



**CANADIAN
UNIVERSITY OF DUBAI**

Your portal to Canadian education

INSPIRING MINDS TRANSFORMING LIVES

Graduate Student Handbook
2013/2014



REVISION HISTORY

Section	Change
2	Added About Us
3	Updated Academic Calendar
4.6	Updated English for Academic Purpose (EAP)
5.1	Updated Scholarship content
5.3	Updated Discount information
5.5	Added Tuition and Incidental Fees
13	Updated Student Disciplinary Policy
15.7.3	Updated First Aid Attendants
19.6	Updated Sports Facilities
19.11	Updated Parking Fees
20	Updated Learning Resource Centre
21.1	Updated Student Residence Fees
22	Updated University Campus and Direction Map
7	Added Grading Scheme for Graduate Studies
8	Added MBA Progression Policy

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01 MESSAGE FROM THE CHANCELLOR, MR. BUTI SAEED AL-GHANDI AND THE PRESIDENT, PROFESSOR KARIM CHELLI

We are delighted to be able to introduce the Canadian University of 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 of 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 86 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 all the University Community, 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 of Dubai.



02 ABOUT US

The Canadian University of Dubai, founded in 2006, is located in the heart of Dubai. Each of our academic programs is based on Canadian Curriculum and education principles. This gives students the opportunity for a Canadian education while respecting the culture and values of the United Arab Emirates. With over 86 different nationalities that call our University home, our students are 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 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.

2.1 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).

2.2 Vision & Mission

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.

MISSION

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

2.3 Why Choose The Canadian University Of Dubai?

These are some of the reasons why students choose the Canadian University of Dubai:

- As a portal to Canadian Higher Education, the Canadian University of Dubai offers a unique opportunity to students who plan to continue their studies in Canada, with the added bonus of being able to transfer credits obtained while studying at our University.
- Programs accredited by the UAE Ministry of Higher Education and Scientific Research are delivered by highly qualified and inspirational faculty in an excellent learning environment, backed up by state-of-the-art technology and facilities.

The provision of quality accommodation together with transportation to and from our downtown campus enhances the student experience. A wide variety of sporting programs are available at the University campus to suit the interest of the students.



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03 ACADEMIC CALENDAR

Term 1 - 2013		WEEKENDS	WEEKDAYS
August 2013	Course Start Date	30 Aug. 2013	
September 2013	Course Start Date		1 Sept. 2013
	Midterm Exam	13 Sept. 2013	15 Sept. 2013
	Last Session	21 Sept. 2013	24 Sept. 2013
	Final Exam	27 Sept. 2013	29 Sept. 2013
September 2013	Course Start Date	27 Sept. 2013	30 Sept. 2013
October 2013	Midterm Exam	11 Oct. 2013	20 Oct. 2013
	Pre-MBA Start Date	11 Oct. 2013	
	Arafat Day	Monday, Oct. 14th 2013	
	Eid Al Adha	Tuesday Oct 15 till Thursday Oct. 17	
	Last Session	26 Oct. 2013	29 Oct. 2013
November 2013	Final Exam	1 Nov. 2013	4 Nov. 2013
November 2013	Course Start Date	1 Nov. 2013	5 Nov. 2013
	Al Hijra New Year	Sunday Nov. 3rd 2013	
	Midterm Exam	15 Nov. 2013	17 Nov. 2013
	Pre-MBA Midterm	Friday Nov. 8th 2013	
	Last Session	23 Nov. 2013	26 Nov. 2013
	Final Exam	29 Nov. 2013	1 Dec 2013
November 2013	Course Start Date	29 Nov. 2013	
December 2013	Course Start Date	29 Nov. 2013	4 Dec. 2013
	Last day to drop with 100% refund	29 Nov. 2013	4 Dec. 2013
	Last day to drop with 50% refund	30 Nov. 2013	5 Dec. 2013
	Last day to drop with 0% refund	6 Dec. 2013	8 Dec 2013
	Last day to Withdraw	13 Dec. 2013	11 Dec. 2013
	National Day	Monday Dec. 2nd	
	Pre-MBA Final Exam	6 Dec. 2013	
	Midterm Exam	13 Dec. 2013	15 Dec. 2013
	Pre-MBA Final Exam	6 Dec. 2013	
	Winter Break	Tue. Dec. 24th till Tuesday Dec. 31st	
	Last Session	21 Dec. 2013	24 Dec. 2013
January 2014	New Year's Day	Wednesday Jan. 1st	
	Final Exam	3 Jan. 2014	5 Jan. 2014
Term 2 - 2014			
January 2014	Course Start Date	3 Jan. 2014	6 Jan. 2014
	Last day to drop with 100% refund	3 Jan. 2014	6 Jan. 2014
	Last day to drop with 50% refund	4 Jan. 2014	7 Jan. 2014
	Last day to drop with 0% refund	10 Jan. 2014	8 Jan. 2014
	Last day to Withdraw	17 Jan. 2014	12 Jan. 2014
	Prophet's Birthday	Tuesday Jan. 14th 2014	
	Midterm Exam	17 Jan. 2014	19 Jan. 2014
	Last Session	25 Jan. 2014	28 Jan. 2014
	Final Exam	31 Jan. 2014	2 Feb. 2014
January 2014	Course Start Date	31 Jan. 2014	
February 2014	Course Start Date		3 Feb. 2014
	Last day to drop with 100% refund	31 Jan. 2014	3 Feb. 2014
	Last day to drop with 50% refund	1 Feb. 2014	4 Feb. 2014
	Last day to drop with 0% refund	7 Feb. 2014	5 Feb. 2014
	Last day to Withdraw	14 Feb. 2014	9 Feb. 2014
	Pre-MBA start Date	14 Feb. 2014	
February 2014	Midterm Exam	14 Feb. 2014	16 Feb. 2014
	Last Session	22 Feb. 2014	25 Feb. 2014
	Final Exam	28 Feb. 2014	2 Mar. 2014

March 2014	Course Start Date	28 Feb. 2014	
	Course Start Date		3 Mar. 2014
	Last day to drop with 100% refund	28 Feb. 2014	3 Mar. 2014
	Last day to drop with 50% refund	1 Mar. 2014	4 Mar. 2014
	Last day to drop with 0% refund	7 Mar. 2014	5 Mar. 2014
	Last day to Withdraw	21 Mar. 2014	16 Mar. 2014
	Pre-MBA Midterm	7 Mar. 2014	
	Midterm Exam	21 Mar. 2014	23 Mar. 2014
	Last Session	29 Mar. 2014	1 Apr. 2014
April 2014	Final Exam	4 Apr. 2014	6 Apr. 2014
April 2014	Course Start Date	4 Apr. 2014	7 Apr. 2014
	Last day to drop with 100% refund	4 Apr. 2014	7 Apr. 2014
	Last day to drop with 50% refund	5 Apr. 2014	8 Apr. 2014
	Last day to drop with 0% refund	11 Apr. 2014	9 Apr. 2014
	Last day to Withdraw	18 Apr. 2014	13 Apr. 2014
	Pre-MBA Final Exam	11 Apr. 2014	
	Midterm Exam	18 Apr. 2014	20 Apr. 2014
May 2014	Last Session	26 Apr. 2014	29 Apr. 2014
	Final Exam	2 May. 2014	4 May. 2014
Term 3 - 2014		WEEKENDS	WEEKDAYS
May 2014	Course Start Date	2 May. 2014	5 May. 2014
	Last day to drop with 100% refund	2 May. 2014	5 May. 2014
	Last day to drop with 50% refund	3 May. 2014	6 May. 2014
	Last day to drop with 0% refund	9 May. 2014	7 May. 2014
	Last day to Withdraw	16 May. 2014	11 May. 2014
	Midterm Exam	16 May. 2014	18 May. 2014
	Last Session	24 May. 2014	27 May. 2014
	Final Exam	30 May. 2014	1 Jun. 2014
May 2014	Course Start Date	30 May. 2014	
June 2014	Course Start Date		2 Jun. 2014
	Last day to drop with 100% refund	30 May. 2014	2 Jun. 2014
	Last day to drop with 50% refund	31 May. 2014	3 Jun. 2014
	Last day to drop with 0% refund	6 Jun. 2014	4 Jun. 2014
	Last day to Withdraw	13 Jun. 2014	8 Jun. 2014
	Midterm Exam	13 Jun. 2014	15 Jun. 2014
	Pre-MBA start Date	20. Jun. 2014	
	Last Session	21 Jun. 2014	24 Jun. 2014
	Final Exam	27 Jun. 2014	30 Jun. 2014
June 2014	Course Start Date	27 Jun. 2014	31 Jun. 2014
July 2014	Last day to drop with 100% refund	27 Jun. 2014	31 Jun. 2014
	Last day to drop with 50% refund	28 Jun. 2014	1 Jul. 2014
	Last day to drop with 0% refund	4 Jul. 2014	2 Jul. 2014
	Last day to Withdraw	11 Jul. 2014	6 Jul. 2014
July 2014	Pre-MBA Midterm Exam	11 Jul. 2014	
	Midterm Exam	11 Jul. 2014	13 Jul. 2014
	Last Session	19 Jul. 2014	22 Jul. 2014
	Final Exam	25 Jul. 2014	27 Jul. 2014
July 2014	Course Start Date	25 Jul. 2014	28 Jul. 2014
	Last day to drop with 100% refund	26 Jul. 2014	28 Jul. 2014
	Last day to drop with 50% refund	1 Aug. 2014	29 Jul. 2014
	Last day to drop with 0% refund	1 Aug. 2014	30 Jul. 2014
	Last day to Withdraw	8 Aug. 2014	3 Aug. 2014
August 2014	Pre MBA Final Exam	8 Aug. 2014	
	Midterm Exam	8 Aug. 2014	
	Last Session	16 Aug. 2014	19 Aug. 2014
	Final Exam	22 Aug. 2014	24 Aug. 2014

