



CANADIAN
UNIVERSITY OF DUBAI

Your portal to Canadian education

INSPIRING MINDS TRANSFORMING LIVES

Undergraduate Student Handbook
2013/2014



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REVISION HISTORY

Section	Change
2	Added About Us
2.4	Updated Study in Canada and Abroad content
3	Updated Academic Calendar
4.1.2.6	Added BBA in International Business
4.2.2.2	Updated BSc Telecommunication Study Plan
4.2.2.3	Added BSc in Network Engineering
4.7	Updated Centre for Continuing Education information
4.8	Updated Internship grading information
5.1	Updated Scholarship content
5.3	Updated Discount information
5.5	Added Tuition and Incidental Fees
7	Added Undergraduate Grading Policy
8	Added Student Progression Policy
9	Added Independent Study / Special Arrangement
10	Added Intensive Mode of Course Delivery
16	Updated Student Disciplinary Policy
18.7.3	Updated First Aid Attendants
22.6	Updated Sports Facilities
22.11	Updated Parking Fees
23	Updated Learning Resource Centre
24.1	Updated Student Residence Fees
25	Updated University Campus and Direction Map

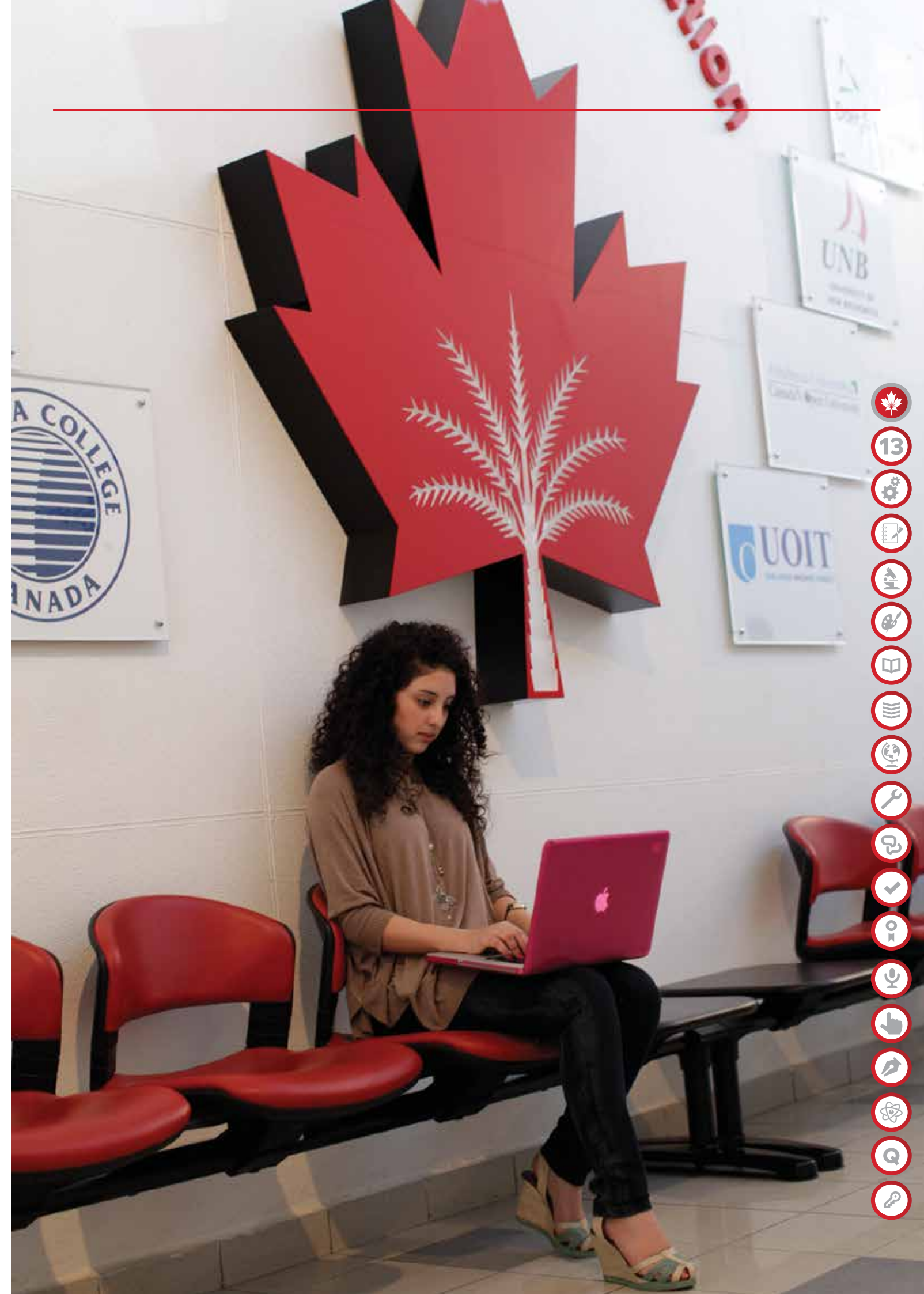
01 Message from the Chancellor, Mr. Buti Saeed Al-Ghandi and the President, Professor Karim Chelli

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

As a portal to the Canadian education system, we have established several articulation agreements which will allow you to transfer your credits to our partner Universities across Canada. In addition, as an established International Institution, Canadian

University of Dubai has developed several global partnerships around the world and we encourage you to use these to your advantage. 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 staff, we wish you a very successful, well rounded and happy journey through to the achievement of your academic and personal goals here at Canadian University of Dubai.



02 ABOUT US

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

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

2.1 Founding Partners

- Emirates Investment and Development
- Al Sheikha Sheikh Saeed Al Maktoum
- Mohamed Ibrahim Obaidalla
- Jamal Al Ghurair Est.
- Khalifa Juma Al Nabooda
- Ghubash Trading & Investment Co.Ltd
- Saeed Mohammed Al Ghandi
- Investment Group (PVT) Ltd
- First Investor (L.L.C)
- Abdulla Ahmad Bin Abdul Aziz
- Hamad Ahmad Bin Suqat
- Saleh Mohamed Bin Lahej
- Ahmed Saif Belhasa
- Rashed Humaid Al Mazroei
- Mohammed Omar Bin Haider
- Oman Insurance Company (PSC).

2.2 Vision & Mission

VISION

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

MISSION

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

2.3 Why Choose The Canadian University Of Dubai?

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

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

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



2.4 Study In Canada And Abroad

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

- Transfer in the first or second year to one of our pathway partners and complete their degree in Canada.
- Spend an academic semester in Canada then return to UAE to complete their degree with us.
- Participate in a summer program to enhance their English skills and learn about Canadian history and culture

Formal Agreements

A proven track record and acceptance of Canadian University of Dubai credits at Canadian universities:
Our University has formal agreements with the following public universities and degree granting colleges that confirm that these institutions accept Canadian University of Dubai credits as transfer credits. All programs have at least one formal partner in Canada (or the US for Architecture).

Mount St Vincent University – Transfer program in Business

Located just outside of Halifax, Nova Scotia, MSVU is committed to academic excellence, and their passion is a rich and rewarding university experience. MSVU offers undergraduate programs in Arts, Science, Education, and a number of professional programs.

University of New Brunswick – Transfer program in Business

Established in 1785, the University of New Brunswick is Canada’s oldest English speaking university that offers up to PhD level study across a broad range of academic fields.

Brock University – Transfer program in Communications

Located in the beautiful Niagara region of Southern Ontario, Brock University offers up to PhD level studies across a broad range of academic disciplines.

Lakehead University – Transfer programs in Engineering, Telecommunications and CNET

Located in Thunder Bay, Ontario, Lake Head is an inclusive University recognized for its innovative programs and cutting-edge research.

University of Ontario Institute of Technology – Transfer program in Business

Located in Oshawa, Ontario, UOIT offers many unique career-focused undergraduate and graduate programs within a high-tech learning environment.

Centennial College – Transfer program in CNET

Canadian-based Community College located in Toronto, Ontario, Centennial College provides training courses for students of all backgrounds. It offers a comprehensive list of programs, from 1-year certificates to 2-year diplomas in addition to some specific 4 year applied degrees, and emphasizes practical experience with industry placements.

Niagara College – Transfer program in Business

Located in the famous Niagara Falls region of Ontario, Niagara College is a degree granting college with innovative applied programs in many fields including health and tourism.

Athabasca University – Transfer program in Business

As Canada’s foremost Open University, Athabasca University provides comprehensive distance learning options to students from around the world.

University of Lethbridge – Transfer program in Business

Founded in Lethbridge, Alberta, the University of Lethrbridge offers undergraduate and graduate programs where inspired teaching is emphasized within a personalized interactive learning environment. A place where student engagement in learning, creative activities, and research takes place every day.

Lawrence Technological University (USA) – Transfer program in Architecture

Lawrence Technological University is located in Southfield, Michigan, USA. It offers a range of undergraduate and graduate programs in Engineering, Architecture, Science, Mathematics and Business. Founded in 1932, it has consistently been ranked

among the top Universities in the Midwest offering Masters Programs.

Douglas College – Transfer program in Business

With over 35 years of experience offering academic and career programs in Greater Vancouver, British Columbia, Douglas College offers Bachelor’s degrees, general university arts and science courses and is a recognized leader in career programs.

Vancouver Island University – Transfer program in Business, Interior Design

Having three campuses across pristine Vancouver Island, VIU offers an enriched and intellectually stimulating environment for students and employees.

2.4.1 Partners

We can also help you transfer to other universities. In addition to the 13 post-secondary public institutions with which the Canadian University of Dubai has formal agreements, the following additional 11 universities in Canada and abroad, have also recognized the credits earned at our university for purposes of transfer credit and have admitted Canadian University of Dubai students:

1. University of British Columbia
2. McGill University
3. University of Manitoba
4. York University
5. University of Toronto
6. University of Western Ontario
7. Concordia University
8. Deakin University (Australia)
9. Texas A&M University (USA)
10. Georgetown University (USA)
11. Avans University (Netherlands)

2.4.2 Other International Partners

Canadian University of Dubai has a number of general Memorandums of Understanding or agreements with universities elsewhere in the five continents that may facilitate degree completion, student exchange, faculty exchange, and other options. These include:

1. Girne American University (Northern Cyprus) - Student Exchange
2. Multimedia University (Kuala Lumpur, Malaysia)

1. Griffith College (Dublin, Ireland)
2. President University (Bekasi, Indonesia)
3. EMLYON (Lyon, France) - Collaborative MBA program
4. ESC Troyes (Troyes, France) - Student Exchange
5. Deakin University (Perth, Australia)
6. Curtin University (Perth, Australia)
7. University Ibn Tofail (Kenitra, Morocco)

2.4.3 The Student Exchange Program

A short term international educational experience can be a life changing event. In 2013/14 the Canadian University of Dubai started a student exchange program with the following universities:

1. Mount St Vincent University (Halifax, Canada)
2. Girne American University (Northern Cyprus)
3. ESC-TROYES, Troyes, France

Under this program you may visit a partner university for one or two terms. You will take courses at the partner university and those credits will be transferred back to your program at the Canadian University of Dubai. You will pay regular tuition fees to the Canadian University of Dubai.

Admission is on a competitive basis. You must be in good academic standing and have completed 30 credits prior to departure to be admitted. The program is open to students in all academic programs.

To apply you must submit your transcript along with 1 letter of recommendation from faculty members, and short statement indicating the reason you wish to participate in this program.

You will meet with an academic advisor prior to departure to select courses to ensure that credits earned are accepted as transfer credit towards your Canadian University of Dubai degree. Proof of Health Insurance and a Release of Liability form are mandatory.

To find out more about this opportunity, or to apply please contact Dr John Newark, Director, International Partnerships, (D-205A, jnewark@cud.ac.ae 04 709 6103).



2.4.4 Summer Study Abroad Opportunities

Several of our faculty members have taken an entire class abroad to deliver a Canadian University of Dubai course while exposing the class to a foreign country and its culture. These Study Abroad courses are usually offered in the summer time and may combine class time at our campus in Dubai with overseas delivery or the courses may be delivered entirely overseas. Architecture courses or educational study trips have been offered in Germany and Italy. Many of our partners have the capacity to provide local support to such initiatives. These can include airport pickup, residence and meal plans, guest lectures, cultural and social tours etc. If you are a student and are interested in taking part in such a course, speak to the Chair of your program.



From Coast to Coast

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



03 ACADEMIC CALENDAR

REGISTRATION

FALL SEMESTER 2013

Sunday, August 25 – Thursday, August 29	Entrance testing for incoming students
Sunday, August – Thursday, August 29	Late advising / Registration
Sunday, September 01	First day
Sunday, September 01	Late registration fee applies
Sunday, September 08	Last day for Add/Drop
Saturday, September 14	Last day to drop with 100% refund and no transcript record
Saturday, September 21	Last day to drop with 75% refund
Saturday, September 28	Last day to drop with 50% refund
Saturday, October 05	Last day to drop with 25% refund (no refunds after this date)
Sunday, October 13 – Thursday, October 17	Eid Al-Adha Holiday*
Sunday, October 20 – Saturday, October 26	Mid-term Exams
Sunday, October 27 – Saturday, November 02	Mid-term Exams
Saturday, November 02	Last day to Withdraw without Academic Penalty
Monday, November 04	Hijra New Year Holiday*
Monday, December 02 – Tuesday, December 03	National Day
Thursday, December 05	Last day of classes
Saturday, December 07 – Saturday, December 14	Final Exams
Sunday, December 15 – Thursday, January 02	Winter break
Wednesday, January 01	New Year's Day

SPRING SEMESTER 2014

Sunday, January 05	First day
Sunday, January 05	Late registration fees apply
Saturday, January 11	Last day for Add/Drop & Last day to drop with 100% refund
Tuesday, January 14	Prophet's birthday (Holiday)*
Saturday, January 18	Last day to drop with 75% refund
Saturday, January 25	Last day to drop with 50% refund
Saturday, February 08	Last day to drop with 25% refund (no refunds after this date)
Sunday, February 23 – Saturday, March 01	Mid-term exams
Sunday, March 02 – Saturday, March 08	Mid-term exams
Sunday, March 30 – Thursday, April 10	Spring Break
Sunday, April 13	Resume classes
Thursday, 24 Apr 2014	Last day of classes
Saturday, 26 Apr 2014	Graduation Date
Sunday, 29 Apr 2014 – Sunday, 04 May 2014	Final Exams

SUMMER I SEMESTER 2014

Sunday, May 11	First day
Monday, May 12	Late registration fees apply
Saturday, May 17	Last day to drop with 100% refund (no refund after this date)
Sunday, May 18 – Saturday, May 24	Mid-term exams
Tuesday, May 27	Al IsraaWalMiraj*
Saturday, June 14	Last day of classes
Sunday, June 15 – Tuesday, June 17	Final Exams

SUMMER II SEMESTER 2014

Saturday, June 28	Ramadan Begins (28/June-27/July)*
Sunday, June 29	First day
Monday, June 30	Late registration fees apply
Saturday, July 05	Last day to drop with 100% refund (no refunds after this date)
Sunday, July 13 – Saturday, July 19	Mid-term exams
Sunday, July 27	Ramadan ends*
Monday, July 28 – Wednesday, July 30	Eid Al Fitr*
Saturday, August 02	Last day of classes
Sunday, August 03 – Tuesday, August 05	Final Exams

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



04 OUR ACADEMIC PROGRAMS

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

- The School of Business Administration
- The School of Engineering, Applied Sciences & Technology
- The School of Architecture & Interior Design
- The School of Environment & Health Sciences
- The School of Liberal Arts & Sciences
- The Centre for Continuing Education

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

All students admitted to any one of our accredited programs, with the exception of programs in the School of Liberal Arts and Sciences, are required to pass a mathematic placement test. Students who do not achieve the required pass mark in this test will be required to complete and pass the relevant Canadian University of Dubai remedial course. Conditional admission will be granted. (See your Academic Advisor)



4.1 SCHOOL OF BUSINESS ADMINISTRATION

4.1.1 A Message from the Chair

The School of Business Administration (SBA) prepares students for the challenges of managing in an increasingly competitive global environment. SBA offers programs in marketing, human resources management, e-business, and finance and accounting at both the graduate and undergraduate levels, providing many options for students to attain the education required to achieve their individual career goals. The SBA is recognized for its innovative programs, and its MBA program is ranked as the top one in Dubai and third in the entire Middle Eastern region.

Our educational experience is unique in a way that allows students to apply learned skills. The interaction and diversity of our students and faculty is one of the main strengths. Our ability to promote entrepreneurship is a driving

force behind our success. Our Canadian values, teaching approach and philosophies, and affiliations with Canadian universities position us to be a leader in business education. The main objective of SBA is to transform people's minds and lives in a way that will be felt by our students and the business community at large.

4.1.2 Programs

- Associate Degree in Marketing
- Bachelor of Business Administration in e-Business
- Bachelor of Business Administration in Marketing
- Bachelor of Business Administration in Human Resource Management
- Bachelor of Business Administration in Accounting and Finance
- Bachelor of Business Administration in International Business



4.1.2.1 Associate Degree in Marketing

Description:

The Associate Degree in Marketing presents an option for students to develop their applied skills within a two year program. The program is designed specifically to develop the knowledge and applied skills required for entry level positions in the sales and marketing fields. Students in the program study general management courses and some applied courses related to selling techniques, advertising and promotion, and professional communications. Upon successful completion, students are able to transfer their credits to the BBA Marketing program.

Credential: Associate Degree in Marketing

Duration: 2 Years (4 semesters)

Credit Hours: 66 credit hours

Start Dates: Fall, Spring, Summer

Benefits:

Graduates of the Associate Degree in Marketing are eligible to enter the workforce with a fully accredited associate degree following successful completion of two years of study.

Career Opportunities:

Graduates of the Associate Degree in Marketing are prepared for careers in sales, retail management, and entry level position in advertising, marketing and promotion.

Study Plan for Associate Degree in Marketing

SEMESTER	CODE	SUBJECT TITLE	TYPE	PREREQUISITE	CREDIT
Semester 1	ACT 112	Principles of Accounting I	CRR		3
	SWS 101	Applications of Computer Software	URC		3
	LNG 171	English I	URC		3
	GED 198	Islamic Culture	URC		3
	MTH 196	Mathematics for Business	URC		3
					15
Semester 2	BUS 231	Legal Environment of Business	CRR		3
	LNG 172	English II	URC	LNG 171	3
	MGT 202	Principles of Management	CRR	None	3
	MKT 201	Principles of Marketing	CRR	LNG 172	3
		Humanities (1)	URE		3
					3
Semester 3		Social Sciences (1)	URE		3
	LNG 173	Professional Communication Skills	URC	LNG 172	3
	BUS 210	Business Reporting	CRR	LNG 172	3
	MKT 208	Consumer Behaviour	MJE	MKT 201	3
	QBA 241	Quantitative Business Analysis	CRR	MTH 196	3
Semester 4	MKT 340	E-Marketing	MJR	MKT 201	3
		Natural Science	URE		3
					18
	MKT 310	Advertising & Promotion	MJR	MKT 208	3
	HRM 310	Human Resource Management	CRR	MGT 202	3
	MKT	Marketing Major Elective	MJE	MKT 201	3
	MKT 320	Retailing	MJR	MKT 201	3
	MKT 265	Business Marketing (Capstone)	MJR	MKT 201	3
					15
Total					66

4.1.2.2 Bachelor of Business Administration in e-Business

Description:

The rapid expansion of the Internet as a tool for business has led to increased competitiveness, and in many industries, has shifted the balance of power from the companies themselves to their consumers. Companies who best understand how to leverage the power of this tool to derive business value stand to gain a significant competitive advantage. Businesses and firms can use the power of Internet technologies to unleash value across all functional areas, including: marketing and sales; production; logistics and purchasing. Students studying in the BBA e-Business will learn how these technologies work, and how they can be used to improve business processes and create value.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start Dates: Fall, Spring and Summer

Benefits:

Graduates of the Bachelor of Business Administration in e-Business will have the knowledge and skills to significantly contribute to companies in their planning, adoption and implementation of the Internet technologies required to meet their strategic business goals and objectives.

Career Opportunities:

The BBA in e-Business program prepares students for careers as: managers in information technology and information systems departments, online marketing/sales, Internet consultancy, and project management.



Student Testimonial - Rahul



"I have been studying in CUD for the past 3 years, and it has been a wonderful journey so far. I have definitely gained a lot both in terms of education as well as some great, fun memories. The E-Business course was a very rare opportunity in Dubai, and I feel grateful to CUD for offering this course. The teachers are great and very supportive to all students. The facilities provided for students, both for educational and extra-curricular activities are excellent. I would recommend CUD to everyone."

