CANADIAN
UNIVERSITY DUBAI
Your portal to Canadian education

الجامعة الكندية دبي
CANADIAN UNIVERSITY DUBAI

UNDERGRADUATE
STUDENT
HANDBOOK **2015-16**

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July 2007	June 2015	June 2015

**Canadian University Dubai communicates with its students through their university email address.
Please ensure that you check your university email address for updates and notifications sent to you.**

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INTRODUCTION

Message from the Chancellor & the President

Mr. Buti Saeed Al-Ghandi
Chancellor

Professor Karim Chelli
Vice Chancellor and President

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

Education is a continuous and lifelong journey, and we know that the road to university can be a

challenging one. Here at Canadian University

Dubai, you will experience an education delivered

to the highest international standards; a Canadian education based on international standards and expressed through a demonstration of clear learning outcomes. Our Canadian education system celebrates commitment, cooperation, participation and diversity.

As a reflection of the international city of Dubai, we celebrate a very diverse learning environment with our student body of over 100 nationalities. We strive for excellence by providing our students with cultural experiences and competencies that inspire minds and transform lives by opening new and incredible paths. We prepare you to be the global citizens of tomorrow.

On behalf of our Board of Trustees and the University Faculty, Administration & Support Staff, we wish you a very successful, well rounded and

happy journey through to the achievement of your

academic and personal goals here at Canadian University Dubai

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رسالة من السيد: بطي سعيد الكندي

رئيس الجامعة ورئيس مجلس الأمناء.
والبروفيسور: كريم شلّي مدير الجامعة
ونائب رئيس الجامعة.

إنه لمن دواعي سرورنا البالغ تعريفكم بالجامعة الكندية - دبي. إن التعليم هو رحلة شيّقة ومستمرة مدى الحياة، ومن المعلوم أن الطريق إلى الجامعة قد يشكل تحدياً ال يستهان به، وفي الجامعة الكندية دبي، سيأتون تعليمك مبنياً على أعلى المعايير الدولية، وعلى

تعليم كندي عالي الجودة، من سماته إنتاج مخرجات تعليمية واضحة، حيث إن التعليم الكندي يتصف بالالتزام والتعاون

والمشاركة والتنوع. وقد تم تأسيس عالقات وشراكات علمية بين الجامعة الكندية دبي وأبرز الجامعات العلمية الكندية، مما يخول الطالب متابعة دراسته في تلك الجامعات، ولذلك فإن الجامعة الكندية دبي تهيب بالطالب أن

يستثمر هذه الشراكات العلمية لصالحه ومستقبله. وبما أن دبي هي المدينة العالمية التي تميّزت باحتضان أناس من معظم جنسيات العالم، فإن الجامعة الكندية دبي تفتخر بتنوع بيئتها

التعليمية، حيث وفد إليها الطالب من أكثر من سبعين جنسية، يشتركون في الستفادة من التميّز والرقي، من خالل ما توفره

لهم من المهارات العلمية والمعرفية، والخبرات التقنية، التي تثري لهم العقول وتغيّر من حياة الطلبة، فاتحةً أمامهم آفاقاً جديدة وهائلة، ألن الجامعة الكندية دبي ستقوم بإعدادك وتهيئتك لتكون

مواطن العالم لمستقبل.
نيابة عن مجلس أمناء الجامعة وأعضاء هيئة التدريس وإدارة الجامعة وجميع موظفيها، نتمنى لكم رحلة ناجحة ومثمرة غنية بالعلم

والمعرفة والثقافة، في طريقكم إلى تحقيق الأهداف الأكاديمية

والشخصية الطامحين للوصول لها هنا في الجامعة الكندية دبي.

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Welcome to Canadian University Dubai

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

CUD is located in the heart of downtown Dubai and each of our academic programs is based on Canadian curriculum and education principles. This gives students the opportunity to obtain a Canadian education while experiencing the unique culture and values of the United Arab Emirates. With over 100 different nationalities that call our University home, our diverse student community is building bridges across cultures and continents.

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

1.1. Founding Partners

- Emirates Investment and Development
- Al Sheikha Sheikha Saeed Al Maktoum
- Mohamed Ibrahim Obaidalla
- Jamal Al Ghurair Est.
- Khalifa Juma Al Nabooda
- Ghubash Trading & Investment Co.Ltd
- Saeed Mohammed Al Ghandi
- Investment Group (PVT) Ltd

- First Investor (L.L.C)
- Abdulla Ahmad Bin Abdul Aziz
- Hamad Ahmad Bin Suqat
- Saleh Mohamed Bin Lahej
- Ahmed Saif Belhasa
- Rashed Humaid Al Mazroei
- Mohammed Omar Bin Haider
- Oman Insurance Company (PSC).

2. Why Choose Canadian University Dubai?

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

- We offer an education based on Canadian curriculum, giving us internationally recognized quality and credibility
- As a portal to Canadian Higher Education, we offer many unique options for students wishing to study or research in Canada.
- All of our programs are accredited by the UAE Ministry Education – Higher Education Affairs
- We have a convenient downtown location with state of the art academic and recreational facilities.
- Our faculty are highly qualified and inspirational in their field of instruction.
- We are a student-centered university, where we value student success above all else.
- We offer flexible schedules – evening and weekend classes are available for undergraduate and graduate programs.
- Our Office of Research Services provides students with the opportunity to be involved in cutting edge research internationally and in the UAE.
- We have a truly multicultural learning environment, with students from 100 nationalities.

3. Vision & Mission

3.1. Vision

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

3.2. Mission

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

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 transfer partners and complete your degree in Canada.
- Spend an academic semester in Canada then return to the UAE to complete your degree with us.
- Participate in a summer program to enhance your English language skills and learn about Canadian history and culture.
- Participate in an exchange program with one of our student exchange partners.

4.1. Formal Agreements

A proven track record and acceptance of Canadian University 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 Dubai credits as transfer credits. All programs have at least one formal partner in Canada (or the US for Architecture).

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.

Centennial College – Transfer program in Engineering
A 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.

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.

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

University of Lethbridge – Transfer program in Business
Founded in Lethbridge, Alberta, the University of Lethbridge 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.

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.

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.

University of Ontario Institute of Technology – Transfer program in Communication
Located in Oshawa, Ontario, the University of Ontario Institute of Technology offers many unique career-focused undergraduate and graduate programs within a high-tech learning environment.

Vancouver Island University – Transfer program in Business, Interior Design
Having three campuses across pristine Vancouver Island, Vancouver Island University offers an enriched and intellectually stimulating environment for students and employees.

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.

4.2. Other Study Abroad Options

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

University of British Columbia, Canada

The University of British Columbia is a global centre for research and teaching, consistently ranked among the 40 best universities in the world. Its entrepreneurial perspective encourages students, staff and faculty to challenge convention, lead discovery and explore new ways of learning.

McGill University, Québec, Canada

McGill University has established itself among the world's greatest universities, with a reputation for excellence that reaches around the globe. With students from 150 countries, McGill's student body is the most internationally diverse of any research-intensive university in the country.

University of Manitoba, Canada

Located in the city of Winnipeg, the University of Manitoba is western Canada's first university. A research-intensive, post-secondary institution, it offers programs in areas as diverse as the humanities, the visual and performing arts, science, medicine, law, agriculture, engineering and architecture.

York University, Ontario, Canada

York University is the 3rd largest university in Canada, with over 50,000 students from more than 150 countries. It offers 200+ undergraduate and graduate degree programs across 11 faculties, and has 25 active research centres.

University of Toronto, Ontario, Canada
The University of Toronto occupies three campuses and offers around 700 undergraduate and more than 200 graduate programs in a wide range of disciplines. The University is Canada's most important research institution and has gained an international reputation in the field.

University of Western Ontario, Canada
Founded in 1878, the University of Western Ontario offers an exemplary learning experience in what is considered to be Canada's most beautiful university campus. Students from more than 100 countries share in classroom experiences that broaden personal perspectives and understanding.

Concordia University, Québec, Canada
Concordia University is one of Canada's most innovative and diverse, comprehensive universities, offering an inter-disciplinary approach to learning and research. Through its 300 undergraduate programs and over 100 graduate programs, it offers a unique and rewarding educational experience.

Deakin University, Victoria, Australia
Deakin University is ranked in the top 3% of the world's universities and offers a unique educational experience, using cutting-edge information technology to provide both cloud-based and campus learning.

Texas A&M University, USA
Located in College Station, northwest of Houston, Texas A&M opened its doors in 1876 as the state's first public institution of higher learning. Today, it stands as a research-intensive flagship university, home to over 59,000 students.

Avans University, Breda, Netherlands
Avans University of Applied Sciences is a high-ranked Dutch vocational university, focusing on education and applied research. Established in 2004, the University now has 29,000 students studying 54 courses across 20 academic schools.

4.3. Other International Partners

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

These include:

Athabasca University, Alberta, Canada

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

Carleton University, Ontario, Canada

Carleton University is a dynamic research and teaching institution based in Ottawa, Ontario. Hosting over 24,000 students, it is dedicated to achieving the highest standards of scholarship, and encourages a hands-on classroom experience.

Dalhousie University, Nova Scotia, Canada

Dalhousie University is one of Canada's premier universities on the Atlantic Ocean in beautiful Halifax, Nova Scotia.
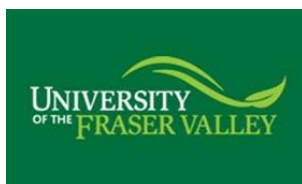
University of the Fraser Valley, British Columbia, Canada

University of the Fraser Valley (UFV) is a fully accredited, public university with around 15,000 students. UFV is recognized nationally for student success, an excellent learning environment and creative integration of programming.

University of Prince Edward Island, Prince Edward Island, Canada

The University of Prince Edward Island is a public liberal arts and science institution committed to encouraging and fostering critical, creative, and independent thinking. Established in 1969, it has developed a growing reputation for research, innovation and academic excellence.

Queen's University, Ontario, Canada

Queen's University is a public research university located in Kingston, Ontario. It is one of Canada's oldest degree-granting universities, renowned for tradition, academic excellence, research, and a beautiful waterfront campus with modern facilities.

Renison University College, Ontario, Canada

Renison University College is a public institution located in Waterloo, Ontario and affiliated with the University of Waterloo. Renison offers degree courses in Social Development and Social Work, alongside a wide variety of language, culture, and arts classes.

Royal Roads University, British Columbia, Canada

Located in one of Canada's most beautiful National Historic Sites, Royal Roads University provides high quality, innovative, and applied post-secondary education to working professionals and career-focused students in Canada and around the globe.

University of Massachusetts Boston, Massachusetts, USA

The University of Massachusetts Boston is nationally recognized as a model of excellence for urban public universities. UMass Boston combines a small-college experience with the vast resources of a major research university.

Multimedia University, Kuala Lumpur, Malaysia

As the first private university in Malaysia, Multimedia University (MMU) developed the pioneering model for the successful establishment of private universities. MMU hosts 20,000 students from 75 countries across its two campuses.
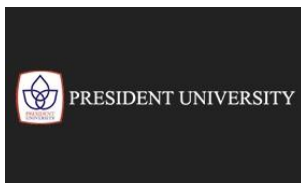
President University, Bekasi, Indonesia

President University is located in Jababeka and has an international standard curriculum developed by world-class academics. All courses are conducted in English enabling students to think in today's global language.

EMLYON, Lyon, France

EMLYON is one of the longest established business schools in Europe. It is characterized by a spirit of entrepreneurship and is one of the few business schools to hold triple accreditation from Equis, AACSB and AMBA.

Curtin University, Perth, Australia

Curtin University is Western Australia's largest and most multicultural university with around 60,000 students from more than 130 countries. It offers a range of industry-aligned undergraduate and postgraduate courses in business, humanities, health, engineering and related sciences.

Mahan Business School, Tehran, Iran

Mahan Business School provides business management education programs to meet the needs of executives and managing professionals to help develop their capabilities to successfully direct their businesses in a global environment.

5. The Student Exchange Program

A short term international educational experience can be a life changing event.

Canadian University Dubai has started a student exchange program with the following universities:

- **Mount St Vincent University (Halifax, Canada)**
- **University of the Fraser Valley (Abbotsford, BC, Canada)**
- **Girne American University (Northern Cyprus and Canterbury, United Kingdom)**
- **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 Canadian University Dubai. You will pay regular tuition fees to Canadian University 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 one letter of recommendation from a faculty member, 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 Dubai degree.

Proof of Health Insurance and a Release of Liability form are mandatory.

To find out more about these opportunities, or to apply please contact us at: studyabroad@cud.ac.ae.

6. Summer Study Abroad Opportunities

Several of our faculty members have taken an entire class abroad to deliver a Canadian University 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.