TIMETABLE FOR COURSE DELIVERY

Flexible Entry

MBA students may join the program in Fall, Spring or Summer terms.

Evening and Weekend Streams

To allow students to complete their degree while working, CUD offers two streams; one is offered in the evenings during the week, 3 or 4 evenings per week, and the second is offered on the weekends,- Friday and Saturday.

04 SCHOOL OF GRADUATE STUDIES


Vision

The Canadian University of Dubai through its Graduate studies is committed to fulfill the UAE strategic vision by building a knowledge society and preparing professionals to address tomorrow's challenges

Mission

The school of graduated studies at CUD aims at fulfilling the UAE's market needs by providing cutting-edge graduate programs articulated around the Canadian standards to meet Government and business communities' needs.

Graduate Testimonial - Farah Hamid



Master of Business Administration
The University offers excellent opportunities for those who are interested in pursuing a degree from an accredited academic institution. What attracted me to CUD was the weekend MBA they offer for students who are not able to attend weekdays classes.

I choose the MBA program at CUD because I wanted to enhance my knowledge, build my skills, and change my career path. The MBA involved a lot of real life case studies, which prepared me for a managerial position, and made it easier for me to explore options to change the industry of my career. The MBA program at CUD acts as a networking platform where I met students from different backgrounds and cultures, and learned more about their work background and experiences. I am going to miss my friends, teachers, the class environment and the team projects.



4.1 MESSAGE FROM THE DEAN

Dear Students,

Welcome to the school of graduate studies at the Canadian University of Dubai. Inspired from Canadian academic core values, we are committed to offer a dynamic and exciting learning environment where students can acquire and expand the knowledge and skills required by the leaders involved in the development and growth of a modern society. We believe that engaging in research is a proven and effective way to stimulate creative minds and generate new knowledge to address the complex challenges of any business driven by globalization and technology. Our programs are delivered by highly qualified faculty with an extensive multi-disciplinary professional experience in order to provide students with unique learning opportunities, including training and mentoring. The school is actually offering an MBA program with five highly demanded concentrations and is in the process of diversifying its portfolio of graduate and post-graduate programs. Thank you for joining the Canadian University of Dubai and we look forward to helping you achieve your academic and professional expectations

INTERNATIONALLY RECOGNIZED QUALITY - RANKED #1 IN DUBAI BY FORBES MIDDLE EAST



4.2 MESSAGE FROM THE MBA PROGRAM DIRECTOR

Welcome to the Graduate studies of the Canadian University of Dubai. Our school is committed to excellence in education, professional development and community services. Our Canadian education system celebrates commitment, cooperation, participation and learning diversity with a student body of over 86 nationalities.

We take great pride in our world class faculty and cutting-edge program ranked third best in the MENA region by Forbes Middle East in 2012.

Our MBA program helps prepare students for successful career in Management. The popularity and uniqueness of some of our programs such as Marketing, Human Resource Management, Finance and Islamic Banking is increasing and the CUD will continue to grow and expand to meet the expectations of our university and business community.

The flexibility of our program delivery in evening and week-end time slots characterize our distinctive commitment to fulfill the needs of Dubai and UAE's executives and professional.

You are welcome to be part of the Canadian University of Dubai and we look forward to give you the best.

👤
**Graduate Testimonial -
Suhail Al Bastaki**



Master of Business Administration
After completing my Computer and Information Technology studies in 2010, it was time to think about my MBA! After searching and asking about the best place to invest in, my friends advised me to join CUD because of its well-known reputation. So I visited CUD to get more familiar with the standards, the level of education and its quality, and felt really comfortable with them, so I joined the program in 2010.

I found the experienced faculty members had both field and educational experience, and the lovely environment that included a mixture of nationalities, was a great opportunity to exchange cultures and experiences with other students.

Classmates and competent professors made the education an unforgettable experience. Besides that, I could always count on the great support from the CUD Deans and the Faculty members. I'm really proud to be one of the CUDs MBA Graduate students, and to have learnt such valuable information really helps me in my field of expertise, whilst gaining many friends from different parts of the globe. Lastly, I want to say a big thank you to the entire faculty who supported my education.

👤
**Graduate Testimonial -
Kamil Bin Theyab**



Master of Business Administration
CUD MBA is the most prestigious qualification in the world. It offers the potential for talented young professionals to place themselves in the shop window for the highest paying recruiters in the world. Companies like Emaar, Dubai Investments, Mubadala, RTA , Microsoft, Fed Ex, Marriot and Shuaa Capital treat the MBA qualification as essential for career changers seeking to join their firms. Having my MBA from CUD has given me the extra boost and credibility at work. The program offers so many different options and makes the balancing act of life, school, and work very simple. I really enjoyed the CUD MBA program and I am thankful for the opportunity, the professors and classmates.



4.3 MBA PROGRAM

Program structure

The structure of the program reflects the findings of a research survey conducted by the School of Business Administration focusing on the current and future needs of a cross-section of organizations across the UAE. Therefore, the program is of great strategic relevance and offers practical and analytical solutions for the problems and challenges facing industry and other organizations in the Gulf region. The M.B.A program is offered in the following tracks:

1. General Management
2. Human Resource Management
3. Islamic Banking
4. Finance
5. Marketing
6. Double Concentrations

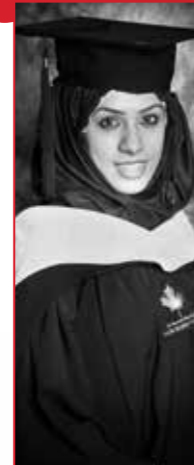


From Coast to Coast

Our Canadian Pathway Partners span from one coast of Canada to the other. That's over 5,000km! We are constantly adding new partnerships and articulation agreements; there is a lot of Canada to explore.



Graduate Testimonial - Majd Bassam Al Ramahi



Master of Business Administration
Special thank for Dr. Benedikt Schwittay, who made a lasting impression on me and who stands out in my memory. I had the unique opportunity to take the Business Strategy course with you. You had high expectations for your students, and a great sense of humor. You let me to find my own sunshine and the experience to branch out into the world. I will never forget your advice when you told me "The end is where you start from, there will be rewards to gain, challenges to face, and opportunities to encounter."

