

Graduate Studies Student Handbook

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1 Message from Chancellor, Mr. Buti Saeed Al-Ghandi and 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.

2. Academic Calendar

Fall Term

Fall Term 2012		Weekends	Weekdays
September 2012	Course Start Date	7-Sep-2012	9-Sep-2012
	Midterm Exam	21-Sep-2012	23-Sep-2012
	Last Session	29-Sep-2012	2-Oct-2012
	Final Exam	5-Oct-2012	7-Oct-2012
October 2012	Course Start Date	5-Oct-2012	8-Oct-2012
	Intake 1	October 14th till 18th	
	Midterm Exam	19-Oct-2012	21-Oct-2012
	Arafat Day	Thursday October 25 th	
	Eid El Adha	Friday Oct 26 till Sunday Oct 28	
	Last Session	3-Nov-2012	31-Oct-2012
	Final Exam	9-Nov-2012	4-Nov-2012
November 2012	Course Start Date	9-Nov-2012	5-Nov-2012
	Al Hijra New Year	Thursday November 15 th	
	Midterm Exam	23-Nov-2012	18-Nov-2012
	Last Session	1-Dec-2012	27-Nov-2012
	National Day	Sunday Dec 2 nd and Monday Dec 3 rd	
	Final Exam	7-Dec-2012	5-Dec-2012
December 2012	Course Start Date	7-Dec-2012	9-Dec-2012
	New Year's Day	Tuesday January 1 st	
	Midterm Exam	11-Jan-2013	13-Jan-2013
	Last Session	19-Jan-2013	22-Jan-2013
	Prophet's Birthday	Thursday January 24 th	
	Final Exam	25-Jan-2013	27-Jan-2013

Spring Term 2013		Weekends	Weekdays
February 2013	Course Start Date	1-Feb-2013	3-Feb-2013
	Intake 2	February 17 th till 22 nd	
	Midterm Exam	15-Feb-2013	17-Feb-2013
	Last Session	23-Feb-2013	26-Feb-2013
	Final Exam	1-Mar-2013	3-Mar-2013
March 2013	Course Start Date	1-Mar-2013	4-Mar-2013
	Midterm Exam	15-Mar-2013	17-Mar-2013
	Last Session	23-Mar-2013	26-Mar-2013
	Final Exam	29-Mar-2013	7-Apr-2013
April 2013	Course Start Date	29-Mar-2013	8-Apr-2013
	Midterm Exam	19-Apr-2013	21-Apr-2013
	Last Session	27-Apr-2013	30-Apr-2013
	Final Exam	3-May-2013	5-May-2013
May 2013	Course Start Date	3-May-2013	6-May-2013
	Midterm Exam	17-May-2013	19-May-2013
	Last Session	25-May-2013	28-May-2013
	Final Exam	31-May-2013	2-Jun-2013

Summer Term 2013		Weekends	Weekdays
June 2013	Course Start Date	31-May-2013	3-Jun-2013
	Al Isra'a Wal Miraaj	Wednesday June 5th	
	Intake 3	June 9th till June 14th	
	Midterm Exam	14-Jun-2013	16-Jun-2013
	Last Session	22-Jun-2013	25-Jun-2013
	Final Exam	28-Jun-2013	30-Jun-2013
July 2013	Course Start Date	28-Jun-2013	1-Jul-2013
	Ramadan	Tuesday July 9th till Wednesday August 7th	
	Midterm Exam	12-Jul-2013	14-Jul-2013
	Last Session	20-Jul-2013	23-Jul-2013
	Final Exam	26-Jul-2013	28-Jul-2013
August 2013	Eid Al Fitr	Thursday August 8th till Saturday August 10th	

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.

3- 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.

3.1. 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

3.2. 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.

3.3. 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

1- Program Structure: General Management Concentration

Requirements	Compulsory Cr. H	Track Elective Cr. H	Free Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	-	24
Concentration (CE)	6	6	-	12
Total	30	6	0	36

2- Program Structure: Human Resources Management Concentration

Requirements	Compulsory Cr. H	Track Elective Cr. H	Free Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	-	24
Concentration (CE)	6	6	-	12
Total	30	6	3	36

4- Program Structure: Finance Concentration

Requirements	Compulsory Cr. H	Track Elective Cr. H	Free Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	-	24
Concentration (CE)	9	3	-	12
Total	33	3	0	36

4- Program Structure: Islamic Banking Concentration

Requirements	Compulsory Cr. H	Track Elective Cr. H	Free Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	-	24
Concentration (CE)	12	-	-	12
Total	33	0	0	36

5- Program Structure: Marketing Concentration

Requirements	Compulsory Cr. H	Track Elective Cr. H	Free Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	-	24
Concentration (CE)	9	3	-	12
Total	33	3	0	36