Study Plan for BBA in e-Business

SEMESTER	CODE	SUBJECT TITLE	TYPE	PREREQUISITE	CREDIT
Semester 1	LNG 171	English I	URC		3
	MTH 196	Mathematics for Business	URC		3
	SWS 101	Application of Computer Software	URC		3
	GED 198	Islamic Culture	URE		3
		Social Science (1)	URE		3
					15
Semester 2	ACT 112	Principles of Accounting I	CRR		3
	ECO 221	Principles of Microeconomics	CRR		3
	LNG 172	English II	URC	LNG 171	3
		Humanities (1)	URE		3
		Natural Science (1)	URE		3
					15
Semester 3	ECO 222	Principles of Macroeconomics	CRR		3
	ACT 212	Principles of Accounting 2	CRR	ACT 112	3
	LNG 173	Professional Communication Skills	URC	LNG 172	3
	MGT 202	Principles of Management	CRR	None	3
	MKT 201	Principles of Marketing	CRR	LNG 172	3
					15
Semester 4	FIN 201	Managerial Finance	CRR	ACT 112	3
	QBA 241	Quantitative Business Analysis	CRR	MTH 196	3
	BUS 210	Business Reporting	CRR	LNG 172	3
	EBU 200	E-Business Fundamentals	MJR		3
		Humanities (2)	URE		3
					15
Semester 5	BUS 231	Legal Environment of Business	CRR		3
	HRM 310	Human Resource Management	CRR	MGT 202	3
	EBU 318	E-Business Web Technologies	MJR	EBU 200, SWS 101	3
	MKT 340	E-Marketing	MJR	MKT 201	3
	QBA 341	Quantitative Approaches to Decision Making	CRR	QBA 241	3
					15
Semester 6	MGT 361	Operations Management	CRR	MGT 202, QBA 341	3
	EBU XXX	EBU Major Elective (1)	MJE		3
	MGT 320	Organizational Behavior	CRR	HRM 310	3
	EBU 307	System Analysis & Business process integrations 1	MJR	EBU 318	3
	SWS 351	Management of Information Systems	CRR	SWS 101	3
					15
Semester 7	EBU 400	E-Business Internship	MJR	90 credit hours + Min CGPA 2.0	3
		Free Elective (1)	MJE		3
	EBU 406	E-Business Project Management	MJR	MGT 361	3
	MGT 420	Supply Chain Management	MJR	EBU 307, QBA 241, SWS 351	3
		Free elective (2)	FRE		3
	EBU XXX	EBU Major Elective (2)	MJE		3
					3
					18
Semester 8	MGT 470	Strategic Management	CRR	MGT 320, ECO 222, ECO 221, FIN 201, MKT 201, MGT 361	3
	MGT 405	Business Ethics & Social Responsibility	CRR	MGT 202	3
	EBU 450	E-Business Consulting Project	MJR	Final Semester	3
	EBU XXX	EBU Major Elective (3)	MJE		3
		Free Elective (3)	FRE		3
					15



4.1.2.3 Bachelor of Business Administration in Marketing

Description:

In today’s competitive global business environment, strategic positioning of products and brands becomes a critical success factor for virtually all companies. All organizations need to place strong emphasis on the marketing function to ensure that consumer demands are satisfied while profits are maximized, and creativity and innovation in marketing in many cases is what creates a company’s competitive advantage. The BBA in Marketing program provides students with an understanding of all aspects of the marketing function within the organization, and exposes students to current theories and practices in consumer behavior, marketing research, sales, retailing, advertising, & promotion, branding and e-Marketing.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start Dates: Fall, Spring and Summer

Benefits:

Graduates with a BBA in Marketing will be equipped to contribute to the development and implementation of marketing strategies, to analyze market trends, and capitalize on promotional opportunities. The marketing specialization is designed to enable students to analyze the problems of providing consumer and industrial goods and services to a wide variety of markets.

Career Opportunities:

The BBA Marketing program prepares students for positions including: marketing manager, product/brand managers, sales executives, personal sales agents, direct marketers, online marketing specialists, marketing researchers, public relations officers, events planners and advertising consultants.



Student Testimonial - Anastatia



(BBA Marketing Class of 2012):
"I am very happy with what I get in CUD – high quality of education, friendly and experienced professors and staff. One of the main reasons I chose CUD was the ease with which I can transfer my credits to Canada. I feel that CUD has given me a solid background to succeed during my transition to Canada".

Study Plan for the BBA in Marketing

SEMESTER	CODE	SUBJECT TITLE	PREREQUISITE	CREDIT
Semester 1	LNG 171	English I		3
	MTH 196	Mathematics For Business		3
	SWS 101	Applications Of Computer Software		3
	GED 198	Islamic Culture		3
		Social Science (1)		3
				15
Semester 2	ACT 112	Principles Of Accounting 1		3
	ECO 221	Principles Of Microeconomics		3
	LNG 172	English II	LNG 171	3
		Humanities (1)		3
		Natural Science (1)		3
				15
Semester 3	ECO 222	Principles Of Macroeconomics		3
	ACT 212	Principles Of Accounting 2	ACT 112	3
	LNG 173	Professional Communication Skills	LNG 172	3
	MGT 202	Principles Of Management		3
	MKT 201	Principles Of Marketing	LNG 172	3
				15
Semester 4	FIN 201	Managerial Finance	ACT 112	3
	QBA 241	Quantitative Business Analysis	MTH 196	3
	BUS 210	Business Reporting	LNG 172	3
	MKT 208	Consumer Behavior	MKT 201	3
		Humanities (2)		3
				15
Semester 5	BUS 231	Legal Environment Of Business		3
	HRM 310	Human Resource Management	MGT 202	3
	MKT 310	Advertising & Promotion	MKT 208	3
	MKT 340	E-Marketing	MKT 201	3
	QBA 341	Quantitative Approaches To Decision Making	QBA 241	3
				15
Semester 6	MGT 361	Operations Management	MGT 202 - QBA 341	3
	MKT-XXX	Marketing Major Elective (1)		3
	MGT 320	Organizational Behavior	HRM 310	3
	MKT 320	Retailing	MKT 201	3
	SWS 351	Management Information Systems	SWS 101	3
				15
Semester 7	MKT 400	Marketing Internship	90 credit hours + Min CGPA 2.0	3
		Free Elective (1)		3
	MKT-XXX	Marketing Major Elective (2)		3
	MKT 430	Marketing Research	MKT 208 - QBA 241	3
		Free Elective (2)		3
Semester 8	MKT 465	International Marketing	MKT 208	3
				3
	MGT 470	Strategic Management	MGT 320 - ECO 222 - ECO 221 - FIN 201 - MKT 201 - MKT 361	3
	MGT 405	Business Ethics And Social Responsibility	MGT 202	3
	MKT 469	Marketing Management	MKT 430 - MKT 320	3
Semester 8	MKT-XXX	Marketing Major Elective (3)		3
		Free Elective (3)		3
				3
TOTAL				123



4.1.2.4 Bachelor of Business Administration in Human Resource Management

Description:

As information technologies move to standardize many business processes, human capital becomes one of the most critical resources for an organization. Ever changing laws regarding the industrial and commercial workplace and the internationalization and globalization of business have meant that human resource management has become a critical strategic function within all organizations. The BBA in Human Resource Management prepares students to contribute both strategically and operationally towards an organization's development of its workforce. Students in the program will study human rights, business ethics, compensation, legal standards and compliance, integrated human resource systems, and decision support processes.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start Dates: Fall, Spring and Summer

Benefits:

Graduates with a Bachelor of Business Administration in Human Resource Management will be able to apply various methods and techniques to optimize the utilization of human talent, notably the most valuable asset in the organization. Students will be prepared with both the practical and theoretical skills to enter one of the most diverse and crucial disciplines for the twenty-first century enterprise.

Career Opportunities:

The BBA in Human Resource Management prepares students for various positions including: HR management, HR information systems management, benefits officer, induction and orientation officers, and strategic HR project managers.



Student Testimonial - Ali



"I currently work for DP World as a Recruitment Manager. This program is excellent and the faculty has immense knowledge. They assist me whenever I need help in terms of gaining further knowledge, providing extra classes or spending one on one time for further learning. The flexible study options at CUD ensure that I am able to find a good balance between work and study. I love CUD and I am planning on continuing with my MBA here following completion of BBA".

Study Plan for the BBA in Human Resource Management

SEMESTER	CODE	SUBJECT TITLE	PREREQUISITE	CREDIT
Semester 1	LNG 171	English I		3
	MTH 196	Mathematics For Business		3
	SWS 101	Applications Of Computer Software		3
	GED 198	Islamic Culture		3
		Social Science (1)		3
Semester 2	ACT 112	Principles Of Accounting I		3
	ECO 221	Principles Of Microeconomics		3
	LNG 172	English II	LNG 171	3
		Humanities (1)		3
		Natural Science (1)		3
Semester 3	ECO 222	Principles Of Macroeconomics		3
	ACT 212	Principles Of Accounting II	ACT 112	3
	LNG 173	Professional Communication Skills	LNG 172	3
	MGT 202	Principles Of Management		3
	MKT 201	Principles Of Marketing	LNG 172	3
Semester 4	FIN 201	Managerial Finance		3
	QBA241	Quantitative Business Analysis	ACT 112	3
	BUS 210	Business Reporting	MTH 196	3
		Free Elective (1)	LNG 172	3
		Humanities (2)		3
Semester 5	BUS 231	Legal Environment Of Business		3
	HRM 320	UAE Labor Law And Relations		3
	HRM-XXX	HR Major Elective (1)	MGT 202	3
	HRM 310	Human Resource Management	MGT 202	3
	QBA 341	Quantitative Approaches To Decision Making	QBA 241	3
Semester 6	MGT 361	Operations Management		3
	HRM-XXX	HR Major Elective (2)	MGT 202 - QBA 341	3
	MGT 320	Organizational Behavior		3
	HRM 370	Compensation Management	HRM 310	3
	SWS 351	Management Information Systems	HRM 310- QBA 241	3
Semester 7	HRM 410	Human Resource Development	SWS 101	3
	HRM 440	International HRM		3
	HRM 330	Staffing	HRM 370	3
		Free Elective (2)	HRM 370	3
		Free Elective (3)	HRM 310 - 320	3
Semester 8	HRM 400	HRM Internship		3
			90 credit hours + CGPA min 2.0	3
	MGT 470	Strategic Management		3
	MGT 405	Business Ethics and Social Responsibility	MGT 320 - ECO 222 - ECO 221 -	3
	HRM 450	HRM Capstone	FIN 201 - MKT 201 - MGT 361	3
	HRM 470	Strategic Human Resource Management	MGT 202	3
	HRM-XXX	HRM Major Elective (3)	Final semester	3
			HRM 410 - HRM 370	3
				3
TOTAL				123



4.1.2.5 Bachelor of Business Administration in Accounting and Finance

Description:

The BBA Accounting and Finance program provides with the knowledge and skills to work in the fields of corporate finance and accounting. Students will complete a challenging program which includes such courses as banking, securities analysis, capital analysis, portfolio management, financial regulation, wealth management international financial management, management accounting systems, and International Financial Reporting Standards (IFRS).

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start Dates: Fall, Spring and Summer

Benefits:

Graduates from the BBA Accounting and Finance program are prepared for the dynamic and challenging world of corporate finance as well as positioned to move forward in their accounting careers. Following the program, students will be positioned to advance into their professional designation programs, including CMA, CFA, and CA.

Career Opportunities:

The BBA Accounting and Finance major is designed to prepare students for careers in banking, investments, wealth management securities trading and analysis, and accounting.



Student Testimonial - Omar



CUD has given me so much in many ways and above all a good education. I chose CUD because they have given me the opportunity to study my course of interest as well as other interesting majors. One more thing I love about CUD is that it is multi-cultural; we have different nationalities that interact with one another and share their experiences."



Study Plan for the BBA in Accounting and Finance

SEMESTER	CODE	SUBJECT TITLE	TYPE	PREREQUISITE	CREDIT
Semester 1	LNG 171	English I	URC		3
		Social Science	URE		3
	MTH 196	Mathematics for Business	URC		3
	SWS 101	Applications of Computer Software	URC		3
	GED 198	Islamic Culture	URC		3
					15
Semester 2	ACT 112	Principles of Accounting I	CRR		3
	ECO 221	Principles of Microeconomics	CRR		3
	LNG 172	English II	URC	LNG 171	3
		Natural Science	CRR		3
		Humanities (1)	URE		3
					15
Semester 3	ACT 212	Principles of Accounting II	CRR	ACT 112	3
	ECO 222	Principles of Macroeconomics	CRR		3
	LNG 173	Professional Communication Skills	URC	LNG 172	3
	MGT 202	Principles of Management	CRR		3
	MKT 201	Principles of Marketing	CRR	LNG 172	3
					15
Semester 4	FIN 201	Managerial Finance	CRR	ACT 112	3
	QBA 241	Quantitative Business Analysis	CRR	MTH 196	3
	BUS 210	Business Reporting	CRR	LNG 172	3
	ACT 310	Management Accounting	MJR	ACT 212	3
		Humanities (2)	URE		3
					15
Semester 5	BUS 231	Legal Environment of Business	CRR		3
	HRM 310	Human Resource Management	CRR	MGT 202	3
	FIN 310	Corporate Finance	MJR	FIN 201	3
	ACT 330	International Financial Reporting Standards	MJR	ACT 212	3
	QBA 341	Quantitative Approaches to Decision Making	CRR	QBA 241	3
					15
Semester 6	FIN 350	Portfolio Management	MJR	FIN 201	3
	SWS 351	Management Information Systems	CRR	SWS 101	3
	MGT 320	Organizational Behavior	CRR	HRM-310	3
	MGT 361	Operations Management	CRR	MGT 202, QBA 341	3
	FIN 360	Investment Analysis	MJR	FIN 201	3
					15
Semester 7		Free Elective (1)	FRE		3
		Free Elective (2)	FRE		3
	ACT 450	Auditing	MJR	ACT 310, ACT 330	3
	FIN/ACT	Major Elective	ME		3
	FIN/ACT	Major Elective	ME		3
	FIN 400	Finance/Accounting Internship	MJR	90 credits, min CGPA of 2.0	3
Semester 8	MGT 470	Strategic Management	MJR	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT 405	Business Ethics & Social Responsibility	MJR	MGT 202	3
	FIN 480	Financial Derivatives	MJR	FIN 310, 360	3
	XXX	Free Elective (3)	FRE		3
	FIN/ACT XXX	Major Elective	MJE		3
					15
TOTAL					123

4.1.2.6 Bachelor of Business Administration in International Business

Description:

Graduates with a BBA in International Business will gain insight into relevant social, political, legal, and macroeconomic factors influencing international business, and enhance their communication skills in a multicultural environment. Graduates will acquire requisite competencies through specialized international courses in economics, accounting, finance, management, marketing, and global logistics and supply chain management. They will acquire knowledge on how business is conducted domestically and overseas, how to provide superior service to global customers, and how to expand a local business globally.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start Dates: Fall, Spring and Summer

Career Opportunities:

Graduates are well prepared for various positions. Graduates will have the skills and knowledge to apply themselves to a number of jobs within the local and regional markets.

Study Plan for the BBA in International Business

SEMESTER	CODE	SUBJECT TITLE	TYPE	PREREQUISITE	CREDIT
Semester 1	LNG 171	English I	URC		3
		Social Science	URE		3
	MTH 196	Mathematics for Business	URC		3
	SWS 101	Applications of Computer Software	URC		3
	GED 198	Islamic Culture	URC		3
					15
Semester 2	ACT 112	Principles of Accounting I	CRR		3
	ECO 221	Principles of Microeconomics	CRR		3
	LNG 172	English II	URC	LNG 171	3
		Natural Science	URE		3
	GED XXX	Humanities (1)	URE		3
					15
Semester 3	ACT 212	Principles of Accounting II	CRR	ACT 112	3
	ECO 222	Principles of Macroeconomics	CRR		3
	LNG 173	Professional Communication Skills	URC	LNG 172	3
	MGT 202	Principles of Management	CRR		3
	MKT 201	Principles of Marketing	CRR	LNG 172	3
					15
Semester 4	FIN 201	Managerial Finance	CRR	ACT 112	3
	QBA 241	Quantitative Business Analysis	CRR	MTH 196	3
	BUS 210	Business Reporting	CRR	LNG 172	3
	BUS 231	Legal Environment of Business	CRR		3
	GED XXX	Humanities (2)	URE		3
					15
Semester 5	HRM 310	Human Resource Management	CRR	MGT 202	3
	INB 300	International Economics	3	ECO-222	3
	INB 420	International Business Law	MJR	BUS-231	3
	QBA 341	Quantitative Approaches to Decision Making	CRR	QBA 241	3
		Free Elective (1)	FRE		3
					15
Semester 6	HRM 410	The International Dimension of Human Resource Management	MJR	HRM-310	3
	SWS 351	Management of Information Systems	CRR	SWS 101	3
	MGT 320	Organizational Behavior	CRR	HRM-310	3
	MGT 361	Operations Management	CRR	MGT 202, QBA 341	3
	INB 490	International Accounting	3	ACT-212	3
					15
Semester 7		Core Elective	CE		3
	MKT 465	International Marketing	MJR	MKT-208	3
	INB 490	International Accounting Approach	MJR	ACT 212	3
	MGT 470	Strategic Management	MJR	ACT 212, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
		Core Elective	CE		3
Semester 8	FIN 330	International Finance	MJR	FIN 201	3
	INB 400	Global Strategy	MJR	MGT-470, INB- 300, INB-310, HRM-340, MKT-465, FIN-330	3
	MGT 405	Business Ethics & Social Responsibility	MJR	MGT 202	3
	INB 450	International Business Internship	3	90 Cr. H and INB- 300, INB-310, HRM-340, ACT-310, FIN-330	3
		Free Elective (3)	FRE		3
		Core Elective	CE		3

4.2 SCHOOL OF ENGINEERING, APPLIED SCIENCE AND TECHNOLOGY

4.2.1 A Message from the Chair

It is my pleasure to welcome you to the School of Engineering, Applied Science & Technology at the Canadian University of Dubai. The school offers two Bachelor degrees, one in Telecommunication Engineering and the other in Computer and Networking Engineering Technology. Both degrees are designed based on the Canadian engineering curriculum requirements and are accredited by the Ministry of Higher Education at the United Arab Emirates.

The school houses many networking and telecommunication laboratories and our students have a unique opportunity to interact with state-of-the-art technologies. While studying at the School of Engineering, you will enjoy internships with many hi-tech companies located in the vibrant city of Dubai. Also, the School of Engineering has developed partnerships with many Canadian Universities giving our students the opportunity to transfer many course credits and finish their Bachelor degree in Canada after completing one or two years of study at the Canadian University of Dubai.

Perhaps the most unique experience you will have here in engineering at the Canadian University of Dubai, is the ability to engage in a “hands-on”

engineering education. All of our students participate in an elaborate capstone design experience. Many of our projects compete internationally. This year, our students published seven poster papers in the fourth International Conference on Networked Digital Technologies (NDT’2012). Also, most of our students are involved in research conducted by our dedicated faculty. The School of Engineering houses two research centers of excellence, one in Advanced Web Technologies and the other in Signal and Image Processing. Most research at the centers is conducted with partner Canadian Universities. Although, regarded as a young school, we have built reputation for excellence and innovation, and we welcome you at the School of Engineering.

4.2.2 Programs

- Bachelor of Computer and Networking Engineering Technology
- Bachelor of Science in Telecommunication Engineering
- Bachelor of Science in Networking Engineering



4.2.2.1 Bachelor of Computer and Networking Engineering Technology (CNET)

Description:

Computer Networking Engineering Technology (CNET) is a 4-year Bachelor of Engineering Technology degree. Dubai has a critical need for networking professionals. A demand which is been addressed at the Canadian University of Dubai by offering a unique blend of technology and business subjects with an innovative balance between the practical and the theoretical background for which employers are currently looking.

The objective of the CNET program is to ensure that our students acquire the necessary knowledge, skills, and abilities to perform successfully in the modern world as network professionals. The foundation of our program will instill the knowledge necessary for life-long learning and a sense of professional responsibility that will enable students to continue their professional development throughout their careers.

Benefits:

1. A modern educational approach and state-of-the art training in:
- Database Driven Web Applications
 - LAN and WAN Technologies
 - Network Security and Administration
 - Network Operating Systems
 - Wireless Networks
 - Voice Over IP
 - Entrepreneurship in New Economies
 - Integrative Projects in Vertical Markets
 - Communications Skills
 - Critical Thinking and Problem Solving
 - Internship in the Workplace
2. Preparation for industrial certifications such as CCNA, Network+ and MCSA.

Admission Requirements for Bachelor of Computer and Networking Engineering Technology:

UAE High School Certificate or its equivalent with a minimum average score of 60%

TOEFL 500 or IELTS 5.0 or equivalent

Reasons to Study this program:

The CNET program includes the foundations of computing and the advanced study of computer network construction, administration and security. It is a rapidly developing area of computing which requires an understanding of the most recent technological advances. There is a need for suitably qualified people who are able to exploit their knowledge of these technologies in developing innovative solutions.

Career Opportunities:

- IT Project manager
- Network analyst
- Network administration and support
- Technical account manager
- Computer center manager
- Business analyst
- Technical support of database systems
- Information system design and analysis
- Database design and analysis
- Team Leader in information system development analysis

Credential: Bachelor Degree Program





















Duration: 4 Years (8 Semesters)

Credit Hours: 132 Credit hours, including 3 credit Internship

Student Testimonial - Jackson

"Choosing a university to study in is one of the most important decisions in life. I can wisely say that choosing the Canadian University of Dubai was the right choice for me. Studying in the Bachelor of Computer Networking and Engineering Technology program, and specializing in computer networking, has not only given me hands on experience of current networking technologies, but also the campus' multicultural environment has given me a better understanding of the human network."