1- Program Structure: General Management Concentration

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 Concentration

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: Finance Concentration

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

4- Program Structure: Islamic Banking Concentration

REQUIREMENTS	COMPULSORY CR. H	CONCENTRATION ELECTIVE CR. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	12	-	12
Total	36	-	36

5- Program Structure: Marketing Concentration

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



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Program Core Courses

COURSE #	COURSE TITLE	PREREQUISITE	CREDIT
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 #	COURSE TITLE	PREREQUISITE	CREDIT
MBA 651	Organizational Behavior	None	3
MBA 653	Organization Development & Change	MBA 651	3

General Management Concentration Electives (select two courses)

COURSE #	COURSE TITLE	PREREQUISITE	CREDIT
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 #	COURSE TITLE	PREREQUISITE	CREDIT
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 #	COURSE TITLE	PREREQUISITE	CREDIT
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

Finance Courses

COURSE #	COURSE TITLE	PREREQUISITE	CREDIT
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 #	COURSE TITLE	PREREQUISITE	CREDIT
MBA 671	Al-Shari'ah, Economy & Society	MBA 644	3
MBA 682	International Financial Management	MBA 642	3
MBA 685	Financial Statement Analysis	MBA 642	3

Islamic Banking Courses

COURSE #	COURSE TITLE	PREREQUISITE	CREDIT
MBA 671	Al-Shari'ah, Economy & Society	MBA 644	3
MBA 672	Theory & Practice of Islamic Banking-Fiqh Al-Muamalat	MBA 641	3
MBA 673	Islamic Financial Systems	MBA 642	3
MBA 674	Accounting in Islamic Financial Institutions	MBA 641	3

Marketing courses

COURSE #	COURSE TITLE	PREREQUISITE	CREDIT
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 #	COURSE TITLE	PREREQUISITE	CREDIT
MBA 694	Innovation Management and New Product Development	MBA 645	3
MBA 695	Marketing Research	MBA 645	3



4.4 MBA STUDY PLAN

4.4.1. Master of Business Administration-General Management Concentration

TERM	CODE	SUBJECT TITLE	PREREQUISITE	CREDIT
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
				12
TOTAL				36

4.4.2. Master of Business Administration-Human Resource Management Concentration

TERM	CODE	SUBJECT TITLE	PREREQUISITE	CREDIT
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	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 663	Training and Development of Human Resources	MBA 661	3
	MBA XXX	Concentration Elective		3
	MBA XXX	Concentration Elective		3
				12
TOTAL				36

4.4.3. Master of Business Administration-Finance Concentration

TERM	CODE	SUBJECT TITLE	PREREQUISITE	CREDIT
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 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

4.4.4. Master of Business Administration-Islamic Banking Concentration

TERM	CODE	SUBJECT TITLE	PREREQUISITE	CREDIT
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	Al-Shari'a, Economy & Society	MBA 644	3
	MBA 672	Theory & Practice of Islamic Banking-Fiqh Al Muamalat	MBA 641	3
	MBA 673	Islamic Financial Systems	MBA 642	3
	MBA 674	Accounting in Islamic Financial Institutions	MBA 641	3
				12
TOTAL				36



4.4.5. Master of Business Administration- Marketing Concentration

TERM	CODE	SUBJECT TITLE	PREREQUISITE	CREDIT
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 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.

4.4.6. Double Concentration

Students pursuing an MBA degree may earn a double concentration in two majors by completing 16 MBA courses and the degree requirements for both majors.

To be admitted in a double concentration student should register in the two majors 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.



4.5 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 of 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 #	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



4.6 ENGLISH FOR ACADEMIC PURPOSES (EAP) PROGRAM

4.6 English for Academic Purpose (EAP)

- English Placement Testing
- English for Academic Purpose (EAP) courses
- Short TOEFL and IELTS 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 of 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 or IELTS 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@cud.ac.ae or by calling +971 (0) 4 3219090.

Date:

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 details.

Duration:

- EAP 100: 15 hours per week
- EAP 200: 15 hours per week
- EAP 300: 12 hours per week
- EAP 400: 12 hours per week

Fee:

- EAP 100: AED 12,000
- EAP 200: AED 12,000
- EAP 300: AED 10,000
- EAP 400: AED 10,000

Location:

Canadian University of Dubai campus on Sheikh Zayed Road (Financial Centre-Shangri La Hotel)

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 of 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 credit courses towards a degree program at Canadian University of Dubai, while studying in levels 2 and 3.



EAP Course Descriptions

EAP 100: BEGINNER LEVEL - 15 hours per week

This is the start level for students who 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.

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.

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.

Pre-requisites: 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/IELTS exams 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.

Pre-requisites: 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 15
Beginner	TOEFL - N/R
Basic	TOEFL 430/IELTS 4.0
Intermediate	TOEFL 470/IELTS 4.5
Advanced	TOEFL 500/IELTS 5.0

4.7.2 Short TOEFL and IELTS Preparation Courses

Canadian University of Dubai offers TOEFL and IELTS training courses for working professionals who need to study in the evenings and at 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@ cud.ac.ae

Duration:

45 hours over 5 weeks for evening participants. 45 hours over 5.5 weeks for weekend participants.

Fee:

AED 3,000 (including all materials; textbooks, handouts etc.)

Location:

Canadian University of Dubai

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.



05 FINANCE

5.1. Discounts

The Canadian University of Dubai values the establishment of a family bound by the ideals of the pursuit of, knowledge and professional advancement, as well as the acquisition of higher professional skills and emancipation through life long learning.

Those eligible for this 50% reduction must possess the necessary academic background for the courses studied and must comply, as any other student, with the University's rules and regulations.

At Canadian University of Dubai we promote education for all. We understand that not everyone is excellent or outstanding at everything and recognize the importance of differences and variety. We do not want financial limitations or special needs to get in the way of a great education.

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.

5.1.1. Sibling Discount

Students having a brother(s) or sister(s) registered at

the University will benefit from a 5% Discount on the tuition fees of the registered courses.

5.1.2. Spouse Discount

The husband or wife of a student registered at the University will benefit from a 5% discount on the tuition fees of the registered courses.

5.1.3. Government Employee Discount

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

5.1.4. Canadian University of Dubai & EMIVEST Group Employee Discount

Upon completion of the probationary period, full-time employees of the University and the EMIVEST Group are entitled to a 50% reduction of tuition fees for graduate Program and up to three sessions of English for Academic Purposes. Spouses and up to two dependent children and dependent siblings of University employees who have completed their probationary period are also eligible for 80% reduction in fees, with the same restrictions.

5.2 Tuition and Incidental fees

NON-CREDIT PROGRAMS	NUMBER OF WEEKS	TOTAL
English for Academic Purposes 100 (15 hours/week)	15 weeks plus exam	AED 12,000
English for Academic Purposes 200 (15 hours/week)	15 weeks plus exam	AED 12,000
English for Academic Purposes 300 (12 hours/week)	15 weeks plus exam	AED 10,000
English for Academic Purposes 400 (9 hours/week)	15 weeks plus exam	AED 10,000
Academic Foundation Program	30 weeks	AED 23,000

PRE MBA	NUMBER OF COURSES	COST PER COURSE	TUITION FOR THE 6 COURSES
	6	AED 2000	AED 12,000.00

MASTER OF BUSINESS ADMINISTRATION

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 2,350.00	AED 7,050.00	AED 84,600.00	AED 2,563.00	AED 87,163.00

GRADUATE FULL-TIME INCIDENTAL FEES 2013-2014

Student Activities Fee - per semester	AED 900.00 (450.00/semester x 2/year)
Student Health Insurance - per year	AED 1,600.00
Accident Insurance - per year	AED 63.00
Total	AED 2,563.00

GRADUATE STUDENT FEES 2013-2014

Student RFID Card - one off payment	AED 150.00
MBA Admission Fee	AED 1,500.00
Late Registration Fee per Semester	AED 600.00
Transfer Credit from Other University Fee	AED 300.00
Change of Major	AED 300.00
Application for reviewing exam sheet (Grade Appeal)	AED 300.00
Application of Incomplete Exam	AED 170.00
English Placement Test	AED 150.00
Mathematics Placement Test	AED 170.00
TOEFL Test	AED 600.00
Additional copy of Transcript	AED 40.00
Letter of Permission	AED 150.00
To Whom It May Concern certificate	AED 30.00
Graduation Fee	AED 800.00
Graduation Ceremony Fee	AED 400.00
Replacing lost RFID Card	AED 250.00
Parking Fee per Semester	AED 400.00

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





06 STUDENT AFFAIRS

6.1. 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 community is current in trends in the UAE and, together with the Canadian University of 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 of 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.

