 Aug 2015	MBA Final Exam

***All Islamic Lunar Holidays for the private sector will be fixed per announcement by the relevant Ministry**

***Always refer to www.cud.ac.ae for the latest Academic Calendar, as some dates are subject to change**

2. Our Graduate Academic Programs

At the Canadian University Dubai we offer the ability to study a Canadian based curriculum within the culture and values of the United Arab Emirates.

Our Graduate academic programs are housed within the School of Graduate Studies.

2.1. MBA Program

Canadian University Dubai is a recognized leader of graduate business education in the UAE and across the Gulf region. Our MBA program was ranked #1 in Dubai and #3 in the MENA region by Forbes Middle East in 2012. 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.

2.2. 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:

- **General Management:**
Graduates will acquire the skills needed to strategically manage professionals in all fields of the public and private sectors.
- **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.
- **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.
- **Finance:**
Graduates will be able to gain thorough knowledge and analytical skills related to the implementation of strategic financial management and planning.
- **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.

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.

2.2.1. Program Structure:

1- Program Structure: General Management

Requirements	Compulsory Cr. H	Concentration Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	6	6	12
Total	30	6	36

2- Program Structure: Human Resources Management

Requirements	Compulsory Cr. H	Concentration Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	6	6	12
Total	30	6	36

3- Program Structure: Islamic Banking

Requirements	Compulsory Cr. H	Concentration Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	12	-	12
Total	36	0	36

4- Program Structure: Finance

Requirements	Compulsory Cr. H	Concentration Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	9	3	12
Total	33	3	36

5- Program Structure: Marketing

Requirements	Compulsory Cr. H	Concentration Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	9	3	12
Total	33	3	36

2.3. Program Core Courses

Course Code	Course Title	Prerequisite	Cr
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
MBA 645	Marketing Management	None	3
MBA 646	Operations Management	MBA-643	3
MBA 647	Management of Information Systems	None	3
MBA 648	Business Strategy (capstone)	All other program core courses	3

General Management Courses

Course Code	Course Title	Prerequisite	Cr
MBA 651	Organizational Behavior	None	3
MBA 653	Organization Development & Change	MBA 651	3

General Management Concentration Electives (select two courses)

Course Code	Course Title	Prerequisite	Cr
MBA 652	Service Operations Management	MBA 646	3
MBA 655	Leadership and Motivation	None	3
MBA 656	Special Topics in Management	None	3
MBA 661	Human Resource Management	None	3

Human Resources Management Courses

Course Code		Course Title	Prerequisite	Cr
MBA	661	Human Resource Management	None	3
MBA	663	Training and Development of Human Resources	MBA 661	3

Human Resources Management Concentration Electives (Select two courses)

Course Code		Course Title	Prerequisite	Cr
MBA	651	Organizational Behavior	None	3
MBA	655	Leadership and Motivation	None	3
MBA	662	Legal Environment of Employment Decisions	MBA 661	3
MBA	664	Human Resource Staffing	MBA 661	3
MBA	665	Compensation & Performance Management	MBA 661	3
MBA	667	Special Topics in Human Resource Management	MBA 661	3
MBA	668	International Human Resource Management	MBA 661	3

Islamic Banking Courses

Course Code		Course Title	Prerequisite	Cr
MBA	671	<i>Al-Shari'ah</i> , Economy & Society	MBA 644	3
MBA	672	Theory & Practice of Islamic Banking- <i>Fiqh Al-Muamalat</i>	MBA 641	3
MBA	673	Islamic Financial Systems	MBA 642	3
MBA	674	Accounting in Islamic Financial Institutions	MBA 641	3

Finance Courses

Course Code		Course Title	Prerequisite	Cr
MBA	681	Corporate Finance	MBA 642	3
MBA	683	Investment Analysis & Portfolio Management	MBA 642	3
MBA	684	Mergers & Acquisitions	MBA 641, MBA 642	3

Finance Concentration Electives (Select one course)

Course Code		Course Title	Prerequisite	Cr
MBA	671	<i>Al-Shari'ah</i> , Economy & Society	MBA 644	3
MBA	682	International Financial Management	MBA 642	3
MBA	685	Financial Statement Analysis	MBA 642	3

Marketing Courses

Course Code		Course Title	Prerequisite	Cr
MBA	691	Marketing Channels	MBA 645	3
MBA	692	International Marketing	MBA 645	3
MBA	693	Business Marketing	MBA 645	3

Marketing Concentration Electives (Select one course)

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

General Management Study Plan

Semester	Course Code		Course Title	Prerequisite	Cr
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
					12
Term 2	MBA	651	Organizational Behaviour	None	3
	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
					12
Term 3	MBA	648	Business Strategy (Capstone)	All other program core courses	3
	MBA	653	Organizational development and Change	MBA 651	3
	MBA	XXX	Concentration Elective		3
	MBA	XXX	Concentration Elective		3
Total					12
					36

Human Resource Management Study Plan

Semester	Code		Course Title	Prerequisite	Cr
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	644	Managerial Economics	None	3
	MBA	643	Quantitative Analysis for Managers	None	3
					12
Term 2	MBA	661	Human Resource Management	MBA 501	3
	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
					12
Term 3	MBA	648	Business Strategy (Capstone)	All other program core courses	3
	MBA	663	Training and Development of Human Resources	MBA 661	3
	MBA	XXX	Concentration Elective		3
	MBA	XXX	Concentration Elective		3
					12
Total					36

Islamic Banking Study Plan

Semester	Course Code		Course Title	Prerequisite	Cr
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
					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	648	Business Strategy (Capstone)	All other program core courses	3
					12
Term 3	MBA	671	<i>Al-Shari'a, Economy & Society</i>	MBA 644	3
	MBA	672	<i>Theory & Practice of Islamic Banking-Fiqh Al Muamalat</i>	MBA 641	3
	MBA	673	Islamic Financial Systems	MBA 642	3
	MBA	674	Accounting in Islamic Financial Institutions	MBA 641	3
					12
Total					36

MBA Finance Study Plan

Semester	Course Code		Course Title	Prerequisite	Cr
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3

	MBA	643	Quantitative Analysis for Manager	None	3
	MBA	644	Managerial Economics	None	3
					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	648	Business Strategy (Capstone)	All other program core courses	3
					12
Term 3	MBA	681	Corporate Finance	MBA 642	3
	MBA	XXX	Finance Elective		3
	MBA	683	Investment Analysis & Portfolio Management	MBA 642	3
	MBA	684	Mergers & Acquisitions	MBA 641, MBA 642	3
					12
Total					36

MBA Marketing Study Plan

Semester	Course Code	Course Title	Prerequisite	Cr	
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	643	Quantitative Analysis for Manager	None	3
	MBA	644	Managerial Economics	None	3
					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	648	Business Strategy (Capstone)	All other program core courses	3
					12
Term 3	MBA	691	Marketing Channels	MBA 645	3
	MBA	692	International Marketing	MBA 645	3
	MBA	693	Business Marketing	MBA 645	3
	MBA	XXX	Marketing Elective		3
					12
Total					36

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

2.4. 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.

2.5. Pre-MBA Courses

The School of Business evaluates student application for evidence of undergraduate scholarship, professional experience, and demonstrated aptitude for successful graduate 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 graduate-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 graduate course work. Applicants denied admission may not take graduate level courses in the School of Business graduate programs.

Study Plan of the Pre-MBA Program

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	506	Quantitative Analysis for Business	None

2.6. Master in Information Technology Management & 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 of Dubai has identified that the next generation of leaders need to be able to understand and implement the various aspects of IT Management, Governance, and Assurance. This has resulted in –the creation of a new Master program – a first of its kind in the region – that aims to enrich 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 Master 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 graduate 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).