Study Plan for Computer and Networking Engineering Technology (CNET)

SEMESTER	CODE	SUBJECT TITLE	PREREQUISITE	Lec	Lab	CREDIT		
Semester 1	MTH 112	Calculus I	Pass Math Placement Test or MTH-002	3	0	3		
	LNG 171	English I	None	3	0	3		
	EBU 200	E-Business Fundamentals	None	3	0	3		
	NET 101	Digital Logic	None	2	2	3		
	SWS 110	Programming I	None	2	2	3		
				13	4	15		
Semester 2	MTH 120	Discrete Mathematics 1	None	3	0	3		
	NET 110	Computer Network Fundamentals	None	2	2	3		
	BUS 120	Financial Analysis	None	3	0	3		
	LNG 172	English II	LNG 171	3	0	3		
	NET 112	Computer Architecture	NET-101	2	2	3		
				2	2	3		
				15	6	18		
Semester 3	NET 120	LAN Switching & Routing	NET-110	2	2	3		
	SWS 213	Database Design	None	3	2	4		
	BUS 111	Marketing of Services	None	3	0	3		
	LNG 173	Professional Communication Skills	LNG-172	3	0	3		
	NET 111	Operating Systems Fundamentals	NET-112	2	2	3		
				3	0	3		
				16	6	19		
Semester 4	BUS 410	Entrepreneurship in the New Economy	None	3	0	3		
	NET 214	Network Programming	NET-316, NET-110, SWS-213	2	2	3		
	NET 210	WAN Technologies	NET-120	2	2	3		
	NET 121	Network Operating Systems	NET-111	3	2	4		
	SWS 211	System Analysis & Design	SWS-213, EBU-200, SWS- 110,NET-110	3	0	3		
				3	0	3		
				16	6	19		
Semester 5	MTH 130	Probability and Statistics	MTH-112	3	0	3		
	BUS 310	Project Management	Not Before Semester 5	3	0	3		
	NET 220	Network Security and Administration	NET-210	2	2	3		
	NET 221	Communication Technology	NET-210	2	2	3		
	SWS 320	Operational Research	MTH-120	3	0	3		
				13	4	15		
Semester 6	NET 222	Wireless Networks	NET-221	2	2	3		
	NET 310	Network Management	NET-220	2	2	3		
	NET 323	Voice/ IP Convergence	NET- 210	2	2	3		
	NET 320	Advanced Switching & Routing	NET- 210	2	2	3		
		Social Elective		3	0	3		
				3	0	3		
				14	8	18		
Semester 7	NET 324	Internship	80 Cr. Hrs	0	4	2		
	NET 411	Network Design Project	NET-310	0	4	2		
	NET 410	Enterprise Network Design	NET-222, NET-323	2	2	3		
	NET 412	Applied Research Project	MTH-210, SWS-320	0	4	2		
	SWS/NET	Professional Elective		2	2	3		
				3	0	3		
								
Semester 8	NET 421	Integrative Project I	Completed 100 Cr. Hrs	0	4	2		
					7	20	17	
	NET 422	Integrative Project II	NET-421	0	4	2		
	NET 420	Advanced Network Troubleshooting	NET-310, NET-320	2	2	3		
	SWS/NET	Professional Elective		2	2	3		
				3	0	3		
				7	8	11		
TOTAL				101	62	132		



4.2.2.2 Bachelor of Science in Telecommunication Engineering (BSTE)

Description:

The engineering program of Telecommunication is developed according to criteria that are intended to reflect the need for the engineer to be adaptive, creative, resourceful and responsive to changes in society, technology and career demands. According to these criteria the curriculum content should assure a foundation in mathematics and basic sciences, a broad preparation in engineering sciences and engineering design and an exposure to non-technical subjects that complement the technical aspects of the curriculum.

Benefits:

The BSTE program prepares students for graduate studies by providing them with a solid background in mathematics and sciences.

Reasons to Study this program:

In addition to training in the most current know-how in the field of telecommunication, the BSTE program provides its students with excellent skills in:

- Communications
- Business and Economics
- Creativity, Critical Thinking and Problem Solving
- Ethics and Engineering Code of Deontology
- Impact of Technology on the Environment and Human Health


Career Opportunities:

- Computer and data communications
- Design and development of telecommunication systems
- Research and development in telecommunication technology
- Sales and service support of technical equipment
- Telecommunication programming
- Radio and TV broadcasting systems

Credential: Bachelor of Science Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 138 Credit Hours



Admission Requirements for Bachelor of Science in Telecommunications Engineering:

UAE High School Certificate or its equivalent with a minimum average score of 70%

TOEFL 500 or IELTS 5.0 or equivalent



Student Testimonial - Abdelrahman



"It is a pleasure to be an Engineering student at the Canadian University of Dubai for the resources it provides. CUD's telecommunications program provides state of the art equipment for hands on experience in the labs which helps the students understand the theoretical concepts through experimentation. Another benefit is that CUD students are given the opportunity to interact directly with their professors which is an asset many students around the world don't have."

Study Plan for Telecommunication Engineering

SEMESTER	CODE	SUBJECT TITLE	PREREQUISITE / CO-REQUISITE	Lec	Lab	CREDIT
Semester 1	LNG 171	English I	None	3	0	3
	NET 101	Digital Logic	None	2	2	3
	GED XXX	Humanity elective	None	3	0	3
	MTH 112	Calculus I	Math Placement Pass test or MTH-002	3	0	3
	SHS 103	Chemistry	None	2	2	3
	SWS 110	Programming I	None	2	2	3
				15	6	18
Semester 2	LNG 172	English II	LNG-171	3	0	3
	NET 112	Computer Architecture	NET-101	2	2	3
	GED XXX	Social Elective	None	3	0	3
	MTH 113	Calculus II	MTH-112	3	0	3
	NET 110	Computer Network Fundamentals	None	2	2	3
	SWS 316	Programming II	SWS-110	2	2	3
				15	6	18
Semester 3	LNG 173	Professional Communication Skills	LNG-172	3	0	3
	MTH 212	Calculus III	MTH-113	3	0	3
	MTH 130	Probability and Statistics	MTH-112	3	0	3
	SCI 210	Modern Physics	MTH-113	2	2	3
	ENG 220	Electric Circuits I	SCI-210	2	2	3
	NET 120	LAN Switching and Routing	NET-110	2	2	3
				15	6	18
Semester 4	MTH 220	Ordinary Differential Equations	MTH-212	3	0	3
	SCI 220	Engineering Mechanics	MTH-113	3	0	3
	ENG 210	Electronics I	ENG-220	2	2	3
	ENG 224	Engineering Graphics and Design	None	2	2	3
	ENG 222	Engineering Electromagnetics	MTH-212, SCI-210	2	2	3
	BUS 311	Engineering Economy	MTH-130	3	0	3
				15	6	18
Semester 5	SCI 310	Introduction to Photonics	MTH-220, ENG-222	2	2	3
	ENG 301	Electronics II	ENG-210	2	2	3
	GED 198	Islamic Culture	None	3	0	3
	BUS 310	Project Management	Not before semester 5	3	0	3
	COM 311	Signals and Systems	MTH 220	2	2	3
	ENG-311	User Interface Design	SWS-316, NET-112	2	2	3
				13	10	18
Semester 6	ENV 301	Introduction to Environmental Science	None	3	0	3
	ENG 320	Internship	LNG-173, Completing 70 CR	0	4	2
	COM 323	Digital Filter Design	COM 311	2	2	3
	COM 320	Telecommunications	ENG-301,COM-310, COM-311	2	2	3
	COM 321	Advanced Programming in Telecommunication	ENG-311	2	2	3
	COM 322	Applied Electromagnetics	ENG-222	2	2	3
				11	12	17
Semester 7	ENG 410	Professional and Ethical Practice	None	3	0	3
	NET 433	Broadband Communications	NET-120	2	2	3
	COM-410	Optical Communications	COM-320, COM-321,COM-322	2	2	3
	COM 412	Digital Communications	COM-320, COM-323	2	2	3
	COM 413	Communication Systems	COM-320,COM-321,COM-322	2	2	3
	ENG 400	Graduation Project-1	Completed 100 Cr. H.	0	4	2
				11	12	17
Semester 8	COM-425	Coding and Information Theory	COM-412	2	2	3
	COM 421	RFID Technology	COM-320,COM-321,COM-322	2	2	3
	COM XXX	Professional Elective-1	See respective courses	2	2	3
	COM XXX	Professional Elective-2	See respective courses	2	2	3
	ENG 401	Graduation Project-2	ENG-400	0	4	2
				8	12	14
TOTAL				103	70	138



4.2.2.3 Bachelor of Science in Networking Engineering

Description:

The objective of the Network Engineering program is to ensure that our students acquire the necessary knowledge, skills, and abilities to perform successfully in the modern world as Network Engineer. The foundation of our program will instill the knowledge necessary for life-long learning and a sense of professional responsibility that will enable students to continue their professional development throughout their career. The Network Engineering program includes the foundations of computing and the advanced study of computer network construction, administration and security. It is a rapidly developing area of computing which requires an understanding of the most recent technological advances. There is a need for suitably qualified Network Engineers who are able to exploit their knowledge of these technologies in developing innovative solutions.

Benefits:

This program was designed to prepare technologists in the networking field. In addition to this expertise, the UAE job market is seeking professionals with an applied Network Engineering degree

Duration:

4 Years (8 Semesters)

Credential: Bachelor of Science Degree Program

Credit Hours: 138 Credit Hours

Study Plan for Networking Engineering

SEMESTER	CODE	SUBJECT TITLE	PREREQUISITE / CO-REQUISITE	Lec	Lab	CREDIT
Semester 1	ENG 101	Digital Logic	None	3	2	4
	SHS 103	Chemistry	None	2	2	3
	MTH 112	Calculus I	Math Placement Pass test or MTH-002	3	0	3
	SWS 110	Programming I	None	2	2	3
	LNG 171	English I	None	3	0	3
						16
Semester 2	LNG 172	English II	LNG 171	3	0	3
	MTH 114	Linear Algebra	MTH 112	3	0	3
	MTH 113	Calculus II	MTH 112	3	0	3
	SWS 120	Programming II	SWS 110	2	2	3
	SCI 101	Physics I "Eng. Mechanics"	MTH 114 (co)	3	0	3
	GED XXX	Humanity Elective	None	3	0	3
						18
Semester 3	LNG 173	Professional Communications Skills	LNG 172	3	0	3
	ENG 210	Computer Architecture	ENG 101	3	2	4
	MTH 212	Calculus III	MTH 113	3	0	3
	ENG 211	Computer Network Fundamentals	None	3	2	4
	SCI 210	Physics II *	MTH 114, SCI 101, MTH 212 (co)	3	0	3
						17
Semester 4	GED 198	Islamic Culture	None	3	0	3
	MTH 220	Ordinary Differential Equations	MTH 212, MTH 114	3	0	3
	MTH 230	Probability and Statistics	MTH 113	3	0	3
	NET 220	Computer Networks	ENG 211	3	2	4
	ENG 221	Electric Circuit	SCI 201, MTH 220 (co)	3	2	4
						17
Semester 5	NET 300	Operating Systems	ENG 210	3	2	4
	NET 310	Network Protocols	NET 220	3	2	4
	ENG 311	Engineering Electromagnetic	ENG 221	3	2	4
	ENG 310	Electronics I	ENG 221	3	2	4
	COM 310	Signals and Systems	ENG 221 and MTH 114	3	0	3
						19
Semester 6	NET 322	Network Operating System	NET 300	3	2	4
	NET 323	Network Management	NET 310	2	2	3
	NET 320	Database Systems	SWS 120	3	2	4
	COM 320	Communication Systems	COM 310	3	2	4
	NET 321	Security Principles & Practices	NET 310	3	2	4
						19
Semester 7	ENG 400	Internship	Completed 80 Cr Hrs	0	4	2
	COM 410	Optical Communications and Networks	ENG 311	3	2	4
	NET 412	Internet Computing	NET 320	3	2	4
	NET 413	Cryptographic Algorithms and Protocols	NET 321	3	0	3
	ENG 421	Graduation Project-1	Completed 100 Cr Hrs	0	4	2
						15
Semester 8	NET 420	Network Design and Implementation	NET 310	3	2	4
	COM 420	Wireless Communications and Networks	COM 320 or NET 310	3	2	4
	GED 199	UAE Society	None	3	0	3
	NET/COM 4XX	Professional Elective		3	2	4
	ENG 422	Graduation Project-2	ENG 421	0	4	2
						17
TOTAL				103	70	138



4.3 SCHOOL OF ARCHITECTURE AND INTERIOR DESIGN

4.3.1 A Message from the Chair

Welcome to the School of Architecture & Interior Design at the Canadian University of Dubai. The School has graduated its first cohort in 2012. Reputation and rigor is clearly building up and are making impact as demonstrated by increasing students’ applications.

The school is, by and large, a unique platform for intersecting contrasting streams in Architecture & Interior Design. It is strongly rooted in its locality through its accreditation and sensitivity to the particularity of Dubai. At the same time, it is closely linked to the Canadian systems of education. It aims for graduates to be able to fulfill their local professional registration, while enabling them at the same time to match the requirements of licensing in international associations. It places a greater emphasis on creativity and problem solving but only in conjunction with rationality and accountability.

The School advocates expandable approaches to design by focusing both on tangible as well as on intangible dimensions of design problems. It incorporates form as a viable means of representing culture, while at the same time gives a greater emphasis to the technicality of the built environment. It emphasizes reflection and appreciation of history while demands currency in building systems and sustainability.

Canadian University of Dubai is uniquely located in the crossing of locality and globalism. Dubai provides distinctive opportunities to embrace global thinking with respect to the local culture and values. Dubai provides a context for creative thinking while focusing on sensitivity and responsibility towards society and the environment. In its specific location, the Canadian University of Dubai is only minutes away from the World Tallest Building. Being close to Burj Khalifa is a continuous reminder of what may be achieved when deeply rooted human will is tied to the heights of technical excellence.

4.3.2 Programs

- Bachelor of Architecture
- Bachelor of Science in Interior Design



4.3.2.1 Bachelor of Architecture

Description

The degree program provides students with a good understanding of the functional areas of Architecture, including design tools, design methodologies, and design philosophies, allied with decision-making and effective presentation processes.

The courses listed under the program requirements encompass the academic and professional areas of Architecture as defined by the Canadian Architecture Certification Board (CACB). These provide students with (a) creative and analytical skills, (b) an understanding of the economic, social, constructional, and legal environments in which the practice of Architecture operates, (c) knowledge of professional architectural and ethical values, (d) a good understanding and proven ability in the fundamentals of architectural design, (e) an enhanced ability in graphic and oral communications, (F) a good knowledge of building systems, codes and appropriate technology and materials, and an appreciation of and sensitivity toward ecology and the environment.

Benefits

Graduates with a Bachelor of Architecture will be eligible to apply for entry to Master Degree programs in Architecture, Interior Design and Urban Planning. Reasons to study this program at Canadian University of Dubai:

- A Canadian perspective to higher education
- A curriculum that fulfills the UAE as well as the Canadian architectural education requirements
- Faculty with Canadian and International teaching experience
- An optimum location to study Architecture & Interior Design – A mile from Burj Khalifa

Career Opportunities

The curriculum prepares students for positions in the private and public sectors including international and local architectural practices, integrated design firms, and building contracting organizations. Career Opportunities include:

- Architecture and Design Consultancies
- Landscape and Urban Design Consultancies
- Private and Public Sector Offices
- Master Planning and Development Organizations
- Building Systems and Component Design Organizations

Credential: Bachelor Degree Program

Duration: 5 Years (10 Semesters) - Start: Fall, Spring and Summer

Credit Hours: 170 Credit hours, including 3 credit internship



Admission Requirements for Bachelor of Architecture Program:

UAE High School Certificate with average score 70% or more or equivalent.

TOEFL 500 or IELTS 5.0 or equivalent



Student Testimonial - Alan



"As a student at CUD the opportunities are endless. At CUD they deliver an applications based approach to education, which is very critical to me to ensure the all-around development in the program. The Faculty are all professionals in the field who have a very interactive approach to teaching. The program has brought out the best in me and I am glad that CUD has given me the perfect platform to achieve my goals."

Study Plan for Architecture

SEMESTER	CODE	SUBJECT TITLE	TYPE	PREREQUISITE	CREDIT
Semester 1	DESI 101	Introduction to Design (Studio)	SRF	None	4
	DESI 121	Design Theory	SRF	None	3
	DESI 141	Drafting & Modeling	SRF	None	3
	LNG 171	English I	URC	None	3
	MTH 112	Calculus I	URC	None	3
					16
Semester 2	DESI 102	Fundamentals of Design (Studio)	SRF	DESI 101	4
	DESI 122	Human Factors	DESI	DESI 101	3
	DESI 142	Freehand Drawing & Rendering	SRF	None	3
	LNG 172	English II	URC	LNG 171	3
	GED 195	Descriptive Geometry	URC	None	3
					16
Semester 3	DESI 220	Design Principles (Studio)	SRF	DESI 102	6
	DESI 211	Construction & Design Integration 1	SRF	DESI 102	3
	DESI 270	Sustainability of Buildings 1	SRF	DESI 101	3
	HISD 201	History of Architecture & Interior Design 1	SRF	LNG 172	3
	LNG 173	Professional Communication Skills	URC	LNG 172	3
					18
Semester 4	DESI 221	Design Methods (Studio)	SRF	DESI 220	6
	DESI 212	Construction & Design Integration 2	SRF	DESI 211	3
	DESI 231	Computer Aided Design	SRF	DESI 102	3
	HISD 202	History of Architecture & Interior Design 2	SRF	HISD 201	3
	GED 196	Communication Skills in Arabic	URC	None	3
					18
Semester 5	ARCH 330	Environmental Design (Studio)	CRR	DESI 221	6
	ARCH 300	Structures 1	CRR	MTH 112	3
	DESI 320	Environmental Systems & Design Integration. 1	CRR	DESI 221	3
	GED 198	Islamic Culture	URC	None	3
	XXX	Humanities Elective (1)	URE	None	3
					18
Semester 6	ARCH 331	Integrated Design (Studio)	CRR	ARCH 330	6
	ARCH 301	Structures 2	CRR	ARCH 300	3
	ARCH 360	Architectural Conservation & Heritage	CRR	HISD-202	3
	DESI 321	Environmental Systems & Design Integration 2	CRR	DESI 320	3
	DESI 340	Working Drawings & Detailing	CRR	ARCH 330/INDE 330	3
					18
Semester 7	ARCH 443	Design Studio (Institutional)	CRR	ARCH 331	6
	ARCH 421	Architecture of the Islamic World	CRR	ARCH 331	3
	ARCH 431	Planning & Urban Design	CRR	ARCH 331	3
	XXX	Major Core Elective (1)	SCE		3
	XXX	Major Core Elective (2)	SCE		3
					18
Semester 8	ARCH 444	Design Studio (Housing)	CRR	ARCH 331	6
	ARCH 422	Research & Design Applications	CRR	ARCH 331	3
	ARCH 456	Building Code	CRR	ARCH 331	3
		Major Core Elective (3)	SCE		3
					15
Semester 9	ARCH 540	Senior Project - Urban Study (Studio)	PRC	ARCH 444 + ARCH 431	6
	ARCH 570	Research Topic	PRC	ARCH 331	3
	DESI 550	Project Management	PRC	ARCH 331	3
		Social Science Elective	URE	None	3
					15
Semester 10	ARCH 541	Senior Project - Design (Studio)	PRC	ARCH 540	6
	DESI 500	Professional Business & Portfolio	PRC	ARCH 331	3
		Humanities Elective (2)	URE	None	3
		Science Elective	URE		3
					15
Between Sem 6-7 or Sem 8-9	DESI 490	Internship	PRC	After 80 Cr. H.	3
Total					170



4.3.2.2 Bachelor of Science in Interior Design

The Interior Design curriculum provides students with general education requirements, foundation and core requirements in the various disciplines of Interior Design, and strong background in its professional concentration. The degree program provides students with a good understanding of the functional areas of Interior Design, including design tools, design methodologies and design philosophies, allied with decision-making and effective presentation processes.

The courses listed under the program requirements encompass the professional areas of Interior Design as defined by the Council for Interior Design Accreditation (CIDA). These courses provide students with (a) creative and analytical skills, (b) an understanding of the economic, social, constructional, and legal environments in which the practice of interior design operates, (c) knowledge of professional design and ethical values, (d) a good understanding and proven ability in the fundamentals of interior design, (e) an enhanced ability in graphic and oral communications, and (f) good knowledge of interior building systems, codes and appropriate materials.

Benefits

Graduates with a Bachelor of Science in Interior Design will be eligible to apply for entry to Master Degree programs.

Reasons to study this program at the Canadian University of Dubai:

- A Canadian perspective to higher education
- A curriculum that fulfills the UAE as well as the Canadian architectural education requirements
- Faculty with Canadian and International teaching experience
- An optimum location to study Architecture & Interior Design – A mile from Burj Khalifa

Admission Requirements for Bachelor of Interior Design Program:

UAE High School Certificate with average score 70% or more or equivalent.