UNDERGRADUATE STUDIES

1. Undergraduate Students Academic Calendar

Day	Date	Event
Fall 2015-16		
Wednesday	01-Jun-16	Pre-Registration Open for Fall
Saturday	27-Aug-16	Last day to secure pre-registration -Payment of Tuition Fees
Sunday	28-Aug-16	Registration and Advising Week - Faculty Return
Saturday	03-Sep-16	New Student Orientation
Sunday	04-Sep-16	First Day of Classes / First day of Late Registration Penalty
Sunday	18-Sep-16	First Day of 50% refund - No new courses can be added
Sunday	25-Sep-16	First Day of 0% refund - First day of WN grade
Friday	04-Nov-16	Last day of WN grade
Wednesday	30-Nov-16	Martyr's Day - University Closed
Friday	02-Dec-16	National Day - University Closed
Friday	09-Dec-16	Exams begin
Saturday	17-Dec-16	End of Semester
Sunday	18-Dec-16	Fall Break Commences
Spring 2015-16		
Saturday	05-Nov-16	Pre-Registration Open for Spring
Saturday	31-Dec-16	Last day to secure pre-registration -Payment of Tuition Fees
Monday	02-Jan-17	Registration and Advising Week - Faculty Return
Saturday	07-Jan-17	New Student Orientation
Sunday	08-Jan-17	First Day of Classes / First day of Late Registration Penalty
Sunday	22-Jan-17	First Day of 50% refund - No new courses can be added
Sunday	29-Jan-17	First Day of 0% refund - First day of WN grade
Friday	10-Mar-17	Last day of WN grade
Sunday	26-Mar-17	Spring Break Commences
Sunday	09-Apr-17	Classes Resume
Wednesday	26-Apr-17	Graduation Ceremony; University Closed
Saturday	29-Apr-17	Exams begin
Saturday	06-May-17	End of Semester
Summer 2015-16		
Saturday	11-Mar-17	Pre-Registration Open of Summer
Saturday	06-May-17	Last day to secure pre-registration -Payment of Tuition Fees
Sunday	07-May-17	Registration and Advising Week
Sunday	14-May-17	First Day of Classes & First day of Late Registration Penalty
Sunday	21-May-17	First Day of 100% penalty - First day of WN grade
Friday	09-Jun-17	Last day of WN grade
Sunday	25-Jun-17	End of Summer Session

All Islamic Lunar Holidays for the private sector will be fixed per the announcement by the relevant Ministry
Always refer to www.cud.ac.ae for the latest Academic Calendar, as some dates are subject to change

2. Our Undergraduate Academic Programs

At Canadian University 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 Canadian University Dubai are housed within:

- The School of Communications & Media Studies

- The School of Liberal Arts & Sciences

- The School of Business Administration

- The School of Engineering, Applied Science & Technology

- The School of Architecture & Design

- The School of Public Health & Health Sciences

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.

2.1. Fundamental General Education and University Courses

All our academic programs are a combination of General Education (GenED) courses and specialization courses. General Education courses aim at ensuring that:

- All students in undergraduate programs are required to complete broadly based basic general education course requirements. The general requirement is designed to add breadth to students' intellectual experience. Students must attain knowledge and competency equivalent to completing courses in areas like:
    - Language
    - Science
    - Technology
    - Humanities
    - Social Culture

- All undergraduate students complete the equivalent of one or more university-level courses in Islamic, history, or culture *(S*ee also your Program Study Plan and Advisor as required*).
- Learning outcomes for GENED courses are clearly defined in course syllabi, and regularly assess students' achievement of those outcomes through appropriate assessments in the classroom
  *(S*ee also your Program Study Plan and Advisor as required*).

Course Code	Course Title	Basket	Prerequisite	Cr.Hr
Language				
LNG 161	Communication Skills in English 1 إنجليزية بلاغة الإتصال مهارات (1)	Language	None	3
LNG 171	English I	Language	None	3
GED 196	Communication Skills in Arabic 1 مهارات الاتصال فى اللغة العربية 1	Language	None	3
GED 196	Communication Skills in Arabic 1	Language	None	3
Science and Technology				
Science				
BIO 101	Human Biology lec/lab	Science and Technology	None	3
GED 125 (ENV 125)	Ecosystem and Human Health النظم الإيكولوجية وصحة الإنسان	Science and Technology	None	3
GED 125 (ENV 125)	Ecosystem and Human Health	Science and Technology	None	3
ENV 301	Intro to Environmental Science	Science and Technology	None	3
Technology				
GED 101 (SWS 101)	Applications in Computer Software	Science and Technology	None	3
GED 101 (SWS 101)	Applications in Computer Software مدخل إلى برمجيات الحاسوب	Science and Technology	None	3
GED 132	Science and Technology in Society	Science and Technology	None	3
GED 195	Descriptive Geometry	Science and Technology	None	3
SHS 103	Chemistry lec/lab	Science and Technology	None	3
SWS 361	Introduction to Geographic Information Systems	Science and Technology	None	3
MTH 101	Statistics	Science and Technology	None	3
Humanities				
GED 110	Modern Art Appreciation تقدير الفن	Humanities	None	3
GED 110	Modern Art Appreciation	Humanities	None	3
GED 111	Music Appreciation and Communication	Humanities	None	3
GED 112	Positive Psychology at Work	Humanities	None	3
GED 140	Social Entrepreneurship	Humanities	None	3
GED 145	مهارات الدراسة الجامعية University Study Skills	Humanities	None	3
GED 205	Psychology in Everyday Life علم النفس في الحياة اليومية	Humanities	None	3
GED 205	Psychology in Everyday Life	Humanities	LNG 172	3
GED 252	Critical Thinking التفكير النقدي	Humanities	None	3
GED 252	Critical Thinking	Humanities	LNG 172	3
GED 272	Fundamentals of Public Speaking	Humanities	LNG-172	3
GED 324	Ethical Reasoning in Today's World التفكير الخالقي في عالم اليوم	Humanities	None	3
GED 324	Ethical Reasoning in Today's World	Humanities	LNG 172	3

Social				
GED 160	Studies in Ancient Civilization دراسات في الحضارة القديمة	Social & Cultural Understanding	None	3
GED 198	Islamic Culture الثقافة الإسلامية	Social & Cultural Understanding	None	3
GED 198	Islamic Culture	Social & Cultural Understanding	None	3
GED 199	UAE Society مجتمع دولة الإمارات العربية المتحدة	Social & Cultural Understanding	None	3
GED 199	UAE Society	Social & Cultural Understanding	None	3
GED 265	Human Rights in Islam &International Conventions حقوق الإنسان في الإسلام والمواثيق الدولية	Social & Cultural Understanding	None	3
GED 298	Special Topics in Western Culture	Social & Cultural Understanding	LNG-172, GED-198E	3

3. School of Communication & Media Studies

3.1. A Word from the Dean

Capturing Creativity and Innovation in the field of Communication

Welcome to the School of Communication & Media Studies at Canadian University Dubai. The School is a unique platform for innovating mass communication and we encourage our students to use creativity to drive the media world forward. Our streams include PR, Advertising and Journalism in English and Arabic. We offer week-day and week-end classes to accommodate our students.

All programs are accredited and provide students with the local and international understanding, history and new practices of media. The programs comply with Canadian systems of education and we look at the unique character and abilities of each of our students to support and bring out the best in them. Our graduates have won competitions and awards internationally. Lately one of our students was selected and invited to the prestigious Cannes Creativity Festival. Students are being trained to be part of a creative team, think differently and produce excellent content to an international level of excellence. The School emphasizes on creativity, problem solving and media innovation. Our courses provide the students with creative and managerial competencies to succeed in the professional media arena. Dubai provides distinctive opportunities such as the media city environment and the upcoming Expo 2020.

The School of Communication and Media studies encourages students to think outside the box and be part of media innovation.

Start your future with us.

Dr. Mohamed Ben Moussa
Dean, School of Communication and Media Studies
Canadian University Dubai

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3.2. Undergraduate Programs

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

3.2.1. Bachelor of Arts in Communication (Arabic & English Streams)

Description:

The rapid expansion of technologies is impacting how we interact with each other, in both our business and social lives. This revolution requires all of us to develop new skills, to fully leverage the new communications tools and to better understand the world around us.

The Bachelor of Arts in Communication program will provide you with a comprehensive understanding of the various disciplines that contribute to the communications profession. At CUD, you have the opportunity to select one of three concentration areas, to further develop your knowledge and expertise in a specific field of professional practice. Concentrations are available in:

Public Relations

The Public Relations concentration will provide you with the opportunity to take up positions in PR writing, planning and publishing for agencies and other organizations.

Journalism

The Journalism concentration will provide you with the opportunity to take up positions in newspapers, magazines and other forms of publishing, as well as broadcast journalism, electronic media and online journalism.

Advertisement

The Advertisement concentration will provide you with the opportunity to take up positions in ad creation sales, management or production with advertising agencies, or corporate advertising departments.

3.2.2.   Bachelor of Arts in Communication in Public Relations

Description:

As the nature and channels of communication rapidly evolve, professionals in the industry need to be prepared to adapt to different communication forms, styles and outlets in order to deliver their message. The Public Relations program will provide you with a solid base in the practical use of qualitative and quantitative methodologies and skills such as news writing, copy writing, public relations planning and advert design, whilst also preparing you for professional practice in a modern communications environment.

Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring, and Summer

Benefits:

As a graduate of CUD's Bachelor of Arts in Communication - Public Relations, you will have the skills and knowledge to publish, edit, produce and research PR content within local and international markets. The degree will provide you with the comprehensive foundations to practice within any communication capacity, in areas as varied as diplomacy, business, government, non-profit agencies, professional associations, healthcare companies and international organizations.

Career Opportunities:

With a degree in Public Relations, you will have the opportunity to work in disciplines such as:

- PR writing
- Planning and publishing for agencies and organizations
- Editing
- Production
- Research and Planning

Study Plan of the Bachelor of Arts in Communications - Public Relations

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	GED	101E	Application of Computer Software		3
	LNG	171	English I		3
	GED	196E	Communication Skills in Arabic 1		3
	MCM	100	Introduction to Mass Communication		3
					12
Semester 2	LNG	172	English II	LNG-171	3
	GED	296	Communication Skills in Arabic 2	GED-196E	3
	MCM	110	Communication Theories	MCM-100	3
	GED	198E	Islamic Culture		3
					12
Semester 3	MTH	101E	Statistics		3
	MCM	120	Communication Research Methods	MCM-110	3
	MCM	220	Media Impact	MCM-110	3
	MCM	200	Introduction to Political Science	MCM-100	3
	PRA	200	Writing for Public Relations		3
	GED	199E	UAE Society		3
					18
Semester 4	MGT	202	Principles of Management		3
	MCM	210	Media Sociology	MCM-110	3
			Humanities (1)		3
	MCM	230	Principles of Economics		3
	MCM	310	Internet and Social Networks		3
	MCM	130	Media Ethics and Laws	MCM 100	3
					18
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
			Science & Technology		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
			Free Elective		3
			Humanities (2)		3
			Public Relations Elective		3
					18
Semester 7	PRA	215	Applied Public Relations	PRA-200	3
	PRA	410	Organizational Communication	PRA-315	3
	MCM	420	Modern World History	MCM-410	3
	MCM	430	Media Internship	81 Cr.H	3
					12
Semester 8	PRA	420	Graduation Project in Public Relations	Graduating Semester	3
			Free Elective		3
			Free Elective		3
			Free Elective		3
			PR Major Elective		3
			PR Major Elective		3
					18
					123

3.2.3. Bachelor of Arts in Communication in Journalism

Description:

Our perception of the world around us is now, more than ever, being shaped not only by traditional news media, but also by social media, which is playing an increasing role in the way we are informed. The Bachelor of Arts in Communication - Journalism program is designed to develop your 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 a technology driven society.

Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring, and Summer

Benefits:

As a graduate of CUD's Bachelor of Arts in Communication - Journalism, you will have the skills and knowledge to publish, edit, produce and research journalism content within local and international markets. The industry-focused curriculum will prepare you for positions in news reporting and editing, print media layout and design, online news collection and dissemination, as well as social media.

Career Opportunities:

With a degree in Journalism, you will have the opportunity to work in the dynamic world of modern media, including:

- Newspapers
- Magazines and other forms of Publishing
- Broadcast Journalism
- Electronic Media
- Online Journalism

Study Plan of Bachelor of Arts in Communication - Journalism

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	GED	101E	Application of Computer Software		3
	LNG	171	English I		3
	GED	196E	Communication Skills in Arabic 1		3
	MCM	100	Introduction to Mass Communication		3
					12
Semester 2	LNG	172	English II	LNG-171	3
	GED	296	Communication Skills in Arabic 2	GED-196E	3
	MCM	110	Communication Theories	MCM-100	3
	GED	198E	Islamic Culture		3
					12
Semester 3	MTH	101E	Statistics		3
	MCM	120	Communication Research Methods	MCM-110	3
	MCM	220	Media Impact	MCM-110	3
	MCM	200	Introduction to Political Science	MCM-100	3
			Humanities (1)		3
	GED	199E	UAE Society		3
					18
Semester 4	MGT	202	Principles of Management		3
	MCM	210	Media Sociology	MCM-110	3
			Humanities (2)		3
	MCM	230	Principles of Economics		3
	MCM	310	Internet and Social Networks		3
	MCM	130	Media Ethics and Laws	MCM 100	3
					18
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
			Science & Technology		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
			Free Elective		3
	JRN		Journalism Elective		3
	JRN	315	News Editing (1)	JRN-305	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	Media Internship	81 Cr.H	3
					12
Semester 8	JRN		Journalism Elective		3
			Free Elective		3
			Free Elective		3
	JRN	430	Graduation Project in Journalism	Graduating semester	3
			Free Elective		3
	JRN		Journalism Elective		3
					18
					123

3.2.4.   Bachelor of Arts in Communication in Advertisement

Description:

Advertising is an exciting and fast-paced industry that requires a flair for creative communication. The Bachelor of Arts in Communication - Advertisement program is designed to prepare you to enter the dynamic world of traditional and online advertising. You will acquire a solid foundation in the practical use of qualitative and quantitative research methodologies and skills, such as copy writing, planning and design, and will develop the skills and professional competencies to enter the field of modern advertising.

Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring, and Summer

Benefits:

As a graduate of CUD's Bachelor of Arts in Communication - Advertisement, you will have the skills and knowledge to publish, edit, produce and research advertising content within the local and international marketplace. This will prepare you to enter the industry in positions that employ both traditional and electronic media, in all aspects of the advertising process, from the pitch to the execution of a campaign.