2.6.1. Program Structure

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

2.6.2. Program Core Courses

Semester	Course Code	Subject Title	Prerequisite	Cr.
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			
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			
Term 3	MIT-609	Governance & Management of IS	MIT-602 & MIT-605	3
	MIT-610	IT Management and Governance Project (Capstone)	Complete 27 Cr.H.	3
	Total			
Total				30

2.6.3. 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

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**

3. English for Academic Purpose (EAP)

- English Placement Testing
- English for Academic Purpose (EAP) courses
- Short TOEFL preparation courses
- TOEFL Testing

Background Information

English for Academic Purposes (EAP) programs are offered to students who are academically admissible, but have not yet demonstrated that they meet English proficiency requirements. The EAP program is an intensive University level certificate program designed specifically to help perspective university students to prepare for academic life and achieve the necessary standard to enter our academic programs. If required, the EAP program must be taken at the Canadian University Dubai. Our EAP classes are delivered in a friendly multicultural environment, are student centred, and university-program tailored. Participants are placed in one of four EAP levels according to their score on the English Language Placement test. Taken together, these four levels can take participants from early beginner (TOEFL 300/IELTS 3) and bring them to university level English users, or a proficiency score of TOEFL 500/IELTS 5. Students are recommended to take the TOEFL on exiting the course. However, they are welcome to sit a test at any time. For those registered in the program and who require assistance, the University can facilitate obtaining a UAE study visa, as well as local accommodation.

Registration:

Students can register through the Admissions Office. Please contact us directly for more information by emailing ConEd@tud.ac.ae or by calling +971 (0)4 3219090 recruitment department.

Program Duration:

EAP courses run in conjunction with the University Academic Calendar. The courses typically run for 15 weeks with a final exam in week 16. However, during the summer the course is condensed. For adult learners and working professionals courses can be organized in the afternoon/evening and/or during the weekend.

Please contact the EAP - Coordinator for additional details.

EAP 100	15 hours per week	225 Hours
EAP 200	15 hours per week	225 Hours
EAP 300	12 hours per week	180 Hours
EAP 400:	12 hours per week	180 Hours

Fees:

EAP 100 - AED 12	AED 12,600
EAP 200 – AED 12	AED 12,600
EAP 300 – AED 10	AED 10,500
EAP 400– AED 10	AED 10,500

* Prices effective September 1st, 2014

*Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%

Participants:

The EAP Certificate addresses the language requirements for prospective students who wish to pursue a degree program taught in English. Individuals who do not yet have the necessary English skills have the opportunity to join in University life, and start some *credit* courses while studying in level 3 and 4.

Program Overview and Learning Outcomes:

Participants work collaboratively with their instructors and peers to improve their Reading, Writing, Listening and Speaking skills in English through a number of up to date teaching methodologies. Participants also study academic skills such as note taking, presentation delivery, and critical thinking. Participants in the certificate program are encouraged to become involved in University life and to feel part of the learning community. Some of the great opportunities to do that include:

- Pen pal systems with instructors and existing students at Canadian University Dubai to practice fluency in writing.
- Access to a private program website and online forum where additional language practice and class updates are available.
- An extensive reading program for students who love English literature.
- The opportunity to gain up to 15 credit hours towards a degree program at Canadian University Dubai, while studying in the EAP program.

EAP Course Descriptions**EAP 100:** Beginner Level - 15 hours per week

This is the start level for students have only a fundamental grasp of the English language. The skills of reading, writing, speaking and listening are all explored in an interactive way. Basic words and phrases are taught in a way that reflects communication in the English language on a day to day basis. The course focuses on simple communication processes.

Prerequisite: English Language Placement Test.

EAP 200: Basic Level - 15 hours per week

The aim of this level is to improve the four skill areas: reading, writing, speaking and listening. The course will focus on introducing vocabulary, developing basic reading skills of simplified texts, improving listening and conversation skills and introducing the mechanics of writing to develop writing accuracy at the sentence level.

Prerequisite: English language Placement Test.

EAP 300: Intermediate Level - 12 hours per week

This level focuses on academic preparation in a combined reading/writing course, oral communications and grammar. It also expands the existing proficiency in speaking, writing, reading and listening. Students will build their vocabulary, acquire academic reading strategies and write organized paragraphs and write grammatically correct sentences.

Prerequisite: English Placement Test score equivalent to EAP 300 or passing grade in EAP 200

EAP 400: Advanced Level - 12 hours per week

This course will improve the four skill areas with emphasis on reading and writing short essays to prepare students for the TOEFL exam quickly and efficiently. It will also prepare students to join and succeed in major University courses by developing University level vocabulary and using various reading strategies through authentic texts to increase reading speed and comprehension.

Prerequisite: English Placement test Score equivalent to EAP 400 or passing grade in EAP 300

Approximate comparison between EAP Levels and Standard University Entrance Exams

Level	Expected Proficiency in English on exiting the course
Beginner	TOEFL - N/R
Basic	TOEFL 430/IELTS 4.0
Intermediate	TOEFL 470/IELTS 4.5
Advanced	TOEFL 500/IELTS 5.0

3.1. Short TOEFL Preparation Course

Canadian University Dubai offers TOEFL preparation courses for working professionals who need to study in the evenings and on weekends.

Registration:

You can register now by contacting the recruitment department at 04 3219090. For more information on course content please contact the Coordinator at emailing ConEd@tud.ac.ae

Course Duration:

45 hours over 5 weeks for evening participants

45 hours over 5.5 weeks for weekend participants

Fee:

AED 3,150 (including all materials; textbooks, handouts etc.)

Participants:

Participants are those who wish to prepare for the TOEFL and IELTS exam for academic purposes. There are two levels; intermediate and advanced. Students are placed in levels according to their score on their TOEFL or IELTS placement test. A minimum score is required.

Program Overview and Learning Outcome:

Participants will cover a number of topics in the basic humanities and sciences that regularly feature in TOEFL/IELTS examinations. Students will improve test taking skills as well as reading, writing, listening and speaking skills in English. On completion of the course participants will be familiar with all aspects of the exam, including duration, timings, structure and questions types.

4. Research at Canadian University Dubai

Canadian University Dubai is well positioned to pursue an innovative applied research agenda that is in complete alignment with its mission statement and fundamental values. Through its Office of Research Services (ORS), and the establishment of Centres of Excellence like the Centre of Excellence for Green Development, Canadian University Dubai fosters research excellence at a national, regional and international level. Research initiatives are implemented in close collaboration with partner universities from Canada including:

- University of British Columbia,
- Lake Head University,
- University of Windsor,
- University of Regina
- The University of Western Ontario

Additional research partnerships have already been initiated with:

- Columbia University in the City of New York,
- Multimedia University of Malaysia,
- EMLyon Business School in France,
- The Qatar Foundation in Qatar

These present and future partnerships make the university a portal to Canadian Education and give the Canadian University Dubai an international stature.

Success of the research initiatives at the University will be mainly measured by:

- Collaboration with government institutions, industry and other stakeholders to engage in research activities that have a direct impact on the UAE economy and society.
- Engaging our students at all levels into research, to gain broader knowledge and good understanding of the nature and importance of research in their field and education.
- Providing an enabling research environment to the faculty and student body in order to remain both research-active and competitive.
- Organizing International Conferences and Workshops to serve as forums for researchers and practitioners to exchange, network, present and discuss their work, as well as to contribute to the expansion of knowledge and to encourage research initiatives among the community of the University.

4.1. Goals & Objectives

The Canadian University Dubai is committed to the promotion of high quality research in a number of strategic areas. This provides a unique opportunity to researchers within the University to be involved in first class research programs in collaboration with their peers in Canada, the US, Europe, Asia and other international universities.