TOEFL 500 or IELTS 5.0 or equivalent

Career Opportunities

The curriculum prepares students for positions in the private and public sectors including international and local interior design practices, integrated design firms, and interior contracting organizations. Career opportunities include:

- Architectural and Integrated Design Consultancies
- Interior Design Consultancies
- Private and Public Sector Offices
- Real Estate Development Organizations
- Interior Systems, Furniture and Component Design Organizations

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 134 Credit hours, including 3 credit

internship - Start: Fall, Spring and Summer

Student Testimonial - Ola

"I am currently a student in the Interior Design program at CUD. The Interior Design program in Canadian University of Dubai is great because it combines academic learning and brings out the best creativity in oneself. The professors are very encouraging which makes me very confident in expressing my ideas in class. I learn a lot more in class than what the textbooks can offer"

Study Plan for Bachelor of Science in Interior Design

SEMESTER	CODE	SUBJECT TITLE	TYPE	PREREQUISITE	CREDIT
Semester 1	DESI 101	Introduction to Design (Studio)	SR	None	4
	DESI 121	Design Theory	SR	None	3
	DESI 141	Drafting & Modeling	SR	None	3
	MTH 112	Calculus I	UR	None	3
	LNG 171	English I	UR	None	3
					16
Semester 2	DESI 102	Fundamentals of Design (Studio)	SR	DESI-101	4
	DESI 122	Human Factors	SR	DESI-101	3
	DESI 142	Freehand Drawing & Rendering	SR	None	3
	GED-195	Descriptive Geometry	UR	None	3
	LNG 172	English II	UR	LNG 171	3
					16
Semester 3	DESI 220	Design Principles (Studio)	SR	DESI-102	6
	DESI 211	Construction & Design Integration 1	SR	DESI-102	3
	HISD 201	History of Architecture & Interior Design 1	SR	LNG-172	3
	DESI 270	Sustainability of Buildings 1	SR	DESI- 101	3
	LNG 173	Professional Communication Skills	UR	LNG-172	3
					18
Semester 4	DESI 221	Design Methods (Studio)	SR	DESI-220	6
	DESI 212	Construction & Design Integration 2	SR	DESI-211	3
	HISD 202	History of Architecture & Interior Design 2	SR	HISD-201	3
	DESI 231	Computer Aided Design	SR	DESI-102	3
		Science Elective	URE		3
					18
Semester 5	INDE 330	Residential Design (Studio)	CRR	DESI-221	6
	INDE 300	Textiles	CRR	DESI-102	3
	DESI 320	Environmental Systems & Design Integration 1	CRR	DESI-221	3
	INDE 350	Furniture Design	CRR	DESI-211	3
		Humanities Elective (1)	URE		3
					18
Semester 6	INDE 331	Commercial Design (Studio)	CRR	INDE-330	6
	INDE 320	Building Systems & Codes	CRR	INDE-330	3
	DESI 321	Environmental Systems & Design Integration 2	CRR	DESI 320	3
	DESI 340	Working Drawings & Detailing	CRR	INDE-330	3
		Humanities Elective (2)	URE		3
					18
Semester 7	INDE 440	Senior Project - Dissertation (Studio)	PCR	300 Series, Chair	6
		Concentration Elective (1)	SCE		3
		Concentration Elective (2)	SCE		3
		Social Science Elective (1)	URE		3
					15
Semester 8	INDE 441	Senior Project - Design (Studio)	PRC	INDE-440	6
	DESI 400	Professional Business & Portfolio	PRC	300 Series	3
	GED 198	Islamic Culture	URC	None	3
					12
Between Semesters 6 and 7, or after 8	DESI 490	Internship	PRC	After 80 credits	3
Total					134



4.4 SCHOOL OF ENVIRONMENT AND HEALTH SCIENCES

4.4.1 A Message from the Chair

We are facing serious issues that affect our environment and health, thus one of the main goals of the School of Environment and Health Sciences is to graduate professionals that are well prepared to face these challenges and be the proactive leaders of environment and health in their own communities and globally. Furthermore, the School provides students with the knowledge and skills that pertain to environment and health by exposing them to the latest developments in the field.

Our School vision is to graduate the best environment and health professionals to serve their nations, by providing an educational environment where excellence is pursued in endeavors and ethical behavior is reflected in activities.

On behalf of the Faculty members, I would like to welcome you to join our School and become a member of our family to learn and work with us in improving the quality of our environment and health. Also, keep in mind that a healthy environment means a healthier you!

4.4.2 Programs

- Bachelor of Science in Health Organization Management
- Bachelor of Science in Environmental Health Management
- Bachelor of Science in Health Information Management



Student Testimonial - Dinara



"The Health Organization Management program was one that I had to search for a lot before I discovered that CUD offers this unique program. I have always been interested in both health and the business aspect of the health industry. In many developing countries, there is a big shortage of trained personnel to manage the administration of healthcare institutions. After completing my degree from CUD, I wish to go back to Azerbaijan and improve the health system in my country. With the expert guidance of my professors here at CUD, I am very confident of fulfilling my ambitions."



Student Testimonial - Mackline



"I was born and brought up in Dubai. I am pursuing my Bachelor of Science in Environment Health Management here at CUD. The facilities here are fantastic and the staff is very warm and welcoming. I am extremely passionate about the environment and hence I chose this course as I see myself bringing about some positive changes to the earth so that we can live in a safer and healthier place."



4.4.2.1 Bachelor of Science in Health Organization Management

The Health Organization Management Program will expose prospective students to the principles and methodologies of organization and administration in the field of health, including the nature of management, decision theory, planning, employee health training, health economics, health finance, budgeting, evaluation, and the operation of healthcare systems. With the current developments in the health sector, managers of healthcare need to be able to respond and meet the challenges they encounter in the day-to-day operation of their institutions.

The emergence of new technologies and elaborate advancements in health sciences and health management, healthcare providers are challenged to keep pace with these rapid developments. Health Organization Management is readily available at the fingertips of healthcare providers. Governance and Leadership are among the major challenges healthcare professionals are facing. The School of Environment and Health will be addressing and engaging these important issues through the Health Organization Management Program.

Health Organization Management program will be providing students with the knowledge and skills to successfully confront these challenges in a systematic academic manner that will evolve continuously to meet these developments. The program offered is dynamic and flexible, thereby capable of addressing the challenges we face.

Benefits

Graduates of the Health Organization Management program will have a strong background in health sciences and will be able to apply the various methods and principles of management as related to the challenges faced in this field

Career Opportunities

Career Opportunities for Health Organization Management Graduates:

- Health Management Functions
- Human Resource Management in health related institutions
- Government Ministries
- International Health Care Organizations
- Health Care Organizations
- Community and Health Care Centres
- Educational Institutions

Reasons to join the program:


- Highly qualified faculty members, most of them have studied or worked in North America or Europe with great academic and industrial experience.
- Many partnerships have been developed between our School and different governmental, NGOS and industrial sectors.
- Different research projects that involve students have been developed and some of our students’ work has been published in international journals.
- Different field visits are undertaken by our students and professors every semester to give them a closer look at the environmental health industries in UAE and expose students to real life/onsite experience.
- Strong internships programs.
- Most of our courses are focused on student-centered teaching methods with many individual/group research projects.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 126 Credit Hours

Start: Fall, Spring and Summer



Admission Requirements for Bachelor of Science in Health Organization Management:

UAE High School Certificate or its equivalent with a minimum average score of 60%

TOEFL 500 or IELTS 5.0 or equivalent

Study Plan for Health Organization Management

SEMESTER	CODE	SUBJECT TITLE	TYPE	PREREQUISITE	CREDIT
Semester 1	LNG 171	English I	UR/C	None	3
	BIO 101	Human Biology	UR/C	None	3
	SHS 102	Healthcare Systems	CRR	None	3
	HOM 101	Fundamentals of Healthcare Management	MJR	None	3
	SWS 101	Applications of Computer Software	UR/C	None	3
					15
Semester 2	ECO 121	Principles of Macroeconomics	CRR	None	3
	GED 198	Islamic Culture	UR/C	None	3
	LNG 172	English II	UR/C	LNG 171	3
	MTH 195	Applied Statistics	UR/C	None	3
	SHS 111	Fundamentals of Human Systems	CRR	BIO 101	3
					15
Semester 3	GED 196	Communication Skills in Arabic	UR/C	None	3
	HIM 301	Health Informatics and Health Statistics	MJR	MTH195,SWS101	3
	LNG 173	Professional Communication Skills	CRR	LNG 172	3
	ECO 221	Principles of Microeconomics	CRR	None	3
	ACT 112	Principles of Accounting I	CRR	None	3
					15
Semester 4		Humanities Elective (1)			3
	ACT 212	Principles of Accounting II	CRR	ACT 112	3
	SHS 212	Health Planning	CRR	SHS 102	3
	SHS 213	Introduction to Healthcare Quality Management	CRR	HOM 101	3
		Free Elective (1)	FRE		3
					3
Semester 5		Social Sciences (1)	UR/E		3
					18
		Major Elective (1)	MJE		3
	HOM 301	Process Management in Health Services	MJR	SHS 213	3
	FIN 201	Managerial Finance	CRR	ACT 212	3
Semester 6	HOM 304	Healthcare Operations	MJR	SHS 213	3
		Free Elective (2)	FRE		3
					15
	HOM 311	Healthcare Facility Design and Safety Measures	MJR	HOM 304	3
	HOM 312	Care of Patients and Continuum of Care	MJR	HOM 304	3
Semester 7	SHS 311	Human Resources Management in Healthcare	CRR	HOM 101	3
	SHS 312	Measuring Performance in Healthcare Organizations	CRR	SHS 213	3
	HOM 303	Health Education and Promotion	MJR	None	3
					15
	HIM 408	Health Information Department Management	MJR	HIM 301	3
Semester 8	HOM 401	Risk Management and Patient Safety	MJR	HOM 304	3
	HOM 402	Internship: Familiarization with the Industry	MJR	81 Cr.H	3
	SHS 401	Healthcare Ethics	CRR	None	3
	SHS 402	Performance & Service Improvement in Healthcare	CRR	SHS 312	3
		Major Elective (2)	MJE		3
					18
Semester 8	HOM 411	Health care Organizations & the Accreditation Process	MJR	None	3
	HOM 412	Healthcare Facility Safety & the Environment of Care	MJR	HOM 304	3
	HOM 413	Research Study in the Field of Health Management	MJR	81 Cr.H.	3
	SHS 411	Governance and Leadership	CRR	None	3
		Humanities Elective(2)	UR/E		3
					15
Total					126



4.4.2.2 Bachelor of Science in Environmental Health Management

Our environment and health are pivotal to today’s world and future. The challenges these issues present will require individuals who are qualified with a broad knowledge of the continuously evolving health sciences field. Health is the focal point to humanity and without proper health; our existence would be at stake. The general quality of life, health care and service are becoming a concern as environmental and health institutions have been relatively successful in outperforming disciplinary expectations. However, we continue to face serious issues that are affecting our environment, our health, and consequently, our very existence.

The following environmental changes pose a threat to humanity: climate change, global warming, pollution due to industry growth and population increase, and the depletion of natural resources are among these serious issues. Thus, the School of Environment and Health is designed to address these significant issues through the Environmental Health Management Program.

The School of Environment and Health will be providing students with the knowledge and skills to successfully confront these challenges in a systematic academic manner that will evolve continuously to meet these developments. Graduates from the School of Environment and Health Sciences will be ready to join the workforce immediately following their graduation. Graduates in this field will be a crucial asset to future environmental and health employers, ministries and international organizations

Benefits

Graduates with a Bachelor of Science in Environmental Health Management will have a strong background in managing environmental health issues. Students will be equipped with the most current tools and methods to face the most challenging and contemporary issues related to health organization and environmental health.

Career Opportunities

Career Opportunities for Environmental Health Graduates:

- Government Ministries,
- Healthcare Institutions,
- Environmental Agencies,
- Educational Institutions,
- Research Institutions,

Industries linked to health safety and hazards, food safety, water resources, oil industry, real estate development, and waste disposal.

Reasons to join the program:

- Highly qualified faculty members, most of them have studied or worked in North America or Europe with great academic and industrial experience.
- Many partnerships have been developed between our School and different governmental, NGOS and industrial sectors.
- Different research projects that involve students have been developed and some of our students’ work has been published in international journals.
- Different field visits are undertaken by our students and professors every semester to give them a closer look at the environmental health industries in UAE and expose students to real life/onsite experience.
- Strong internships programs.
- Most of our courses are focused on student-centered teaching methods with many individual/group research projects.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 126 Credit Hours

Start: Fall, Spring and Summer

Admission Requirements for Bachelor of Environment Health Management Program:

UAE High School Certificate or its equivalent with a minimum average score of 60%

TOEFL 500 or IELTS 5.0 or equivalent

Study Plan for Environmental Health Management

SEMESTER	CODE	SUBJECT TITLE	TYPE	PREREQUISITE	CREDIT
Semester 1	BIO 101	Human Biology	UR/C	None	3
	LNG 171	English I	UR/C	None	3
	HOM 101	Fundamentals of Healthcare Management	MJR	None	3
	SHS 103	Chemistry	CRR	None	3
	SWS 101	Applications of Computer Software	UR/C	None	3
					15
Semester 2	LNG 172	English II	UR/C	LNG 171	3
	GED 198	Islamic Culture	UR/C	None	3
	MTH 195	Applied Statistics	UR/C	None	3
	SHS 102	Healthcare Systems	CRR	None	3
	SHS 111	Fundamentals of Human Systems	CRR	BIO 101	3
					15
Semester 3		Humanities Elective(2)	UR/E		3
	LNG 173	Professional Communication Skills	CRR	LNG172	3
	GED 196	Communication Skills in Arabic	UR/C	None	3
	SHS 207	Library Science and Information Literacy	CRR	SWS 101	3
	SHS 208	Infectious Diseases	CRR	None	3
					15
Semester 4	ENV 301	Introduction to Environmental Sciences	MJR	None	3
	SHS 211	Non infectious/Chronic diseases	CRR	None	3
	SHS 212	Health Planning	CRR	SHS 102	3
	SHS 213	Introduction to Healthcare Quality Management	CRR	HOM 101	3
		Social Sciences (1)	UR/E		3
					15
Semester 5	ENV 302	Environmental Microbiology	MJR	ENV 301	3
	ENV 303	Entomology and Pest Control	MJR	SHS 103	3
	ENV 304	Water and Wastewater Quality Control	MJR	ENV 301	3
	HIM 301	Health Informatics and Health Statistics	MJR	MTH 195, SWS101	3
	SHS 311	Human Resources Management in Healthcare	CRR	HOM 101	3
					15
Semester 6	ENV 305	Food Quality and Control	MJR	ENV 301	3
	ENV 308	Community Environmental Health	MJR	ENV 301	3
	SHS 312	Measuring Performance in Healthcare Organizations	CRR	SHS 213	3
	SHS 314	Health Economics and Financial Management	CRR		3
		Humanities Elective(1)	UR/E		3
					3
Semester 7		Major Elective	MJE		3
					18
	ENV 306	Internship: Familiarization with the Industry	MJR	81 Cr. H	3
	ENV 407	Management of Domestic and Hazardous Wastes	MJR		3
	ENV 408	Epidemiology and Biostatistics	MJR	MTH195, ENV 301	3
Semester 8	SHS 401	Healthcare Ethics	CRR	None	3
	SHS 402	Performance & Service Improvement in Healthcare	CRR	SHS 312	3
	HOM 301	Process Management in Health Services	CRR	SHS 213	3
					18
	ENV 409	Marine and Air Pollution	MJR	ENV 407	3
Semester 8	ENV 410	Occupational Health and Toxicology	MJR	ENV 302, ENV 407	3
	ENV 411	Research Study in the Field of Environmental Health	MJR	81 Cr.H	3
	SHS 411	Governance and Leadership	CRR	None	3
	ENV 415	Seminar	MJR	81 Cr.H	3
					15
Total					126



4.4.2.3 Bachelor of Science in Health Information Management

The Health Information Management program will expose prospective students to the principles and methodologies of health sciences, health informatics, health record systems, medical classification systems and coding, as well as data collection, statistical analysis and presentation. This program is prescribed to a minimum of 20 students.

With the current developments of information technology in the health sector, managers of healthcare need to be able to respond and meet the challenges they encounter in the day-to-day operation of their healthcare institutions; taking this into consideration, patients are now in full control of their health information.

The patient is becoming more knowledgeable due to the accessibility of information technology and the internet. With the emergence of technology and the advancements in health sciences and health management, healthcare providers are challenged to keep up with the pace. Health information is readily available at the fingertips of the health care provider.

Benefits

Graduates with a Bachelor of Science in Health Information Management will have a strong background in health sciences and health management involving the information technology relevant to health issues.

Career Opportunities

This is a very challenging career path where the graduates are exposed to health information management issues.
Career Opportunities for Health Information Management Graduates:

- Health Information Management.
- Health Management Functions.
- In Government Ministries, Healthcare Institutions, Health Information and Research centers. Educational Institutions, Health Insurance companies, Health Consulting companies, IT companies.

Reasons to join the program:

- Highly qualified faculty members, most of them have studied or worked in North America or Europe with great academic and industrial experience.
- Many partnerships have been developed between our School and different governmental, NGOS and industrial sectors.
- Different research projects that involve students have been developed and some of our students’ work has been published in international journals.
- Different field visits are undertaken by our students and professors every semester to give them a closer look at the environmental health industries in UAE and expose students to real life/onsite experience.
- Strong internships programs.
- Most of our courses are focused on student-centered teaching methods with many individual/group research projects.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 126 Credit Hours

Start: Fall, Spring and Summer

Study Plan for Health Information Management

SEMESTER	CODE	SUBJECT TITLE	TYPE	PREREQUISITE	CREDIT
Semester 1	BIO 101	Human Biology	UR/C	None	3
	LNG 171	English I	UR/C	None	3
	HOM 101	Fundamentals of Healthcare Management	MJR	None	3
	SHS 102	Healthcare Systems	CRR	None	3
	SWS 101	Applications of Computer Software	UR/C	None	3
					15
Semester 2	ECO 121	Principles of Macroeconomics	CRR	None	3
	LNG 172	English II	UR/C	LNG 171	3
	GED 198	Islamic Culture	UR/C	None	3
	MTH 195	Applied Statistics	UR/C	None	3
	SHS 111	Fundamentals of Human Systems	CRR	BIO 101	3
					15
Semester 3	ACT 112	Principles of Accounting I	CRR	None	3
	ECO 221	Principles of Microeconomics	CRR	None	3
	LNG 173	Professional Communication Skills	CRR	LNG 172	3
	GED 196	Communication Skills in Arabic	UR/C	None	3
		Free Elective (1)	FRE		3
					15
Semester 4	ACT212	Principles of Accounting II	CRR	ACT 112	3
	SHS 212	Health Planning	CRR	SHS 102	3
	SHS 213	Introduction to Healthcare Quality Management	CRR	HOM 101	3
		Humanities Elective (1)	UR/C		3
		Free Elective (2)	FRE		3
					18
Semester 5	FIN 201	Managerial Finance	CRR	ACT 212	3
	HIM 301	Health Informatics and Health Statistics	MJR	MTH195, SWS101	3
	HIM 302	Intro. To Health Information Management	MJR	None	3
	HOM 301	Process Management in Health Services	MJR	SHS 213	3
		Humanities Elective (2)	UR/E		3
					15
Semester 6	HIM 303	Medical Terminology	MJR	HIM 302	3
	HIM 304	Development and Content of Medical Record	MJR	SHS 111	3
	HOM 304	Healthcare Operations	MJR	SHS 213	3
	SHS 311	Human Resources Management in Healthcare	CRR	HOM 101	3
	SHS 312	Measuring Performance in Healthcare Organizations	CRR	SHS 213	3
					15
Semester 7	HIM 305	Alternate Site Health Information Management	MJR	HIM 302	3
	HIM 406	Nomenclatures and Classification Systems	MJR	SHS 111	3
	HIM 402	Internship: Familiarization with the Industry	MJR	81 Cr.H.	3
	HIM 408	Health Information Department Management	CRR	HIM 301	3
		Major Elective (1)	MJE		3
Semester 8	SHS 402	Performance & Service Improvement in Healthcare	CRR	SHS 312	3
					18
	HIM 407	Management of Patient Medical Records	MJR	HIM 304, 406	3
	HIM 409	Research Study in the Field of HIM	MJR	81 Cr.H.	3
	SHS 401	Healthcare Ethics	CRR		3
	SHS 411	Governance and Leadership	CRR	None	3
		Major Elective(2)	MJE		3
					15
Total					126



4.5 SCHOOL OF LIBERAL ARTS AND SCIENCES

4.5.1 A Message from the Chair

Welcome to the School of Liberal Arts and Sciences. This School offers two degrees, a Bachelor of Arts in Communications with three majors: Journalism, Advertisement and Public Relations and a Bachelor of Arts in English Language and Translation. The BA in Communications is offered in both an English stream and an Arabic stream. This program prepares students for challenging careers in fields ranging from corporate and government communications, advertisiment and journalism. The English Language and Translation program provides a comprehensive background in translation and prepares students for careers in this growing field. The School also offers a wide range of courses in liberal arts and sciences that add academic breadth to all programs offered at the Canadian University of Dubai.

4.5.2 Programs

- Bachelor of Arts in English Language and Translation (NEW)
- Bachelor of Arts in Communication (Arabic & English Streams)
 - Journalism
 - Advertisement
 - Public Relations



4.5.2.1 Bachelor of Arts in English Language and Translation

Description

The English Language and Translation degree program provides students with a comprehensive background in translation and will allow students to be prepared for their career through training, emphasizing job-related skills. The Department of English Language & Translation, providing theory and practice, stands to equip graduates with a strong command of the English language, to use in translation and interpreting as well as other areas. It addresses the professional needs of translators and interpreters, providing them with advanced communication skills, technology competence, critical thinking and problem solving skills, researching, as well as global awareness and leadership skills. In addition, it prepares them to pursue their postgraduate studies.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start: Fall

Reasons to study English language and translation:

- Translation as a professional activity has become, in recent years, a global business (the world market in translation is currently thought to be worth up to \$15 billion, and is increasing by as much as 20%-25% a year. Demand by far outstrips supply - it is estimated that only about 10% of current world demand is met.)
- Practical emphasis - study is underpinned by work placement
- Excellent Career Opportunities

Career Opportunities

The program prepares students for positions in: translation, education, advertising, marketing, copywriting, editing, and public relations.



Admission Requirements for Bachelor of Arts in English Language and Translation:

UAE Highschool Certificate or its Equivalent with a minimum average score of 60%.

TOEFL 550 or IELTS 6.0 or equivalent.