Career Opportunities:

With a degree in Advertisement, you will have the opportunity to take up a career in a broad spectrum of industries, in roles such as:

- Ad Creation and Sales
- Management or Production with agencies or corporate departments
- Brand Management
- Creative Design
- Media Buying
- Advertising Consultancy

Study Plan of Bachelor of Arts in Communication - Advertisement

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	GED	101E	Application of Computer Software		3
	LNG	171	English I		3
	GED	196E	Communication Skills in Arabic 1		3
	MCM	100	Introduction to Mass Communication		3
					12
Semester 2	LNG	172	English II	LNG-171	3
	GED	296	Communication Skills in Arabic 2	GED-196E	3
	MCM	110	Communication Theories	MCM-100	3
	GED	198E	Islamic Culture		3
					12
Semester 3	MTH	101E	Statistics		3
	MCM	120	Communication Research Methods	MCM-110	3
	MCM	220	Media Impact	MCM-110	3
	MCM	200	Introduction to Political Science	MCM-100	3
			Humanities (1)		3
	GED	199E	UAE Society		3
					18
Semester 4	MGT	202	Principles of Management		3
	MCM	210	Media Sociology	MCM-110	3
			Humanities (2)		3
	MCM	230	Principles of Economics		3
	MCM	310	Internet and Social Networks		3
	MCM	130	Media Ethics and Laws	MCM 100	3
					18
Semester 5	ADV	210	Print Advertising		3
	ADV	200	Advertising Copy Writing		3
	ADV	310	Promotional Techniques		3
			ADV Major Elective		3
			Science & Technology		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
	ADV	230	Digital Advertising	ADV 210	3
			Free Elective		3
	ADV	410	International Advertising	ADV 200	3
					18
Semester 7	ADV	330	Advertising Campaigns	ADV-210	3
	ADV	320	Advertising Strategies	ADV-210	3
	MCM	420	Modern World History	MCM-410	3
	MCM	430	Media Internship	81 Cr.H	3
					12
Semester 8	ADV	420	Graduation Project in Public Relations	Graduating Semester	3
			Free Elective		3
			Free Elective		3
			Free Elective		3
			ADV Major Elective		3
			ADV Major Elective		3
					18
					123

باعتبارها واحدة من بين الجامعات الرائدة في الدولة، تطرح الجامعة الكندية في دبي برنامجها في االتصال، مرتكزة إلى القيم المعرفية العريقة التي يتميز بها األسلوب الكندي في التعليم، للوصول بطالبها إلى مستوى التفوق المهني في عالم اإلعالم الرقمي اليوم وغداً، ولكي يحقق البرنامج هدف االعداد النموذجي لسوق عمل مليء بالتحديات والمتغيرات، فقد صممنا

مكوناته بعناية تعكس قاعدة المعرفة الحالية، بما في ذلك أفضل الممارسات القائمة والمتصورة في المؤسسات اإلعالمية المحلية والدولية، لذا يطرح البرنامج مساقات متنوعة ضمن فروعه الثالثة: في الصحافة واإلعالن والعالقات العامة، حيث تمزج بين التطبيق العملي والنظري في سياق مناخ يتسم بالرعاية واالهتمام، في مجتمع تعليمي مترابط، يكرس نفسه لخدمة الطالب ورعايتهم، مما يمنح جميع المنتسبين إليه فرصاً كبيرة نحو الريادة والتطوير المعرفي.

بالنتيجة وبصفتك طالباً في برنامج االتصال، فأنت تضمن تعليماً مركزاً ومتنوعاً على يد طاقم تدريسي مؤهل، يمنحك فرصة الحصول على أفضل فرص العمل فور التخرج.

نيابة عن أعضاء هيئة التدريس في كلية اآلداب والعلوم، زرحب بك لالنضمام إلى برنامجنا في االتصال، لتصبح عضواً في عائلتنا، لنتعلم ونبحث ونعمل معناً، فالتواصل هو مفتاح النجاح.

تطرح الجامعة الكندية في دبي برنامجها في االتصال على مدى أربع سنوات يحصل من خالله الطالب على درجة بكالوريوس اآلداب في االتصال. ويتلقى الطلبة تعليما عاما على مستوى الجامعة وتعليما متخصصا على مستوى برنامج االتصال ويتضمن البرنامج ثالثة حقول للتخصص هي :

- **الصحافة**
- **العالقات العامة**
- **اإلعالن.**

وصف البرنامج:

يهدف البرنامج إلعداد أجيال من اإلعالميين الشبان ليكونوا قادرين على المشاركة اإلبداعية في العمل المهني في أحدث القطاعات اإلعالمية من خالل األنشطة التعليمية النظرية والتطبيقية. ويشجع منهاج البرنامج التفكير الريادي والمشاركة المباشرة في اإلنتاجات اإلعالمية واالتصالية ذات العالقة بحقول التخصص الثالثة. و إضافة للمساقات اإلجبارية، يتضمن كل تخصص مساقات اختيارية يدرس الطالب منها ثالثة تقع في إطار اهتماماته العلمية والمهنية. وهنا نالحظ أن المساقات التدريبية العملية في

التخصص مصممة أصال لتمكين الطلبة من التعامل المباشر مع المهنة اإلعالمية بتجلياتها الفكرية والفنية.

لقد تم تطوير برنامج بكالوريوس اآلداب في االتصال بشكل يتناغم مع اتجاهات تطوير سوق االتصال واإلعالم في دولة اإلمارات ومنطقة الخليج بصفة عامة. وتوحي التوسعات الجارية حاليا في األنشطة اإلعالمية المتعلقة بالعالم الجديد، وشبكات التواصل

االجتماعي ، واالتصاالت المتكاملة، واإلعالن بوجود حاجات متنامية لكوادر مؤهلة تشئ بتعلم جامعي رصين. يؤدي إلي إعداد الخريجين للعمل بكفاءة في أسواق إعالمية وإعالنية واتصالية تنافسية ومتعددة الثقافات. ولتحقيق هذه الرؤية، يسعى برنامج االتصال 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 الاتصال   في مجالات متنوعة تشمل أعمال المراسلين والمحررين

الصحفيين والمصممين الفنيين للمطبوعات والمصورين الفوتوغرافيين ومعدي 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.

لمزيد من التفاصيل فيما يخص شروط القبول و التسجيل،يرجى الاتصال هاتفيا او الحضور لمقر الجامعة و مراجعة قسم القبول و التسجيل.

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 الا يقل عن 2.0 نقطة، وإتمام المتطلبات الأخرى التي تتضمنها 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 و أيضا إستكمال 50% على الأقل من عدد الساعات المعتمدة لمتطلبات التخصص.
* صدور قرار التخرج من المجالس المختصة
* صدور قرار التخرج من المجالس المختصة

الوصف:

إن وسائل التواصل والإعلام تشكل مفهومنا وقناعاتنا عن العالم الذي يحيط بنا حالياً، أكثر من أي وقت مضى. كما تؤثر الشبكات الإجتماعية في محيطنا اليومي، وتقوم بتحويرنا بصفة مستمرة. وعلى هذا الأساس، قد صمم برنامج بكالوريوس الآداب (تخصص الصحافة) لتطوير مفاهيم طلبة البرنامج حول الأدوار المتغيرة التي تلعبها الصحافة في وسائل الإعلام، وبناء المهارات الضرورية للتفاعل مع المجتمع التكنولوجي المتطور.

المزايا:

يتم تهيئة الخريجين الكتساب المهارات والمعلومات الكافية للعمل في مجالات النشر والتحرير، و الإنتاج، والبحث في مجال الصحافة سواء على الساحة المحلية أو المستوى العالمي.

فرص التوظيف:

يحصل الخريجون على فرص توظيف في الميادين التالية:

تقديم الأخبار والتحرير، ووسائل الإعلام المطبوعة وتصميمها، وبث الأخبار عبر الشبكات الإلكترونية ووسائل الإعلام الإجتماعية.

مدة الدراسة: 4 سنوات (8 فصول)

الساعات المعتمدة: 123 ساعة

الدرجة العلمية الممنوحة: درجة البكالوريوس

البداية: يمكن للطالب الإلتحاق بالبرنامج من بداية الفصل الأول والثاني و الصيفي

لمزيد من التفاصيل فيما يخص شروط القبول و التسجيل، يرجى الإتصال هاتفياً أو الحضور لمقر الجامعة و مراجعة قسم القبول و التسجيل.

توزيع المساقات في الفصول الدراسية في تخصص الصحافة

الفصل	رمز المساق	الموضوع	متطلب سابق	الساعات
الأول	GED	101A	مدخل إلى برمجيات الحاسوب		3
	LNG	161	مهارات الاتصال باللغة الانجليزية (1)		3
	GED	A196	مهارات الاتصال باللغة العربية (A)(1)		3
	MCM	100	مدخل إلى الاتصال الجماهيري		3
				12	
الثاني	LNG	162	مهارات الاتصال باللغة الانجليزية (2)	LNG 161	3
	GED	296A	مهارات الاتصال باللغة العربية (2) (A)	GED-196 A	3
	MCM	110	نظريات الاتصال	MCM-100	3
	GED	A198	ثقافة إسلامية		3
				12	
الثالث	MTH	101A	إحصاء		3
	MCM	120	مناهج بحوث الاتصال	MCM-110	3
	MCM	220	تأثير وسائل الإعلام	MCM-110	3
	MCM	200	مبادئ علم السياسة	MCM-100	3
			إنسانيات (1)		3
	GED	199A	مجتمع دولة الإمارات العربية المتحدة		3
				18	
الرابع	MGT	202	أسس الإدارة		3
	MCM	210	المدخل الاجتماعي للإعلام	MCM-110	3
	MCM	230	مبادئ الاقتصاد		3
	MCM	310	الانترنت والشبكات الاجتماعية		3
			إنسانيات (2)		3
	MCM	130	أخلاقيات الإعلام وتشريعاته	MCM 100	3
				18	
الخامس	JRN	210	التصميم الجرافيكي والإخراج		3
	JRN	205	الترجمة الصحفية (1)		3
	JRN	215	صحافة الانترنت	JRN-310	3
	JRN	305	الكتابة والتحرير الإخباري	MCM-100	3
			متطلب علوم وتكنولوجيا		3
				15	
السادس	MCM	410	الجغرافيا السياسية	MCM-200	3
	MCM	320	الحاسب الآلي والتوثيق الإعلامي		3
	MCM	330	النقد الأدبي والفني	MCM-100	3
			اختياري حر		3
	JRN		اختيار تخصص صحافة		3
	JRN	315	التحرير الصحفي (1)	JRN-305	3
				18	
السابع	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
				12	
الثامن	JRN		اختياري تخصص صحافة		3
	JRN		اختياري حر		3
			اختياري حر		3
	JRN	430	مشروع تخرج في الصحافة	فصل التخرج	3
			اختياري حر		3
	JRN		اختيار تخصص صحافة	MCM-310	3
				18	
				123	

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الوصف:

إن برنامج بكالوريوس الآداب في الاتصال (تخصص الدعاية والإعلان) هو برنامج مصمم لتهيئة الطلبة لدخول مجال الدعاية والإعلان بشؤونه التقليدي والإلكتروني، وهو من مجالات العمل التي تتميّز بإيقاعها السريع وتطوراتها المثيرة.

يتلقى الطلبة الملتحقون بهذا البرنامج تأسيساً متيناً، بدءاً من الاستخدام التطبيقي لمنهجيات البحث والاستبيان كماً ونوعاً لقياس التجاوب الجماهيري ورصد المردودات التجاريّة من النشاطات الإعلانيّة، وصولاً إلى المهارات الدعائية والإعلانيّة المتنوعة مثل صياغة النصوص واستنباط الأفكار وتخطيط الحملات الإعلانيّة وتصميم الإعلانات، وغير ذلك من المقومات اللازمة لدخول معترك العمل في حقل الدعاية والإعلان.

من مميّزات البرنامج أنّه يهيء المتخرجين منه لتقلّد وظائف في المجالات الإعلانيّة بنوعيها، سواء التي تعتمد وسائل الإعلام التقليديّة مثل الصحافة والإذاعة والتلفزة، أو التي تتبنّى قنوات التواصل الإلكترونيّة. ويزود البرنامج خريجيه بمقومات العمل الإعلاني عبر جميع مراحله، بدءاً من دخول المنافسات على استقطاب العملاء وانتهاء بتنفيذ الحملات الإعلانيّة وإطلاقها.

المزايا:

يكتسب الخريجون المهارات والمعرفة المطلوبة للعمل الدعائي الإعلاني، بما في ذلك النشر والتحرير والإنتاج والإخراج واستطلاع النتائج ورصد المردودات، سواء على الساحة المحليّة أو المستوى العالمي.

فرص التوظيف:

يحصل الخريجون على فرص توظيف في الميادين التالية:

صناعة الإعلانات والمبيعات والتسويق.

مناصب إداريّة أو إخراجيّة لدى وكالات الإعلان أو لدى إدارات الاتصال الجماهيري التابعة للشركات والمؤسسات.

مدة الدراسة: 4 سنوات (8 فصول)

الساعات المعتمدة: 123 ساعة

الدرجة العلمية الممنوحة: درجة البكالوريوس

البداية: يمكن للطالب الالتحاق بالبرنامج من بداية الفصل الأول والثاني والصيفي

لمزيد من التفاصيل فيما يخص شروط القبول و التسجيل، يرجى الاتصال هاتفياً أو الحضور لمقر الجامعة و مراجعة قسم القبول و التسجيل.