The research initiatives and projects conducted at Canadian University Dubai aim at:

- Providing a mean to reach out to student communities, practitioners in the workplace, and the business community and to raise awareness of the great opportunities and important challenges that research at Canadian University Dubai offers.
- Fostering and facilitating a broad multi-disciplinary involvement and an inter-disciplinary collaboration.
- Creating a web-based resource-repository to facilitate research, education, and outreach to the student community.
- Stimulating industry/business/ community interest and investment in university research by showing clear pathways to business benefits of research results.

4.2. International Conferences

Canadian University Dubai organizes prestigious conferences to promote research at the university both locally and internationally. These conferences offer faculty an arena in which to share their research with peers at local and international levels. Furthermore, Canadian University Dubai organizes workshops held in conjunction with the conferences. These workshops aim at enabling multidisciplinary collaboration in diverse research areas with local industry and businesses.

Canadian University Dubai has successfully organized the following conferences:

- International Conclave on Data Analytics, BI, Action Research & Cases in the Power and Energy Sector February 23rd -26th, 2014. Canadian University Dubai.
- 4th International Conference on Networked Digital Technologies (NDT'2012) - April 24-26, 2012 (<http://www.ndtconf.org/>)
- 6th Joint IFIP Wireless and Mobile Networking Conference, (WMNC 2013), April 23-25, 2013. Atlantis Hotel. Dubai. UAE. (<http://www.wmnc2013.org>)
- NTD Conference – The Fourth International Conference on Networked Digital Technologies April 23rd -25th, 2012. Canadian University Dubai – Red Theatre

The next conference will be:

- International Conference on Web & Open Access to Learning November 25th – 27th, 2014. Atlantis Hotel, Dubai. UAE

4.3. Distinguished Speakers

Canadian University Dubai has had the pleasure of hosting numerous distinguished guest speakers, including:

- HH Sheikh Mohammed Maktoum Juma Al Maktoum
- H.E. Anurag Bhushan, Consul General of India to UAE
- Dr. Sam Ozarsky, St. Michael's Hospital, Toronto
- Dr. Cigdem Berdi Gokhan, Cankaya University
- Dr. Ajay Mathur, Director General, Bureau of Energy Efficiency, and Member, Prime Minister's Council on Climate Change, India
- Professor Muriel Médard, MIT, Boston, USA
- Professor Norman C. Beaulieu, University of Alberta, Canada
- Professor Abbas Jamalipour, University of Sydney, Australia
- Professor Bayan Sharif, Khalifa University, United Arab Emirates
- Ms. Aisha Mohamed Al Abdooli, Acting Assistant Undersecretary Environment Affairs Sector, Ministry of Environment & Water, UAE
- Mr. A. C. Chaturvedi, Executive Director, NTPC LTD, India
- Mr. Neeraj Bansal, Country Head (India), Real Estate and Construction – KPMG
- Mr. Jinendra Gugaliya, Scientist, ABB Corporate Research Centre, India
- Mr. R.S. Mani, Regional General Manager (QE) – Middle East – ABS Group Inc
- Mr. Niraj Mathur, Sr. Lead Assessor, Lloyds, Dubai
- Mr. U. K. Das, AGM (EC) NTPC Ltd., India
- CA. Nitin Wadhwa, Assistant Manager, Energy Efficiency Services Limited, Ministry of Power, India
- Mr. Vivek Soni, Ph. D. Scholar, Indian Institute of Technology Delhi, India

5. Graduate Admissions Policy

Admission queries should be directed to the Office of the Registrar. Admission to a specific program of study implies admission to the 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 could be conditional to these requirements, or their established equivalent, being met within prescribed time periods and subject to conditions clearly outlined below.

5.1. General Admission requirements for Master's level programs:

1. Completion of a recognized baccalaureate in a discipline appropriate for the Master's degree. A higher Diploma is not equivalent to a baccalaureate degree and does not qualify an applicant for admission to master's 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, 213 on the Computer-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 of **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.

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

5.2. Conditional Admission Requirements for Master's level programs:

4. A student with a recognized baccalaureate degree and a TOEFL score of 530 (197 CBT, 71 IBT) or its equivalent on another standardized test approved by the Commission may be admitted conditionally to a Master's program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
 - I. Must achieve a TOEFL score of 550, or equivalent, by the end of the student's first semester of study;
 - II. May take a maximum of six credit hours in the first semester of study, not including intensive English courses;
 - III. 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 Master's program
5. A student with a 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 stated in Part I above, may be admitted conditionally to a Master's program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal.
 - I. May take a maximum of nine credit hours in the first semester of study;

- II. 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 Master's program.

5.3. Additional Program Admission Requirements: Panel Interview

Offers of admission are adjudicated by a panel consisting of two (2) Graduate School Faculty members from different program specialties, the Program Chair, 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 Chair and the two Graduate School Faculty members. It lasts 30 minutes and follows a standard protocol captured by the Graduate 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. (see Graduate Interview Form in Appendix 5 for details).

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 #	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 506	Quantitative Analysis for Business	None

Pre-MITGOV

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

Pre-MITGOV Courses for Non- Business Majors

Course #	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-MITGOV Courses for Business Majors

Course #	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

5.4. Falsified Admission Documents

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

6. Student ID

A unique Student ID is assigned to a student who has accepted admission to the University. This ID number is randomly generated by the Registration Department and is needed in order for a student

to register in courses. It is every student's responsibility to know his or her Student ID, and keep it confidential; it should not be shared with anyone else.

7. Student ID card

After registration and at the start of each semester, all new students will be issued with Identity Cards costing AED 165 per card. This ID card must be carried on the student at all times while on University premises. Replacing a lost ID card is AED 280.

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 freshmen admitted to the 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 conditional or probationary status cannot register without the signature of his or her Academic Advisor.

9. Graduate 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. Registration Process

9.1.1. New Graduate Students:

1. Once admitted into the University you may meet with Student Advisors from the School of Graduate Studies 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 by using the Graduate Studies area of Registration. Registration personnel will be pleased to assist you with this.

9.1.2. Returning Students:

1. May register via the Graduate Studies area of Registration 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 the Graduate Studies area of Registration 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. Graduate Student Course Load

The academic load for graduate 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 graduate courses.

11. Graduate Transfer Credit

Graduate students of the Canadian University Dubai may transfer a maximum of 6 credit hours to any graduate program. Transferable work must have a minimum grade B and above and have been completed for graduate 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).

12. Prior Learning Assessment and Recognition Policy

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

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.

****For full policy see General Reference Section 7***

13. Attendance & Absenteeism Policy for Graduate Studies

Attending classes is compulsory in all graduate courses. Graduate 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. Holding Registration

A student may apply to the Registration office for the suspension of his/her 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. 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.

15. Add and Drop for Graduate Studies

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.

15.1. Withdrawal from a Course or Program without Academic Penalty (WN)

To withdraw from a program 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 chair/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. 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) 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
- b) 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
- c) 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)
- d) 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
- e) A student that is withdrawn from a course or a program at the University is not eligible for any refund of fees paid
- f) A student that has been 'Withdrawn' is not allowed to continue in the program

17. 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.

18. Grading Scheme for Graduate Studies

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	Below requirements
65-69	C+	2.50	
60-64	C	2.00	
Less than 60	F	0.00	Failure
	FA	*	Failure for Non-attendance
	P	*	(Pass) Satisfactory achievement in a course where a percentage grade is inappropriate.
	NG	*	No Grade Required
	NR		Grade Not Reported
	IP	*	Course in Progress
	I	*	Incomplete Grade
	AG	*	Aegrotat Standing
	AS	*	Audit Status
	DE	*	Deferred
	TC	*	The student has met the course requirements through equivalent courses taken at another accredit University.
	SC	*	Substitution of one required course by another
	WP		Withdrawal with Academic Penalty
	NP	*	Withdraw without Academic Penalty
	EW	*	Exceptional Waiver

* Not computed in GPA.