Study Plan for English Language & Translation

SEMESTER	CODE	SUBJECT TITLE	TYPE	PREREQUISITE	CREDIT
Semester 1	SWS 101	Applications of Computer Software	UR/C		3
	LNG 171	English I	UR/C		3
	LNG 111	Reading Skills	CRR		3
	GED 199	UAE Society	UR/C		3
	GED 196	Communications Skills in Arabic (1) (A)	UR/E		3
					15
Semester 2	MTH 101	Statistics	UR/C		3
	LNG 172	English II	UR/C	LNG 171	3
	GED 296	Communications Skills in Arabic (2) (A)	UR/E	GED-196	3
	LNG 223	English Grammar	CRR	LNG 171	3
	TRA 361	Introduction to Translation	CNN	LNG 172	3
					15
Semester 3	GED XXX	Humanities (1)	UR/E		3
	LNG 211	Speech & Business Communication	CRR	LNG 172	3
	LNG 221	English Writing Skills	CRR	LNG 172	3
	LNG 231	Introduction to General Linguistics	CRR	LNG 172	3
	LNG 233	Phonetics	CRR	LNG 223	3
	TRA 362	English/Arabic Translation	CNN	TRA 361	3
					18
Semester 4	LNG 232	Syntax	CRR	LNG 231	3
	LNG 235	Discourse Analysis	CRR	LNG 231	3
	TRA 363	Arabic / English Translation I	CNN	TRA 361	3
	ENV XXX	Natural Science requirement	UR/E		3
	ARA 212	Speech & Business Communication (Arabic Medium)	CRR	GED-296	3
					15
Semester 5		Free Elective (1)	FRE		3
	LNG 234	Pragmatics	CRR	LNG 231	3
	LNG 331	Semantics	CRR	LNG 231	3
	LNG 333	Morphology and Lexical Semantics	CRR	LNG 231	3
	TRA 364	Consecutive Interpreting I	CNN	TRA 361	3
					15
Semester 6	LNG 334	Error Analysis	CRR	LNG 223	3
	LNG	Major Elective (1)			3
	TRA 464	Arabic / English Translation II	CNE	TRA 363	3
	GED XXX	Humanities (2)	UR/E		3
	TRA 462	Translation Issues in Language and Law	CNN	TRA 361	3
					15
Semester 7		Free Elective (2)	FRE		3
	LNG 432	Applied Linguistics	CRR	LNG 231	3
	TRA 461	Theory of Translation	CNN	TRA 464	3
	GED 198	Islamic Culture	UR/C		3
	TRA 450	Internship	CNN	81 Cr.H.	3
					15
Semester 8		Free Elective (3)	FRE		3
	LNG	Major Elective (2)			3
	TRA	Major Elective (3)			3
	TRA 463	Consecutive Interpreting II	CNN	TRA 364	3
	TRA 475	Graduation Project in Translation	CNN	Graduating semester	3
					15
Total					123



4.5.2.2 Bachelor of Arts in Communication in Public Relations (Arabic & English Streams)

Description

The rapid expansion of communications technologies is impacting how we communicate with each other our business and social lives, and is requiring all of us to develop new skills to fully leverage the communications tools available to better understand the world around us.

Upon completion of all degree requirements, students receive a Bachelor of Arts in Communication. A general degree in Communication, prepares students for a comprehensive understanding of the various disciplines contribution to the profession. Students may select one of the three concentration areas:

- Journalism
- Advertisement
- Public Relations

Career Opportunities

Journalism

Graduates will have the opportunities for positions in: Newspapers, magazines and other forms of publishing and in broadcast journalism, electronic media and online journalism.

Advertisement

Graduates will have the opportunities for positions in: Ad creation, Sales, management or production with advertising agencies or corporate advertising departments.

Public Relations

By receiving a solid base in the practical use of qualitative and quantitative methodologies and skills such as news writing, copy writing, public relations planning and advertising design, graduates will also be prepared to enter professional fields such as publishing, editing, production, planning research. They may also find jobs in any communication capacity in areas as varied as diplomacy, business, government, non-profit agencies, professional associations, healthcare companies and international organization

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start: Fall



Admission Requirements for Bachelor of Arts in Communication:

UAE High School Certificate or its equivalent with a minimum average score of 60%

TOEFL 500 or IELTS 5.0 or equivalent for English, and TOEFL 450 or IELTS 4.5 for Arabic Courses

Study Plan for Public Relations

SEMESTER	CODE	SUBJECT TITLE	PREREQUISITE	CREDIT
Semester 1	SWS 101	Application of Computer Software		3
	LNG 171	English I		3
	GED 196	Communication Skills in Arabic 1		3
	GED 199	UAE Society		3
	MCM 100	Introduction to Mass Communication		3
				15
Semester 2	LNG 172	English II	LNG-171	3
	GED 296	Communication Skills in Arabic 2	GED-196	3
	MCM 110	Communication Theories	MCM-100	3
	GED 198	Islamic Culture		3
	MCM 130	Media Ethics and Laws		3
				15
Semester 3	MTH 101	Statistics		3
	MCM 120	Communication Research Methods	MCM-110	3
	MCM 220	Media Psychology	MCM-110	3
	MCM 200	Introduction to Political Science	MCM-100	3
	GED XXX	Humanities (1)		3
	PRA 200	Writing for Public Relations		3
				18
Semester 4	MGT 202	Principles of Management		3
	MCM 210	Media Sociology	MCM-110	3
	GED XXX	Humanities (2)		3
	MCM 230	Principles of Economics		3
	MCM 310	Internet and Social Networks		3
				15
Semester 5	PRA 210	Public Relations Campaigns		3
	PRA 315	Public Relations Management	PRA-200	3
	PRA 320	Publication Design	PRA-200	3
	PRA 310	Online Public Relations	MCM-310	3
	ENV XXX	Natural Science Requirement		3
				15
Semester 6	MCM 330	Literary and Artistic Criticism	MCM-100	3
	MCM 320	Computerized Media Archiving		3
	MCM 410	Political Geography	MCM-200	3
	XXX	Free Elective		3
	PRA XXX	Public Relations Elective		3
				15
Semester 7	PRA 215	Applied Public Relations	PRA-200	3
	PRA 410	Organizational Communication	PRA-315	3
	XXX	Free Elective		3
	MCM 420	Modern World History	MCM-410	3
	MCM 430	Internship	81 Cr.H.	3
				15
Semester 8	PRA 420	Graduation Project in Public Relations	Graduating Semester	3
	XXX	Free Elective		3
	XXX	Free Elective		3
	PRA XXX	Public Relations Elective		3
	PRA XXX	Public Relations Elective		3
				15
Total				123



4.5.2.3 Bachelor of Arts in Communication in Journalism
(Arabic & English Streams)

Our perception of the world around us is now, more than ever before, being shaped not only by traditional news media, but also by the social media that is playing a growing role in the way we are informed. The Bachelor of Arts in Communication – Electronic and Print Journalism program, is designed to develop the student’s understanding of the changing roles and players in the field of news media today, and build the skills necessary to have a significant voice in today’s technology driven society. Graduates from the program will be prepared for positions in news reporting and editing, print media layout and design, online news collection and dissemination, as well as social media.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start: Fall



Study Plan for Journalism

SEMESTER	CODE	SUBJECT TITLE	PREREQUISITE	CREDIT	
Semester 1	SWS 101	Application of Computer Software		3	
	LNG 171	English I		3	
	GED 196	Communication Skills in Arabic 1		3	
	GED 199	UAE Society		3	
	MCM 100	Introduction to Mass Communication		3	
				15	
Semester 2	LNG 172	English II	LNG-171	3	
	GED 296	Communication Skills in Arabic 2	GED-196	3	
	MCM 110	Communication Theories	MCM-100	3	
	GED 198	Islamic Culture		3	
	MCM 130	Media Ethics and Laws		3	
				15	
Semester 3	MTH 101	Statistics		3	
	MCM 120	Communication Research Methods	MCM-110	3	
	MCM 220	Media Psychology	MCM-110	3	
	MCM 200	Introduction to Political Science	MCM-100	3	
	GED XXX	Humanities (1)		3	
				15	
Semester 4	MGT 202	Principles of Management		3	
	MCM 210	Media Sociology	MCM-110	3	
	GED XXX	Humanities (2)		3	
	MCM 230	Principles of Economics		3	
	MCM 310	Internet and Social Networks		3	
				15	
Semester 5	JRN 215	Online Journalism	MCM-310	3	
	JRN 205	Journalistic Translation (1)		3	
	JRN 210	Layout and Graphic Design		3	
	JRN 305	News Writing and Editing	MCM-100	3	
	ENV XXX	Natural Science Requirement		3	
				15	
Semester 6	MCM 410	Political Geography	MCM-200	3	
	MCM 320	Computerized Media Archiving		3	
	MCM 330	Literary and Artistic Criticism	MCM-100	3	
	XXX	Free Elective		3	
	JRN XXX	Journalism Elective		3	
				18	
Semester 7	JRN 420	Website Design	JRN-215	3	
	JRN 410	Digital Storytelling	JRN-305	3	
	MCM 420	Modern World History	MCM-410	3	
	MCM 430	Internship	81 Cr.H	3	
	JRN XXX	Journalism Elective		3	
				15	
Semester 8	JRN XXX	Journalism Elective		3	
	XXX	Free Elective		3	
	XXX	Free Elective		3	
	JRN 430	Graduation Project in Journalism	Graduating semester	3	
	XXX	Free Elective		3	
				15	
Total				123	

4.5.2.4 Bachelor of Arts in Communication in Advertisement
(Arabic & English Streams)

The Bachelor of Arts in Communication – Advertisement program is designed to prepare students to enter the exciting and fast paced world of traditional and online advertising. With a solid foundation in the practical use of qualitative and quantitative research methodologies and skills such as copy writing, planning and design, graduates will be prepared to enter the field of advertising. Graduates from this program will be prepared for positions employing both traditional and electronic media in all aspects of the advertising process from the pitch to the execution of a campaign.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start: Fall



Study Plan for Advertisement

SEMESTER	CODE	SUBJECT TITLE	PREREQUISITE	CREDIT
Semester 1	SWS 101	Application of Computer Software		3
	LNG 171	English I		3
	GED 196	Communication Skills in Arabic 1		3
	GED 199	UAE Society		3
	MCM 100	Introduction to Mass Communication		3
Semester 2	LNG 172	English II	LNG-171	15
	GED 296	Communication Skills in Arabic 2	GED-196	3
	MCM 110	Communication Theories	MCM-100	3
	GED 198	Islamic Culture		3
	MCM 130	Media Ethics and Laws		3
Semester 3	MTH 101	Statistics		15
	MCM 120	Communication Research Methods		3
	MCM 220	Media Psychology	MCM-110	3
	MCM 200	Introduction to Political Science	MCM-110	3
	GED XXX	Humanities (1)	MCM-100	3
Semester 4	MGT 202	Principles of Management		15
	MCM 210	Media Sociology		3
	GED XXX	Humanities (2)	MCM-110	3
	MCM 230	Principles of Economics		3
	MCM 310	Internet and Social Networks		3
Semester 5	ADV 210	Print Advertising		15
	ADV 200	Advertising Copy Writing		3
	MCM 330	Literary and Artistic Criticism		3
	ENV XXX	Natural Science Requirement	MCM-100	3
	ADV 310	Promotional Techniques		3
Semester 6	ADV 330	Advertising Campaigns		15
	MCM 410	Political Geography	ADV-210	3
	MCM 320	Computerized Media Archiving	MCM-200	3
	ADV 230	Digital Advertising	ADV-210	3
	ADV XXX	Advertising Elective		3
Semester 7	ADV 320	Advertising Strategies	ADV-210	3
	ADV 410	International Advertising		18
	ADV XXX	Advertising Elective	ADV-200	3
	XXX	Free Elective		3
	MCM 420	Modern World History		3
Semester 8	MCM 430	Internship	MCM-410	3
	ADV XXX	Advertising Elective	81 Cr.H	3
	XXX	Free Elective		15
	XXX	Free Elective		3
	XXX	Free Elective		3
Total	ADV 420	Graduation Project in Advertising		3
			Graduating Semester	15
Total				123



توزيع المساقات في الفصول الدراسية في تخصص الصحافة				
الفصل	رمز المساق	الموضوع	متطلب سابق	الساعات
الأول 2011-2012	SWS 101	مدخل إلى برمجيات الحاسوب		3
	LNG 161	مهارات الاتصال باللغة الانجليزية (1)		3
	GED 196	مهارات الاتصال باللغة العربية (1) (A)		3
	GED 199	مجتمع دولة الإمارات العربية المتحدة		3
	MCM 100	مدخل إلى الاتصال الجماهيري		3
				15
الثاني 2011-2012	LNG 162	مهارات الاتصال باللغة الانجليزية (2)	LNG161	3
	MCM 130	أخلاقيات الإعلام وتشريعاته		3
	GED 296	مهارات الاتصال باللغة العربية (2) (A)	GED-196	3
	MCM 110	نظريات الاتصال	MCM-100	3
	GED 198	ثقافة إسلامية		3
				15
الثالث 2012-2013	MTH 101	إحصاء		3
	MCM 120	مناهج بحوث الاتصال	MCM-110	3
	MCM 220	المدخل النفسي للإعلام	MCM-110	3
	MCM 200	مبادئ علم السياسة	MCM-100	3
	GED XXX	انسانيات (1)		3
				15
الرابع 2012-2013	MGT 202	أسس الإدارة		3
	MCM 210	المدخل الاجتماعي للإعلام	MCM-110	3
	MCM 230	مبادئ الاقتصاد		3
	MCM 310	الإنترنت والشبكات الإجتماعية		3
	GED XXX	انسانيات (2)		3
				15
الخامس 2013-2014	JRN 210	التصميم الجرافيكي والإخراج		3
	JRN 205	الترجمة الصحفية (1)		3
	JRN 215	صحافة الإنترنت	JRN-310	3
	JRN 305	الكتابة والتحرير الإخباري	MCM-100	3
	XXX	متطلب علوم طبيعية		3
				15
السادس 2013-2014	MCM 410	الجغرافيا السياسية	MCM-200	3
	MCM 320	الحاسب الآلي والتوثيق الإعلامي		3
	MCM 330	النقد الأدبي والفني	MCM-100	3
	JRN XXX	اختياري حر		3
	JRN XXX	اختيار تخصص صحافة		3
	JRN 315	التحرير الصحفي (1)	JRN-305	3
السابع 2014-2015	JRN XXX	اختيار تخصص صحافة	MCM-310	3
	JRN 410	السرد الرقمي	JRN-305	3
	JRN 420	تصميم مواقع الشبكة العنكبوتية	JRN -215	3
	MCM 420	تاريخ العالم الحديث	MCM-410	3
	MCM 430	التدريب الإعلامي	81 ساعة	3
				15
الثامن 2014-2015	JRN XXX	اختياري تخصص صحافة		3
	XXX	اختياري حر		3
	XXX	اختياري حر		3
	JRN 430	مشروع تخرج في الصحافة	فصل التخرج	3
	XXX	اختياري حر		3
				15
Total				123

4.6 برنامج بكالوريوس الآداب في الإتصال

تطرح الجامعة الكندية في دبي برنامجها في الإتصال على مدى أربع سنوات يحصل من خلاله الطالب على درجة بكالوريوس الآداب في الإتصال. ويتلقى الطلبة تعليما عاما على مستوى الجامعة وتعليما متخصصا على مستوى برنامج الإتصال ويتضمن البرنامج ثلاثة حقول للتخصص هي :

- الصحافة
- العلاقات العامة
- الإعلان.

وصف البرنامج:

يهدف البرنامج لإعداد أجيال من الإعلاميين الشبان ليكونوا قادرين على المشاركة الإبداعية في العمل المهني في أحدث القطاعات الإعلامية من خلال الأنشطة التعليمية النظرية والتطبيقية. ويشجع منهاج البرنامج التفكير النقدي والمشاركة المباشرة في الإنتاجات الإعلامية والاتصالية ذات العلاقة بحقول التخصص الثلاثة. و إضافة للمساقات الإجبارية، يتضمن كل تخصص مساقات اختيارية يدرس الطالب منها ثلاثة تقع في إطار اهتماماته العلمية والمهنية. وهنا نلاحظ أن المساقات التدريبية العملية في التخصص مصممة أصلا لتمكين الطلبة من التعامل المباشر مع المهنة الإعلامية بتجلياتها الفكرية والفنية. لقد تم تطوير برنامج بكالوريوس الآداب في الإتصال بشكل يتناغم مع اتجاهات تطوير سوق الإتصال والإعلام في دولة الإمارات ومنطقة الخليج بصفة عامة. وتوحي التوسعات الجارية حاليا في الأنشطة الإعلامية المتعلقة بالإعلام الجديد، وشبكات التواصل الإجتماعي ، والاتصالات المتكاملة، والإعلان بوجود حاجات متنامية لكوادر مؤهلة تتمتع بتعليم جامعي رصين. يؤدي إلى إعداد الخريجين للعمل بكفاءة في أسواق إعلامية وإعلانية واتصالية تنافسية ومتعددة الثقافات. ولتحقيق هذه الرؤية، يسعى برنامج الإتصال في الجامعة الكندية بدبي إلى إثراء التوجهات العالمية لدى الطلبة وبخاصة تلك المتعلقة بالتعددية الثقافية، ومهارات القيادة، والمعرفة التكنولوجية. ومن هذا المنطلق، فإن البرنامج قد صمم للطلبة الذين يسعون لمواجهة التحديات في سوق العمل بكل ثقة واقتدار.

فرص العمل:

ويتوقع أن ينضم خريجو برنامج بكالوريوس الآداب في الإتصال في مجالات متنوعة تشمل أعمال المراسلين والمحريين الصحفيين والمصممين الفنيين للمطبوعات والمصورين الفوتوغرافيين ومعدّي نصوص الإعلانات، وممارسي العلاقات العامة بشكل عادي وعبر الإنترنت، والقائمين على جهود بناء الصورة الذهنية، ومنظمي حملات التسويق الاجتماعي، وإدارة مواقع التواصل الاجتماعي، والإعلام الدولي، والاتصالات الإستراتيجية.

شروط التخرج

تمنح درجة البكالوريوس للطلبة بعد إتمام المتطلبات الآتية:

- النجاح في جميع المساقات المطلوبة للتخرج في الخطة الدراسية وتبلغ 123 ساعة معتمدة
 - الحصول على معدل تراكمي لا يقل عن 2.0 نقطة، وإتمام المتطلبات الأخرى التي تتضمنتها الخطة الدراسية التي سيتخرج بموجبها الطالب
 - قضاء الحد الأدنى للمدة الزمنية للحصول على درجة البكالوريوس وعدم تجاوز الحد الأقصى
 - على الطالب المنقول أن يستكمل على الأقل 50 % من جملة الساعات المعتمدة للبرنامج وأيضا إستكمال 50% على الأقل من عدد الساعات المعتمدة لمتطلبات التخصص.
- صدور قرار التخرج من المجالس المختصة



توزيع المساقات في الفصول الدراسية في تخصص الإعلان					
الفصل	رمز المساق	الموضوع	متطاب سابق	الساعات	
الأول 2012-2011	SWS 101	مدخل إلى برمجيات الحاسوب		3	
	LNG 161	مهارات الاتصال باللغة الانجليزية (1)		3	
	GED 196	مهارات الاتصال باللغة العربية (1) (A)		3	
	GED 199	مجتمع دولة الإمارات العربية المتحدة		3	
	MCM 100	مدخل إلى الاتصال الجماهيري		3	
				15	
الثاني 2012-2011	LNG 162	مهارات الاتصال باللغة الانجليزية (2)	LNG-161	3	
	MCM 110	نظريات الاتصال	MCM-100	3	
	GED 296	مهارات الاتصال باللغة العربية (2) (A)	GED-196	3	
	GED 198	ثقافة إسلامية		3	
	MCM 130	أخلاقيات الإعلام وتشريعاته	MCM-110	3	
				15	
الثالث 2013-2012	MTH 101	احصاء		3	
	MCM 120	مناهج بحوث الاتصال	MCM-110	3	
	MCM 220	المدخل النفسي للإعلام	MCM-110	3	
	MCM 200	مبادئ علم السياسة	MCM-100	3	
	GED XXX	انسانيات (1)		3	
				15	
الرابع 2013-2012	MGT 202	أسس الإدارة		3	
	MCM 210	المدخل الاجتماعي للإعلام	MCM-110	3	
	GED XXX	انسانيات (2)		3	
	MCM 230	مبادئ الاقتصاد		3	
	MCM 310	الإنترنت والشبكات الإجتماعية		3	
				15	
الخامس 2014-2013	ADV 210	الإعلان المطبوع		3	
	MCM 330	النقد الأدبي والفني	MCM-100	3	
	ADV 310	فنون الترويج		3	
	ADV 200	كتابة النصوص الإعلانية		3	
	GED XXX	متطلب علوم طبيعية		3	
				15	
السادس 2014-2013	MCM 410	الجغرافيا السياسية	MCM-200	3	
	ADV 330	تخطيط الحملات الإعلانية	ADV-210	3	
	MCM 320	الحاسب الآلي والتوثيق الإعلامي		3	
	ADV 230	الإعلان الرقمي	ADV-210	3	
	ADV XXX	اختياري تخصص إعلان		3	
	ADV 320	استراتيجيات الإعلان	ADV-210	3	
السابع 2015-2014	ADV 410	الإعلان الدولي	ADV-200	15	
	ADV XXX	اختياري تخصص إعلان		3	
	XXX	اختياري حر		3	
	MCM 420	تاريخ العالم الحديث	MCM-410	3	
	MCM 430	التدريب الإعلامي	81 ساعة	3	
				15	
الثامن 2015-2014	ADV XXX	اختياري تخصص إعلان		3	
	XXX	اختياري حر		3	
	GED XXX	اختياري حر		3	
	ADV 420	مشروع تخرج في الإعلان	فصل التخرج	3	
	XXX	اختياري حر		3	
				15	
Total				120	