6.2. Student Success Centre

We pride ourselves on the extensive network of services that we provide to support our students during their studies. Canadian University of 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 leaves 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 of Dubai maintains relationships with many businesses in Dubai to help facilitate a smooth internship placement.

6.3. Personal Counseling

Canadian University of Dubai recognizes the incredible pressure on today's student. These pressures can be unbearable for some students and could lead to serious conditions that can jeopardize student's 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.

6.4. 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 of 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 of 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; LRC, 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.

6.5. Special Needs Services

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



Canadian University of 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.

6.6. Student Activities

Canadian University of 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 of 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

6.6.1. Performance and Cultural Events

With over 86 nationalities represented at the Canadian University of Dubai, there is an abundance of cultural events held throughout the year. These events celebrate the diverse cultures present at Canadian University of 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.

6.6.2. Student Athletics

Understanding that “a healthy body makes for healthy mind,” Canadian University of 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 of 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.

6.6.3. Community Involvement

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

6.7. Student Publications

6.7.1. 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.

6.7.2. Maple Leaf Magazine

A magazine produced by students. It includes such topics as Student Achievement, Faculty and community Achievements, Life on Campus, Life in Dubai, International Trips, Personal Stories, Studying Abroad, Profiling of Students and community, and recreational activities like cooking and fishing.



07 GRADING SCHEME FOR GRADUATE STUDIES

PERCENT GRADE	ALPHA GRADE	4 POINT SCALE EQUIVALENT	CUD 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
	P	*	(Pass) Satisfactory achievement in a course where a percentage grade is inappropriate.
	NGR	*	No grade required
	GNR		Grade not reported
	CIP	*	Course in progress
	I	*	Incomplete grade
	AEG	*	Aegrotat standing
	TCR	*	The student has met the course requirements through equivalent courses taken at another accredit University.
	SUB	*	Substitution of one required course by another
	WP		Withdrawal With Academic Penalty
	WNP	*	Withdraw without academic penalty
	EXW	*	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 CUD.
- 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).

7.1. 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	1.5

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

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

7.2. 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 of Dubai since the first semester. Repeated courses are treated differently - The GPA and CGPA are computed only for courses taken at Canadian University of Dubai.

7.3. Incomplete Grade (I)

Students with coursework to date that is of a passing grade but who are unable to complete their coursework as a result of justified and verifiable unforeseen circumstances and who have not achieved a passing grade by the end of term or specified end of a course may be granted the grade of 'incomplete' (I) for the final grade of the course.

A grade of 'Incomplete' is not a permanent grade allocation. It is the acknowledgement of a temporary valid reason for the granting of a time extension in order for the student to complete all the course requisites. Students that are allocated an incomplete grade may be granted up to a maximum of an additional 12 calendar months in order to successfully fulfill all course obligations and any additional work as deemed necessary by the Professor/ Lecturer who allocated the Incomplete grade – prior to the student qualifying for a passing grade.

If the outstanding coursework has not been completed after the additional 12 calendar months, all 'Incomplete' grades are converted to a 'Fail' grade. Thereafter, the student must repeat the course in order to achieve a passing grade.

NB: A grade of 'Incomplete' for a pre-requisite course must be converted to a passing grade prior to the student being permitted to progress to the higher-level course – unless exceptionally approved by the relevant Academic Administrator (the Dean or designate).

7.4. 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.

7.5. Course in Progress (CIP)

A grade of 'Course in Progress' (CIP) - 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 CIP Grade.

NB: CIP grades are not included in GPA calculation.



08 MBA PROGRESSION POLICY

University Standing & Student Progression

University Standings

For each University term, every MBA 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:

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 MBA 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.

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.

MBA foundation courses do not carry credit towards the MBA degree but require a passing grade of "P".

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.

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.

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.

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

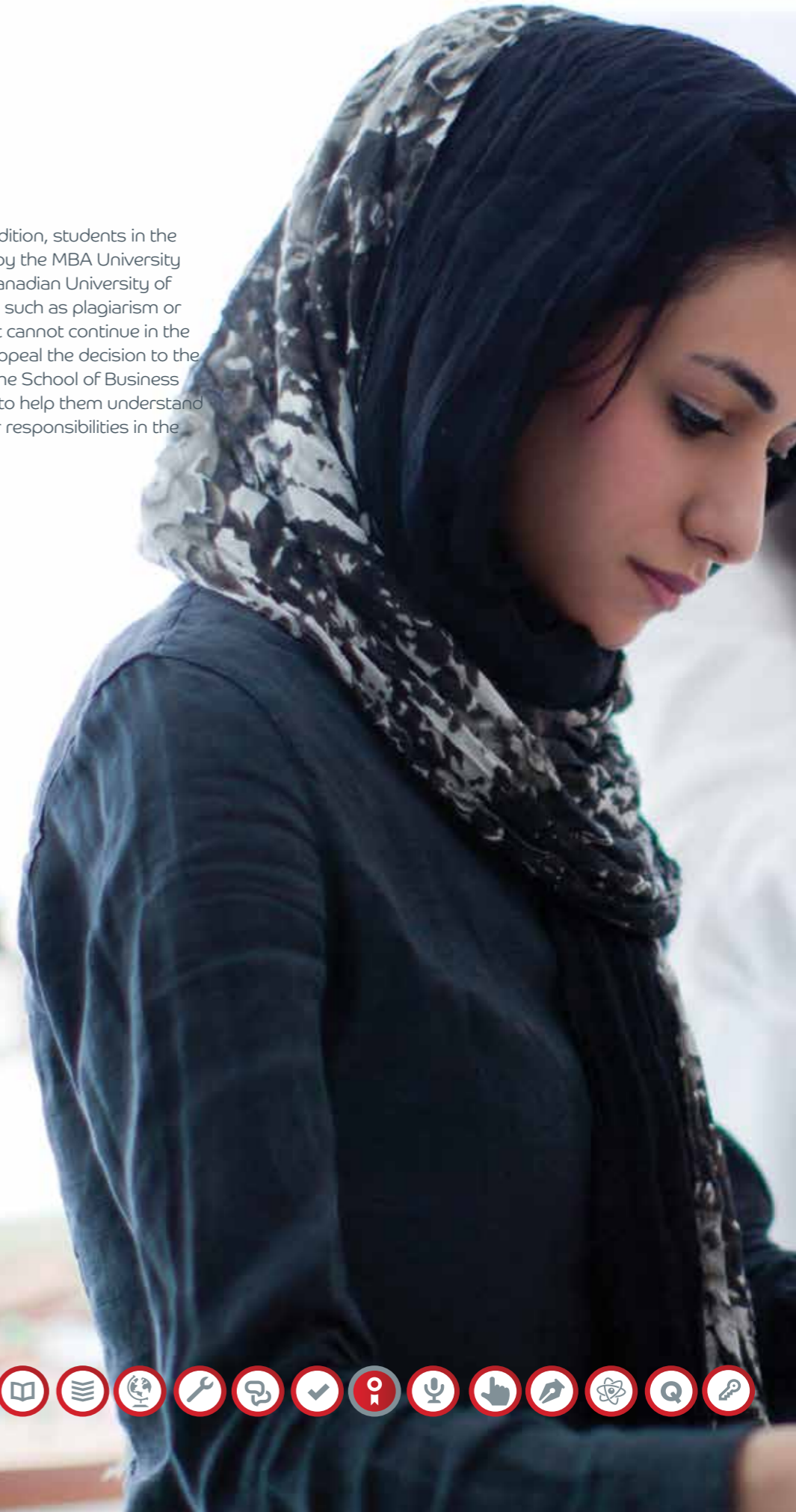
Time Limit

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

Continuation in the Program

MBA students who are unable to comply with the requirements of the University probation policy are subject to dismissal from the program by the

MBA University Committee. In addition, students in the MBA program can be dismissed by the MBA University Committee for violations of the Canadian University of Dubai's University Integrity Policy such as plagiarism or cheating on exams. Students that cannot continue in the MBA program have the right to appeal the decision to the School of Business. The staff of the School of Business will work with individual students to help them understand University requirements and their responsibilities in the appeal process".