- Graduate studies (MBA, MSc. ...) standard pass mark in each course is 60 percent (C) (2.00)
- Cumulative GPA not less (B) (3.00) is required for graduation.
- Cumulative GPA is computed only for courses taken at Canadian University Dubai.
- GPA and cumulative GPA are computed only for courses of the study plan of the program
- 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).

18.1. 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	A+	4.0
Course 2	3	A	3.7
Course 3	3	B	3.0

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

$$\text{SEM GPA} = \frac{4*3 + 3.7*3 + 3*3}{3+3+3} = 3.6$$

18.2. The Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is computed in the same way as the Semester Grade Point Average; however it is computed from the grades of all courses taken at the Canadian University Dubai since the first semester. Repeated courses are treated differently - The GPA and CGPA are computed only for courses taken at Canadian University Dubai.

18.3. 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".

The "I" is not intended to be a permanent grade. 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 requirements.

Students have up to 12 calendar months after the scheduled end of the course to complete required additional work as determined by the teacher who assigned the "I", and to thereby qualify for a passing grade.

After 12 calendar months, outstanding "I" grades are converted to "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 School. Please contact the School 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).

18.4. 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.

18.5. 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.

19. 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 enroll 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.

19.1. 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.

19.2. 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 Registration Department 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.

19.3. Procedure for Instigating an Appeal Against a Grade or Mark for undergraduates

- Appeals will only be considered for final examination marks
- Students should complete the Grade Appeal Form and submit to the

- Registration department within ten (10) working days of receiving the grade or mark in question
- A fee of AED300 must be paid at this stage in order to instigate the formal Appeal process
- The decision determined by the Appeals Committee will be conveyed in writing to the student within ten (10) working days of the start of the Appeal process
- The decision of the Appeals Committee will be final

19.4. Procedure for Instigating an Appeal Against A grade or mark for Graduate

- Appeals will only be considered for final examination marks
- Students should complete the Grade Appeal Form and submit to the Registration department within seven (7) working days of receiving the grade or mark in question
- A fee of AED300 must be paid at this stage in order to instigate the formal Appeal process
- The decision of the Appeals Committee will be final

20. Progression Policy for Graduate Studies

20.1. University Standing & Student Progression

20.1.1. University Standings

For each University term, every graduate 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 University standings as a result of the formal course grades that they have achieved at the conclusion of each University term:

20.1.2. Clear University Standing

The School of Business requires that its postgraduate students have a CGPA of at least 3.0 without any un-waived 'F' grade for maintenance of clear University standing in the graduate program, and for graduation from the program.

Courses can be repeated to raise the CGPA to 3.0 or above. A student can repeat a single course twice only, or s/he can repeat a course twice combined with another course once. The total maximum number of repeats cannot exceed three, in no more than two different courses. Please note that repeated courses do not erase the original grade in the calculation of the CGPA and both grades are shown on the student transcript. Only the higher of the grades is used in the CGPA calculation.

- 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) Graduate foundation courses do not carry credit towards the graduate degree but require a passing grade of "P".
- 3) A grade of "B" or higher must be earned for all graduate coursework transferred from another institution. The School of Business 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.

20.1.3. Conditional University Standing

If a student is in a Clear University 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 University Standing.

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

20.1.4. Probationary University Standing

If a student is in a Conditional University 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 University 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 University Standing to advance to the next term.

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

20.1.5. Time Limit

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

20.1.6. Continuation in the Program

Graduate students who are unable to comply with the requirements of the University probation policy are subject to dismissal from the graduate program they enrolled in. In addition, graduate students can be dismissed by the violations of the Canadian University Dubai’s University Integrity Policy such as plagiarism or cheating on exams. Students that cannot continue in a graduate program have the right to appeal the decision to the School of Business. The staff and faculty of the School of Business will work with individual students to help them understand University requirements and their responsibilities in the appeal process.

21. Student Records

21.1. Custody of Records

The Official Academic Records of the students are maintained by the Registrar's Office and an original record is stored in a secure, fireproof vault/room in that Office. The Official Academic Record is the student's permanent academic record and contains the academic achievements of the student. Designated Registrar's Office personnel of the Institution are assigned to manage and update the student records.

The Official Academic Record is the source of the achievement data used in the production of the Official transcript, which must bear the official stamp of the Institution.

The Official Academic Record for credit courses is also stored on the Institution's electronic Academic Information System, which is accessible to designated staff of the Institution.

Data is stored on secure servers with required firewalls and encryptions. Access to the data is controlled by the software's security mechanism, which restricts access or manipulation of data based on the employee's role within the Institution. Data will be backed up on a pre-determined schedule a regular basis and stored, as required, in a secure off-site location for business continuity purposes and disaster recovery.

Standards of record retention and disposal are maintained and revised for currency in keeping with guidelines established by the American Association of College Registrar's and Admissions Officers.

Canadian University Dubai uses the established Freedom of Information and Protection of Privacy policy to relating to the release of information respecting the rights of individual privacy, confidentiality of records and the best interests of the students and the Institution.

21.2. Student Privacy Rights

In compliance with the provisions of the Ministry of Higher Education and Scientific Research, the Canadian University Dubai protects students' rights and privacy and does not release names and addresses of students if the request is for selection by any non-directory criteria, such as gender, ethnic background, grade point average, high school, etc. Canadian University Dubai does not release any student's educational records or any other information personally identifying a student (other than directory information) without the student's signed, dated, written permission. This restriction extends to the release of a student's records, such as grades, class schedules, academic standing, and other personal information, to the student's parents.

However, students who wish to grant their parents access to their academic records and transcripts and any other information that may be of interest regarding their attendance at Canadian University Dubai may complete a waiver form in the Registrar's Office. In addition, those who wish to have a copy of their transcripts sent to their parents can complete a request from in the Registrar's Office.

21.3. Academic Transcripts

A student may request a copy of his or her unofficial Academic Transcript from the Registration Department whenever needed, free of charge. Official Transcripts will only be released once a written request signed by the student has been received and the accompanying fee of AED 50 has been paid.

21.4. Enrollment Verifications and Certifications

If a student requires any official documentation, he or she may submit a signed request form to the Registration Department along with any applicable fee. Available certification includes Proof of Enrolment, Letter of Permission, re-issued Letter of Acceptance, or any other documentation a student may need.

22. Graduation Policy for Graduate Studies

Students must successfully complete all the course requirements of the graduate program they are enrolled in with an overall minimum cumulative grade point average of 3.0 necessary to fulfill the graduation requirements for the degree.

22.1. Graduation Policy and Procedures

All student candidates for graduation must first submit an Application for Graduation Form to the Office of the Registrar during the registration period of the anticipated final semester of study. Only after an application for graduation has been completed and filed can the Office of the Registrar begin to process all the necessary information for final certification ready for graduation. Only students who have successfully completed the degree requirements and have no holds by the end of the semester for which 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. Students that fail to complete all the necessary degree requirements by the end of the semester for which they have applied to graduate need not reapply for graduation because the outstanding current application will automatically be transferred to the following semester.

One certificate only 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 from the handover of the initial Certificate that has been issued by the Canadian University Dubai. The new issued Certificate with the dual major concentration replaces any previous Certificate issued by Canadian University Dubai.

Students' certificates will be released 6 weeks after the grades have been announced by the registration department. Once the certificate is ready for collection, students will receive a call and an email from Registration Department informing them that the certificate is ready for pick up.