توزيع المساقات في الفصول الدراسية في تخصص العلاقات العامة					
الفصل	رمز المساق	الموضوع	متطلب سابق	الساعات	
الأول 2012-2011	SWS 101	مدخل إلى برمجيات الحاسوب		3	
	LNG 161	مهارات الاتصال باللغة الانجليزية (1)		3	
	GED 199	مجتمع دولة الإمارات العربية المتحدة		3	
	MCM 100	مدخل إلى الاتصال الجماهيري		3	
	GED 196	مهارات الاتصال باللغة العربية (1) (A)		3	
				15	
الثاني 2012-2011	LNG 162	مهارات الاتصال باللغة الانجليزية (2)	LNG-161	3	
	MCM 130	أخلاقيات الإعلام وتشريعاته		3	
	GED 296	مهارات الاتصال باللغة العربية (2) (A)	GED-196	3	
	GED 198	الثقافة الإسلامية		3	
	MCM 110	نظريات الاتصال	MCM-100	3	
				15	
الثالث 2013-2012	MTH 101	إحصاء		3	
	MCM 120	مناهج بحوث الاتصال	MCM-110	3	
	MCM 220	المدخل النفسي للإعلام	MCM-110	3	
	MCM 200	مبادئ علم السياسة	MCM-100	3	
	GED XXX	انسانيات (1)		3	
	PRA 200	الكتابة للعلاقات العامة		3	
الرابع 2013-2012	MGT 202	أسس الإدارة		18	
	MCM 210	المدخل الاجتماعي للإعلام	MCM-110	3	
	GED XXX	انسانيات (2)		3	
	MCM 230	مبادئ الاقتصاد		3	
	MCM 310	الإنترنت والشبكات الإجتماعية		3	
				15	
الخامس 2014-2013	PRA 210	حملات العلاقات العامة		3	
	PRA 315	إدارة العلاقات العامة	PRA-200	3	
	PRA 320	تصميم المطبوعات الإعلامية	PRA-200	3	
	PRA 310	استخدام الإنترنت في العلاقات العامة	MCM-310	3	
	XXX	متطلب علوم طبيعية		3	
				15	
السادس 2014-2013	MCM 330	النقد الأدبي والفني	MCM-100	3	
	MCM 320	الحاسب الآلي والتوثيق الإعلامي		3	
	MCM 410	الجغرافيا السياسية	MCM-200	3	
	XXX	اختيار حر		3	
	PRA XXX	اختياري تخصص علاقات عامة		3	
				15	
السابع 2015-2014	PRA 215	العلاقات العامة في المجال التطبيقي	PRA-200	3	
	PRA 410	الاتصال التنظيمي	PRA-315	3	
	MCM 420	تاريخ العالم الحديث	MCM-410	3	
	MCM 430	التدريب إعلامي	81 ساعة	3	
	XXX	اختياري حر		3	
				15	
الثامن 2015-2014	PRA XXX	اختياري تخصص علاقات عامة		3	
	XXX	اختياري حر		3	
	XXX	اختياري حر		3	
	PRA 420	مشروع تخرج في العلاقات العامة	فصل التخرج	3	
	PRA XXX	اختياري تخصص علاقات عامة		3	
				15	
Total				123	



4.7 CENTRE FOR CONTINUING EDUCATION

4.7.1 English For Academic Purpose (EAP)

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

Background Information

English for Academic Purposes (EAP) programs are offered to students who are academically admissible, but have not yet demonstrated that they meet English proficiency requirements. The EAP program is an intensive University level certificate program designed specifically to help perspective university students to prepare for academic life and achieve the necessary standard to enter our academic programs. If required the EAP program must be taken at the Canadian University of Dubai. Our EAP classes are delivered in a friendly multicultural environment, are student centred, and university-program tailored.

Participants are placed in one of four EAP levels according to their score on the English Language Placement test. Taken together, these four levels can take participants from early beginner (TOEFL 300/IELTS 3) and bring them to university level English users, or a proficiency score of TOEFL 500/IELTS 5. Students are recommended to take the TOEFL or IELTS on exiting the course. However, they are welcome to sit a test at any time.

For those registered in the program and who require assistance, the University can facilitate obtaining a UAE study visa, as well as local accommodation.

Registration:

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

Date:

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

Duration:

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

Fee:

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

Location:

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

Participants:

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

Program Overview and Learning Outcomes:

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

- Pen pal systems with instructors and existing students at Canadian University of Dubai to practice fluency in writing.
- Access to a private program website and online forum where additional language practice and class updates are available.
- An extensive reading program for students who love English literature.
- The opportunity to gain credit courses towards a degree program at Canadian University of Dubai, while studying in levels 2 and 3.



EAP Course Descriptions

EAP 100: BEGINNER LEVEL - 15 hours per week
This is the start level for students have only a fundamental grasp of the English language. The skills of reading, writing, speaking and listening are all explored in an interactive way. Basic words and phrases are taught in a way that reflects communication in the English language on a day to day basis. The course focuses on simple communication processes.

EAP 200: BASIC LEVEL - 15 hours per week
The aim of this level is to improve the four skill areas: reading, writing, speaking and listening. The course will focus on introducing vocabulary, developing basic reading skills of simplified texts, improving listening and conversation skills and introducing the mechanics of writing to develop writing accuracy at the sentence level.

EAP 300: INTERMEDIATE LEVEL - 12 hours per week
This level focuses on academic preparation in a

combined reading/writing course, oral communications and grammar. It also expands the existing proficiency in speaking, writing, reading and listening. Students will build their vocabulary, acquire academic reading strategies and write organized paragraphs and write grammatically correct sentences.
Pre-requisites: English Placement Test score equivalent to EAP 300 or passing grade in EAP 200

EAP 400: ADVANCED LEVEL - 12 hours per week
This course will improve the four skill areas with emphasis on reading and writing short essays to prepare students for the TOEFL/IELTS exams quickly and efficiently. It will also prepare students to join and succeed in major University courses by developing University level vocabulary and using various reading strategies through authentic texts to increase reading speed and comprehension.
Pre-requisites: English Placement test Score equivalent to EAP 400 or passing grade in EAP 300

Approximate comparison between EAP Levels and Standard University Entrance Exams

LEVEL	EXPECTED PROFICIENCY IN ENGLISH ON EXITING THE COURSE 15
Beginner	TOEFL - N/R
Basic	TOEFL 430/IELTS 4.0
Intermediate	TOEFL 470/IELTS 4.5
Advanced	TOEFL 500/IELTS 5.0

4.7.2 Short TOEFL and IELTS Preparation Courses

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

Registration:

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

Duration:

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

Fee:

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

Location:

Canadian University of Dubai

Participants:

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

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

4.7.3 Foundation Program

Aims of the Foundation Program

The aim of the Foundation Program is to provide courses in English Language, Arabic Language, Mathematics, Information Technology and General Study Skills (Personal Professional Development) to national and non-national students who wish to progress into non-federal higher education or post-

secondary vocational training institutions, but do not have the appropriate credentials of high school certificate (Minimum of 60% required for direct entry to higher education).

Foundation Program Structure

The Foundation Program is ‘Outcome-Based’, to meet the learning outcomes and skill competencies as prescribed by the Commission for Academic Accreditation (CAA). The curricula is set for the various components to include sets of learning outcomes, associated methods of instructional delivery, and assessment for measuring achievement of the outcomes.

The Foundation Program will comprise five core components (courses):

- English Communications
- Arabic Communications
- Mathematics (I and II)
- Information Technology
- General Study Skills

The Mathematics components will be available in two distinct pathways. Mathematics I will accommodate the need of learners intending to advance into arts/ humanities/design and selected business programs. Foundation Mathematics II will be appropriate for those who wish to move into Higher Education programs in science/technology/engineering and the more quantitative business programs. The specific eligibility of students entering and graduating from each of the two Mathematics pathways will be determined by the receiving institutions.

Students intending to progress into Higher Education programs delivered in Arabic, would be required to undertake the English Communications component, but the exit standard would be TOEFL 400 (Paper-Based Test) or equivalent score in an internationally recognized test approved by the Commission.

No credit will be awarded for the program or components within the program. A final certificate will be awarded by the participating licensed institution to students successfully completing all courses, and this certificate will be recognized by the Ministry of Higher Education and Scientific Research.

CAA Standards

The Commission for Academic Accreditation (CAA) will provide standards for the ‘Learning Outcomes’ and ‘Assessment’ in each of the areas of learning and the ‘Resource Requirements’, including teaching staffing criteria and their appropriate qualifications. The objective of the Foundation Program will be to provide a preparatory program that meets the minimum standards required for students to progress onwards

into non-federal higher education institutions in the UAE. The exit standards of the Foundation Program may not teach the levels required for entry to some private HE institutions in the UAE, where the admission requirements defined by the CAA Standards have been exceeded for valid reasons.

Furthermore, institutions may not admit students who complete the Foundation Program into specific programs such as Medicine or Dentistry, where admission requirements exceed the expected outcome level of the Foundation Program. It will be the prerogative of each HE institution to determine the appropriate entry credentials as they do currently.

It is anticipated that the institutions will develop their own curriculum, instructional methodology and assessment schemes, and present these to the CAA for initial approval. The Commission will evaluate the full program in a single initial review. The Program will then be subject to periodic review on the same cycle as stipulated for program accreditation in the CAA Standards for Licensure and Accreditation.

Assessment

Methods of assessing the program components will be a combination of formative and summative techniques as appropriate to the component discipline.

Entry and Exit Standards

Admission requirements to the tertiary non-federal institutions are prescribed by the Commission for Academic Accreditation in the Standards for Licensure and Accreditation. The transition into vocational institutions may be subject to some variations as stipulated in the Standards for Licensure and Accreditation of Technical and Vocational Education and Training. The minimum admission standards into Higher Education have guided the exit criteria for the Foundation Program.

Two principals will be followed in considering the assessments strategies and exit standards for the Foundation Program:

- The standard examination for each of the components should be taken by students at the start and end of the program. This will provide a basis for placement within appropriate levels of the respective courses (where applicable) and will, in due course, directly measure the progress achieved over the duration of the program.
- The exit standards will be based upon levels of achievement expected within High School Certificates and those measures prescribed by the CAA for admission to Higher Education in its Standards for Licensure and Accreditation.





Program Duration

The Foundation Program will be designed such that it can be delivered in full-time mode within two semesters in its complete form. No extension on this time-frame will be acceptable.

Testing-Out

As a minimum, all students will be expected to complete components in Mathematics (Mathematics I or II), Arabic Communication and the General Study Skills. Other components may be satisfied through 'Testing-Out' as follows:

- English Communications
Demonstration of achievement of TOEFL score 500 (Paper-Based Test) or equivalent score in an internationally recognized test approved by CAA. A TOEFL score of 400 is required if students wish to progress into Higher Education programs delivered in Arabic language medium.
- Mathematics I and II
Institutions will prepare their own in-house tests as appropriate for these two pathways of mathematics preparation. The tests will be designed with due consideration to the High School curriculum and the needs of the range of programs in Higher Education.
- Information Technology
Institutions may prepare their own in-house competency tests in this field, or offer the International Computer Driving License (ICDL). The ICDL is strongly recommended as a benchmarked qualification of value to the students in the job market and for Higher Education.
- Arabic Communications
Institutions will need to prepare their own in-house test for competency in Arabic Language.
- General Study Skills
Institutions will be required to design their own assessment schemes for determining successful completion of the General Study Skills component.

Students should be granted the opportunity to take the final tests in each component at reasonably frequent intervals such as to encourage them to work effectively and at their own pace to achieve completion. As soon as the completion criteria are met the students may apply for and enter their selected Higher Education program.

4.7.3.1 Arabic Communications

To prepare students for further studies in Higher Education delivered in Arabic medium through written and verbal communication.

1. Demonstrate comprehension of a range of spoken texts delivered clearly and naturally at normal or near-normal speed, to include both informal dialogues and short more formal monologues such as a mini-lecturer on topics of some familiarity.
2. Respond to spoken text through speech (conversations) or through written notes.
3. Demonstrate comprehension of a range of written texts on familiar and less familiar topics, and apply suitable strategies, including guessing and use of a dictionary, to cope with any difficulties encountered.
4. Respond to written text through speech (discussions and presentations) or through written work (notes, summaries, etc.).
5. Produce spoken Arabic, including presentations and participation in discussions and group tasks, in a clear, comprehensible and professional manner.

4.7.3.2 English Communications

Component Goal (a)

To prepare students for further studies in Higher Education delivered in English medium through written and verbal communication.

Learning Outcomes

(Set a. – Exit Level TOEFL 500 or IELTS 5.0):
Upon successful completion of the component students will be able to:

1. Demonstrate comprehension of a range of spoken texts delivered clearly and naturally at normal or near-normal speed, to include both informal dialogues and short more formal monologues such as a mini-lecturer on topics of some familiarity.
2. Respond to spoken text through speech (conversations) or through written notes.
3. Demonstrate comprehension of a range of written texts on familiar and less familiar topics, and apply suitable strategies, including guessing and use of a dictionary, to cope with any difficulties encountered.



1.

Respond to written text through speech (discussions and presentations) or through written work (notes, summaries, etc.).
2.

Produce spoken English, including presentations and participation in discussions and group tasks, in a clear, comprehensible and professional manner.
3.

Produce clear, detailed written English, including straightforward but well-structured reports and essays of around 300 words, based on a number of sources as well as academic work such as creative writing, letters, and diaries, using largely accurate spelling and grammar.
4.

Demonstrate an ability to edit and correct their own written work for spelling and grammar, and to improve organizational clarity.
5.

Demonstrate a grasp of the grammar of written English, including simple and complex sentences, the more commonly used verb tenses, modified noun phrases, prepositional phrases, cohesive devices, and common forms of organizing text such as chronology or problem-solution.
6.

Use a wide range of lexis correctly, including spelling and pronunciation, in an appropriate manner. The General Service List (Baumann’s version, 1995) and the Academic Word List (sub-lists 1 to 6) provide a comprehensive source for both spoken and written English.

Component Goal (b)

To prepare students for further studies in Higher Education. The Exit Level for English proficiency is determined on the basis that students will study their major discipline in Arabic language.

Learning Outcomes

(Set a. – Exit Level TOEFL 500 or IELTS 5.0):

1.

Demonstrate comprehension of spoken texts delivered clearly and naturally at rather less than normal speed, extracting general messages and some detail.
2.

Respond to spoken text through speech (conversations) or through completing tables and other pre-structured formats.
3.

Demonstrate comprehension of straightforward factual written tests on familiar topics which use high-frequency words.
4.

Respond to written text through speech (discussions) or through guided written work

1.

(gap-filling in notes, etc.).
2.

Produce spoken English to provide a straightforward description of something familiar with some fluency.
3.

Produce straightforward texts on familiar topics, sometimes using simple links such as ‘and’ or ‘but’.
4.

Demonstrate an ability to edit and correct their own written work for more basic spelling and grammar, with guidance.
5.

Demonstrate a basic grasp of some of the grammar of written English, including simple sentences, simple present and past tenses, noun phrases with adjective + noun, prepositional phrases, and a few basic cohesive devices.
6.

Recognize and use about 2000 high-frequency words with some degree of correctness, including spelling and pronunciation, taken from The General Service List (Baumann’s version, 1995).

Recognize and use about 2000 high-frequency words with some degree of correctness, including spelling and pronunciation, taken from The General Service List (Baumann’s version, 1995).

4.7.3.3 General Study Skills

Component Goal

This component is designed to equip students with the study skills required for a successful transition from secondary education to Higher Education. Students will explore their own learning styles, their strengths and weaknesses and will gain confidence to enter post-secondary education and achieve success and personal development.

Mode of delivery

Institutions may offer this component as an individual course or they may incorporate the material within other components e.g. English Communications and Mathematics.

In order to do this, the institution must identify and assess the learning opportunities associated with the Learning Outcomes for this component.

If the students Test-Out from the components of English Communications, Mathematics (I or II) and Information Technology, they will not need to complete

the General Studies Skills component in order to complete the program and receive the certificate.

Learning Outcomes

Upon successful completion of the component students will be able to:

1.

Identify their own strengths and weaknesses when studying (through English medium).
2.

Identify different learning styles, including their own, and apply study skills which match their own preferred learning styles.
3.

Select / Apply different aspects of their mental faculties to different tasks in appropriate ways.
4.

Develop an appropriate set of personal learning goals.
5.

Demonstrate an ability to manage their own study time effectively, meeting externally set deadlines.
6.

Collaborate with others in a team as both a leader and a team player to achieve a common goal.
7.

Create and maintain a portfolio of work and keep a record of feedback and assessment outcomes.
8.

Comply with campus rules of behavior including respect for other learners and for faculty and other staff.
9.

Search a library catalog and the internet for sources of information.
10.

Prepare bibliographic details for referencing purposes following an agreed convention such as APA.
11.

Apply basic information literacy to select appropriate sources.
12.

Display academic honesty and respect for intellectual property by acknowledging sources used in their own submitted work.

4.7.3.4 Information Technology

Component Goal

To ensure that students have a basic introduction to computer hardware, file management and software packages, as a starting point for use of information technology in their further studies and as a life-skill. The curriculum is aligned with the International Computer Driving License (Modules 2, 3, 4, 6 and 7) where further detail in each topic can be found.

Learning Outcomes

Upon successful completion of the component students will be able to demonstrate IT skills in the following areas:

1.

Using the Computer and Managing Files (ICDL Module 2)
2.

Word Processing (ICDL Module 3)
3.

Spreadsheets (ICDL Module 4)
4.

Presentation (ICDL Module 6)
5.

Internet and Email (ICDL Module 7)

4.7.3.5 Mathematics (I and II)

Component Goal

To provide students with a grounding in numerical and mathematical skills such that they can meet the starting requirements of Higher Education programs that include numeracy, statistical processes, data handling and, in some cases, more sophisticated mathematical treatments.

Learning Outcomes

The Mathematics components will follow two pathways – Mathematics I and Mathematics II, according to the intentions of the students and ability to pursue particular disciplines at a higher level. For those Higher Education programs in less demanding mathematical fields such as Arts, Social Studies or some areas of Business, Mathematics I will be recommended to students.

As preparation for more demanding quantitative disciplines such as Engineering, Sciences or Finance, Mathematics II will be required. Selected core areas will be followed by both cohorts but with different time devoted to each depending on the mathematical ability of the students. Mathematics II students will progress at a faster pace through the core material and move into the additional areas of more demanding mathematics described for Mathematics II below.



Core Mathematics Material

Upon successful completion of the component ALL students will be able to:

- 1. Describe the set of real numbers, all its subsets and their relationship.
- 2. Identify and use the arithmetic properties of subsets of integers, rational, irrational and real numbers, including closure properties and the four basic arithmetic operations where applicable.
- 3. Demonstrate an understanding of the exponent laws, and apply them to simplify and manipulate fractions, ratios, decimals, and percentages.
- 4. Understand measurements and conversion from one unit to another.
- 5. Simplify rational expressions and rationalize numerators or denominators. Translate worded problems into mathematical expression and model simple real life problems with equations and inequalities.
- 6. Solve linear equations, fractional expression and inequalities.
- 7. Use coordinate plane to solve algebraic and geometric problem, and understand geometric concepts such as equation of a circle, perpendicular, parallel, and tangent lines.
- 8. Use the three types of symmetry of an equation to sketch its graph.
- 9. Perform operations on polynomials and manipulate numerical and polynomial expressions and solve first degree equations.
- 10. Apply knowledge of basic algebra in real life problems.

Mathematics I

In addition to the Core material, Mathematics I students will be able to:

- 1. Solve two variables linear equations and inequalities and sketch their graph.
- 2. Demonstrate an understanding of the definition of a function and its graph.
- 3. Solve simple real life problems involving linear, quadratic, and exponential functions graphically and algebraically.
- 4. Compare simple and compound interest and relate compound interest to exponential growth.
- 5. Understand basic concepts of descriptive statistics, mean, median, mode and summarize data into tables and simple graphs (bar charts,

- 1. histogram, and pie chart).
- 2. Understand basic probability concepts and compute the probability of simple events using graphical representations.

Mathematics II

In addition to the Core material, Mathematics II students will be able to:

- 1. Demonstrate understanding of the definition of a function and its graph.
- 2. Solve quadratic equations using quadratic formula.
- 3. Define and manipulate exponential and logarithmic functions and solve problems arising from real life applications.
- 4. Understand the inverse relationship between exponents and logarithms functions and use this relationship to solve related problems.
- 5. Understand the definition of the different types of angles and measure them in degrees and radians.
- 6. Describe analytically the trigonometric and circular functions.
- 7. Demonstrate an understanding of trigonometric identities.
- 8. Use the law of sines and cosines to solve a triangle and real life problems.
- 9. Use appropriate software to interpret equations and graphs.
- 10. Understand basic concepts of descriptive statistics, mean, median, mode and summarize data into tables and simple graphs (bar charts, histogram, and pie chart).
- 11. Understand basic probability concepts and compute the probability of simple events using tree diagrams and formulas for permutations and combinations.



4.8 INTERNSHIP

INTERNSHIP POLICY

The student internship may be a required part of the program curriculum. Whenever it is part of the program, the purpose of an internship is to provide Canadian University of Dubai students with an opportunity to have professional work experience in a setting related to the student’s major, program objectives, and career goals. An internship is a way for students to gain practical, on-the-job experience in business, industry, or governmental agencies.

The Canadian University of Dubai considers student internships as an important bridge between students and the careers that they are studying to enter. Simultaneously, an internship introduces public and private organizations to students that might fit their field of interest, skills, and training for possible future placement.