توزيع المساقات في الفصول الدراسية في تخصص الإعلان

الساعات	متطلب سابق	الموضوع		رمز المساق	الفصل
3		مدخل إلى برمجيات الحاسوب	101A	GED	
3		مهارات الاتصال باللغة الانجليزية (1)	161	LNG	
3		مهارات الاتصال باللغة العربية (1)(A)	196A	GED	الأول
3		مدخل إلى الاتصال الجماهيري	100	MCM	
12					
3	LNG-161	مهارات الاتصال باللغة الانجليزية (2)	162	LNG	
3	MCM-100	نظريات الاتصال	110	MCM	
3	○○ GED-196A	مهارات الاتصال باللغة العربية (2) (A)	296A	GED	الثاني
3		ثقافة إسلامية	198A	GED	
12					
3		احصاء	101A	MTH	
3	MCM-110	مناهج بحوث الاتصال	120	MCM	
3	MCM-110	تأثير وسائل الإعلام	220	MCM	الثالث
3	MCM-100	مبادئ علم السياسة	200	MCM	
3		انسانيات (1)			
3		مجتمع دولة الإمارات العربية المتحدة	199A	GED	
18					
3		أسس الإدارة	202	MGT	
3	MCM-110	المدخل الاجتماعي للإعلام	210	MCM	
3		انسانيات (2)			الرابع
3		مبادئ الاقتصاد	230	MCM	
3		الإنترنت والشبكات الاجتماعية	310	MCM	
3	MCM-100	أخلاقيات الإعلام وتشريعاته	130	MCM	
18					
3		الإعلان المطبوع	210	ADV	
3		اختياري تخصص إعلان		ADV	
3		فنون الترويج	310	ADV	الخامس
3		كتابة النصوص الإعلانية	200	ADV	
3		متطلب علوم وتكنولوجيا			
15					
3	MCM-200	الجغرافيا السياسية	410	MCM	
3		الحاسب الآلي والتوثيق الإعلامي	320	MCM	
3	ADV-210	الإعلان الرقمي	230	ADV	السادس
3	MCM-100	النقد الأدبي والفني	330	MCM	
3		اختياري حر			
3	ADV-200	الإعلان الدولي	410	ADV	
18					
3	ADV-210	تخطيط الحملات الإعلانية	330	ADV	
3	ADV-210	استراتيجيات الإعلان	320	ADV	السابع
3	MCM-410	تاريخ العالم الحديث	420	MCM	
3	81 ساعة	التدريب الإعلامي	430	MCM	
12					
3		اختياري تخصص إعلان		ADV	
3		اختياري حر			
3		اختياري حر			الثامن
3	فصل التخرج	مشروع تخرج في الإعلان	420	ADV	
3		اختياري حر			
3		اختياري تخصص إعلان		ADV	
18					
123					

الوصف:

يتلقى طلبة البرنامج إعداداً مكثفاً لاكتساب المهارات النوعية في مجال العلاقات العامة، كتحرير الأخبار والتوثيق والتخطيط للعلاقات العامة وتصميم الإعلانات. كما يتلقى الطلبة التدريب المطلوب في الحقول المهنية مثل النشر والتحرير والإنتاج وإعداد الأبحاث.

المزايا:

يكتسب الخريجون المهارات والمعرفة المطلوبة للعمل في مجالات النشر والتحرير، والإنتاج، والبحث في حقل العلاقات العامة، سواء على الساحة المحلية أو المستوى العالمي.

فرص التوظيف:

يحصل الخريجون على فرص توظيف في الميادين التالية:

الحقل الدبلوماسي وقطاع الأعمال والمجال الحكومي وهيئات النفع العام والهيئات المهنية والصحية والمنظمات العالمية.

مدة الدراسة: 4 سنوات (8 فصول)

الساعات المعتمدة: 123 ساعة

الدرجة العلمية الممنوحة: درجة البكالوريوس

البداية: يمكن للطالب الالتحاق بالبرنامج من بداية الفصل الأول والثاني والصيفي

لمزيد من التفاصيل فيما يخص شروط القبول و التسجيل، يرجى الاتصال هاتفياً أو الحضور لمقر الجامعة و مراجعة قسم القبول و التسجيل.

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توزيع المساقات في الفصول الدراسية في تخصص العلاقات العامة

النصل	رمز المساق		الموضوع	منطلب سابق	الساعات
الأول	GED	101A	مدخل إلى برمجيات الحاسوب		3
	LNG	161	مهارات التصال باللغة النجليزية (1)		3
	MCM	100	مدخل إلى التصال الجماهيري		3
	GED	196A	مهارات التصال باللغة العربية (1)(A)		3
					12
الثاني	LNG	162	مهارات التصال باللغة النجليزية (2)	LNG-161	3
	GED	296A	مهارات التصال باللغة العربية (2) (A)	○○ GED-196A	3
	GED	198A	الثقافة السلامية		3
	MCM	110	نظريات التصال	MCM-100	3
					12
الثالث	MTH	101A	إحصاء		3
	MCM	120	مناهج بحوث التصال	MCM-110	3
	MCM	220	تأثير وسائل العلم	MCM-110	3
	MCM	200	مبادئ علم السياسة	MCM-100	3
	PRA	200	الكتابة للعلاقات العامة		3
	GED	199A	مجتمع دولة المارات العربية المتحدة		3
					18
الرابع	MGT	202	أسس الدارة		3
	MCM	210	المدخل الجتماعي للعالم	MCM-110	3
			انسانيات (1)		3
	MCM	230	مبادئ القتصاد		3
	MCM	310	النترنت والشبكات الجتماعية		3
	MCM	130	أخلاقيات العلام وتشريعاته	MCM 100	3
					18
الخامس	PRA	210	حملات العلاقات العامة		3
	PRA	315	إدارة العلاقات العامة	PRA-200	3
	PRA	320	تصميم المطبوعات العلامية	PRA-200	3
	PRA	310	استخدام النترنت في العلاقات العامة	MCM-310	3
			منطلب علوم وتكنولوجيا		3
					15
السادس	MCM	330	النقد الدبي والفني	MCM-100	3
	MCM	320	الحاسب اللي والتوثيق العلامي		3
	MCM	410	الجغرافيا السياسية	MCM-200	3
			اختيار حر		3
	PRA		اختياري تخصص علاقات عامة		3
			انسانيات (2)		3
					18
السابع	PRA	215	العلاقات العامة في المجال الطبيقي	PRA-200	3
	PRA	410	التصال التنظيمي	PRA-315	3
	MCM	420	تاريخ العالم الحديث	MCM-410	3
	MCM	430	التدريب إعلامي	81 ساعة	3
					12
الثامن	PRA		اختياري تخصص علاقات عامة		3
			اختياري حر		3
			اختياري حر		3
	PRA	420	مشروع تخرج في العلاقات العامة	فصل التخرج	3
	PRA		اختياري تخصص علاقات عامة		3
			اختياري حر		3
					18
					123

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4. School of Liberal Arts & Sciences

4.1. Undergraduate Programs

- Bachelor of Arts in English Language and Translation

4.1.1. Bachelor of Arts in English Language and Translation

Description:

In an increasingly globalized business environment, professional translation and interpretation skills are in high demand. Alongside a strong command of the English language, translation professionals need a good understanding of the business world and a sound grasp of industry-relevant competencies.

The English Language and Translation degree program will provide you with a comprehensive background in translation and help you to prepare for a career in the field through training that emphasizes job-related skills. The program incorporates both practical and theoretical learning techniques to equip you with the English language skills required to succeed in translation and interpretation, as well as other areas.

Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring, and Summer

Benefits:

As a graduate of CUD's Bachelor of Arts in English Language and Translation, you will be equipped with the professional competencies needed for a career in translation and interpretation, including advanced communication skills, technological competence, critical thinking and problem solving skills, researching, as well as global awareness and leadership skills. The program also provides a solid foundation from which to pursue postgraduate studies.

Career Opportunities:

With a degree in English Language and Translation you will have the opportunity to apply your skills in a wide range of sectors, such as

- Media and Journalism
- Foreign Affairs and Diplomacy
- Marketing and Advertising
- Tourism
- Education
- Professional Writing

Study Plan of the Bachelor of Arts in English Language & Translation

Semester	Course Code		Subject Title	Type	Prerequisite	Cr.Hr
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**

5. School of Business Administration

5.1. A Word from the Dean

On behalf of our faculty and staff we welcome you to the School of Business Administration at Canadian University Dubai.

We take great pride in the role our School of Business Administration plays in society. It offers accredited, quality programs that prepare the future workforce and business leaders to contribute to the growth of the knowledge economy. Our bachelor degree programs include accounting & finance, human resource management, marketing, international business, and e-business. Our graduate programs include the well-reputed MBA program, which offers concentrations in finance, general management, marketing, Islamic banking and human resources management. The school also offers a recently launched master degree program in information technology management and governance that has started to attract attention from different sectors of society.

Through our diverse, western-educated and qualified faculty members, and our international collaborations with several universities in Canada and other countries, the School of Business Administration offers its students a global setting, alongside real opportunities to learn and gain experience in a multicultural environment. The diversity of our student and academic communities and the interaction between them is one of our main strengths. Our Canadian values, teaching approach, and international collaborations position the School of Business Administration as a leader in business education. As a portal to Canadian education in the Middle East, the school's main objective is to play a major role in transforming students' minds and lives in a way that contributes positively to their career, as well as the business community at large.

Our commitment to quality and continuous improvement is the main driver for our on-going actions and future plans. We intend to strengthen the composition of our faculty, reflect market demand and industry needs as well as recent trends in management education in our programs, and complete the journey we have started, to gain international accreditation from the Association to Advance Collegiate Schools of Business (well known as AACSB). This accreditation is the gold standard in business education worldwide.

Take a few minutes to explore our school for more information about our programs. If you have any questions or enquiries, please feel free to contact us. We will be happy to serve you.

School of Business Administration
Canadian University Dubai

5.2. Undergraduate 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

5.2.1. Associate Degree in Marketing

Description:

The Associate Degree in Marketing provides you with the opportunity to develop applied marketing skills within a two-year program. The program is designed specifically to develop the knowledge and professional competencies for entry-level positions in the sales and marketing fields. Students of the program study general management courses and some applied courses related to selling techniques, advertising and promotion, and professional communications.

Credential: Associate Degree in Marketing
Duration: 2 Years (4 semesters)
Credit Hours: 66
Start Dates: Fall, Spring, Summer

Benefits:

Following successful completion of the two-year study program, you can enter the workforce with a fully accredited Associate Degree in Marketing, or elect to transfer your credits to the BBA Marketing program.

Career Opportunities:

Graduates of the Associate Degree in Marketing are qualified to take up positions in a broad range of marketing disciplines. Career opportunities exist in global corporations, government and international agencies, international trade, and international public institutions in roles such as:

- Marketing and Sales Management
- Advertising/Promotion and Direct Marketing
- Brand and Product Management
- Public Relations

- Customer Relationship Management
- Social Media Marketing
- Retail Management
- Purchasing and Distribution Management

Study Plan of the Associate Degree in Marketing

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	ACT	112	Principles of Accounting I		3
	GED	101E	Applications of Computer Software		3
	LNG	171	English I		3
	GED	198E	Islamic Culture		3
	MTH	196	Mathematics for Business		3
					15
Semester 2	BUS	231	Legal Environment of Business		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities		3
			Social & Culture		3
					18
Semester 3			Science & Technology		3
	LNG	173	Professional Communication Skills	LNG 172	3
	BUS	210	Business Reporting	LNG 172	3
	MKT	208	Consumer Behavior	MKT 201	3
	QBA	241	Quantitative Business Analysis	MTH 196	3
	MKT	340	E-Marketing	MKT 201	3
					18
Semester 4	MKT	310	Advertising & Promotion	MKT 201	3
	HRM	310	Human Resource Management	MGT 202	3
	MKT		Marketing Major Elective	MKT 201	3
	MKT	320	Retailing	MKT 201	3
	MKT	265	Business Marketing (Capstone)	MKT 201	3
					15
					66

5.2.2. Bachelor of Business Administration in e-Business

Description:

e-Business (Electronic Business) optimizes the application of information and communication technology as a tool to increase business competitiveness. In the rapidly evolving technological environment, business is going beyond traditional static websites creating a growing need to harness online intelligent enterprise-wide information systems, supported by smart mobile technology. Such technologies can transform operational effectiveness across all internal functional areas (marketing and sales, production, logistics, purchasing and accounting) and address dynamic customer and vendor needs, whilst promoting competitive advantage.

Students in the BBA in e-Business program will learn how these technologies are used to address business concepts. You will have access to CUD's unique business simulation laboratory, where you will have the opportunity to apply your theoretical learning through an Enterprise Resource Planning (ERP) application system such as SAP. This will give you an authentic insight into business processes that will provide you with a head start when pursuing employment upon graduation.

Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Start Dates: Fall, Spring and Summer

Benefits:

e-Business combines distinct areas of business and information technology to provide you with the knowledge and skills to optimize e-technologies in planning and implementing enterprise-wide solutions to help meet an organization's business objectives. These technologies are utilized in re-engineering business processes and operations across a range of business activities such as social media initiatives, business analytics, e-marketing, e-procurement, customer relationship management (CRM), supply chain management (SCM) as well as traditional online transaction processing.

The combination of technology-related theories and practical hands-on application creates an interactive, collaborative learning environment, to help you understand and implement concepts using industry best-practice technology, thereby enhancing your employment opportunities upon graduation from this program.