22.2. Application for Graduation

- i. Each student needs to review his/her academic record in light of the academic requirements defined by the particular program of study. Review current academic progression and grades with the relevant academic advisor.
- ii. Each student must ensure that he/she is in good financial standing with the University (i.e. there are no outstanding balances or bounced cheques), and that all fees and financial obligations have been paid.
- iii. Complete an Application for Graduation Form, which is available on the Graduation website or from the Registration Department, and submit it to the Registration Department together with payment of AED 850.

22.3. Participation in the Commencement 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 Registration Department.
- b) Identify any special requirements or needs that Canadian University Dubai must address prior to or during the ceremony.
- c) Complete an Academic Regalia Request Form and attend a fitting session at a Graduation Fair.
- d) 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.
- e) Attend the rehearsal for the Ceremony, held the day before the actual Convocation.

During the month before the Convocation Ceremony, Graduation Fairs will be held at the University and it is mandatory that all graduating students attend one of these Fairs. At the Fair, information outlining the agenda and official protocol will be presented; official graduation photographs will be taken; cap and gown fittings will be conducted; and all the necessary Forms regarding the Graduation will be available. Attendance of graduating students at the rehearsal for the Ceremony is also mandatory; if a student does not attend the rehearsal, he or she will not be permitted to attend the Convocation.

22.4. Conferral of Degree

For students that are in good financial standing with the University, the 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.

22.5. Name on Degree

The student name printed on the Canadian University Dubai 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.

22.6. 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 Ministry of Higher Education and Scientific Research, must be completed by the student. Please see the guidelines as per the Ministry of Higher Education and Scientific Research:

- ii. <https://www.mohe.gov.ae/attestation> (Arabic)
- iii. https://www.mohe.gov.ae/attestation/Default_e.aspx (English)

23. Academic Integrity: Policies & Procedures

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

23.1. Academic Violations

23.1.1. 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 on tests or examinations. Students may not submit any material created by or acquired from another person or business.

23.1.2. Anti-Plagiarism Strategies

In order to disseminate good academic practices against plagiarism and enforce academic integrity, the Canadian University Dubai has adopted the following strategies:

- 1) Use of Turnitin software: the software must be 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 must also access Turnitin through their computers to check student work compliance with good academic practices.
- 2) Organizing seminars on good academic practices: the academic affairs division must organize with the help of academic schools seminars on good academic practices. These seminars should present the most frequent forms of plagiarism, ways to acknowledge correctly the work of another source through proper references and university policies against plagiarism.
- 3) Use Moodle to post tutorials on good academic practices.

23.2. Cheating on Examinations

Cheating refers to attempting 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.

23.3. Information & Communication Technology misuse

The Canadian University Dubai is committed to providing faculty and students with all the required IT resources 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.

23.4. 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 fabricating data to support claimed results.

23.5. Ethical Behavior

Students are expected to fully adhere to the ethical standards mandated by the university and the United Arab Emirates laws and regulations as well. 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 an academic dishonesty.

23.6. Sanctions Related to Violations of Academic Integrity

23.6.1. Plagiarism

Plagiarizing any type of course work will not be tolerated. All instances of plagiarizing shall be documented, presented to the Chair/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 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.

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.

Starting academic year 2015-2016 and after progressively disseminating code of conduct regarding plagiarism and cheating, Canadian University Dubai's Board of Trustees has adopted the following changes in the policy:

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

- First 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 file.
- Second 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.

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.

23.6.2. Cheating on Examinations

Penalty for Cheating – First Time

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

- a) The student is assigned a grade of zero in 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 he 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.

23.6.3. Information & Communication Technology misuse

When a misuse of ICT resources is established, an investigation is conducted by the IT department. All findings will be submitted to the dean and disciplinary committee for appropriate actions.

23.6.4. Fabrication & 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 actions.

24. Student Academic Rights and Responsibilities

24.1. 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.

24.2. 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.

25. Code of Conduct

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

25.1. Unacceptable Conduct: Academic

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

25.2. 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 ones 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 Residence 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.

25.3. 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 Executive Director of Student Affairs.

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

25.4. Unacceptable Conduct: University Property

A student commits a property offence when s/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 in Sections 25.1 to 25.4 is unacceptable and will not be tolerated.

25.5. Dress Code

Each university student is expected to dress appropriately as to uphold the social and religious norms of the United Arab Emirates. The following demonstrate examples of what is unacceptable clothing:

1. Clothing with obscene images/language
2. Torn clothing
3. Revealing or transparent clothing
4. Short skirts/shorts
5. Tube tops/halter tops/tank tops

Failure to follow to the University's dress code policy will result in disciplinary action. Any defiance of the policy will be brought to the attention of the Executive Director of Student Affairs.

Students should remember that Dubai is a vibrant city that welcomes a vast number of people from different countries, cultures and religious beliefs. In order to govern and set a standard for social ethics and mutual respect in the country, the Government of Dubai has now released a code of conduct to be followed by all of its citizens, residents and visitors. To view the Dubai Code of Conduct, see http://www.zu.ac.ae/employment/html/documents/CultureandConductinDubai_000.pdf

25.6. Smoke Free Campus Environment

The environment internal to the Canadian University Dubai is smoke-free. In order to promote and maintain a healthy environment at the 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, the 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.

26. Student Disciplinary Policy

Students accountable for objectionable behavior will be subjected to the whole array of reprisals, actions, and penalties as per Canadian University Dubai policy. Contradictory behavior-on or off campus-violating standards of good conduct contrary to the University's resolve, or presents 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. 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.

26.1. List of Conduct Violations with Accompanying Disciplinary Actions

The Executive Director of Student Affairs often resolves through mediation all conduct issues occurring on premises. However, in serious cases, the Executive Director of Student Affairs will refer this conduct violation to the Canadian University Dubai Disciplinary Committee. The following is a summary of possible violations and the disciplinary actions that the Canadian University Dubai Disciplinary Committee might take.

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

The conduct covered in the above section shall constitute misconduct if it takes 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 the Canadian University Dubai, including any work placement.

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

26.2. Types of Warning and Actions

Verbal Warning: A verbal warning is given by the Executive Director 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 for the damaged good. Failure to pay may result in preventing the student from registering or obtaining his transcript.

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

26.3. Disciplinary Committee

The Disciplinary Committee will oversee all students' misconducts, and decide on the consequences to the alleged breaches of the Canadian University Dubai Conduct Code. The Disciplinary Committee is chaired by the Executive Director of Student Affairs.

26.4. Procedures

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

26.5. Communications to the Student Regarding Conduct Violations

- The Disciplinary committee may take acceptable time to plan and conduct its investigation. The investigation will include: a Student(s) and witness interviews; and, if needed, preparation of the witness for a testimony (ies), and engagement in supplementary research.
- The Disciplinary Committee informs the student on paper of the alleged violation of the Canadian University Dubai code of Conduct Council and of the verdict reached, as well as the disciplinary measures
- The student has 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 print. A duplicate of the response will be sent to the Executive Director of Student Affairs.
- The President has the right to overturn the decision of the Disciplinary Committee; the President's decision is final.

26.6. Disciplinary Committee Hearing

- The Executive Director of Student Affairs updates all members party to the disciplinary action as to the confidentiality of the case;
- The Executive Director of Student Affairs presents 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 VP of the Student Affairs and must present document 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 Executive Director 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.

26.7. 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 Executive Director of Student Affairs. The President's decision is final.

27. 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.

28. Student Complaints

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

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

28.1. 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 a higher internal level in case the student requires a review based on technical or practical grounds.

28.2. Types of Student Complaints

28.2.1. 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.

28.2.2. 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 administrator that affects an individual or groups of students;
- Access to University resources and facilities.