PLACE OF INTERNSHIP

The internship place will be approved by the Canadian University of Dubai Internship Office so that it matches the area of specialization of the internee and meets the program’s internship objectives and requirements. In the case of students who are already working in an organization, the place of internship is based on the following features:

- If the current work and job specification coincide with the intern’s area of specialization, then the current place of employment will be chosen for the internship, and the employer in charge of the internee will have to function as the field supervisor; he or she will need to supervise a well-defined internship project to ensure that the internee not only applies the concepts learned but also that the work place benefits from the internee’s project.
- If the current work and job specification do not match the internee’s area of specialization, then the internee should switch to an alternative department in the same firm or transfer to another firm which offers appropriate internship opportunity matching the area of specialization, chosen by the Internship Office.

It is the Internship Office’s responsibility to place students according to the Canadian University of Dubai’s internship regulations. Students should refer to the Internship Manual available at the Student Services office for more information.

REQUIREMENTS AND GUIDELINES FOR INTERNSHIP

A student applying for internship should fulfill the following requirements:

1. Have completed all the credit hours required as stipulated in the program study plan.
2. Satisfy the minimum Passing Actual Cumulative GPA. Students should refer to their program passing GPA requirements.
3. Adhere to both the training guidelines and regulations of the organization providing the internship.
4. In case the number of qualified candidates exceeds that of openings available, priority will be given to the candidates with the highest GPAs. Moreover, these openings will be distributed amongst the programs according to the assigned percentages.
5. In case a student cannot be placed by the University, the University is open to allow students to propose an organization for internship. Thus the University encourages all students to take initiatives in finding appropriate placements to help the University guarantee internship for everyone.

No exceptions are permitted under any circumstances in any of the aforesaid requirements for internship.

ABSENCES DURING INTERNSHIP

A failure grade (FNA) will be automatically assigned If a student is absent for four (4) working days during the Internship program without pre-approved justification.

EVALUATION

The academic supervisor discusses the student’s weekly report with the student, as well as with the field supervisor to ascertain to what extent the intended goals of the Internship program have been met. The field supervisor prepares an evaluation report detailing the presence, performance, seriousness, and commitment of each student.

The academic supervisor evaluates the performance of each student during the internship period relying on the student’s and field supervisor’s weekly reports and also evaluates the organization providing the internship. The academic supervisor is responsible for assigning



a pass/fail grade for each student based upon each student's overall performance. A pass grade is assigned when the evaluations of the academic supervisor and field supervisor are both satisfactory. In this case, the course credits will be granted to the student without affecting the CGPA.

OVERALL OBJECTIVES FOR ACADEMIC SCHOOLS

Each academic program has specific learning objectives and has set up its own goals for the internship, specifying the training program that fits students and program goals. Each school makes available to the students through the Student Affairs Office the following:

- Internship Manual;
- Specific internship goals;
- List of public and private organizations with appropriate consultants for internship;
- Knowledge and skills to be gained by the trainees at the end of the internship period;
- Evaluation techniques used to assess the trainee's progress; and,
- Specific requirements and guidelines if available.

THE ROLE OF THE STUDENT AFFAIRS OFFICE IN THE INTERNSHIP PLACEMENT PROCESS

Internships integrate the academic theoretical environment with real-life practice through a carefully monitored effort that requires the close cooperation between the academic supervisor and the field supervisor. The Student Affairs Office also plays a crucial role in coordinating the internship placement.

The role of the Student Affairs Office concerning internships is to:

- Contact organizations to seek and ensure internship opportunities.
- Assess these organizations with faculty members from the schools to examine the training programs available as well as the potential and capabilities of these organizations in term of structure, staff and resources.
- Provide guidelines to students to be followed and the duties to be performed by them during the training period.
- Set up an introductory visit for the student at the training site before the beginning of the

- internship program.
- Follow-up the program during the training period with the collaboration of the academic and field supervisors.
- Create a file for each student and send it to the participating organization in the internship before the training period. This file should contain: student's transcripts; a copy of the student's passport; student's curriculum vitae; and, the student's training program.

MONITORING OF THE INTERNSHIP PROGRAM

A list of students who are nominated for an internship is provided by the Registration Department according to the requirements and guidelines for internship before the end of the registration period. Students are required to complete an Internship Registration form available at the Student Affairs Office.

Next, the academic advisor is required to make an introductory visit to the companies providing internship (if possible with the concerned student) one week prior to the start of the internship program, meet the field supervisor to discuss the internship goals and objectives and develop the company tentative internship plan of activities that the student will undertake during his internship program.

The Student Affairs Office, with the coordination of each School organizes an internship workshop a minimum one week prior to the start of the internship program during which the academic advisor explains to the internists the internship goals, requirements, benefits and the evaluation policies. In addition to answer all academic issues related questions raised by internists. The Student Affairs Office representative provides the internship students with the following documents:

- Internship tasks schedule.
- Letter of notification including the necessary details regarding the internship placement.
- Internship forms to be used during the internship program.

The academic advisor is required to provide the Student Affairs Office with weekly visit schedule to the internship sites. The academic supervisor, in coordination with the field supervisor will follow-up the student's training progress on the site.

INTERNSHIP REGULATIONS FOR STUDENTS

All students are expected to comply with the following:

- Act in a professional manner consistent with the regular employees of the company;
- Comply with all rules and regulations of the workplace;
- Attend the workplace according to its normal working hours;
- Attend all training sessions;
- If a student is absent for four (4) working days of the internship program without approved justification, a failure grade (FNA) will be automatically assigned;
- Carry out all legitimate duties assigned by the field supervisor;
- Demonstrate a spirit of cooperation with his/her supervisor and other employees;
- Sit with the academic advisor during each weekly visit to provide him/her with the weekly report and discuss the weekly activities accomplished
- Demonstrate professionalism and appropriate work ethics;
- Show confidence, take initiative and maintain confidentiality;Accept criticism and take responsibility for work submitted;
- Be a team player – this is another opportunity to acquire new skills; and,
- Respect and appreciate people of different culture, race, religion and ethnicity.

To ensure that all parties understand the rules and policies that govern the internship, the University invites all its students to familiarize themselves with the Internship Student Manual handed over along with the Student Handbook and Student Catalog at the time of registration and found on the Canadian University of Dubai website at www.cud.ac.ae



05 FINANCE

5.1 Scholarships

5.1.1 Guiding Principles for Canadian University of Dubai Scholarships

- Scholarships are open to all students of any citizenship who have met all the admission requirements.
- To be eligible, students must be enrolled in four (4) academic courses or more per semester.
- Students must maintain the cumulative grade point average (CGPA) necessary in order to continue their scholarship.
- Scholarships are valid for two (2) successive semesters, students must re-apply each academic year.
- All remaining fees (tuition and housing) must be paid promptly in order to maintain the scholarship.
- Scholarships are distributed from a budgeted amount set aside to support and reward our students' success. Successful applicants are chosen by the Scholarship Committee based on the requirements of each Scholarship.

See <http://www.cud.ac.ae/scholarships/prospective-students> if you need some guidance.

5.1.2 Application Deadlines

- Scholarship Application deadline for the Fall Semester is June 15th.
- Scholarship Applications deadline for the Spring Semester is December 20th.
- Late or incomplete scholarship applications are not considered.
- Applicants must email their scholarship application forms, along with all supporting documents to scholarship@cud.ac.ae



More Information

For more information on our Scholarships, including deadlines for application, please see our website at <http://www.cud.ac.ae> .



5.2 Financial Aid

The objective of these scholarships is to promote access to higher education to students facing financial hardship.

Up to 40% tuition waiver

Academic average of 75% or above
Second semester CGPA must be 3.30 or higher for the scholarship to continue

Students must submit the following documents:

- Completed and signed application
- Current Rental Contract
- Bank statements
- Employee certificate and salary statement for each employed family member
- Copy of Passport and Visa for all working family members (or both parents)
- Certificates of educational tuition fees for each sibling

All documentation will be kept confidential.
All of the above documents must be submitted with the application. Any application with incomplete documentation will not be considered when awarding the Financial Hardship Scholarships.

5.3 Discounts

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

Its program of Special Discounts encourages and promotes the access to its programs for family members of its students, government employees, as well as for its own employees and those of the EMIVEST Group.

5.3.1 Sibling Discount

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

5.3.2 Spouse Discount

The husband or wife of a student registered at the

University will benefit from a 10% discount on the tuition fees of the registered courses.

5.3.3 Government Employee Discount

Students who are employed in government institutions will benefit from a 10% discount on Undergraduate program tuition fees and a 5% discount on Graduate program tuition fees.

5.3.4 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 80% reduction of tuition fees for undergraduate studies 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 the same 80% reduction in fees, with the same restrictions. Those eligible for this 80% 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.

There are a number of scholarship categories available to those wishing to enroll with us: Academic Excellence, Academic Achievement, Financial Hardship, Special Needs and Sports Achievement. Our University also offers the Academic Accomplishment Award to any student with an academic average of 85% or higher. This award grants a 20% waiver on tuition for the upcoming semester.

*Service fees, fees to outside institutions, materials and special fees related to courses are the sole responsibility of the employee.

5.4 Student Financing

For those interested in education finance, the Canadian University of Dubai has partnered with the UAE’s leading Islamic Bank, Abu Dhabi Islamic Bank (ADIB). This arrangement provides a unique financing solution,

available only to Canadian University of Dubai students. The service is structured to lessen the burden of payment during your studies. All financing is Shari’a compliant and goes beyond tuition to include transportation, books and more.

If you are interested in applying to the Canadian University of Dubai, our enrollment officers can connect you with a dedicated ADIB representative for more information on the innovative student finance options available exclusively to Canadian University of Dubai students.





5.5 Tuition and Incidental fees

ACADEMIC PROGRAM	COST PER CREDIT HOUR	TUITION*	INCIDENTAL FEES	TOTAL
Bachelor of Arts in Communication	AED 1,400	AED 42,000	AED 1,963	AED 43,963
Bachelor of Arts in English Language and Translation	AED 1,850	AED 55,500	AED 1,963	AED 57,463
Bachelor of Business Administration	AED 1,900	AED 57,000	AED 1,963	AED 58,963
Bachelor of Architecture (5YR)	AED 2,050	AED 61,500	AED 1,963	AED 63,463
Bachelor of Interior Design	AED 2,050	AED 61,500	AED 1,963	AED 63,463
Bachelor of Science in Network Engineering	AED 1,950	AED 58,500	AED 1,963	AED 60,463
Bachelor of Science in Telecommunication Engineering	AED 1,950	AED 58,500	AED 1,963	AED 60,463
Bachelor of Science in Health Organization Management	AED 1,900	AED 57,000	AED 1,963	AED 58,963
Bachelor of Science in Environmental Health Management	AED 1,900	AED 57,000	AED 1,963	AED 58,963

NON-CREDIT PROGRAMS	NUMBER OF WEEKS	TOTAL
English for Academic Purposes 100 (15 hours/week)	15 weeks plus exam	AED 12,000
English for Academic Purposes 200 (15 hours/week)	15 weeks plus exam	AED 12,000
English for Academic Purposes 300 (12 hours/week)	15 weeks plus exam	AED 10,000
English for Academic Purposes 400 (12 hours/week)	15 weeks plus exam	AED 10,000
Academic Foundation Program	30 weeks	AED 24,000

* Tuition is approximate and is calculated based on two semesters and 30 credit hours per year – actual tuition is paid based on credit hours per semester.

UNDERGRADUATE FULL-TIME INCIDENTAL FEES 2013-2014

Student Activities Fee - per semester	AED 300.00 (150.00/semester x 2/year)
Student Health Insurance - per year	AED 1,600.00
Accident Insurance - per year	AED 63.00
Total	AED 1,963.00

UNDERGRADUATE STUDENT FEES 2013-2014

Student RFID Card - one off payment	AED 150.00
Seat Reservation - Under Graduate	AED 1,200.00
Admission Fee - Under Graduate	AED 300.00
Late Registration Fee per Semester	AED 600.00
Transfer Credit from Other University Fee	AED 300.00
Change of Major	AED 300.00
Application for reviewing exam sheet (Grade Appeal)	AED 300.00
Application of Incomplete Exam	AED 170.00
English Placement Test	AED 150.00
Mathematics Placement Test	AED 170.00
TOEFL Test	AED 600.00
Additional copy of Transcript	AED 40.00
Letter of Permission	AED 150.00
To Whom It May Concern certificate	AED 30.00
Graduation Fee	AED 800.00
Graduation Ceremony Fee	AED 400.00
Replacing lost RFID Card	AED 250.00
Parking Fee per Semester	AED 400.00

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

06 STUDENT AFFAIRS

6.1 Career Counselling

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

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

6.2 Student Success Centre

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

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

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

6.3 Personal Counselling

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

6.4 Academic Orientation and Advising

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

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

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

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



6.5 Career Placement Services

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

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

6.6 Special Needs Services

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

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

6.7 Student Activities

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

The activities span across the following areas:

- Cultural Events and Performances
- Athletics
- Community Involvement

6.7.1 Performance and Cultural Events

With over 86 nationalities represented at the Canadian University of Dubai, there is an abundance of cultural events held throughout the year. These events celebrate the diverse cultures present at Canadian University of Dubai, with food, fashion, art, music and dance performances from countries all over the world.

Such events include:

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

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

6.7.2 Student Athletics

Understanding that “a healthy body makes for healthy mind,” Canadian University of Dubai promotes wellness and organizes many sporting activities on campus. Students can play football, tennis, basketball, cricket, badminton, volleyball, chess and table tennis at either competitive or recreational levels. Students can participate in any of the existing student clubs or form a new one.

Some of the current clubs include:

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

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



6.7.3 Community Involvement

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

Past events include:

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

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

6.8 Student Publications

6.8.1. Newsletter

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

6.8.2. Maple Leaf Magazine

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



07 UNDERGRADUATE GRADING POLICY

The academic performance of undergraduate students will be recorded using the Canadian University of Dubai’s grading system which reflects the student’s performance in each course. In general, the pass mark in a course is fifty percent (50%) but students are required to refer to the specific requirements for their chosen program of study to ensure that they are aware of any modification to this.

The distribution of the total mark (100) on semester such as: quizzes, tests, midterm exam, projects, laboratory work, and the final exam are shown on the outline of each course which is distributed by the faculty to the students during the first week of the semester.

7.1 Grading Scheme For Undergraduate Studies

PERCENT GRADE	ALPHA GRADE	4 POINT SCALE EQUIVALENT	CANADIAN UNIVERSITY OF DUBAI EQUIVALENT DESCRIPTION
90-100	A+	4.0	Outstanding
80-89	A	3.8	Excellent
75-79	B+	3.5	Very good
70-74	B	3.0	Good
65-69	C+	2.5	Satisfactory (High)
60-64	C	2.0	Satisfactory
55-59	D+	1.5	Pass
50-54	D	1.0	Minimal Pass
0-49	F	0	Failure
	FNA	0	Failure for Non Attendance
	P	*	(Pass) Satisfactory achievement in a course where a percentage grade is inappropriate.
	NGR	*	No grade required
	GNR		Grade not reported
	CIP	*	Course in progress
	I	*	Incomplete grade
	AEG	*	Aegrotat standing (valid medical certificate)
	TCR	*	The student meets all Canadian University of Dubai course requirements via transferred/documentated equivalent courses taken/passed at another accredited university.
	SUB	*	Substitution of one required course by another
	WP		Withdrawal - With Academic Penalty
	WNP	*	Withdrawal - without academic penalty
	EXW	*	Exceptional Waiver

* Not computed in GPA.

- Canadian University of Dubai standard pass mark in each course is 50 percent
 - Minimum Cumulative GPA of 2.00 is required in each academic year (Fall and Spring Semesters) for progression
 - Cumulative GPA not less 2.00 is required for graduation
 - Cumulative GPA is computed only for courses taken at the Canadian University of Dubai
 - GPA and Cumulative GPA are computed only for courses from the study plan of the program
 - When a course is repeated the higher grade of the two attempts is considered in the
- computation of the GPA and Cumulative GPA, but both grades are put on record
 - NB: A student will receive an academic letter from the Registrar if his/her term GPA is less than 2.00
- The Semester (term) Grade Point Average (GPA) is simply the weighted average of the grades obtained in the courses registered in the semester, where the weight of each course is based on the number of credit hours.

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

COURSE NAME	CREDIT HOURS	LETTER GRADE	GRADE POINT
Course 1	3	C	2.0
Course 2	2	A	3.8
Course 3	4	D+	1.5

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

SEM GPA = $\frac{2*3 + 3.8* 2 + 1.5 *4}{3 + 2 + 4}$ = 2.18

7.2 The Cumulative Grade Point Average

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

7.3 Incomplete Grade (I)

Students with coursework to date that is of a passing grade but who are unable to complete their coursework as a result of justified and verifiable unforeseen circumstances and who have not achieved a passing grade by the end of term or specified end of a course may be granted the grade of 'incomplete' (I) for the final grade of the course. A grade of 'Incomplete' is not a permanent grade allocation. It is the acknowledgement of a temporary valid reason for the granting of a time extension in order for the student to complete all the course requisites. Students that are allocated an incomplete grade may be granted up to a maximum of an additional 12 calendar months in order to successfully fulfill all course obligations and any additional work as deemed necessary by the Professor/ Lecturer who allocated the Incomplete grade – prior to the student qualifying for a passing grade. If the outstanding coursework has not been completed after the additional 12 calendar months, all 'Incomplete' grades are converted to a 'Fail' grade. Thereafter, the student must repeat the course in order to achieve a passing grade.

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

7.4 Repeated Courses (R)

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

7.5 Course In Progress (CIP)

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

08 STUDENT PROGRESSION POLICY

8.1 Undergraduate Academic Progression Policy 2013-2014

PRIOR ACADEMIC STANDING	CURRENT SEMESTER		NEW ACADEMIC STANDING	NORMAL COURSE LOAD (CREDIT HOURS) TO BE REGISTERED	RECOMMENDATIONS
	SGPA	CGPA			
Clear	G≥2	G≥2	Clear	See program requirements	None
	1≤G<2	G≥2	Conditional	Normal load less 3	None
	Other	Other	Probation	Normal load less 6	Repeat courses when possible
Conditional	G≥2	G≥2	Clear	See program requirements	None
	1≤G<2	G≥2	Conditional	Normal load less 3	None
	Any	1≤G<2	Probation	Normal load less 6	Repeat courses when possible
	Any	G<1	Suspended	0	See advisor
Probation (**)	G≥2	G≥2	Clear	See program requirements	None
	G≥2	G<2	Probation	Normal load less 3	Repeat courses when possible
	G<2	Any	Suspended	0	See advisor

(**): Students are allowed to change major or remain on probation during three consecutive semesters. At each semester on probation, the load is reduced by three credit hours. If a student fails to clear his/her academic standing at the end of the third semester, he/she will be dismissed from the program.

- For the summer semester, the normal course load is six credit hours.
 - Under exceptional conditions, students may increase their normal Fall and Spring semester course load by 3 credit hours, or register up to
- nine credit hours in the Summer semester if:
The student's grade point average (CGPA) is at least 3.5 in the preceding semester, or the student expects to graduate at the end of the semester, and their CGPA is at least 2.0.

8.2 Normal Course load per program (credit hours)

SCHOOL OF LIBERAL ARTS	
Bachelor of Arts in Communication (Journalism) – English stream	15
Bachelor of Arts in Communication (Public Relations) – English stream	15
Bachelor of Arts in Communication (Advertisement) – English stream	15
Bachelor of Arts in Communication (Journalism) – Arabic stream	15
Bachelor of Arts in Communication (Public Relations) – Arabic stream	15
Bachelor of Arts in Communication (Advertisement) – Arabic stream	15
Bachelor of Arts in English Language and Translation	15
SCHOOL OF HEALTH & ENVIRONMENT	
Bachelor of Science in Health Organization Management	15
Bachelor of Science in Environmental Health Management	15
Bachelor of Science in Health Information Management	15
SCHOOL OF ARCHITECTURE & INTERIOR DESIGN	
Bachelor of Architecture	18
Bachelor of Science in Interior Design	18
SCHOOL OF ENGINEERING, APPLIED SCIENCE & TECHNOLOGY	
Bachelor of Science in Telecommunications Engineering	18
Bachelor of Science in Network Engineering	18
Bachelor of Computer and Networking Engineering Technology	18
SCHOOL OF BUSINESS ADMINISTRATION	
Bachelor of Business Administration in E-Business	15
Bachelor of Business Administration in Accounting & Finance	15
Bachelor of Business Administration in Marketing	15
Bachelor of Business Administration in Human Resource Management	15
Bachelor of Business Administration in International Business	15
Associate Degree in Marketing	15



09 INDEPENDENT STUDY / SPECIAL ARRANGEMENT POLICY

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

Courses offered as special arrangement

Delivery

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

- 1. The student has obtained all authorizations.
- 2. The course is offered in comparable class contact time, and comparable expectations for out of class study time, as in the same regular course.
- 3. The full content of the course syllabus will be taught.
- 4. A complete course file will be prepared at the end of the semester.
- 5. All learning resources are provided during the semester when the course is delivered.

Eligibility

A student may request to enroll in a course as special arrangement if one of the following conditions holds:

- 1. The regular course is not offered. This may substantially delay his/her graduation.
- 2. The regular course is offered but the student cannot attend due to reasons beyond his/her control.
- 3. The student needs the course to be offered in order to graduate during the current semester.

Application

When a student becomes eligible to enroll in a course as special arrangement, the following process must take place:

- 1. A formal request is written by the student to his/her academic advisor with all supporting documents, one semester in advance.
- 2. The academic advisor and program chair review the student's application and make a recommendation for the dean.
- 3. The dean reviews the whole application for a final decision.