Career Opportunities:

The extensive application of e-business concepts across professional organizations mean that career opportunities exist in global corporations, government and international agencies, international trade, and international public institutions. The BBA in e-Business program prepares students for careers leading to a range of senior positions such as:

- Social Media Analyst
- Online Market Researcher
- Business Data Analyst
- Business Process Engineer

- ERP Specialist / CRM & SCM Officers
- eBusiness Consultant
- Project Management
- eBusiness Entrepreneur

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Study Plan of the BBA in e-Business

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I		3
			Social & Culture		3
	MTH	196	Mathematics for Business		3
	GED	101	Applications of Computer Software		3
					12
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
					12
Semester 3	ACT	212	Principles of Accounting II	ACT 112	3
	ECO	222	Principles of Macroeconomics		3
	GED	198E	Islamic Culture		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities (1)		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
	EBU	200	E-Business Fundamentals		3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities (2)		3
					18
Semester 5	BUS	231	Legal Environment of Business		3
	HRM	310	Human Resource Management	MGT 202	3
	EBU	318	E-Business Web Technologies	EBU 200, GED 101E	3
	MKT	340	E-Marketing	MKT 201	3
	QBA	341	Quantitative Approaches to Decision Making	QBA 241	3
			Science & Technology		3
					18
Semester 6	EBU	307	System Analysis & Business Process Integration 1	EBU 318	3
	SWS	351	Management of Information Systems	GED 101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	MGT 202, QBA 341	3
	EBU		Major Elective		3
			Free Elective		3
					18
Semester 7			Free Elective		3
	EBU	406	E-Business Project Management	MGT 361	3
			Major Elective		3
	MGT	420	Supply Chain Management	EBU 307, QBA 241, SWS 351	3
	EBU	400	E-Business Internship	90 credits, min CGPA of 2.0	3
					15
Semester 8	MGT	470	Strategic Management	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MGT 202	3
	EBU	450	E-Business Consulting Project	Final Semester	3
			Free Elective		3
			Major Elective		3
					15
					123

5.2.3. Bachelor of Business Administration in Marketing

Description:

Marketing is an essential function of every successful business. The key to marketing is to understand customers' value expectations and develop a marketing plan that will exceed those expectations, at the right time, at the right place and at the right price. In today's enormously competitive global business environment, the strategic positioning of products/services and brands is a critical factor in the success of virtually all organizations. Proactive organizations require marketing strategies that meet consumer demands, achieve sustainable competitive advantage, and ultimately enhance financial performance.

The BBA in Marketing will prepare you to succeed in the ever changing global business environment by helping you to develop an understanding of all aspects of the marketing function within an organization. You will be exposed to current theories and practices in consumer behavior, marketing research, sales, retailing, advertising and 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:

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

The program goes beyond the classroom to include real-world, hands-on, and international experiences, where students are encouraged to explore marketing internships and study abroad opportunities that prepare them for a number of career opportunities in marketing and related areas.

Career Opportunities:

As a universal function across all sectors of business, career opportunities in marketing exist in global corporations, government and international agencies, international trade, and international public institutions. As a marketing graduate, you will be qualified to pursue roles in a broad range of marketing areas including:

- Marketing and Sales Management
- Advertising/Promotion and Direct Marketing
- Brand and Product Management
- Market Research
- Public Relations
- Customer Relationship Management
- Social Media Marketing
- Healthcare Marketing: Healthcare Marketing Manager
- Retail Management
- Purchasing and Distribution Management

Study Plan of the BBA in Marketing

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I		3
			Social & Culture		3
	MTH	196	Mathematics for Business		3
	GED	101E	Applications of Computer Software		3
					12
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
					12
Semester 3	ACT	212	Principles of Accounting II	ACT 112	3
	ECO	222	Principles of Macroeconomics		3
	GED	198E	Islamic Culture		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities (1)		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
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities (2)		3
					18
Semester 5	BUS	231	Legal Environment of Business		3
	HRM	310	Human Resource Management	MGT 202	3
	MKT	310	Advertising and Promotion	MKT 201	3
	MKT	340	E-Marketing	MKT 201	3
	QBA	341	Quantitative Approaches to Decision Making	QBA 241	3
			Science & Technology		3
					18
Semester 6			Major Elective		3
	SWS	351	Management of Information Systems	GED 101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	MGT 202, QBA 341	3
	MKT	320	Retailing	MKT 201	3
			Free Elective		3
					18
Semester 7			Free Elective		3
	MKT	430	Marketing Research	MKT 208, QBA 241	3
			Major Elective		3
	MKT	465	International Marketing	MKT 201	3
	MKT	400	Marketing Internship	90 credits, min CGPA of 2.0	3
					15
Semester 8	MGT	470	Strategic Management	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MGT 202	3
	MKT	469	Marketing Management	MKT 430, MGT 320	3
			Free Elective		3
			Major Elective		3
					15
					123

5.2.4. Bachelor of Business Administration in Human Resource Management

Description:

Human capital is a critical resource in any organization, and the ever-changing industrial and commercial workplace laws, combined with the globalization of industry, mean that human resource management has become an important, strategic business function. Human resource professionals oversee a number of fundamental business processes, from resource planning and recruitment, to developing people and managing change.

The BBA in Human Resource Management will prepare you to contribute both strategically and operationally towards an organization's development of its workforce. During the program you will study strategic staffing, compensation and benefits, employee and labour relations, integrated human resource development systems, and decision support processes to help you develop the critical knowledge and core skills to become an effective HR professional.

Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Start Dates: Fall, Spring, and Summer

Benefits:

With a BBA in Human Resource Management from CUD, you will be equipped to apply various concepts and techniques to optimize human talent in the workplace. You will develop both practical and theoretical skills to help you understand, develop and manage the most valuable assets of an organization and to succeed in one of the most diverse and crucial professional disciplines of the twenty-first century.

Career Opportunities:

Human resource management is an essential business function that exists across all professional organizations. As a graduate of the program, you will be able to pursue career opportunities in global corporations, government and international agencies, international trade, and international public institutions in the following areas:

- Human Resource Management
- Human Resource Consultancy,
- Human Resource Development
- Compensation, Benefits & Labour Relations
- Organizational Development
- Recruitment
- Training and Professional Development

Study Plan of the BBA in Human Resource Management

Semester	Course	Code	Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I		3
			Social & Culture		3
	MTH	196	Mathematics for Business		3
	GED	101E	Applications of Computer Software		3
					12
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
					12
Semester 3	ACT	212	Principles of Accounting II	ACT 112	3
	ECO	222	Principles of Macroeconomics		3
	GED	198E	Islamic Culture		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities (1)		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
			Free Elective		3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities (2)		3
					18
Semester 5	BUS	231	Legal Environment of Business		3
	HRM	310	Human Resource Management	MGT 202	3
	HRM	320	UAE Labor Law and Relations	MGT 202	3
	HRM		Major Elective		3
	QBA	341	Quantitative Approaches to Decision Making	QBA 241	3
			Science & Technology		3
					18
Semester 6	HRM		Major Elective		3
	SWS	351	Management of Information Systems	GED 101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	MGT 202, QBA 341	3
	HRM	370	Compensation Management	HRM 310- QBA 241	3
			Free Elective		3
					18
Semester 7			Free Elective		3
	HRM	410	Human Resource Development	HRM 370	3
	HRM	440	International HRM	HRM 370	3
	HRM	330	Staffing	HRM 310- HRM 320	3
	HRM	400	HRM Internship	90 credits, min CGPA of 2.0	3
					15
Semester 8	MGT	470	Strategic Management	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MGT 202	3
	HRM	450	HRM Capstone	Final Semester	3
	HRM	470	Strategic HRM	HRM 410, HRM 370	3
	HRM		Major Elective		3
					15
					123

5.2.5. Bachelor of Business Administration in Accounting and Finance

Description:

Accounting and finance is a dynamic business sector that offers significant potential for professional growth. Financing forms the basis of any commercial venture and financial planning, monitoring and accounting is an essential business function in any organization. Developing an understanding of how financial institutions operate and the frameworks in which they work is an important platform for a career in the sector.

The BBA in Accounting and Finance program will equip you with the detailed knowledge and skills to take up professional roles in the fields of corporate finance and accounting. You will complete a challenging program of courses, which include 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:

At CUD, the BBA in Accounting and Finance program will help develop your skills in planning, critical analysis and financial evaluation, to prepare you for the dynamic and challenging world of corporate finance. The degree will also provide you with a platform to move forward in an accounting career, as graduates of this program are well-positioned to advance into professional designation training initiatives, including CMA, CFA, and CA.

Career Opportunities:

As a flourishing sector, particularly in the region, there are a wealth of career opportunities in the finance and accounting sector. Graduates of the program can pursue professional roles in global corporations, government and international agencies, international trade, and international public institutions. The BBA in Accounting and Finance major is designed to prepare students for careers in:

- Banking
- Investments
- Wealth Management
- Securities Trading & Analysis
- Accounting
- Audit
- Financial Management
- Credit Control

Study Plan of the BBA in Accounting and Finance

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I		3
			Social & Culture		3
	MTH	196	Mathematics for Business		3
	GED	101E	Applications of Computer Software		3
					12
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
					12
Semester 3	ACT	212	Principles of Accounting II	ACT 112	3
	ECO	222	Principles of Macroeconomics		3
	GED	198E	Islamic Culture		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities (1)		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
	ACT	310	Management Accounting	ACT 212	3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities (2)		3
					18
Semester 5	BUS	231	Legal Environment of Business		3
	HRM	310	Human Resource Management	MGT 202	3
	FIN	310	Corporate Finance	FIN 201	3
	ACT	330	International Financial Reporting Standards	ACT 212	3
	QBA	341	Quantitative Approaches to Decision Making	QBA 241	3
			Science & Technology		3
					18
Semester 6	FIN	350	Portfolio Management	FIN 201	3
	SWS	351	Management of Information Systems	GED 101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	MGT 202, QBA 341	3
	FIN	360	Investment Analysis	FIN 201	3
			Free Elective		3
					18
Semester 7			Free Elective		3
	ACT	450	Auditing	ACT 310, ACT 330	3
	FIN/ACT		Major Elective		3
	FIN/ACT		Major Elective		3
	FIN	400	Finance/Accounting Internship	90 credits, min CGPA of 2.0	3
					15
Semester 8	MGT	470	Strategic Management	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MGT 202	3
	FIN	480	Financial Derivatives	FIN 310, 360	3
			Free Elective		3
	FIN/ACT		Major Elective		3
					15
					123

5.2.6.   **Bachelor of Business Administration in International Business**

Description:

The globalization of commercial operations has generated demand for managers that are competent in international business practice and strategies. Today's firms view the entire globe as a potential market, increasing the demand for international business professionals to provide superior products and services worldwide. While the global business environment shares many common principles with domestic business practice, it is also distinct in a number of ways, and it is important to develop graduates who are equipped to compete and do business internationally.

The BBA in International Business will prepare you for managerial careers in the increasingly competitive and interdependent international business markets. It emphasizes the essential knowledge, skills and management techniques required to conduct international business operations in an ever-changing global market place.

Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Start Dates: Fall, Spring and Summer

Benefits:

A BBA in International Business from CUD will provide you with real-world insights into relevant social, political, legal, and macroeconomic factors influencing international business. You will acquire vital skills and competencies through specialized international courses in Economics, Accounting, Finance, Management, Marketing, and Global Logistics and Supply Chain Management, while enhancing your communication skills in a multicultural environment. You will also develop your knowledge of how business is conducted domestically and overseas, how to provide superior service to global customers, and how to expand a local business globally.

The program will give you important insights into how international business practices and customs differ from those in the UAE market, as well as practical knowledge of how business transactions between and within nations are conducted; the laws and logistics of international trade; and handling investments in foreign markets.

Career Opportunities:

Opportunities in international business will continue to grow as more and more firms move into the global marketplace. Career opportunities for international business graduates exist in any corporation, government or international agency, international trade, or international public institution that has a global reach. International business professionals practice in sectors such as:

- Export and Import
- Advertising and Media
- Foreign Currency Investment
- Telecommunications
- Tourism and Transportation
- Logistics and Supply Chain
- Manufacturing and Services

- Aerospace
- Oil and Gas (Energy)
- Banking and Financial Services
- International Agencies
- Non-governmental Agencies (NGOs)
- Customs and Immigration

Study Plan of the BBA in International Business

Semester	Course Code		Subject Title	Prerequisite	Cr
	LNG	171	English I		3
			Social & Culture		3
Semester 1	MTH	196	Mathematics for Business		3
	GED	101E	Applications of Computer Software		3
					12
	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
Semester 2	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
					12
	ACT	212	Principles of Accounting II	ACT 112	3
	ECO	222	Principles of Macroeconomics		3
	GED	198E	Islamic Culture		3
Semester 3	MKT	201	Principles of Marketing	LNG 171	3
			Humanities (1)		3
					15
	FIN	201	Managerial Finance	ACT 112	3
	QBA	241	Quantitative Business Analysis	MTH 196	3
	BUS	210	Business Reporting	LNG 172	3
Semester 4	INB	300	International Economics	ECO 222	3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities (2)		3
					18
	BUS	231	Legal Environment of Business		3
	HRM	310	Human Resource Management	MGT 202	3
	FIN	330	International Finance	FIN 201	3
Semester 5	QBA	341	Quantitative Approaches to Decision Making	QBA 241	3
			Science & Technology		3
			Free Elective		3
					18
	INB	340	The International Dimension of Human Resources Management	HRM 310	3
	INB	420	International Business Law	BUS 231	3
	SWS	351	Management of Information Systems	GED 101E	3
Semester 6	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	MGT 202, QBA 341	3
			Major Elective		3
					18
	INB	450	International Accounting	ACT 212	3
			Major Elective		3
Semester 7	MKT	465	International Marketing	MKT 201	3
	INB	400	International Business Internship	90 credits, min CGPA of 2.0	3
			Free Elective		3
					15
	MGT	470	Strategic Management	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MGT 202	3
Semester 8			Free Elective		
			Major Elective		
	INB	490	Global Business Strategy	INB 300, INB 420, INB 340, INB 450, MKT 465, FIN 330	3
					15
					123

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6. School of Engineering, Applied Science & Technology

6.1. A Word from the Dean

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

The School houses many telecommunication and networking laboratories. Our students have a unique opportunity to interact with state-of-the-art technologies. While studying at the School, you will enjoy internships with many hi-tech companies located in the vibrant city of Dubai. Also, the School 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 Canadian University Dubai.