09 STUDENT RECORDS

9.1 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 of 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.

9.2 Student Privacy Rights

In compliance with the provisions of the Ministry of Higher Education and Scientific Research, the Canadian University of 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 of 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 of 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.

9.3 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 30 has been paid.

9.4 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 Enrollment, Letter of Permission, re-issued Letter of Acceptance, or any other documentation a student may need.



10 STUDENTS ACADEMIC RIGHTS AND RESPONSIBILITIES

10.1 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 a 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 counselling;
- Presume protection, through recognized processes against prejudice or impulsive evaluation or assessment.

10.2 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.



11 CODE OF CONDUCT

The Canadian University of 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:

11.1 Unacceptable Conduct: Academic

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

11.2 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:
 1. Hindering or stopping normal functions of the University;
 2. Preventing anyone from going about in a lawful manner;
 3. 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 LRC 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.

11.3. Unacceptable Conduct: Student Safety

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

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 Vice-President of Student Affairs.

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

11.4 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 11.1 to 11.4 is unacceptable and will not be tolerated.

11.5 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:

- Clothing with obscene images/language
- Torn clothing
- Revealing or transparent clothing
- Short skirts/shorts
- 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 Vice-President of Student Affairs.

11.6 Smoking Regulations

The Canadian University of Dubai is proud to be a non-smoking environment, with a designated outdoor smoking area available to those who wish to smoke. Smoking is only allowed in this specified area, and any breach of this regulation will result in disciplinary action.





12 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.

12.1 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

12.2 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.

12.3 Procedure for Instigating an Appeal Against a Grade or Mark

- Appeals will only be considered for final examination marks
- Students should complete the appropriate 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 AED 300 must be paid at this stage in order to instigate the formal Appeal process
- The decision of the Appeals Committee will be final



13 STUDENT COMPLAINTS

Students can expect an excellent education at the Canadian University of 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.

13.1 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.

13.2 Types of Student Complaints

13.2.1 Academic Complaints

Complaints against academic conclusions include but are not limited to:

1. Academic advancement decisions;
2. Assessment substance;
3. A conclusion by an academic person that affects an individual or a group of students;
4. Matter or structure of academic programs, method of learning, teaching, or assessment;
5. Questions relating to authorship and intellectual property.

13.2.2 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.

13.3 Complaint Resolution Procedures

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

13.3.1 Informal Approach

1. The student concerned about an above mentioned item should first contact the person involved in writing. If the student cannot reasonably contact this person or resolve their issue at this level then the student should contact the 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.
2. 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.
3. 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.
4. The student has fifteen days following an incident to lodge a formal complaint if the issue is not resolved.

13.3.2 Formal Approach

1. 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 Vice-President 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.

13.4 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 of 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 Vice-President 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 Vice-President of Student Affairs, one faculty member, one Dean, and the LRC Director are required.



14 STUDENT DISCIPLINARY POLICY

Students accountable for objectionable behavior will be subjected to the whole array of reprisals, actions, and penalties as per Canadian University of 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.

14.1 List of Conduct Violations with Accompanying Disciplinary Actions

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

Conduct Violation

- Disciplinary Actions

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

14.2 Types of Warning and Actions

Verbal Warning: A verbal warning is given by the VP 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

14.3 Disciplinary Committee

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

14.4 Procedures

- Anyone from the Canadian University of Dubai Community (faculty, administrator, staff or student) who believes that a violation of the Conduct Code has been violated must inform the VP of Student Affairs in print.

- The VP of Student Affairs will amass and examine evidence relevant to each particular case.
- The VP of Student Affairs will, based on his investigation, decide to refer or not refer this case to the Disciplinary Committee.
- Student maintains the right to appeal their case to the University President.
- The VP of Student Affairs will select three administrator and four faculty members to sit on the Disciplinary Committee.

14.5 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 of 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 VP of Student Affairs.
- The President has the right to overturn the decision of the Disciplinary Committee; the President's decision is final.

14.6 Disciplinary Committee Hearing

- The VP of Student Affairs updates all members party to the disciplinary action as to the confidentiality of the case;
- The VP 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 VP of Student Affairs will prepare a letter

informing the accused them of the Disciplinary Committee's decision;

- The letter will be stored in the student's folder held in the Registrar's Office.

14.7 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 VP of Student Affairs. The President's decision is final.

14.8 Academic Dishonesty and Plagiarism

Students must submit their own work for evaluation. 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.

Students are expected to be seriously and accountable. A student who violates the rules of the exam will be subject to the following policies:

14.9 Cheating Penalty

1. Penalty for Cheating – First Time

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

- The student is assigned a grade of zero in that course.
- A disciplinary warning is added to their file.

2. 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 will be permanently dismissed from the University.

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 makes recommendations to the Disciplinary Committee, who will in return review the cheating case, endorse or not the recommendation of the Exam Violation Committee. The disciplinary warning will then be issued by the Disciplinary Committee. A copy of the faculty's written report and student's work is included with the warning in the student's file.



15 INFORMATION AND COMMUNICATION TECHNOLOGY

15.1 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 B1-03 in Hall B.

15.2 Use of Electronic Resources and Internet

The Canadian University of 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 Information CT resources by the users.

15.2.1 User Responsibilities

It is the Users responsibility to read, understand and observe the ICT AUP. 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 of 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 6202 or room B1-03 in Hall B.

15.3 University Technological Infrastructure and Social Media

Under no circumstances shall any user account holder of the Canadian University of 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.



16 HAZARDOUS MATERIALS AND FIRE SAFETY

16.1 Safety Hazards

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

16.2 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.

16.3 Fire safety policy

The Canadian University of 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.

16.4 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

16.5 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.

16.6 When an alarm rings:

- Follow **RACE** procedure:
 - R:** Rescue anyone in immediate danger
 - A:** Activate building fire alarm to alert others and report the incident
 - C:** Confine the fire by closing all doors
 - E:** Evacuate the building using the closest exit and move to a safe distance way from the building
- USE OF FIRE EXTINGUISHERS: (Only use if it is safe to do so)
- Follow **PASS** procedure:
 - P:** Pull the safety pin from the extinguisher, distance yourself 6-10 feet back from the fire
 - A:** Aim the hose at the base of the fire
 - S:** Squeeze the handle
 - S:** Sweep the extinguisher from side to side starting from the front edge of the fire

16.7 Fire evacuation plan

16.7.1 Steps to take in case of fire

- 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.
- 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.
- 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.
- The nurse will collect the emergency first aid kit and assist with the evacuation of students.
- 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.
- Security will turn off all the AC units and then assist fire officials.
- Class teachers are responsible for confirming that each of their students is outside of the building in the designated ASSEMBLY POINT as indicated below.
- 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.
- The Fire Marshal will supervise and coordinate with fire officials and first aid attendants to confirm that all buildings have been evacuated.



16.7.2 Guidelines

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

16.7.3 Fire Officials

Canadian University of Dubai Fire Marshal: The Facilities Manager's office is Hall A1-04, and can be reached at 04-7096-212.