Program Core Courses

Course #		Course Title	Prerequisite	Cr
MBA	641	Managerial Accounting	None	3
MBA	642	Managerial Finance	None	3
MBA	643	Quantitative Analysis for Managers	None	3
MBA	644	Managerial Economics	None	3
MBA	645	Marketing Management	None	3
MBA	646	Operations Management	MBA-643	3
MBA	647	Management of Information Systems	None	3
MBA	648	Business Strategy (capstone)	All other program core courses	3

General Management MBA Courses

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

General Management MBA Option Courses (student select two courses from the following list)

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

Human Resources Management Courses

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

Human Resources Management Elective (two courses)

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

Finance Courses

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

Finance Elective (one course)

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

Islamic Banking Courses

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

Marketing courses

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

Marketing Elective (one course)

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

3.4. MBA Study Plan

3.4.1. Master of Business Administration-General Management Concentration

Term	Code		Subject Title	Pre req.	Cr
Term1	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

3.4.2. Master of Business Administration-Human Resource Management Concentration

Term	Code		Subject Title	Pre req.	Cr
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	644	Managerial Economics	None	3
	MBA	643	Quantitative Analysis for Managers	None	3
					12
Term 2	MBA	661	Human Resource Management	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

3.4.3. Master of Business Administration-Finance Concentration

Term	Code		Subject Title	Pre req.	Cr
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	643	Quantitative Analysis for Manager	None	3
	MBA	644	Managerial Economics	None	3
					12
Term 2	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
	MBA	648	Business Strategy (Capstone)	All other program core courses	3
					12
Term 3	MBA	681	Corporate Finance	MBA 642	3
	MBA	XXX	Finance Elective		3
	MBA	683	Investment Analysis & Portfolio Management	MBA 642	3
	MBA	684	Mergers & Acquisitions	MBA 641, MBA 642	3
					12
Total					36

3.4.4. Master of Business Administration-Islamic Banking Concentration

Term	Code		Subject Title	Pre req.	Cr
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	643	Quantitative Analysis for Managers	None	3
	MBA	644	Managerial Economics	None	3
					12
Term 2	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
	MBA	648	Business Strategy (Capstone)	All other program core courses	3
					12
Term 3	MBA	671	<i>Al-Shari'a, Economy & Society</i>	MBA 644	3
	MBA	672	Theory & Practice of Islamic Banking- <i>Fiqh Al Muamalat</i>	MBA 641	3
	MBA	673	Islamic Financial Systems	MBA 642	3
	MBA	674	Accounting in Islamic Financial Institutions	MBA 641	3
					12
Total					36

3.4.5. Master of Business Administration- Marketing Concentration

Term	Code		Subject Title	Pre req.	Cr
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	643	Quantitative Analysis for Manager	None	3
	MBA	644	Managerial Economics	None	3
					12
Term 2	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
	MBA	648	Business Strategy (Capstone)	All other program core courses	3
					12
Term 3	MBA	691	Marketing Channels	MBA 645	3
	MBA	692	International Marketing	MBA 645	3
	MBA	693	Business Marketing	MBA 645	3
	MBA	XXX	Marketing Elective		3
					12
Total					36

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

3.4.6. 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.

3.5. 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	Math Placement Test
MBA	503	Accounting Foundations	None
MBA	504	Economics Foundations	MBA-502
MBA	505	Marketing Foundations	None
MBA	506	Quantitative Analysis for Business	Math Placement Test & MBA-502

3.6. English For Academic Purposes (EAP) program

Canadian University of Dubai offers on campus intensive English for Academic Purposes (EAP) training to help prospective university students prepare for academic life and achieve the necessary standard to enter undergraduate and post graduate programs.

Students are placed in levels according to their score on the English language placement test. There are three levels that take students from early beginner to university level English users.

The University can also offer assistance with visa requirements and accommodation for students participating in the EAP program.

Registration:

Students can register through the Admissions Department. More information can be found by emailing info@tud.ac.ae or by calling 043219090.

Date:

EAP courses are run in conjunction with the academic calendar. The courses run for 15 weeks with a final exam in week 16. The next block of EAP classes start on January 22nd and finish on May 6th.

Schedule:

Level 1: 15 hours per week 09:00 -12:00, Sunday to Thursday.

Level 2: 12 hours per week 09:00- 12:00, Monday to Thursday

Level 3: 9 hours per week 14:00 -16:00, Monday to Wednesday

Level 3: 9 hours per week offered a 17:00 – 20:00 Sunday to Tuesday.

If none of these timings are suitable, please contact the University for Alternative Options.

Duration:

15 weeks of study with final evaluation in week 16.

Participants:

EAP is primarily aimed at students who wish to pursue a degree program at CUD, but don't yet have the necessary English requirements. However, we welcome all students who wish to improve their English ability in a friendly and culturally diverse environment.