Courses offered as independent study (For Undergraduate Programs)

Statement of Purpose

An independent study course should be taken as an elective, used for individual pursuit of topics within or beyond a student's major field of study which transcend the regularly available curriculum. It will normally involve research, primary source reading, or field work. When planning for independent study, the student and his or her advisor should strive to maintain a balance between this mode of study and other elective courses. A disproportionate number of independent study courses will tend to prevent a student from taking other elective courses which are equally important to scholarly development. The institution must limit that grant of such courses to 6 semester hours for programs below the bachelor's degree and 9 semester hours for a bachelor's degree.

Credit and grade point average guidelines and requirements

Matriculated students who have completed at least 50% of their program requirements are eligible for independent study. A minimum grade point average of 2.5 is required, subject to waiver by the school dean. The faculty sponsor is responsible for checking the student's grade point average and determining that the student has the ability to plan and execute a long-range

project. Departments may establish additional criteria for initial approval of, and supervision of, independent study projects.

The Independent Study Course

An independent study contract consists of two parts: the proposal and the enrollment form. The faculty sponsor is responsible for preparing a detailed syllabus containing:

- 1. A detailed description of the course with clear learning outcomes;
- 2. The amount of time devoted to each major aspect of the course;
- 3. A description of prior course work or other experience which prepares the student for the proposed activity;
- 4. The frequency and duration of meetings with the faculty sponsor; and,
- 5. Dates for completion of project milestones where applicable.
- 6. The methods by which the student's work will be evaluated must be clearly stated in the syllabus. Some appropriate forms of evaluation include a paper, a performance, and/or a presentation.

The syllabus of the independent study course should be approved by the curriculum committee prior to the course delivery.

To determine the number of credits, the guideline of a minimum of 12 hours of effort per week per course unit shall apply. A student may enroll in no more than six credits of independent study in a given semester. A department may limit the number of independent study credits which a student is permitted



10 POLICY ON INTENSIVE MODES OF COURSE DELIVERY

When an academic school intends to offer a course or program through intensive modes of delivery, it must comply with the CAA requirements as specified in its standards. Please refer to Appendix 1 of the standards: Courses offered in Condensed Periods. The institution should receive the approval of the commission prior to the start of the program or courses. During summer semesters, courses are delivered over a short period of time but do not require the approval of the CAA. When considering intensive course delivery, the academic school must ensure:

- Comparable duration of class contact time and expectations for out-of-class study time, as in the same courses offered during regular semesters or terms.
- The learning outcomes of the courses can be achieved during the short period of time.
- Students may register up to three courses when week-end course delivery is used during a regular semester. If the course delivery involves the shortening of the semester, students may register up to two courses.
- Faculty are given enough time for course delivery and preparation, in addition to all other duties, as required by the CAA standards.

11 STUDENT RECORDS

11.1 Custody of Records

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

The Official Academic Record is the source of the achievement data used in the production of the Official transcript, which must bear the official stamp of the Institution. The Official Academic Record for credit courses is also stored on the Institution’s electronic Academic Information System, which is accessible to designated staff of the Institution.

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

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

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

11.2 Student Privacy Rights

In compliance with the provisions of the Ministry of Higher Education and Scientific Research, the Canadian University of Dubai protects students’ rights and privacy and does not release names and addresses of students if the request is for selection by any non-directory criteria, such as gender, ethnic background, grade point average, high school, etc.

Canadian University of Dubai does not release any student’s educational records or any other information personally identifying a student (other than directory information) without the student’s signed, dated, written permission. This restriction extends to the release of a student’s records, such as grades, class schedules, academic standing, and other personal information, to the student’s parents.

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

11.3 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.

11.4 Enrollment Verifications and Certifications

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



12 STUDENTS ACADEMIC RIGHTS AND RESPONSIBILITIES

12.1 Student Academic Rights

It is the right of the students to:

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

12.2 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.

13 CODE OF CONDUCT

13.1 Unacceptable Conduct: Academic

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

13.2 Unacceptable Conduct: University Premises

- Fabricating information in any form, submitting falsified material to any University office, or presenting a false statement in any University disciplinary proceeding,
 - Forging, altering, or misusing a University identification card, documents, or keys without the consent of the relevant Authorities,
 - Causing deliberate or thoughtless damage or destruction to University property on or off premises or belonging to others including but not limited to graffiti, destroying or removing advertisements,
 - Unauthorized entry or trespassing,
 - Occupying all or part of any University building, hindering or intimidating any persons, or threatening persons with forcefulness with the aim of:
1. Hindering or stopping normal functions of the University;
 2. Preventing anyone from going about in a lawful manner;
 3. Stopping specific activities related to the University.
- Falsifying ones ID or failing to show ID to an identified official or employee of the University,
 - Failing to obey University officials engaged in university activities,
 - Damaging the reputation of the University through improper conduct,
 - Violating the Acceptable Use Policy,
 - Stealing, being accessory to theft, and/or possessing stolen property,
 - Improper use of University property in a manner contrary to its designated purpose including misuse of Residence hall amenities and furniture,
 - Disrupting a class, classroom, or other University unit, or campus activity by any means including but not limited to noise, projectiles, or other form of disturbance or disruption,

- Aiding, abetting, leading, encouraging causing or participating in a riot, , including but not limited to food fighting, on University property or during a normal University activity,
- Removing without authorization or mutilating LRC materials,
- Betting: students may not gamble or bet on University property in any way, shape, or form,
- Bringing unauthorized visitors onto University premises,
- Disobeying University rules governing the use of its facilities.

13.3. 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.

13.4 Unacceptable Conduct: University Property

A student commits a property offence when she/he:

- Holds, eliminates, uses, embezzles, or sells property owned by the University, or
- Damages or vandalizes property owned by the University.
- Aiding or abetting any conduct or behavior mentioned in Sections 13.1 to 13.4 is unacceptable and will not be tolerated.

13.5 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.

13.6 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. 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.



14 GRADE APPEAL POLICY

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.

14.1 Principles

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

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

14.2 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.

14.3 Procedure for Instigating an Appeal Against a Grade or Mark

- Appeals will only be considered for final examination marks
- Students should complete the appropriate Grade Appeal Form and submit to the registration department within ten (10) working days of receiving the grade or mark in question
- A fee of AED 300 must be paid at this stage in order to instigate the formal Appeal process
- The decision determined by the Appeals Committee will be conveyed in writing to the student within ten (10) working days of the start of the Appeal process
- The decision of the Appeals Committee will be final

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.

15 STUDENT COMPLAINTS

15.1 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.

15.2 Types of Student Complaints

15.2.1 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.

15.2.2 Administrative Complaints

Administrative Complaints relate to conclusions and actions associated with administrative or academic facilities, which include but are not limited to:

- Policies pertaining to administration, procedures and rules by central administration, student support groups, and faculties;
- A conclusion taken by an administer that affects

- an individual or groups of students;
- Access to University resources and facilities.

15.3 Complaint Resolution Procedures

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

15.3.1 Informal Approach

1. The student concerned about an above mentioned item should first contact the person involved in writing. If the student cannot reasonably contact this person or resolve their issue at this level then the student should contact the head of the relevant department or of the administrative unit or the Chair or the Dean of the School for a discussion. Concerns about a resolution at any of the steps mentioned above should ordinarily be raised to the Chair of the committee. The complaint must be delivered in writing within 15 days of the original incidence.
2. The University anticipates that in most instances the discussion of the concern with a pertinent staff member will result in a quick resolve of the matter that both parties find satisfactory.
3. If the issue is not resolved, then the student may contact his Academic Advisor who will direct him to appropriate individual that will be address the case The University anticipates that in most instances the discussion of the concern with a pertinent staff member will result in a quick resolve of the matter that both parties find satisfactory.
4. The student has fifteen days following an incident to lodge a formal complaint if the issue is not resolved.

15.3.2 Formal Approach

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

1. 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.

15.4 Withdrawal of a Complaint

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

The Complaint Review Committee is an ad-hoc committee that can be called when needed on the basis of when a formal complaint is lodged. The Complaint Review Committee consists of three members appointed by the Vice-President of Academic Affairs or the Vice-President of Student Affairs, pending on complaint. For academic complaints, in addition to

the VPAA, the Dean of the appropriate School, one faculty member from another School and the student counselor are required. For issues concerning academic matters, in addition to the Vice-President of Student Affairs, one faculty member, one Dean, and the LRC Director are required.

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.



16 STUDENT DISCIPLINARY POLICY

16.1 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.

16.1 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 table below is a summary of possible violations and the disciplinary actions that the Canadian University of Dubai Disciplinary Committee might take.

16.2 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

16.3 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.

16.4 Procedures

- Anyone from the Canadian University of Dubai Community (faculty, administrator, staff or student) who believes that a violation of the Conduct Code has been violated must inform the VP of Student Affairs in print.
- The VP of Student Affairs will amass and examine evidence relevant to each particular

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

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

16.5 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.

16.6 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.

16.7 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.

16.8 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:

16.9 Cheating Penalty

- 1. Penalty for Cheating – First Time**
If a student is found cheating in a final exam, this exam violation will be communicated to the Exam Violation Committee and the following penalties will apply:
 - The student is assigned a grade of zero in that course.
 - A disciplinary warning is added to their file.
- 2. Penalty for Cheating - Second Time**
If a student is found cheating a second time he will be assigned a grade of zero in that course and will be permanently dismissed from the University.

Procedure:
Faculty submits a written report of the incident, along with the work in question and any physical evidence if available (i.e. video recording) to the Chair of the Exam Violation Committee. The committee reviews the incident and makes recommendations to the Disciplinary Committee, who will in return review the cheating case, endorse or not the recommendation of the Exam Violation Committee. The disciplinary warning will then be issued by the Disciplinary Committee. A copy of the faculty's written report and student's work is included with the warning in the student's file.



17 INFORMATION AND COMMUNICATION TECHNOLOGY

17.1 Information and Communication Technology (ICT) Support

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

The Help Desk provides a first line of contact for Students, Staff and Faculty. It is open daily from 9am to 9pm. Any IT related issues are reported to the Help Desk via phone ext. 202 or walk up traffic to room B1-03 in Hall B.

17.2 Use of Electronic Resources and Internet

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

17.2.1 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.

17.3 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.



18 HAZARDOUS MATERIALS AND FIRE SAFETY

18.1 Safety Hazards

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

18.2 General Safety Hazards

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

- Emergency lights will illuminate during an emergency.
- Keep fire doors and emergency exits free of obstructions.
- Keep the areas in front of fire extinguishers and fire alarms clear at all times.
- Do not overload electrical outlets or extension cords. Report damaged electrical cords, broken switches, loose connections, or bare wires to the supervisor immediately. When necessary to run a cable or electrical cord across the floor, always use a cable cover to protect the wiring and prevent tripping.
- Cord-connected electrical appliances should have a grounded 3-wire conductor or be approved.
- Inspect and test all electrical devices according to their risk category, and protectively enclose them as practical and appropriate.
- Personal appliances such as kettles, heaters, and battery chargers are not allowed to be used on campus unless prior consent has been given.
- Visually inspect equipment and tools before plugging them in. If cables or plugs are either damaged or incorrectly fitted, do not use the equipment and remove it from service. Never use defective or inappropriate tools and equipment.

- Do not overload the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- Always use proper safety step stools or ladders for climbing. Never stand on swivel chairs or use them as step stools.
- Avoid wearing loose clothing, long sleeves, ties or inappropriate gloves when supervising or working in a laboratory or on machinery.

18.3 Fire safety policy

The Canadian University of Dubai prohibits smoking in any of its buildings; there is a designated smoking area outdoors for those wishing to smoke. All students are expected to observe these regulations.

Fire exit signs are posted at all exits to be used for evacuation and smoke detectors are placed in various strategic locations to provide early detection of smoke or fire. All fire extinguishers will be periodically checked by an outside company to ensure that they are in good operating condition. They will also do a safety inspection and check the building for fire hazards.

The Fire Marshal will supervise and coordinate the fire drill to ensure that all buildings are evacuated. Designated staff will be assigned as fire officials to take charge of the evacuation of a particular building in the event of fire.

In addition, designated staff members will be trained as first aid attendants to assist fire officials with the evacuation. Fire drills will be practiced each semester in the academic buildings on campus to ensure that proper procedures will be followed in the event of a real fire.

18.4 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

18.5 To Report Smoke Or Fire:

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

18.6 When an alarm rings:

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

18.7 Fire evacuation plan

18.7.1 Steps to take in case of fire

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



18.7.2 Guidelines

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

18.7.3 Fire Officials

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

First Aid Attendants

HALL A

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

HALL B

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

HALL C

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

HALL D

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

Head of Security

Sameer –Mobile #: 050-2463-117



19 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.

20 STUDENT COUNCILS POLICY

Article 1 – Definition of the Student Councils

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

Article 2 – Names of the Student Councils

The names of the three Student Councils are:

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

Article 3 – Mission of the Student Councils

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

Article 4 – Membership

All students, no matter their ethnicity, religion, gender, or physical condition, are encouraged to be part of the Student Councils. Each Student Council consists of the following six student executive positions, in addition to general student members:

- President

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

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

Article 5 – Election Procedures of the Student Councils

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

Qualifications of Student Council Members

President and Vice President

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

Other Officers

- Should be a full time undergraduate student, who has completed at least two semesters;
- Should and must have a CGPA of 2.5 or above; failure to maintain this CGPA will result in dismissal from office;
- Should commit to enroll for Summer I, Fall and Spring Semesters of their elected term of office;
- Should have demonstrated some leadership at the Canadian University of Dubai;

- Should apply by filling out the Student Councils application form available at the Student Affairs Department;
- Should submit his/her resume, and one photo to the Student Affairs Department;
- Should pass the interviews with the University Council Executive Committee and the Vice President of Student Affairs.

Elections

The Elections rules and procedures are as follows:

Rules, Procedures and Responsibilities

- A list of 30 students who support a candidate running for the president or vice president position is required. This list should be submitted according to the deadline of the election to the University Council Executive Committee;
- Each candidate must complete the election registration form and submit it to the University Council Executive Committee. This form should include the candidate’s specific position he or she wishes to run for;
 - Candidates cannot apply for more than one position;
 - Candidates should prepare a three to four minute campaign speech which should be presented during an assembly;
 - Candidates should prepare themselves to participate in open debates;
 - Campaign materials such as flyers and posters should be approved by the appropriate Vice-President (VP of Student Affairs or VP of Academic Affairs) before they are displayed;
 - Only current full-time and part-time students are eligible to vote;
 - Results of the Student Councils vote will be announced two days after the elections are complete;
 - Members of the Student Councils who were dismissed or resigned cannot run for elections;
 - At the end of each semester, the Manager of Student Services will review the CGPAs and the performances of all Student Councils members.

Elections Code of Conduct

The Election Committee has a mandate to ensure that the election process is fair and impartial. Violation of the elections code of conduct will result in sanctions

such as temporary or permanent suspension from campaigning and, in extreme cases, the candidate’s name will be removed from the elections list. The following rules are to be followed during the elections:

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

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

Voting Procedures

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

Disputes and Violations

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



- Violations of the Elections Code of Conduct will lead to a hearing by the Elections Committee;
- Candidates will be informed in writing of the decision of the Elections Committee.

Article 6 – Student Councils Responsibilities and Duties

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

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

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

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

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

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

The three Public Relations Officers elected to represent

the three Student Councils will:

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

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

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

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

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

Volunteer Student Members will:

- Promote the Student Councils activities events;
- Support all Student Councils activities and operations.

Staff advisors

The immediate supervisor of the Student Councils is the University Council Executive Committee. The Vice President Student Affairs will guide and advice 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.



21 ALUMNI NETWORK

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

Our alumni will be able to connect with their former classmates, colleagues, professors, and the Canadian University of Dubai community in general, and establish an extremely valuable social and professional network. The Canadian University of Dubai alumni are today’s entrepreneurs and leaders. They constitute the vital talent of the community they serve. Through their rich and diverse networks, they are the best portal and the promotion of the extended outreach of the university. The Canadian University of Dubai Alumni Network is established by graduates and administrators. Its development and growth is enhanced by the participation, dedication, and support of its members and the Canadian University of Dubai community at large. All the efforts in support of the Canadian University of Dubai Alumni Network provide in return for its members opportunities for life-long learning, greater realizations and much more accomplishments. In support of the Alumni Network, Canadian University of Dubai encounters an additional channel to sustain its role and mission in society.



22 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.

22.1 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.

22.2 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.

22.3 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.

22.4 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

22.5 Students Lounge

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

22.6 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.

22.7 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.

22.8 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.

22.9 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.

22.10 Cafeteria

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

22.11 Parking Facilities

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

surrounding the University.

22.12 Student Transportation

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

- AED 2,000 per semester per student from/or to Sharjah or Ajman.

Additionally, there are several metro stations nearby and ample parking is available for students wishing to drive.





An Inspiring Space

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



23 LEARNING RESOURCE CENTRE

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

The LRC policies and services:

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

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

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

Special information:

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

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

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

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

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



24 STUDENT RESIDENCE

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.

24.1 Residence Facilities

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

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

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

Residence Fees per Semester

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

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

Security Deposit

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

Internet Charges

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

Room Cancellation

Students who cancel before the end of registration week will forfeit only their AED 500 deposit. Students who cancel after the beginning of classes will receive the following refund:

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

Rate

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

Semester Dates:

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



Residence fees include the following items:

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

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

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

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

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

24.2 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>.

24.3 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.

24.4 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

24.5 Safety, Security and Student Conduct in Residence

24.5.1 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.

24.5.2 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.

24.5.3 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.

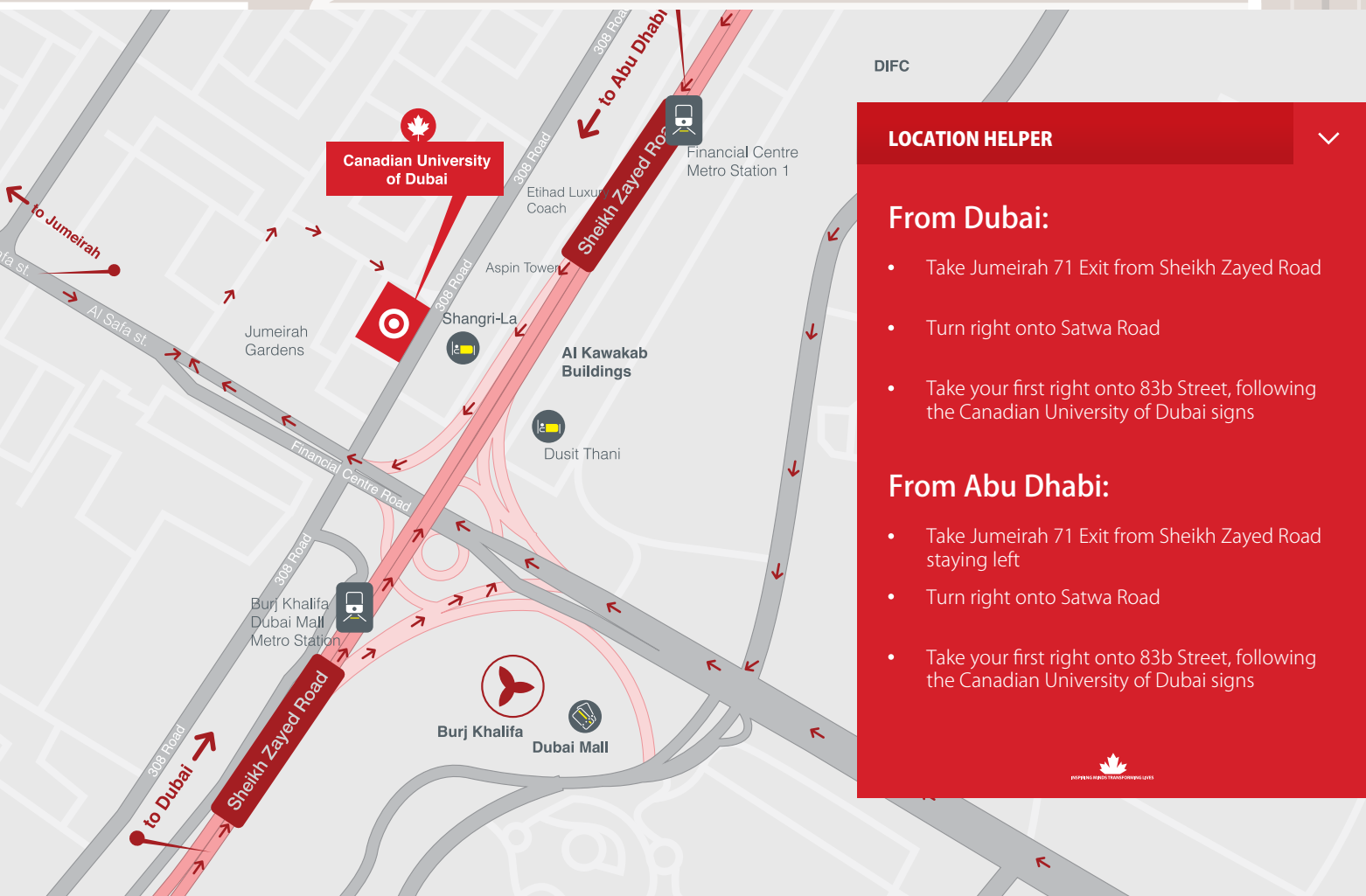
1. Respect the personal privacy of fellow students.
2. Respect the personal property of their roommates.
3. Respect the University accommodation property.
4. Show respect towards University personnel, students and security staff.
5. Show tolerance of different cultural and religious practices, food choices and living styles.
6. Practice good kitchen hygiene.
7. Inform other residents, politely and respectfully, if they are violating your rights or the rights of other students.
8. 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



University Campus Map



LOCATION HELPER

From Dubai:

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

From Abu Dhabi:

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



CONNECT WITH US

Find us online:
www.cud.ac.ae

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

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