First Aid Attendants

HALL A

1. Nurse Maia Duran (8AM-5PM) @ Hall A Parking area, #: 04-709-6207
2. Nurse Kim Fabillon (Fri: 9AM-9PM; Sat: 8AM- 5PM), @ Hall A Parking Area #: 04-709-6207
3. Ms. Saba Munir @ A1-01, #: 04-709-6186
4. Ms. Evi Stringari @ Hall A Front Desk, #: 04-709-6116

HALL B

1. Mr. Kamel Fodil @ B1-05, #: 04-709-6134
2. Mr. Shanish Moidunni.V. @ B1-02, #: 04-709-6224

HALL C

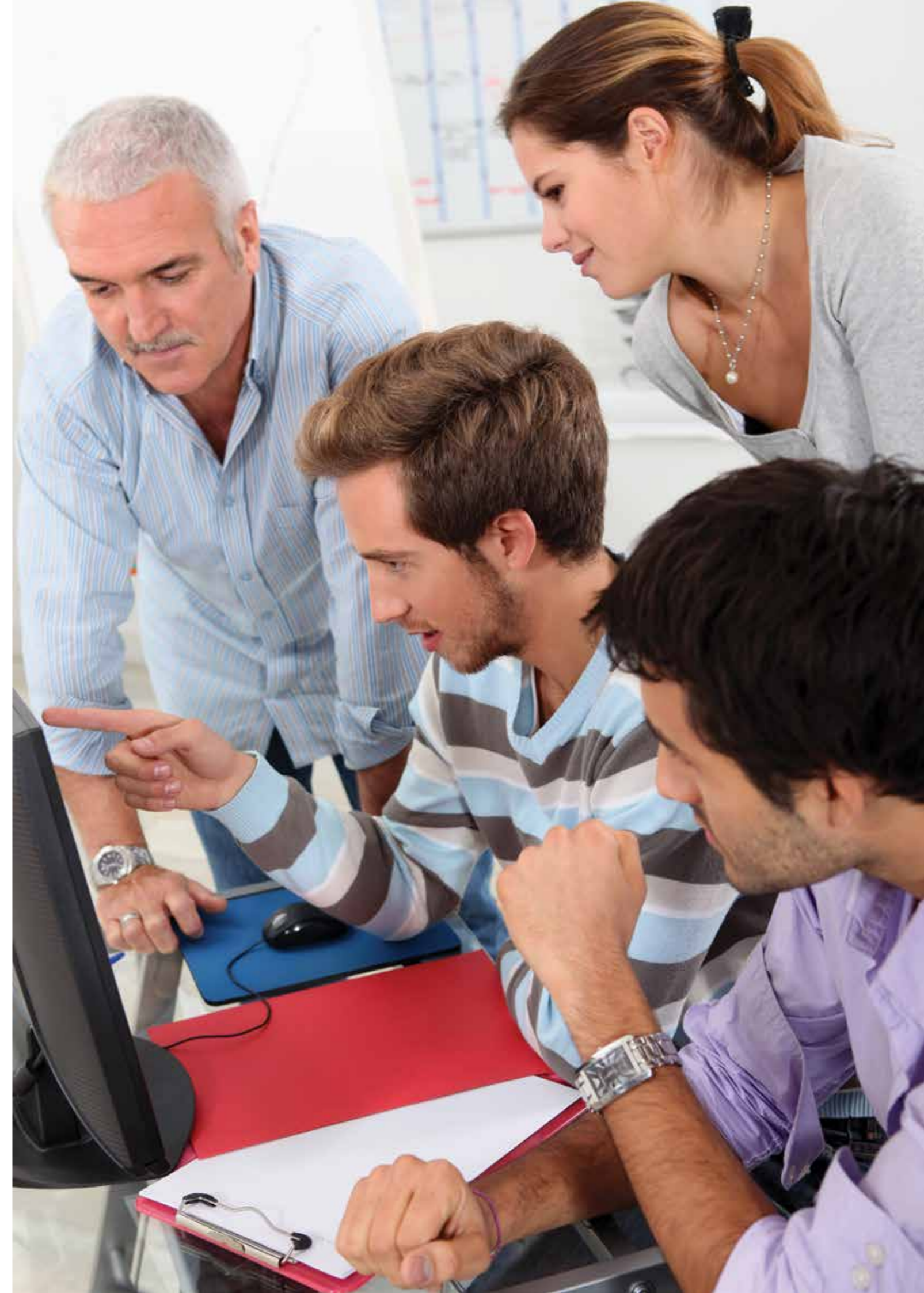
1. Ms. Mary-Alison Lyman @ C1-05, #: 04-709-6201
2. Mr. John Sherratt @ C1-05, #: 04-709-6192
3. Ms. Svetlana Zakharova @ C1-06, #: 04-709-6160
4. Mr. Majed Abuarisheh @ C1-01, #: 04-709-6206
5. Ms. Khadija Boucha @ C1-06, #: 04-709-6164
6. Mr. Naser Kottarakoth @ Hall C Parking Area, #: 04-709-6257

HALL D

1. Ms. Foteini Lavda @ D2-10, #: 04-709-6144

Head of Security

Sameer –Mobile #: 050-2463-117



17 LABORATORY SAFETY

Students who participate in the biology laboratory are given explicit directions on all issues related to personal safety. These are strictly enforced by the laboratory assistant who manages the laboratory.

Items covered in the training of students include:

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

For additional information on Safety in Laboratories, please see the Safety Rules For Laboratories for additional information, please refer to Laboratories Safety Manual.



18 STUDENT COUNCILS POLICY

Article 1 – Definition of the Student Councils

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

Article 2 – Names of the Student Councils

The names of the three Student Councils are:

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

Article 3 – Mission of the Student Councils

- The Canadian University of 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 of Dubai Student Councils work towards the promotion of the good welfare of all students.
- The Canadian University of 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 of Dubai Student Councils will act as Ambassadors to the University.

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.

Article 5 – Election Procedures of the Student Councils

The Canadian University of 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.

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 of 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 Vice President 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 of 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 Vice President of Student Affairs.

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 the appropriate Vice-President (VP of Student Affairs or 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 of 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 of 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.

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 advise the Presidents of the Student Councils.

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.

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 Vice President 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.

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.



19 ALUMNI NETWORK

The Alumni Network is a bridge between yesterday's students, and today's world's entrepreneurs. Through the Alumni Network, Canadian University of 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 of Dubai community in general, and establish an extremely valuable social and professional network.

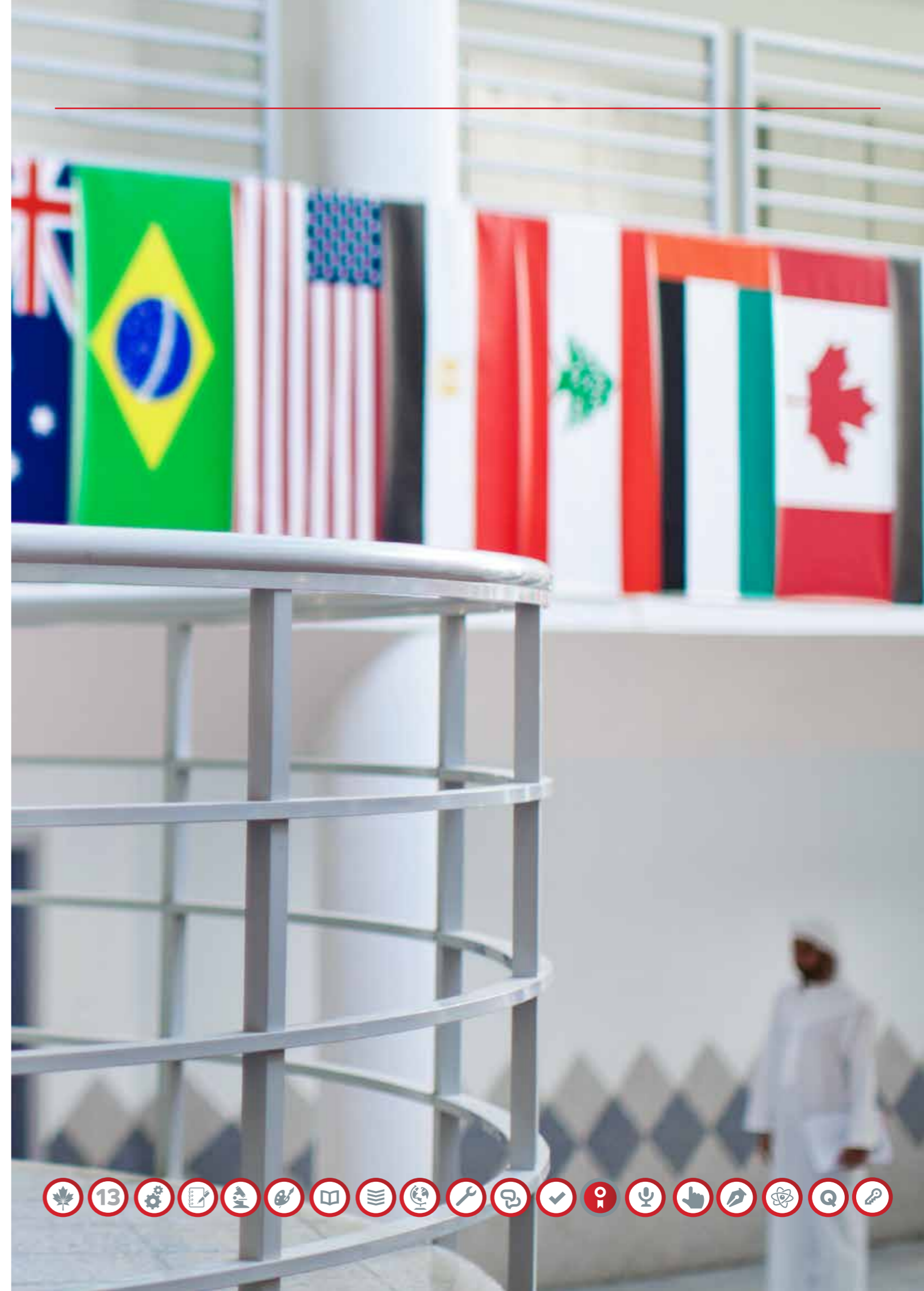
The Canadian University of Dubai alumni are today's entrepreneurs and leaders. They constitute the vital talent of the community they serve. Through their rich and diverse networks, they are the best portal and the promotion of the extended outreach of the university.