Program Overview:

Students work collaboratively with the teacher and peers to improve their Reading, Writing, Listening and Speaking skills in English through a number of up to date teaching methodologies. Students also study academic skills such as note taking, presentation delivery, and critical thinking. We also encourage EAP students to become involved in University life and to feel part of the CUD learning community. Some of the great opportunities for students on the EAP program at CUD include:
The chance to gain credit courses towards your degree program while studying in EAP 2 and 3

Pen pal systems with teachers and other students to practice fluency in writing

A private website forum where additional language practice and class updates are available

An extensive reading program for students who love literature

4. Finance

4.1. 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.

4.1.1. 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.

4.1.2. 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.

4.1.3. Government Employee Discount

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

4.1.4. 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. Student Affairs

5.1. 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.

5.2. 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.

5.3. 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.

5.4. 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; library, information technology, laboratories, student services, student councils, etc.

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

5.5. 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.

5.6. 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

5.6.1. 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.

5.6.2. 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.

5.6.3. 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.

5.7. Student Publications

5.7.1. 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.

5.7.2. 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.

6. Student Councils Policy

Article 1 – Definition of the Student Councils

The Canadian University of Dubai Student Councils is 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 for undergraduates and one Term for Graduate students 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 student, who has completed at least two semesters;(one Term for graduates)
- 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 student, who has completed at least two semesters;
- Should and must have a CGPA of 2.5 for undergraduate and 3.00 for graduates 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.

7. Alumni Association

The Alumni Association is a bridge between yesterday's students, and today's world's entrepreneurs. Through the Alumni Association, 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 Association 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 Association provide in return for its members opportunities for life-long learning, greater realizations and much more accomplishments. In support of the Alumni Association, Canadian University of Dubai encounters an additional channel to sustain its role and mission in society.

8. Student Academic Rights and Responsibilities

8.1. 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 counseling;

- Presume protection, through recognized processes against prejudice or impulsive evaluation or assessment.

8.2. 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.

9. 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.

9.1. 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 community 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.

9.2. 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.

9.3. Procedure for Instigating an Appeal Against a Grade or Mark

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

10. Student Records

10.1. 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 community 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.

10.2. 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 form in the Registrar's Office.

10.3. 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.

10.4. Enrollment Verifications and Certifications

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

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:
 - Hindering or stopping normal functions of the University;
 - Preventing anyone from going about in a lawful manner;
 - Stopping specific activities related to the University.
- Falsifying ones ID or failing to show ID to an identified official or employee of the University,
- Failing to obey University officials engaged in university activities,
- Damaging the reputation of the University through improper conduct,
- Violating the Acceptable Use Policy,
- Stealing, being accessory to theft, and/or possessing stolen property,
- Improper use of University property in a manner contrary to its designated purpose including misuse of Residence hall amenities and furniture,

- Disrupting a class, classroom, or other University unit, or campus activity by any means including but not limited to noise, projectiles, or other form of disturbance or disruption,
- Aiding, abetting, leading, encouraging causing or participating in a riot, , including but not limited to food fighting, on University property or during a normal University activity,
- Removing without authorization or mutilating library materials,
- Betting: students may not gamble or bet on University property in any way, shape, or form,
- Bringing unauthorized visitors onto University premises,
- Disobeying University rules governing the use of its facilities.

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 33.1.1 to 33.1.4 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. 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.

12.1. 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.

12.2. Types of Student Complaints

12.2.1. 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.

12.2.2. 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.

12.3. Complaint Resolution Procedures

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

12.3.1. Informal Approach

- 1.** The student concerned about an abovementioned item should first contact the person involved in writing. If the student cannot reasonably contact this person or resolve their issue at this level then the student should contact the head of the relevant department or of the administrative unit or the Chair or the Dean of the School for a discussion. Concerns about a resolution at any of the steps mentioned above should ordinarily be raised to the Chair of the committee. The complaint must be delivered in writing within 15 days of the original incidence.
- 2.** The University anticipates that in most instances the discussion of the concern with a pertinent community 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 community 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.

12.3.2. Formal Approach

If the complaint deals with an academic matter, it should be addressed to the Vice-President of Academic Affairs; if the complaint is regarding student support services, it should be addressed to the 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.

12.4. 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 Library Director are required.

13. 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.

13.1. 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.

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

13.2. 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

13.3. 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.

13.4. Procedures

- Anyone from the Canadian University of Dubai Community (faculty, administrator, community 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 one administrator and two faculty members to sit on the Disciplinary Committee.

13.5. 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.

13.6. 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.

13.7. 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.