Perhaps the most unique experience you will gain here in at Canadian University 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. Last year, our students published several poster papers in the 6th Joint IFIP Wireless and Mobile Networking Conference (WMNC'13). Also, many of our students are involved in research conducted by our dedicated faculty. The School houses two research centers of excellence: one in Advanced Web Technologies and the other in Signal and Image Processing.

Although regarded as a young school, we have built reputation for excellence and innovation. Again, we welcome you at the School of Engineering, Applied Science and Technology.

Dr. Hazim Rashed Al Nijaidi, PhD
Dean, School of Engineering, Applied Science & Technology
Canadian University Dubai

6.2. Undergraduate Programs

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

6.2.1. Bachelor of Computer and Networking Engineering Technology (CNET)

Description:

Computer and 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 Canadian University 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.

Program Name: Bachelor of Computer and Networking Engineering Technology (CNET)
Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 132 Credit hours, including 3 credit internship
Start Dates

Benefits:

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
- Preparation for industrial certifications such as CCNA, Network+ and MCSA.

Study Plan of Computer and Networking Engineering Technology (CNET)

Semester	Course	Code	Subject Title	Prerequisite	Lec	Lab	Cr.
Semester 1	MTH	112	Calculus I	Pass Test or MTH-012	3	0	3
	LNG	171	English I		3	0	3
	EBU	200	E-Business Fundamentals		3	0	3
	NET	101	Digital Logic		2	2	3
	SWS	110	Programming I		2	2	3
					13	**4**	**15**
Semester 2	MTH	120	Discrete Mathematics 1		3	0	3
	NET	110	Computer Network Fundamentals		2	2	3
	LNG	172	English II	LNG 171	3	0	3
	NET	112	Computer Architecture	NET-101	2	2	3
	SWS	316	Programming II	SWS-110	2	2	3
					12	**6**	**15**
Semester 3	NET	120	LAN Switching & Routing	NET-110	2	2	3
	SWS	213	Database Design		3	2	4
	MTH	130	Probability and Statistics	MTH-112	3	0	3
	LNG	173	Professional Communication Skills	LNG-172	3	0	3
	NET	111	Operating Systems Fundamentals	NET-112	2	2	3
					13	**6**	**16**
Semester 4	BUS	410	Entrepreneurship in the New Economy		3	0	3
	NET	214	Network Programming	SWS-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
	BUS	212	Organizational & Client Relationships		3	0	3
					16	**6**	**19**
Semester 5	BUS	111	Marketing of Services		3	0	3
	BUS	310	Project Management	Not Before Semester 5	3	0	3
	NET	220	Network Security and Administration	NET-120	2	2	3
	NET	221	Communication Technology	NET-210	2	2	3
			Science & Technology		3	0	3
	SWS	320	Operational Research	MTH-120	3	0	3
					16	**4**	**18**
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- 120	2	2	3
	NET	320	Advanced Switching & Routing	NET- 210	2	2	3
			Social & Culture		3	0	3
	GED	198E	Islamic Culture		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
	NET	421	Integrative Project I	Completed 100 Cr. Hrs.	0	4	2
					4	**18**	**14**
Semester 8	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
	BUS	120	Financial Analysis		3	0	3
			Humanity Elective		3	0	3
	EBU	450	E-Business Consulting Project	Final Semester	3	0	3
					13	**8**	**17**
							132

6.2.2. Bachelor of Science in Telecommunication Engineering

Description:

Telecommunication is a discipline in its own right. While other electrical engineering programs provide only limited insights into this specialty, CUD's Bachelor of Science in Telecommunication Engineering takes a fully integrated approach to the science and engineering of all that makes communication through electronic devices possible.

The Telecommunication program will provide you with the knowledge required to design, implement, operate, and manage telecommunication systems that process and carry out the transmission of data, voice and video signals over wireless and optical networks. Alongside a theoretical education, you will gain technical and practical skills to help you develop into an engineering professional, ready to contribute to the economic, social, and technological development of the business community.

Program Name: Bachelor of Science in Telecommunication Engineering (BSTE)
Credential: Bachelor of Science Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 138 Credit Hours
Start Dates: Fall, Spring, and Summer

Benefits:

As a Telecommunication Engineering student at CUD you will have hands-on experience in the University's state-of-the-art telecommunication labs, as well as the opportunity to contribute to faculty research projects. You will benefit from exposure to industry professionals through free tutorials and workshops delivered by international companies.

On graduating from the program, you will have a strong practical and theoretical background in Telecommunication Engineering and will be prepared to enter the workforce with a fully accredited Bachelor of Science degree.

Career opportunities:

The Telecommunication Engineering program opens the door to a wide spectrum of career options and opportunities for further advanced studies. Career paths in Telecommunications include:

- Telecommunication Systems Engineer
- Telecommunication Designer
- Telecommunication Networks Engineer
- Telecommunication Consultant
- TV and Radio Broadcast Engineer
- Computer Networks Engineer
- Next-Generation Networks Designer
- Radio Frequency Engineer

Study Plan of Bachelor of Science in Telecommunication Engineering

Semester	Course	Code	Subject Title	Prerequisite	Lec	Lab	Cr.
Semester 1	LNG	171	English I		3	0	3
	NET	101	Digital Logic		2	2	3
			Humanity elective		3	0	3
	MTH	112	Calculus I	Pass test or MTH-012	3	0	3
	SHS	103	Chemistry		2	2	3
	SWS	110	Programming I		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
			Social & Culture		3	0	3
	MTH	113	Calculus II	MTH-112	3	0	3
	NET	110	Computer Network Fundamentals		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		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	198E	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-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		3	0	3
	NET	433	Broadband Communications	NET-120	2	2	3
	COM	410	Optical Communications	COM-320, 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. Hours	0	4	2
					11	**12**	**17**
Semester 8	COM	425	Coding & Information Theory	COM-412	3	0	3
	COM	421	RFID Technology	COM-320, COM-321, COM-322	2	2	3
	COM		Professional Elective		2	2	3
	COM		Professional Elective		2	2	3
	ENG	401	Graduation project-2	ENG-400	0	4	2
					8	**12**	**14**
					103	**70**	**138**

6.2.3. Bachelor of Science in Network Engineering

Description:

Network engineering concerns the design and implementation of computer networks. The Bachelor of Science in Network Engineering at CUD will provide you with the necessary knowledge, skills and abilities to perform as a network engineer. It will help you to develop a deeper understanding of the principles, theories and technologies that underpin the discipline and provide you with the practical skills to address real challenges in the workplace.

The program includes the foundations of networking, computing, and telecommunications, as well as advanced subjects in computer network design, implementation, administration, and security. Alongside this, you will develop the analytical and critical thinking skills to evaluate and implement engineering solutions in a business scenario

Program Name: Bachelor of Science in Networking Engineering
Credential: Bachelor of Science Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 138 Credit Hours
Start Dates: Fall, Spring, and Summer

Benefits:

As a Network Engineering student at CUD you will have hands-on experience in the University's state-of-the-art networking labs as well as the opportunity to contribute to faculty research projects. You will benefit from exposure to industry professionals through free tutorials and workshops delivered by international companies. On graduating from the program you will have a strong practical and theoretical background in Network Engineering and will be prepared to enter the workforce with a fully accredited Bachelor of Science degree.

Career Opportunities:

The Bachelor of Science in Network Engineering is a practical degree program that will lead you to opportunities in a range of technical roles, such as:

- Network Engineer
- Network Designer
- Network Administrator
- Network Support
- Network Analyst
- Network Security Specialist
- IT Expert
- Web App Developer
- Network Programmer

Study Plan of Bachelor of Science in Networking Engineering

Semester	Course	Code	Subject Title	Pre/Co requisite	Lec	Lab	Cr.
Semester 1	ENG	101	Digital Logic		3	2	4
	SHS	103	Chemistry		2	2	3
	MTH	112	Calculus I	Pass Math Placement Test or MTH 012	3	0	3
	SWS	110	Programming I		2	2	3
	LNG	171	English I		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		Humanity Elective		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		3	2	4
	SCI	201	Physics II*	MTH 114, SCI 101, MTH 212 (co)	3	0	3
							17
Semester 4	GED	198E	Islamic Culture		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	199E	UAE Society		3	0	3
	NET/COM		Professional Elective		3	2	4
	ENG	422	Graduation Project-2	ENG 421	0	4	2
							17
Total							**138**

7. School of Architecture & Design

7.1. A Word from the Dean

Capturing the Uniqueness of Intersections

Welcome to the School of Architecture & Design at Canadian University Dubai.

The school is a unique platform for intersecting diverse streams in Architecture & Interior Design. It is strongly rooted in its locality through its accreditation and sensitivity to the particularity of Dubai. It is closely linked to the Canadian systems of education. It aims for graduates to be able to fulfill their local professional registration, while matching the requirements of licensing in international associations. It places a greater emphasis on creativity and problem solving and that is in conjunction with rationality and accountability in design thinking. It advocates expandable approaches to design thus focusing on tangible and intangible dimensions of design problems. It incorporates form as a viable means of representing culture, while at the same time giving a greater attention to the technicality of constructing the built environment. It emphasizes reflection and appreciation of history while demanding currency in building systems and sustainability. The fulfillment of these intersections is seen as a developing enterprise.

Canadian University Dubai is uniquely located. Dubai provides distinctive opportunities to connect global thinking to local values. Dubai, also, provides a context for free thinking while maintaining sensitivity towards social values and the environment. In its specific location, Canadian University Dubai is only minutes away from the World Tallest Building; Burj Khalifa. Being close to Burj Khalifa is a continuous reminder of what can be achieved when sincere human wills are embraced by technical excellence.

The School of Architecture & Design is a manifestation of these unique intersections.

Dr. Hazim Rashed Al Nijaidi, PhD
Dean, School of Architecture & Design
Canadian University Dubai

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7.2. Undergraduate Programs

- Bachelor of Architecture
- Bachelor of Science in Interior Design

7.2.1. Bachelor of Architecture

Description:

Architecture combines art, science and technology in the creation of designs that shape our physical environment. Alongside a creative and analytical mind, professional architects require an understanding of the social, economic, legal and constructional environment in which they work.

The Bachelor of Architecture degree program will provide you 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. It will develop your knowledge of professional architectural and ethical values and introduce you to the operating environment of architectural practice. Throughout the program you will form a good understanding and proven ability in the fundamentals of architectural design, enhance your abilities in graphic and oral communications and develop detailed knowledge of building systems, codes and appropriate technology and materials, as well as an appreciation of, and sensitivity towards, ecology and the environment.

Credential: Bachelor Degree Program
Duration: 5 Years (10 Semesters)
Credit Hours: 170 Credit Hours
Start Dates: Fall, Spring, and Summer

Benefits:

The Bachelor of Architecture program aims to support you in obtaining local professional registration, while at the same time enabling you to match the requirements of professional licensing with international associations. As a student of Architecture at CUD, you will also have the opportunity to take inspiration from a world-renowned architectural environment, as the University campus stands in close proximity to Dubai's iconic skyline, including the world's tallest building, the Burj Khalifa.

Career Opportunities:

With a Bachelor of Architecture degree, you will be equipped to pursue opportunities in the following:

- Architecture, Urban Design, Landscape and Interior design consultancies
- Real estate consultancies
- Construction & Project Management
- Government offices (Ministries and Municipalities)
- Facility Management
- Master degrees in Architecture, Urban Design, Landscape and Interior design
- Teaching positions in the related discipline

Study Plan for Bachelor of Architecture

Semester	Course	Code	Subject Title	Prerequisite	Cr.
Semester 1	DESI	101	Introduction to Design (Studio)		4
	DESI	121	Design Theory		3
	DESI	141	Drafting & Modeling		3
	LNG	171	English I		3
	MTH	112	Calculus I	Pass Math Placement test or MTH-012	3
					16
Semester 2	DESI	102	Fundamentals of Design (Studio)	DESI 101	4
	DESI	122	Human Factors	DESI 101	3
	DESI	142	Freehand Drawing & Rendering		3
	LNG	172	English II	LNG 171	3
	GED	195E	Descriptive Geometry		3
					16
Semester 3	DESI	220	Design Principles (Studio)	DESI 102	6
	DESI	211	Construction & Design Integration 1	DESI 102	3
	DESI	270	Sustainability of Buildings 1	DESI 101	3
	HISD	201	History of Architecture & Interior Design 1	LNG 172	3
					15
Semester 4	DESI	221	Design Methods (Studio)	DESI 220	6
	DESI	212	Construction & Design Integration 2	DESI 211	3
	DESI	231	Computer Aided Design	DESI 102	3
	HISD	202	History of Architecture & Interior Design 2	HISD 201	3
					15
Semester 5	ARCH	330	Environmental Design (Studio)	DESI 221	6
	ARCH	300	Structures 1	MTH 112	3
	DESI	320	Environmental Systems & Design Integration. 1	DESI 221	3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities Elective (1)		3
					18
Semester 6	ARCH	331	Integrated Design (Studio)	ARCH 330	6
	ARCH	301	Structures 2	ARCH 300	3
	ARCH	360	Architectural Conservation & Heritage	HISD-202	3
	DESI	321	Environmental Systems & Design Integration 2	DESI 320	3
	DESI	340	Working Drawings & Detailing	ARCH 330/INDE 330	3
					18
Semester 7	ARCH	443	Design Studio (Institutional)	ARCH 331	6
	ARCH	421	Architecture of the Islamic World	ARCH 331	3
	ARCH	431	Planning & Urban Design	ARCH 331	3
			Major Core Elective (1)		3
			Major Core Elective (2)		3
					18
Semester 8	ARCH	444	Design Studio (Housing)	ARCH 331	6
	ARCH	422	Research & Design Applications	ARCH 331	3
	ARCH	456	Building Code	ARCH 331	3
			Major Core Elective (3)		3
					15
Semester 9	ARCH	540	Senior Project - Urban Study (Studio)	ARCH 444 + ARCH 431	6
	ARCH	570	Research Topic	ARCH 331	3
	DESI	550	Project Management	ARCH 331	3
			Social & Cultural		3
	GED	196E	Communication Skills in Arabic		3
					18
Semester 10	ARCH	541	Senior Project - Design (Studio)	ARCH 540	6
	DESI	500	Professional Business & Portfolio	ARCH 331	3
			Humanities Elective (2)		3
			Science & Technology		3
	GED	198E	Islamic Culture		3
					18
	DESI	490	Internship Between Semesters 6 and 7 or after semester 8	After 80 Cr. H.	3

7.2.2. **Bachelor of Science in Interior Design**

Description:

Interior Design is a profession that requires creativity, versatility and a solid educational foundation. At CUD, the degree program curriculum will provide you with the core requirements in the various disciplines of Interior Design, with a strong focus on their professional application.