The Canadian University of 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 of Dubai community at large. All the efforts in support of the Canadian University of 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 of Dubai encounters an additional channel to sustain its role and mission in society.



A Tool for Success

Graduates from our MBA program excel in their careers and advance into more complex positions requiring the unique set of skills they acquire while studying. An MBA from the Canadian University of Dubai gives you a better chance for success.



20 CAMPUS COMPLEX

The Canadian University of 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. There is also a bountiful selection of shops and restaurants nearby.

The Canadian University of 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 studying.

20.1 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.

20.2 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.

20.3 Classrooms

The Canadian University of Dubai has classrooms located in Halls B, C & D adequately outfitted with comfortable chairs, and desks. Each classroom has wireless network access, equipped with overhead projectors and computer workstations that enable faculty members to enhance learning with digital and online content.

20.4 Computer laboratories

The Canadian University of 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.

Each lab is fitted with the following specifications (as a minimum):

- Intel Duo Core 3.0 GHz Processor
- 2 GB RAM
- 160 GB SATA Hard Disks
- DVD Writers
- 17" Flat Screens + Input and Output Devices
- Windows XP Professional / Windows 7 Professional
- MS-Office 2003 Professional Edition/2010 office
- Symantec Antivirus Corporate Edition 10.2
- Every class is equipped with Audio & Video facilities

20.5 Students Lounge

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

20.6 Sport Facilities

Canadian University of 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.

20.7 Student Health Clinic

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

20.8 Prayer Rooms

The Canadian University of 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.

20.9 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.

20.10 Cafeterias

Our campus is home to three 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.

20.11 Parking Facilities

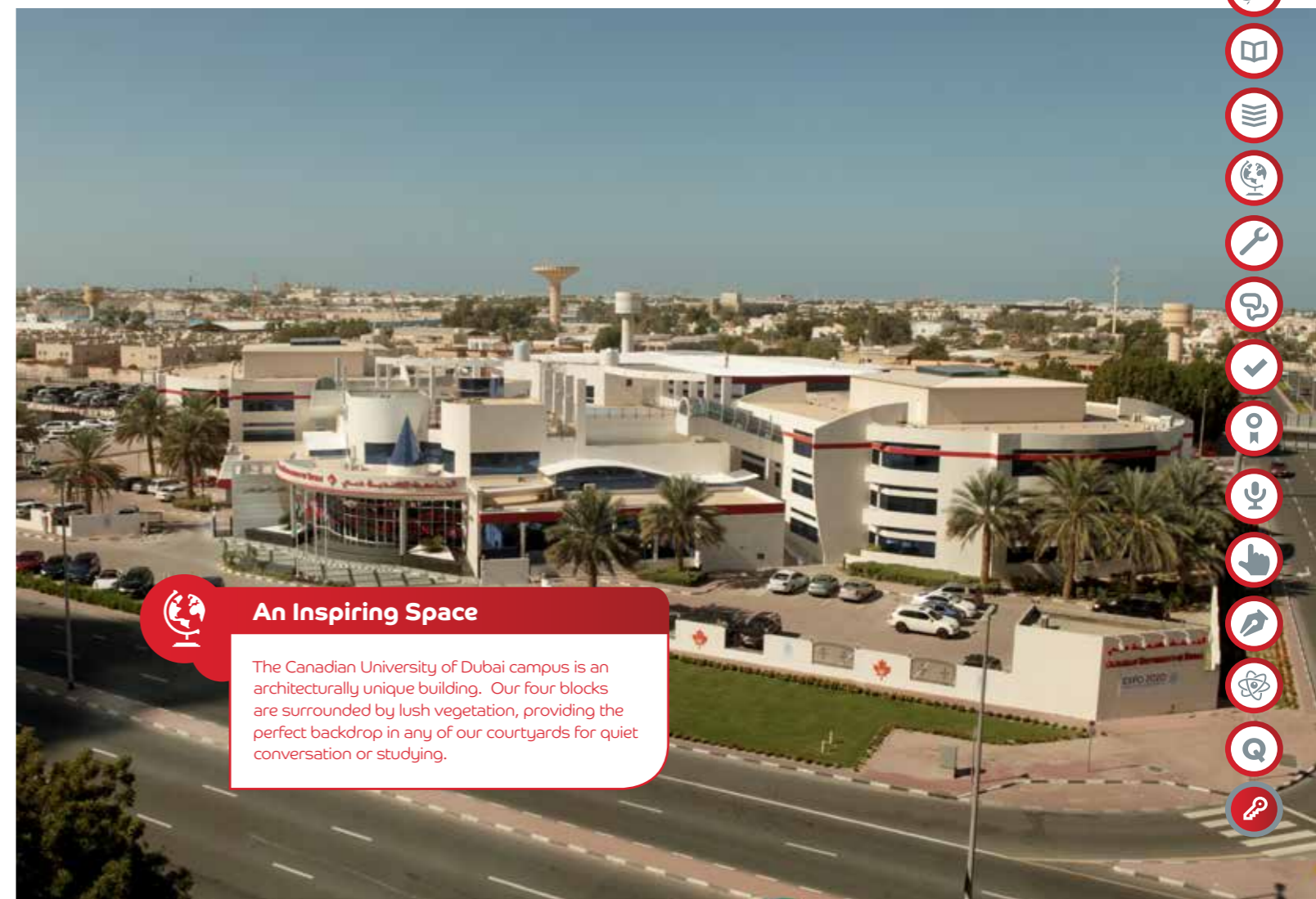
Secure parking is available for a nominal fee of AED 400 per semester on a first-come first-serve basis. Please check with Physical Resources for more information. There is also free parking available on the streets surrounding the University.

20.12 Student Transportation

Canadian University of Dubai also offers Transportation from Ajman and Sharjah on a schedule. The fees are as follows:

- AED 2,000 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.



An Inspiring Space

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



13



21 LEARNING RESOURCE CENTRE

The Canadian University of Dubai encourages students to use the materials that are available in the Learning Resource Centre (LRC) for independent learning, for assigned projects or self-improvement. Access to the LRC, loan of materials or electronic resources is available to all Canadian University of Dubai students.

The LRC policies and services:

The LRC houses a reference section, current magazines, journals and newspapers, and collections related to the University's courses of study, including English language study. Computers are also available for student use during LRC hours.