13.8. 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:

13.9. 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:

- a) The student is assigned a grade of zero in that course.
- b) 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 issues the disciplinary warning. A copy of the faculty's written report and student's work is included with the warning in the student's file.

14. Information & Communication Technology (IT)

14.1. 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, community 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.

14.2. Use of Electronic Resources and Internet

The Canadian University of Dubai is dedicated to providing community, 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.

14.2.1. 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.

14.3. 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.

15. Hazardous Materials and Fire Safety

15.1 Safety Hazards

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

15.2 General Safety Hazards

Faculty, community and students must consider the following general safety hazards while on campus.

1. Emergency lights will illuminate during an emergency.
2. Keep fire doors and emergency exits free of obstructions.
3. Keep the areas in front of fire extinguishers and fire alarms clear at all times.
4. 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.
5. Cord-connected electrical appliances should have a grounded 3-wire conductor or be approved.
6. Inspect and test all electrical devices according to their risk category, and protectively enclose them as practical and appropriate.
7. Personal appliances such as kettles, heaters, and battery chargers are not allowed to be used on campus unless prior consent has been given.
8. 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.
9. 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.
10. Always use proper safety step stools or ladders for climbing. Never stand on swivel chairs or use them as step stools.
11. Avoid wearing loose clothing, long sleeves, ties or inappropriate gloves when supervising or working in a laboratory or on machinery.

15.3 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 community will be assigned as fire officials to take charge of the evacuation of a particular building in the event of fire. In addition, designated community members will be trained as first aid attendants to assist fire officials with the evacuation. Fire drills will be practiced each term in the academic buildings on campus to ensure that proper procedures will be followed in the event of a real fire.

15.4. 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

15.5 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 community 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.

15.6 When an alarm rings:

1. 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
- 2. **USE OF FIRE EXTINGUISHERS:** (Only use if it is safe to do so)
- 3. 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

15.7. Fire evacuation plan

15.7.1. 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 community 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. Community 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 community and students in **Halls A and D** will proceed to the **right side car park** and those in **Hall B** will go to the **left side car park.**
- The Fire Marshal will supervise and coordinate with fire officials and first aid attendants to confirm that all buildings have been evacuated.

15.7.2. 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.
- Community is responsible for the evacuation of all students with them at the time; call for help if you need it.
- Students and community 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

15.7.3. 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

BUILDING	RESPONSIBLE
HALL A	1. Nurse Maia Duran (8AM-5PM) MOBILE#: 050-514-2825 2. Nurse Rachel Castillo (5PM-9PM) MOBILE#: 050-502-9106 3. Nurse Kim Fabillon (FRI: 9AM-9PM; SAT: 8AM-5PM) MOBILE#: 055-634-5118
HALL B	1. NASER KOTTARAKOTH- MOBILE#: 055-7677-021
HALL C	1. Mr. Kamel Fodil @BLOCK C1-02, #:04-7096-(134)or(152) 2. Mary-Alison Lyman @BLOCK C1-05, #: 04-7096-(201) 3. John Sherratt @BLOCK C1-05, #: 04-7096-(192)
HALL D	2. Majed Abuarisheh @BLOCK D1-03, #: 04-7096-(206)

Head of Security- Sameer –Mobile #: 050-2463-117

16. 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

17. 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.

17.1. 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.

17.2. 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.

17.3. 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.**

17.4. 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

17.5. Students Lounge

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

17.6. 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. The Sports Hall has a Canadian Cedar floor and is fully equipped to allow students to play intramural and competitive sports including indoor football, basketball, volleyball and badminton. Students also have access to a fully equipped fitness center and table tennis/billiards in the student lounge.

17.7. 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.

17.8. 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.

17.9. 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.

17.10. Cafeterias

Our campus is home to two 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.

17.11. Parking Facilities

Secure parking is available for a nominal fee of AED 300 per term 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.

17.12. 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 term 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.

18. Library

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

The Library policies and services:

The Library 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 Library hours.

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

The Library subscribes to electronic resources (databases and e-books) and houses two types of collections: those that can only be used within the Library; 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 Library. They cannot be taken out of the Library.

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

Students may borrow library 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 library community. When an item is returned late; a fine two dirhams per day is charged for each item.

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

Please review the Library webpage for more information.

www.cud.ac.ae/library

19. 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.

19.1. 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 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 term. 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 23,000
2 Students	Studio	AED 11,500
1 Student	One Bedroom	AED 28,000
2 Students	One Bedroom	AED 14,000
4 Students	One Bedroom	AED 7,000

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.

19.2. 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>.

19.3. 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.

19.4. 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

19.5. Safety, Security and Student Conduct in Residence

19.5.1. 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.

19.5.2. 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.

19.5.3. 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 community.
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

20. University Campus Map

INSERT CAMPUS MAP FROM EXTERNAL FILE.