28.3. Complaint Resolution Procedures

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

28.3.1. Informal Approach

- a) The student concerned about an abovementioned 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 head of the relevant department or of the administrative unit or the Chair or the Dean of the School 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 a quick resolve of the matter that both parties find satisfactory.
- c) If the issue is not resolved, then the student may contact his Academic Advisor who will direct him to appropriate individual that will be address the case The University anticipates that in most instances the discussion of the concern with a pertinent staff member will result in a quick resolve of the matter that both parties find satisfactory.
- d) The student has fifteen days following an incident to lodge a formal complaint if the issue is not resolved

28.3.2. 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 Executive Director of Student Affairs. If the issue deals with administrative or financial matter, the complaint should be addressed to the Vice-President of Administrative and Financial Affairs. If the issue deals with registration matters, the complaint should be addressed to the Registrar.

28.4. Withdrawal of a Complaint

At any time during the informal or 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 the said student and delivered to the relevant person handling the matter at the time the withdrawal is being affected or, in cases before Chair, or the Dean of the School. The Canadian University Dubai then considers the case closed.

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

29. Student Councils Policy

29.1. Article 1 – Definition of the Student Councils

The Canadian University Dubai Student Councils are non-incorporated associations, whose missions are aligned with the Mission and the Vision of the 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.

29.2. Article 2 – Names of the Student Councils

The names of the three Student Councils are:

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

29.3. Article 3 – Mission of the Student Councils

- The 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
- The Canadian University Dubai Student Councils work towards the promotion of the good welfare of all students.
- The Canadian University Dubai Student Council encourages student life on campus, which includes promoting and participating actively in all student cultural and non-cultural events.
- The Canadian University Dubai Student Councils will act as Ambassadors to the University.

29.4. 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.

29.5. Article 5 – Election Procedures of the Student Councils

The 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.

29.5.1. 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 enroll for Fall, Spring, and Summer I semesters of their elected term of office;
- Should have demonstrated some leadership at the 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 Council Executive Committee and the Executive Director 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 enroll for Summer I, Fall and Spring Semesters of their elected term of office;
- Should have demonstrated some leadership at the 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 Council Executive Committee and the Executive Director of Student Affairs.

29.5.2. 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 Council Executive Committee;

- Each candidate must complete the election registration form and submit it to the University Council Executive Committee. 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 Executive Director 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 Vice President 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 Council Executive Committee and the Vice President 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 of 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.

29.6. 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 Chairs 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 Council Executive Committee. The Vice President Student Affairs will guide and advice the Presidents of the Student Councils.

29.7. 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.

29.8. 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 Council Executive Committee and the Executive Director of Student Affairs. The University Council Executive Committee will hold a re-election two weeks 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.

29.9. 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 Council Executive Committee and this official removal will be communicated in official letter to the Chairman of the Board of Trustees.

30. Information & Communication Technology (ICT)

30.1. Information and Communication Technology (ICT) Support

Currently the ICT umbrella offers the following assistance and expertise; academic applications support, information systems, project management, applications & support integration, help desk, technical support, end user training, networking systems, information technology, telecommunications, audio/visual technology, corporate website, social media, online services and student portals.

The Help Desk provides a first line of contact for Students, Staff and Faculty. It is open daily from 9am to 9pm. Any IT related issues are reported to the Help Desk via phone ext. 202 or walk up traffic to room C1-10.9.

30.2. Use of Electronic Resources and Internet

The Canadian University Dubai is dedicated to providing staff, faculty, students, alumni and approved guests with the resources they require in an accessible and secure manner. The privacy and integrity of user data is to be respected by the University complimented by the ethical use of these ICT resources by the users.

30.2.1. User Responsibilities

It is the Users responsibility to read, understand and observe the ICT AUP (www.cud.ac.ae/ICT/AUP/ict-aup.pdf). Many things are possible through the use of Information Technology; this does not mean that they are allowed. It is up to the user to exercise due diligence while using any of the University's ICT equipment.

As a user of Canadian University Dubai'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 any suspicious account activity when security may be at risk or policy violations have occurred to the ICT Help Desk at +971 4 709 6222 or room C1-10.9.

30.3. University Technological Infrastructure and Social Media

Under no circumstances shall any user account holder of the 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.

31. 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. Accesses to the LRC, loan of materials or electronic resources are available to all Canadian University Dubai students, faculty and staff.

The Learning Resource Centre is located at the ground floor of Building A of the university campus.

The LRC houses print collection of books, journals, newspapers and a wide range of electronic resources: access to over 52,000 e-journals, over 494,000 e-books, 16,000 electronic videos, 2 million electronic images, access to 1.4 million titles of electronic Theses/Dissertations, over 300,000 accesses to Company Reports and Data. These electronic resources can be access on and off campus 24/7.

LRC holds a series of information literacy to all university students and faculty every semester. Canadian University Dubai - LRC has an agreement with British Library that provides interlibrary loan whenever information required by students and faculty is not available in the LRC.

LRC use the Library of Congress Classification. Computers and Wi-Fi connection are available within the premises. There is also photocopying and printing services available in the LRC.

The LRC is open 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 LRC materials for two weeks those that are on a general collection. These include; books and journals. Borrowed item can be renewed for another week. Fines are applied to overdue items.
- Reserve Collections - These are course text books or reading materials that are required for the current semester. University student ID card must be presented in the circulation desk to borrow the reserve collections for LRC use only.
- All books must be returned to the LRC before the end of semester.
- Users must maintain the LRC as a place of study and learning for all.

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

32. Student Affairs

32.1. 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 the 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.

32.2. 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 of our graduates' 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.

32.3. 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 University's aim 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.

32.4. 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 freshmen admitted to the 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.

32.5. 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.

32.6. Special Needs Services

The 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.

32.7. 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

32.7.1. Performance and Cultural Events

With over 86 nationalities represented at the 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.

32.7.2. 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.

32.7.3. Community Involvement

The 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.

32.8. Student Publications

32.8.1. 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.

33. 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 the Canadian University Dubai community in general, and establish an extremely valuable social and professional network. The 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.

The 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 the Canadian University Dubai community at large. All the efforts in support of the 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.

34. Campus Complex

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.

34.1. 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.

34.2. 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.

34.3. 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 digital and online content.

34.4. 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.

34.5. Students Lounge

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

34.6. MBA Lounge

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

34.7. 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.

34.8. Student Health Clinic

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

34.9. 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.

34.10. 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.

34.11. Cafeterias

Our campus is home to several 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.

34.12. Parking Facilities

Secure parking is available for a nominal fee of AED 400 per semester on a first-come first-served basis. Please check with Physical Resources for more information. There is also free parking available on the streets surrounding the University.

34.13. 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.

35. Health and Safety Policy

35.1. Introduction

The 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 to all relevant legislations for all on/off campus activities.

The 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 UAE authorities to operate in the field of higher education after fulfilling the standard Health and Safety requirements. The certification is reviewed on a regular basis as stipulated by UAE laws and regulations.

35.2. Objectives

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

- To comply with 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 with the risks they may encounter;
- Ensure that this documentation and supporting information are 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 monitor actively the management of risks to health and safety;
- To review the effectiveness of health and safety risk management and where appropriate to implement improvements;

35.3. 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.

35.4. 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 | • First Aid Kit |
| • Work Area | • Material Safety Data Sheet (MSDS) |
| • Proper Attire | • Safety Warnings |
| • Safe Chemical Disposal Procedures | • Compressed Gas Cylinders |
| • Chemical Control | • Testing Of Odors |
| • Broken Glass Handling | • Heating of Glass Tubing, Rods and Test Tubes |
| • Needle Safety | • Handling of Acids, Bases and Water |
| • Electrical Hazards | • Bunsen Burner Usage |
| • Proper Labeling | • Safe Heating of Organic Liquids |
| • Storage | • Safe Cooling of Organic Liquids |
| • Safety Equipment | • Safe Handling of Laboratory Instrumentation |
| • Fire Extinguishers | |
| • Proper Use of Other Safety Equipment | |

35.5. Fire safety policy

The 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.