As an Interior Design student you will learn about the functional areas of the profession, including design tools, design methodologies and design philosophies, allied to decision-making and effective presentation processes. The program will develop your creative and analytical skills, advance your knowledge of professional design and ethical values, and enhance your abilities in graphic and oral communication. You will acquire knowledge of interior building systems, codes and appropriate materials, and cultivate a proven ability in the fundamentals of interior design, while developing your understanding of the economic, social, constructional, and legal environments in which the practice of interior design operates.

Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 134 Credit Hours
Start Dates: Fall, Spring and Summer

Benefits:

The Bachelor of Science in Interior Design program aims to support you in obtaining local professional registration, while at the same time enabling you to match the requirements of professional licensing with international associations. CUD's dedicated design studios allow students of the program to apply their theoretical learning through practical assignments that provide an insight into professional projects in the field.

Career Opportunities:

With a Bachelor of Science in Interior Design you will be equipped with a wide range of design skills that will open up opportunities in the following:

- Architecture, Interior design, Event and Exhibition Design consultancies
- Master degrees in Interior design
- Teaching positions in the related discipline
- Government offices (Ministries and Municipalities)
- Real estate consultancies
- Project Management
- Facility Management

Study Plan of Bachelor of Science in Interior Design

Semester	Course Code	Subject Title	Prerequisite	Cr
Semester 1	DESI 101	Introduction to Design (Studio)		4
	DESI 121	Design Theory		3
	DESI 141	Drafting & Modeling		3
	LNG 171	English 1		3
	MTH 112	Calculus 1	Pass Math Placement test or MTH-012	3
				16
Semester 2	DESI 102	Fundamentals of Design (Studio)	DESI 101	4
	DESI 122	Human Factors	DESI 101	3
	DESI 142	Freehand Drawing & Rendering		3
	LNG 172	English II	LNG 171	3
	GED-195E	Descriptive Geometry		3
				16
Semester 3	DESI 220	Design Principles (Studio)	DESI 102	6
	DESI 211	Construction & Design Integration 1	DESI 102	3
	DESI 270	Sustainability of Buildings 1	DESI 101	3
	HISD 201	History of Architecture & Interior Design 1	LNG 172	3
				15
Semester 4	DESI 221	Design Methods (Studio)	DESI 220	6
	DESI 212	Construction & Design Integration 2	DESI 211	3
	DESI 231	Computer Aided Design	DESI 102	3
	HISD 202	History of Architecture & Interior Design 2	HISD 201	3
				15
Semester 5	INDE 330	Residential Design (Studio)	DESI 221	6
	INDE 300	Textiles	DESI 102	3
	DESI 320	Environmental Systems & Design Integration 1	DESI 221	3
	INDE 350	Furniture Design	DESI 211	3
	LNG 173	Professional Communication Skills	LNG 172	3
				18
Semester 6	INDE 331	Commercial Design (Studio)	INDE 330	6
	INDE 320	Building Systems & Codes	INDE 330	3
	DESI 321	Environmental Systems & Design Integration 2	DESI 320	3
	DESI 340	Working Drawings & Detailing	INDE 330/ARCH 330	3
		Humanities Elective (1)		3
				18
Semester 7	INDE 440	Senior Project - Dissertation (Studio)	300 Series, Chair	6
		Concentration Elective (1)		3
		Concentration Elective (2)		3
		Social & Cultural		3
		Science & Technology		3
				18
Semester 8	INDE 441	Senior Project - Design (Studio)	INDE 440	6
	DESI 400	Professional Business & Portfolio	300 Series	3
	GED 198E	Islamic Culture		3
		Humanities Elective (2)		3
				15
	DESI 490	Internship between semester 6&7 or after Semester 8	After 80 credits	3
			Total Credits	**134**

8. School of Public Health & Health Sciences

8.1. A Word from the Chair

Welcome to Canadian University Dubai School of Public Health & Health Sciences.

Our School is committed to the cause of helping improve both the Environment and health of people by providing the best means and faculty to educate students, able to perform and manage successfully in fields that are in high demand of qualified professionals. Our faculty, dedicated to the best interest of our students, has the necessary knowledge, skills and abilities to provide them with an excellent education and help them acquire the necessary competencies for a successful career.

The world in General and the United Arab Emirates in particular are in dire need of qualified professionals in the field of Environment and Health Sciences. Professionals that can lead and face the many challenges lying ahead such as endemics, quality and safety in terms of food, water and air, quality of health services, sustainability of effective solutions to the important existing and future issues and many other problems.

The School of Public Health & Health Sciences is fully dedicated to fulfill its mission of innovation and education through its research activities and its student centered teaching excellence.

Whatever your goal might be after graduation, starting a career right away, going for graduate studies or joining another program such as Medicine, our School will assist you in developing the proper winning strategies. Be assured our School will stand by you!

Whether you are visitors, potential students, parents, sponsors, students or Alumni I am proud and pleased to welcome you to the School of Public Health & Health Sciences. I want to assure you of our full dedication and encourage you to contact us for any information or help you may need. We will make sure to assist you and help you find the answers to your questions.

The Dean's Office, staff and faculty are at your service.

8.2. Undergraduate Programs

- Associate Degree in Food Safety

- Bachelor of Science in Health Organization Management

- Bachelor of Science in Environmental Health Management

- Bachelor of Science in Health Information Management

8.2.1. Associate Degree in Food Safety

Description:

Food safety is an important aspect of protecting the health and well-being of society. As a growing sector, business and regulatory organizations alike are seeing an increasing demand for qualified and practiced professionals in the field. CUD's new Associate Degree in Food Safety will provide you with a broad, hands-on education in basic sciences and develop your fundamental knowledge in food safety, to enable you to advance your skills and develop your career in this important professional discipline.

The program places emphasis on practical learning and teaches international food management systems and standards, such as HACCP and ISO 22000. Topics of study include: the evaluation of food quality control and safety issues in the UAE in areas such as food laws and legislation; food chemistry and processing; quality management; food safety; and inspection sampling techniques and auditing. As a student of this program, you will also have the opportunity to take environmental health management courses, conduct field visits, and get practical industry experience through a relevant work placement.

Duration: 2 Years (4 Semesters)
Credit Hours: 63 Credit Hours
Credential: Associate Degree Program
Start: Fall, Spring and Summer

Benefits:

On successful completion of the Associate Degree in Food Safety, you will be able to apply the skills and competencies required for professional practice in the field, including:

- Demonstrate knowledge of inspecting and auditing food establishments;
- Inspect food consignments with reference to UAE laws and regulations;
- Describe biological and chemical items;
- Demonstrate basic knowledge in food processing practices;
- Sample food based on related governmental protocols, and established testing frequencies;
- Think critically, solve problems and take action to resolve problems;
- Communicate effectively;
- Apply the knowledge you obtained in the day-to-day field of work.

Career Opportunities:

The region's growing hospitality sector, alongside the increasing expectations in consumer confidence, has established a high demand for qualified professionals in the food safety industry. Opportunities for graduate of this program include roles in food safety and inspection in municipalities, hotels and restaurants, and specialist consultancies.

Graduates of the program can also use their credits to progress to the Bachelor of Science in Environmental Health Management, and can obtain exceptions equivalent to one and a half years of this fully accredited BSc program.

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Study Plan of the Associate Degree in Food Safety

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I		3
	GED	101E	Introduction to Computer Applications		3
	MTH	195	Applied Statistics	Math Placement Test or MTH 011	3
	BIO	101	Human Biology		3
	SHS	103	Chemistry		3
					15
Semester 2	LNG	172	English II	LNG 171	3
	GED	198E	Islamic Culture		3
	GED	199E	UAE Society		3
	ENV	301	Introduction to Environmental Science		3
	SHS	208	Infectious Diseases		3
					15
Semester 3	EFS	200	Introduction to Food Safety	ENV 301	3
	ENV	302	Environmental Microbiology	ENV 301	3
	GED	324E	Ethical Reasoning for Today's World	LNG 172	3
	ENV	303	Entomology and Pest Control	SHS 103	3
	ENV	305	Food Quality and Control	ENV 301	3
					15
Semester 4	EFS	210	Food Laws and Legislation	EFS 200	3
	EFS	220	Food Chemistry	SHS 103 & ENV 305	3
	EFS	225	Food Processing	SHS 103 & ENV 305	3
	EFS	230	Food Inspection, Sampling Techniques and Audition	ENV 305	3
	EFS	240	Food Safety Management Systems	EFS 200, ENV 305	3
	EFS	250	Internship (Summer Session)	Complete 54 Cr.H	3
					18
					63

8.2.2. Bachelor of Science in Health Organization Management

Description:

With the current developments in the healthcare sector, the emergence of new technologies and elaborate advancements in health sciences, managers within the industry need to be equipped to respond to the new challenges they encounter in the day-to-day operation of their institutions. Governance and leadership are among the major challenges healthcare professionals are facing as they work to keep pace with the rapid evolution of the sector.

In response to this, the School of Public Health & Health Sciences has established the Health Organization Management Program to introduce students to the principles and methodologies involved in the organization and administration of institutions in the health sector. The program will give you insights into the nature of management, decision theory, planning, employee health training, health economics, health finance, budgeting, evaluation, and the operation of healthcare systems.

Duration: 4 Years (8 Semesters)
Credit Hours: 126 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring and Summer

Benefits:

As a graduate of CUD's Health Organization Management program you will have a strong background in health sciences and be able to apply specialized management principles and techniques to the challenges faced in the health sector. As a dynamic and flexible program, this degree will provide you with the knowledge and skills to successfully confront these challenges in a systematic manner, as and when they emerge.

Career Opportunities:

As the healthcare sector in the region continues to grow, a degree in Health Organization Management will present you with a range of professional opportunities in institutions such as:

- Government Ministries
- International Healthcare Organizations
- Community and Healthcare Centres such as:
    - Hospitals
    - Educational Institutions
- Industries related to Health Management functions

Study Plan of the Bachelor of Science in Health Organization Management

Semester	Code	Subject Title	Prerequisite	Cr.H
Semester 1	LNG 171	English I		3
	BIO 101	Human Biology		3
	GED 198E	Islamic Culture		3
	HOM 101	Fundamentals of Healthcare Management		3
	GED 101E	Applications of Computer Software		3
	TOTAL			**15**
Semester 2	ECO 221	Principles of Microeconomics		3
	SHS 102	Healthcare Systems		3
	LNG 172	English II	LNG 171	3
	ACT 112	Principles of Accounting I		3
	SHS 111	Fundamentals of Human Systems	BIO 101	3
	TOTAL			**15**
Semester 3	ACT 212	Principles of Accounting II	ACT 112	3
		Free Elective (1)		3
	LNG 173	Professional Communication Skills	LNG 172	3
	ECO 222	Principles of Macroeconomics		3
	MTH 195	Applied Statistics		3
	TOTAL			**15**
Semester 4		Humanities Elective (1)		3
	GED 196E	Communication Skills in Arabic		3
	SHS 212	Health Planning	SHS 102	3
	SHS 213	Introduction to Healthcare Quality Management	HOM 101	3
	FIN 201	Managerial Finance	ACT 112	3
		Social & Culture		3
	TOTAL			**18**
Semester 5	SHS 311	Human Resources Management in Healthcare	HOM 101	3
	HOM 301	Process Management in Health Services	SHS 213	3
		Free Elective (2)		3
	HOM 304	Healthcare Operations	SHS 213	3
	HIM 301	Health Informatics and Health Statistics	MTH195, GED101E	3
	TOTAL			15
Semester 6	HOM 311	Healthcare Facility Design and Safety Measures	HOM 304	3
	HOM 312	Care of Patients and Continuum of Care	HOM 304	3
		Major Elective (1)		3
	SHS 312	Measuring Performance in Healthcare Organizations	SHS 213	3
	HOM 303	Health Education and Promotion		3
	TOTAL			15
Semester 7	HIM 408	Health Information Department Management	HIM 301	3
	HOM 401	Risk Management and Patient Safety	HOM 304	3
	SHS 401	Healthcare Ethics	81 Cr.H	3
	SHS 402	Performance & Service Improvement in Healthcare	SHS 312	3
	HOM 413	Research Study in the Field of Health Management	81 Cr.H.	3
		Major Elective (2)		3
	TOTAL			**18**
Semester 8	HOM 411	Health care Organizations & the Accreditation Process	81 Cr.H.	3
	HOM 412	Healthcare Facility Safety & the Environment of Care	81 Cr.H.	3
	SHS 411	Governance and Leadership	81 Cr.H	3
		Humanities Elective (2)		3
	TOTAL			12
Summer	HOM 402	**Internship: Familiarization with the Industry Between semesters 6 to 8.**	81 Cr.H	3
				126

8.2.3.   Bachelor of Science in Environmental Health Management

Description:

Our environment and health are pivotal to today's world and its future sustainability; health is the focal point of humanity and without proper health systems, our existence would be at stake. We continue to face serious issues that affect our environment, our health, and consequently, our long-term well-being, such as climate change, global warming, pollution due to industry growth and population increase, and the depletion of natural resources. At CUD, the School of Public Health & Health Sciences has been established to equip student with the skills required to help develop solutions to these significant, global issues, and to develop individuals with a broad knowledge of the continuously evolving health sciences field.