The LRC is open seven days a week. Please check the LRC website (<http://www.cud.ac.ae/lrc>) or door of the LRC for the current schedule. All students must maintain the LRC as a place of study and learning for all.

The LRC subscribes to electronic resources (databases and e-books) and houses two types of collections: those that can only be used within the LRC; and those that can be borrowed for a two-week period.

Special information:

Reference books, magazines, journals, and newspapers can only be used within the LRC. They cannot be taken out of the LRC.

Reserve items (special reading assigned by a professor) can be signed out to use for two hours within the LRC only. Students must leave their Student ID with the Librarian to use reserve materials.

Students may borrow LRC materials on the open shelves for a two week period by showing their own Canadian University of Dubai student ID. These materials may be renewed for one week by bringing the item to one of the LRC staff. When an item is returned late; a fine two dirhams per day is charged for each item.

All books must be returned to the LRC before the end of term.

Please review the LRC webpage for more information - www.cud.ac.ae/lrc

22 STUDENT RESIDENCE

The Canadian University of 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 of 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.

22.1 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 of Dubai Medical Centre before to moving into Residence. This free-of-charge medical check must be redone every year for returning students.

Residence Fees per Semester

1 Student	Studio	AED 26,500
2 Students	Studio	AED 13,225
1 Student	One Bedroom	AED 34,100
2 Students	One Bedroom	AED 17,050
4 Students	One Bedroom	AED 8,525

Residence Fees Summer Semester

1 Student	One Bedroom	AED 17,050
1 Student	Studio	AED 13,250

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.

Internet Charges

Internet charges will be imposed on all students staying in the accommodation. There is a minimal charge of AED 449 per student per semester.

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.

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 of 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 of 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.

22.2 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>.

22.3 Storage

The Student Residence Department at Canadian University of 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 of 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.

22.4 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 of Dubai Accommodation
Discovery Garden
Zen Area
Building 25
Dubai
United Arab Emirates

22.5 Safety, Security and Student Conduct in Residence

22.5.1 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.

22.5.2 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.

22.5.3 Student Conduct in Residence

All residents must allow their fellow students the opportunity:

1. To read and study undisturbed in their room,
2. To sleep without disturbance from noise,
3. To have free access to their room without pressure from roommates,
4. To live in a safe, clean environment that is drug and alcohol-free.

All students must:

1. Respect all UAE laws and rules, culture and religion.
2. Respect UAE culture and religion regarding relationship between women and men and refrain from sexual harassment and indecent exposure.
3. Maintain the wellbeing of their roommates and refrain from harassment, discrimination, intimidation or causing physical harm.
4. Respect all rules and instructions given by the Residence Administrator or the Security Officer.

5. Respect the personal privacy of fellow students.
6. Respect the personal property of their roommates.
7. Respect the University accommodation property.
8. Show respect towards University personnel, students and security staff.
9. Show tolerance of different cultural and religious practices, food choices and living styles.
10. Practice good kitchen hygiene.
11. Inform other residents, politely and respectfully, if they are violating your rights or the rights of other students.
12. Inform the Residence Administrator or Student Affairs Office if you feel that this positive atmosphere is not being provided.

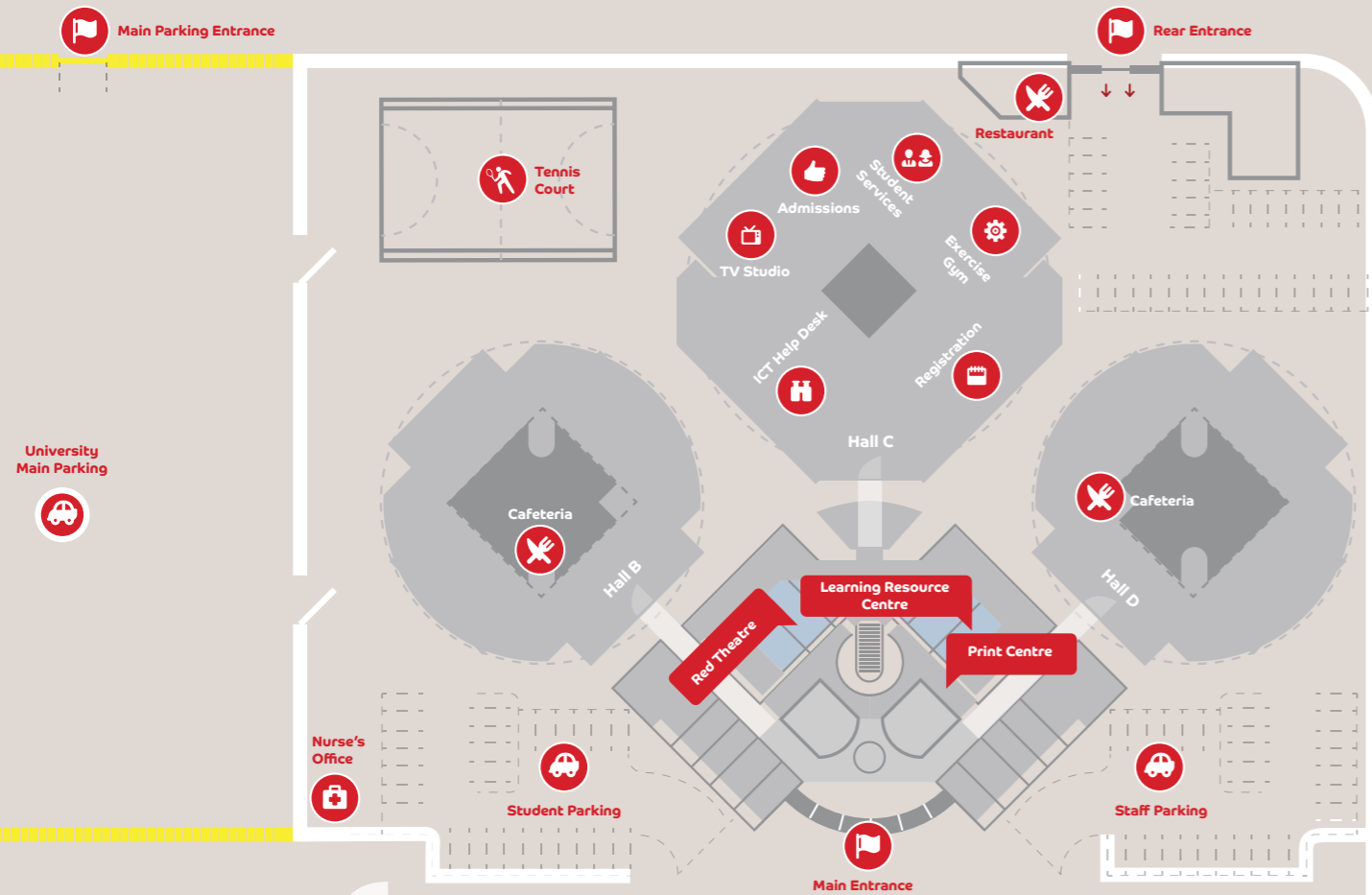
Details at length are in the Canadian University of Dubai Student Residence Policy Handbook, available at the Student Services Office or in your Student Orientation Package on the USB key. Categories are included under the following headings:

- 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



23 UNIVERSITY CAMPUS AND DIRECTION MAP

University Campus Map



LOCATION HELPER

From Dubai:

- Take Jumeirah 71 Exit from Sheikh Zayed Road
- Turn right onto Satwa Road
- Take your first right onto 83b Street, following the Canadian University of Dubai signs

From Abu Dhabi:

- Take Jumeirah 71 Exit from Sheikh Zayed Road staying left
- Turn right onto Satwa Road
- Take your first right onto 83b Street, following the Canadian University of Dubai signs



CONNECT WITH US

Find us online:
www.cud.ac.ae

Find us on Facebook:
www.facebook.com/canadian.university.of.dubai/

Find our Campus:
1st Interchange, Sheikh Zayed Road
Dubai, UAE
Phone: +971 4 321 9090
Fax: +971 4 321 1991
info@cud.ac.ae



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