35.6. 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

35.7. 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.

35.8. 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 EXTINGUISHERS:** (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

35.9. Fire Evacuation Plan

35.9.1. 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.

35.9.2. 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

35.9.3. Fire Officials

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

First Aid Attendants

BUILDING	RESPONSIBLE
HALL A	<ul style="list-style-type: none"> • Nurse (8AM- 5PM) 04-709-6207 • Night Shift Nurse (5PM-10PM) 04-709-6207 • First Aid Responder - Finance Department 04-7096186
HALL B	<ul style="list-style-type: none"> • First Aid Responder - I.T Department 04-709-6224
HALL C	<ul style="list-style-type: none"> • First Aid Responder - Student Affairs Department 04-709-6201 • First Aid Responder - Student Affairs Department 04-709-6109 • First Aid Responder - Registration Department 04-709-6206 • First Aid Responder - Admissions Department 04-709-6160
HALL D	<ul style="list-style-type: none"> • First Aid Responder – Marketing & Communication Dept. 04-709-6144

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

36. Student Residence

The 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. The Canadian University Dubai promotes Canadian perspectives in learning, research and application, grounded in appreciation and respect for diverse cultures and UAE values.

We strive to meet this commitment in our Student Residence by providing accommodations conducive to study and positive social interaction in an atmosphere of dignity and mutual respect.

36.1. Residence Facilities

Quality furnished accommodations are available in the beautiful Discovery Gardens (approximately 25 minutes by bus from the campus). Students' Residence offer clean, safe, and economical living options in Dubai. Students live together in an exclusive multi-cultural environment encouraging academic success, personal growth, and social development. Residence facilities house undergraduate, graduate, and English students alike. They feature separate accommodations for males and females that are supervised by the live-in Residence Administrator.

Students Residence consists of either studio or 1-bedroom apartments. Each apartment is fully furnished, includes wireless internet access and a private bathroom. Due to space limitation, early registration is encouraged to ensure a room in the University Residence. Full payment of residence fees is due at the beginning of each semester. Please note that family accommodation is not available, and only students are eligible for student housing.

All Residence applicants must take a mandatory medical check at the Canadian University Dubai Medical Centre before moving into Residence. This free-of-charge medical check must be redone every year for returning students.

36.2. Residence Fees per Semester

1 Student	Studio	AED 29,760
2 Students	Studio	AED 14,880
1 Student	One Bedroom	AED 38,360
2 Students	One Bedroom	AED 19,180
4 Students	One Bedroom	AED 9,590

36.3. Residence Fees Summer Semester

1 Student	Studio	AED 14,880
2 Students	Studio	AED 7,440
1 Student	One Bedroom	AED 19,180
2 Students	One Bedroom	AED 9,590
4 Students	One Bedroom	AED 4,800

36.4. 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 Residence.

36.5. Internet Charges

Internet charges will be imposed on all students staying in the accommodation. There is a minimal charge of AED 500 per student per semester.

36.6. 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:

Between the first day of classes and up to two weeks after	80%
Between two weeks and a month	75%
Between a month and two months	50%
Between two and three months	25%
Over three months	0%

Rate

As the price market changes, 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.

36.7. Semester Dates

Fall (4 Months)	September 1st – December 31st
Spring (4 Months)	January 1st – April 30th
Summer I (Half Semester – 2 Months)	May 1st – June 30th
Summer II (Half Semester – 2 Months)	July 1st – August 31st

Residence fees include the following items:

- Bed & mattress, desk & chair, wardrobe
- Kitchens are equipped with a stove, refrigerator, microwave, and water cooler
- Transportation to & from the University campus scheduled numerous times daily including evenings classes
- Residences Administrator providing on-site supervision
- A community lifestyle encourages student formal and informal participation in social and sporting activities.

Students are encouraged to bring the following items or to purchase them locally in Dubai:

- Plates, cups, utensils, pots/pans, and cooking utensils
- Bedside lamp, extension cords, and electrical adaptors
- Towels
- Personal toiletry items (tooth paste, shampoo, etc.) and laundry soaps, toilet paper, etc.
- Laptop

Students must purchase their own personal groceries and prepare their individual meals, or order out locally. Conveniently enough, the In Battuta Shopping Mall is within walking distance from the University Residence, and houses 200 shops such as banking services, money exchanges, hypermarket, cinemas and amusement arcades, restaurants, food courts and cafes. Furthermore, residential parking is available in designated areas for personal cars and motorbikes.

Students preferring independent living should make alternative arrangements. Canadian University Dubai can provide students with a list of several real estate companies that offer private furnished and unfurnished accommodation. Private rental arrangements are solely made between the student and the rental agent. The Canadian University Dubai is not accountable for any feature pertaining to private accommodation. Students wishing to live in private accommodation and looking for more information should contact housing@cuad.ac.ae.

36.8. Transportation for Students Living in Residence

Students living in residence 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 <http://www.cud.ac.ae>.

36.9. Storage

The Student Residence Department at Canadian University Dubai provides a storage facility to residents who are living in the residence or to all those returning to the residence for the following academic semester that have paid all the necessary housing 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 Canadian University Dubai Residences. All items left in storage should be clearly marked with the student's name will not be held responsible for the loss of any unidentified/unclaimed property.

36.10. Student Mail

Mail for the residents is distributed at the Residence Security Office. All students are responsible for the collection of their personal mail. Unclaimed mail will be retained for up to one semester after which time this mail will be returned to the post office.

Please note that all post should be clearly marked with the receiving student's name and be correctly addressed.

The Residence Address is:

(Student Name)
Canadian University Dubai Accommodation
Discovery Garden
Zen Area
Building 25
Dubai
United Arab Emirates

36.11. Safety, Security and Student Conduct in Residence

36.11.1. Emergency Case

In an emergency, dial 0561025097 and your call will be forwarded to the on duty University Security Officer; a Security Officer is available on call for 24 hours a day, seven days a week. In the event of fire, sound the fire alarm and alert other residents, call the fire department by dialing 977 and leave the building. Then call the Security Officer on duty at the above number. In a medical emergency alert the Security Officer on duty; call an ambulance at the Iranian Hospital by dialing 04-404-6471. Please remember to provide your location address.

36.12. 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 inform the Security Officer, sound the alarm and call the fire department by dialing 997. Students must evacuate the building in the event of a fire alarm.

36.13. Student Conduct in Residence

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 Residence Administrator 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 Residence Administrator or Student Affairs Office if you feel that this positive atmosphere is not being provided.

Details at length are in the Canadian University Dubai Student Residence Policy Handbook, available at the Student Services Office or in your Student Orientation Package on the USB key. Categories are included under the following headings:

- 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 Residence Policy
- Registration for Accommodation
- Moving In
- Renewing Accommodation
- Changing Rooms
- Leaving Accommodation
- Staying between Semesters

37. Finance

37.1. Non-Credit Programs

	Number Of Weeks	Total
English for Academic Purposes 100 (15 hours/week)	15 weeks plus exam	AED 12,600
English for Academic Purposes 200 (15 hours/week)	15 weeks plus exam	AED 12,600
English for Academic Purposes 300 (12 hours/week)	15 weeks plus exam	AED 10,500
English for Academic Purposes 400 (9 hours/week)	15 weeks plus exam	AED 10,500

37.2. 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	Tuition for the 6 Weeks
6	AED 2100.00	AED 12,600.00

*Prices effective September 1st, 2014

37.3. Master of Business Administration

(Human Resource Management, General Management, Finance, Islamic Banking, Marketing)

Number of Courses	Total Credit Hours	Cost per Credit Hour	Cost per Course	Tuition for the 12 Courses	Incidental Fees	Tuition & Incidental Fees
12	36	AED 2,500.00	AED 7,500.00	AED 90,000.00	AED 2,295.00	AED 92,295.00

*Prices effective September 1st, 2014

*Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%

37.4. Pre-MITGOV

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	Tuition for the 7 courses
7*	AED 2500.00	AED 17,500.00

*Only 6 courses for Business Majors

37.5. Master in Information Technology Management and Governance

Number of Courses	Total Credit Hours	Cost per Credit Hour	Cost per Course	Tuition for the 12 courses	Incidental Fees	Tuition & Incidental Fees
10	30	AED 2,500.00	AED 7,500.00	AED 75,000.00	AED 2,295.00	AED 77,295.00

**Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%*

37.6. Graduate Full Time Incidentals Fees 2014-2015

Student Activities Fee	AED 480.00
Graduate Application Fee	AED 1,650.00* (Non-Refundable)
Student RFID Card – One off Payment	AED 165.00
Total	AED 2,295.00

37.7. Graduate Student Fees 2014–2015

Late Registration Fee per Semester	AED 720.00
Transfer Credit from Other University Fee	AED 360.00
Prior Learning and Recognition Assessment	AED 3,000.00* (AED 500 Non-Refundable)
Prior Learning and Recognition Assessment Appeal	AED 500.00
Change of Major	AED 300.00
Application for Reviewing Exam Sheet (Grade Appeal)	AED 300.00
Application of Incomplete Exam	AED 180.00
English Placement Test	AED 150.00
Mathematics Placement Test	AED 190.00
TOEFL Test	AED 600.00
Additional Copy of Transcript	AED 50.00

Letter of Permission	AED 165.00
To Whom It May Concern Certificate	AED 30.00
Graduation Fee	AED 850.00
Graduation Ceremony Fee	AED 450.00
Replacing lost RFID Card	AED 280.00
Parking Fee per Semester	AED 400.00

**Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%*

37.8. 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 he finalizes his payment. A student who fails to make the required payment will not be eligible for registration in future sessions.

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

38. Discount Policy

The 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.

38.1. Guidelines for Discounts

- New and existing undergraduate and graduate students may be eligible for one form of reduction in the cost of tuition each semester. 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 to be considered as a potential recipient.
- 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.

38.2. 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.

38.3. 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.

38.4. Government Employee Discount

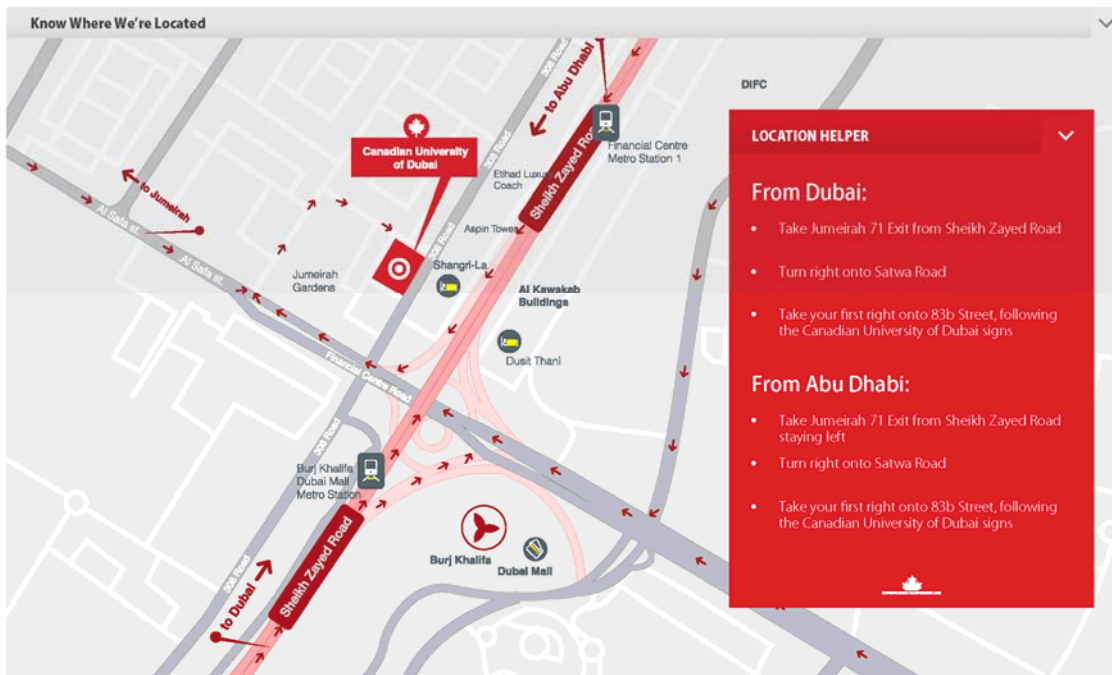
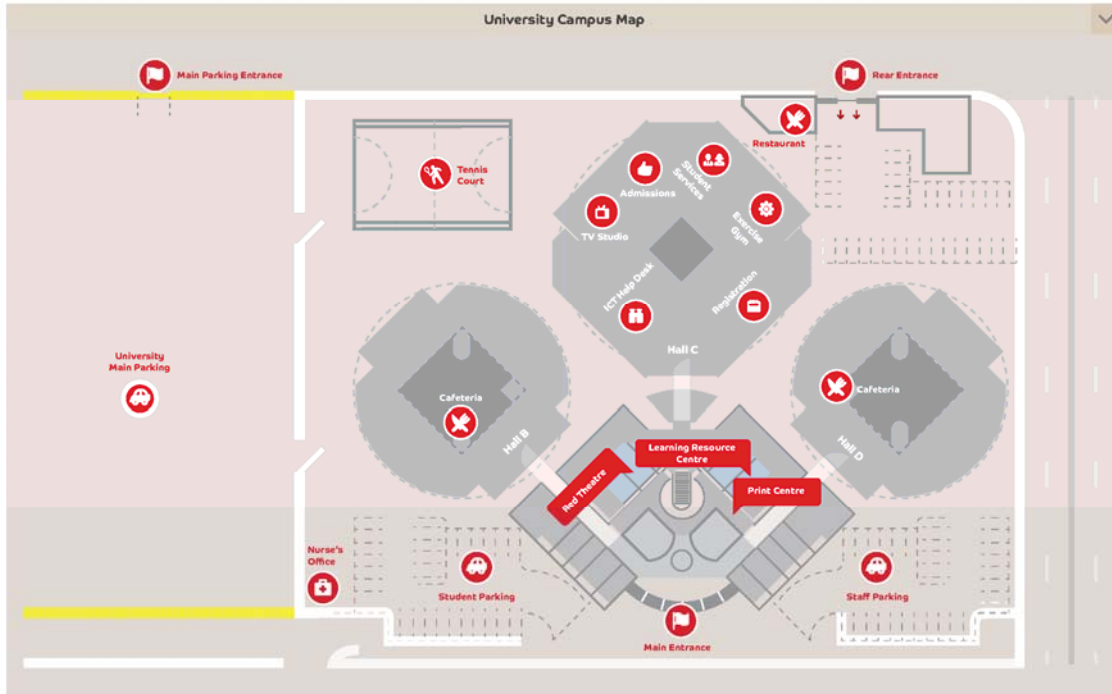
Undergraduate Government Discount

Undergraduate students who are employed in government institutions will benefit from a 10% discount on the tuition fees of the registered courses.

Graduate Government Discount

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

UNIVERSITY CAMPUS MAP & LOCATION



Connect with us



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