The program will provide you with the knowledge and skills to successfully confront these major challenges in a systematic academic manner, which will continuously evolve to address the developments as they occur. As a graduate of the School of Public Health & Health Sciences, you will be equipped with the requisite skills to make an important contribution to the workforce immediately following your graduation.

Duration: 4 Years (8 Semesters)
Credit Hours: 126 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring and Summer

Benefits:

As a graduate of CUD's Bachelor of Science in Environmental Health Management program, you will have a strong background in managing environmental health issues. The program will equip you with the current tools and methods to face the most challenging and contemporary issues related to health organization and environmental health. With a degree in this field, you will be a crucial asset to environmental and health employers, ministries and international organizations.

Career Opportunities:

Graduates of Environmental Health Management are in high demand among employers and this degree will provide you with the opportunity to work across a range of organizations, including:

- Government Ministries
- International Healthcare Organizations
- Healthcare Institutions
- Industries related to Health Management functions
- Environmental agencies
- Educational and Research Institutions
- Industries linked to:
    o Health safety and hazards,
    o Food safety
    o Water resources
    o Oil industry
    o Real Estate Development
    o Waste management

Study Plan of the Bachelor of Science in Environmental Health Management

Semester	Code		Subject Title	Prerequisite	Cr
Semester 1	BIO	101	Human Biology		3
	LNG	171	English I		3
	HOM	101	Fundamentals of Healthcare Management		3
	SHS	103	Chemistry		3
	GED	101	Applications of Computer Software		3
	TOTAL				**15**
Semester 2	LNG	172	English II	LNG 171	3
	GED	198E	Islamic Culture		3
	SHS	207	Library Science and Information Literacy	GED 101E	3
	SHS	102	Healthcare Systems		3
	SHS	111	Fundamentals of Human Systems	BIO 101	3
	TOTAL				**15**
Semester 3			Humanities Elective (1)		3
	LNG	173	Professional Communication Skills	LNG172	3
	GED	196	Communication Skills in Arabic		3
	MTH	195	Applied Statistics		3
	SHS	208	Infectious Diseases		3
	TOTAL				**15**
Semester 4	ENV	301	Introduction to Environmental Sciences		3
	SHS	211	Noninfectious/Chronic diseases		3
	SHS	212	Health Planning	SHS 102	3
	SHS	213	Introduction to Healthcare Quality Management	HOM 101	3
			Social & Culture		3
	TOTAL				**15**
Semester 5	ENV	302	Environmental Microbiology	ENV 301	3
	ENV	303	Entomology and Pest Control	SHS 103	3
	ENV	304	Water and Wastewater Quality Control	ENV 301	3
	HIM	301	Health Informatics and Health Statistics	MTH 195, GED101E	3
	SHS	311	Human Resources Management in Healthcare	HOM 101	3
	TOTAL				**15**
Semester 6	ENV	305	Food Quality and Control	ENV 301	3
	ENV	308	Community Environmental Health	ENV 301	3
	SHS	312	Measuring Performance in Healthcare Organizations	SHS 213	3
	SHS	314	Health Economics and Financial Management		3
			Humanities Elective (2)		3
			Major Elective		3
	TOTAL				**18**
Semester 7	ENV	411	Research Study in the Field of Environmental Health	81 Cr.H	3
	ENV	407	Management of Domestic and Hazardous Wastes	ENV 304	3
	ENV	408	Epidemiology and Biostatistics	MTH195, ENV 301	3
	SHS	401	Healthcare Ethics	81 Cr.H	3
	SHS	402	Performance & Service Improvement in Healthcare	SHS 312	3
	HOM	301	Process Management in Health Services	SHS 213	3
	TOTAL				**18**
Semester 8	ENV	409	Marine and Air Pollution	ENV 407	3
	ENV	410	Occupational Health and Toxicology	ENV 302, ENV 407	3
	SHS	411	Governance and Leadership	81 Cr.H	3
	ENV	415	Seminar	81 Cr.H	3
	TOTAL				**12**
Summer	ENV	406	**Internship: Familiarization with the Industry** Between semesters 6 to 8.	81 Cr.H	3
					126

Description:

With the current development of information technology in the health sector, and the advancements in health sciences and health management, healthcare providers are constantly being challenged to keep up with the pace of change. As health information is readily available to the healthcare provider, patients too are becoming more knowledgeable, and are beginning to take control of their own health information.

The Health Information Management program will expose you 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. It will help you develop the requisite technical and management skills to organize and implement information-led healthcare systems.

Duration: 4 Years (8 Semesters)
Credit Hours: 126 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring and Summer

Benefits:

Health informatics is a fast-growing sector and graduates of the program are in demand across the healthcare industry. CUD's Bachelor of Science in Health Information Management will provide you with a strong background in health sciences and health management, concentrating on the information technology relevant to health issues, to prepare you for direct entry into the profession.

Career Opportunities:

As a graduate of the Health Information Management program, you will have the opportunity to work in a range of organizations, such as:
- Government ministries
- Healthcare Institutions
- Health Information and Research Centres
- Educational Institutions
- Health Insurance Companies
- Health Consulting Companies
- IT companies
- Industries linked to health information and management functions

Study Plan of the Bachelor of Science in Health Information Management

Semester	Course Code	Subject Title	Type	Prerequisite	Cr.Hr
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
	TOTAL				**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
	TOTAL				**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
	TOTAL				**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
		Social Sciences (1)	UR/E		3
	TOTAL				**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
	TOTAL				**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
	TOTAL				**15**
Semester 7	HIM 305	Alternate Site Health Information Management	MJR	HIM 302	3
	HIM 406	Nomenclatures and Classification Systems	MJR	SHS 111	3
	HIM402	Internship: Familiarization with the Industry	MJR	81 Cr.H.	3
	HIM408	Health Information Department Management	CRR	HIM 301	3
		Major Elective (1)	MJE		3
	SHS402	Performance & Service Improvement in Healthcare	CRR	SHS 312	3
	TOTAL				**18**
Semester 8	HIM 407	Management of Patient Medical Records	MJR	HIM 304, 406	3
	HIM409	Research Study in the Field of HIM	MJR	81 Cr.H.	3
	SHS401	Healthcare Ethics	CRR		3
	SHS411	Governance and Leadership	CRR	None	3
		Major Elective (2)	MJE		3
	TOTAL				**15**
Total					**126**

9. Centre for Continuing Education & Corporate Training

9.1. Continuing Education

- English Placement Testing
- English for Academic Purposes (EAP) Courses
- Mathematics for Academic Purposes Courses
- TOEFL / IELTS Testing
- Foundation Program

9.1.1. English Placement Testing

Students enroling at Canadian University Dubai who do not satisfy the English language proficiency requirements for their program must enrol in an English for Academic Purposes course. All students, irrespective of their level, must provide results of a valid, approved English proficiency exam such as IELTS or TOEFL, or another independent, Ministry-approved English language testing system, before they register. Students who do not supply evidence of an approved English proficiency test result will automatically be placed in the basic level English for Academic Purposes course (EAP – 101).

9.1.2. English for Academic Purposes (EAP)

Background Information

The English for Academic Purposes (EAP) program is provided to students who have the academic credentials to join a university program, but have yet to demonstrate that they meet the English language proficiency requirements.

The EAP program is an intensive University level certificate, specifically designed to help you prepare for academic life and achieve the necessary English language standards to progress in our academic programs.

EAP Courses

The EAP course you take will depend upon your English language skills at the time of entry. You will need to provide a valid IELTS or TOEFL test score prior to registering for EAP, to ensure that you enter the appropriate program. Without a valid test score, you will automatically be placed in EAP - 101.

The course content for each EAP program is designed to take you from your current level to the corresponding Target IELTS or TOEFL score, in the designated time period, as outlined below.

Program	Duration in Weeks	Hours per Week	Pre-requisite	Target IELTS Score or Equivalent	GED Credits Allowed	Tuition Fees
EAP-101-A (Arabic Stream Communication Students)	6	12	N/A	4.5	9	AED 4,320.00
EAP - 101	12	15	Below IELTS 4 or TOEFL 400	5.0	3	AED 10,800.00
EAP - 201	12	10	IELTS 4.0 or TOEFL 400-449	5.0	6	AED 7,200.00
EAP - 301	6	12	IELTS 4.5 or TOEFL 450-499	5.0	9	AED 3,600.00

Prices effective July 1st, 2015
Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%

Program Overview and Learning Outcomes

Our EAP classes are delivered in a friendly, multicultural environment, are student centered, and university-program tailored. Courses are run in conjunction with the University Academic Calendar; please contact the EAP Coordinator for details.

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. EAP students are encouraged to become involved in University life and to feel part of the learning community.

Unique opportunities for EAP students include:

- A pen pal system with instructors and existing students at Canadian University Dubai to practice fluency in writing.
- Access to the EAP program website and online forum, where additional language practice and class updates are available (i.e. Moodle).
- An extensive reading program for students who enjoy English literature.
- Use of state-of-art resources and technology.

Registration

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

EAP Course Descriptions

EAP 101-A: (Arabic Stream Communication Students) Beginner Level - 12 hours per week

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

EAP 101: Basic Level - 15 hours per week

The aim of this level is to improve the four skill areas: reading, writing, speaking and listening. The course will focus on introducing vocabulary, developing basic reading skills of simplified texts, improving listening and conversation skills and introducing the mechanics of writing to develop writing accuracy at the sentence level. *Prerequisite***:** Below IELTS 4 or TOEFL 400.

EAP 201: Intermediate Level - 10 hours per week

This level focuses on academic preparation in a combined reading/writing course, oral communications and grammar. It also expands the existing proficiency in speaking, writing, reading and listening. Students will build their vocabulary, acquire academic reading strategies and write organized paragraphs and write grammatically correct sentences. *Prerequisite***:** IELTS 4.0 or TOEFL 400-449

EAP 301: 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 IELTS or TOEFL 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. ***Prerequisite:*** IELTS 4.5 or TOEFL 450-499

9.1.3. Mathematics for Academic Purposes

Background Information

Courses are offered to students who do not yet have the necessary mathematical background or knowledge to successfully undertake Credit Math's Courses. This is an intensive University level certificate program designed to prepare the student for those Courses.

Classes are delivered in a friendly classroom environment where students will collaborate with their colleagues and the teacher. Extra tutorials are available for those students who feel they require extra help.

Registration:

All students with the exception of those on Communications Programs are required to complete a Math's Skills Test prior to attempting Credit Math's Courses. Students who pass the test will proceed directly to Credit Courses. Students who are unsuccessful will be required to take either MTH 011, College Algebra for those students who are registering for Business or Health Courses or MTH 012 Pre- Calculus for those registering for Architecture, Interior design or Engineering Courses.

For students who have a low score on the Math's Skills test there is a Foundation Math's Course MTH 010. Students who take this course and pass will then be eligible to move forward to College Algebra or Pre-Calculus.

Students can register for the Test at the Office of the Registrar.

Program Duration:

Math's Courses run in conjunction with the University Calendar, however during the Summer Session the course is condensed. Please contact the Continuing Education Department for further details (conEd@cud.ac.ae)

			FEES
MTH 010	**9 hours per week**	**Over 6 Weeks**	**AED 3,850**
MTH 011	**3 hours per week**	**Over full Semester**	**AED 3,850**
MTH 012	**3 hours per week**	**Over full Semester**	**AED 3,850**

(Students who pass MTH 010 will proceed to MTH o11 or MTH 012 over the second half of the Semester (6 hours per week)
*Prices effective July 1st, 2015
*Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%

Program Overview and Learning Outcome

Students will work from a prescribed textbook utilizing the exercises to augment their Mathematical Skills. Course Tutor will supervise the learning and pace it at the level of the individual student, supplementing the learning with weekly tutorials. Assessment will be through regular home works, quizzes, a mid-term test and a Final Examination.

MTH Course Descriptions:

MTH 010 Foundation Mathematics
This "Crash" course is a mathematics course in basic numbers, algebra, shapes and Statistics and probability. The course is intended for those students who failed both parts of the mathematics placement test below 40%. It aims at building up the confidence and basic knowledge of students in order to enable them to cope with further mathematics and statistics courses.

MTH 011 College Algebra
This course is a mathematics course in basic algebra and trigonometry. The course is intended for those students who failed both parts of the mathematics placement test. It aims at building up the mathematical foundations of students in order to enable the students to cope with further mathematics and statistics courses.

MTH 012 Pre-calculus
The course covers the necessary background in algebra and trigonometry for engineering and architecture students to prepare for the standard university calculus sequence and to understand the graphing and function analysis required for calculus. The course is designed to students who, have taken the college preparatory courses in high school but are not quite prepared to do the type of analysis required to successfully complete a university calculus sequence.

9.1.4. TOEFL / IELTS Testing

All Academic programs at Canadian University Dubai have an English proficiency requirement; we are able to offer a convenient on campus Institutional TOEFL and IELTS exam service for all prospective and currently enrolled students. The Institutional TOEFL test assesses a students' proficiency level in three different skills — reading comprehension, listening comprehension, and structure and written expression. Tests are carried out on a regular basis and dates are published in advance on our website. Students may also obtain additional information on pricing, timings and apply for the test through the Office of the Registrar.

9.1.5. 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 hold a UAE High School Certificate, but have not met the 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 Education – Higher Education Affairs.

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:

1. 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.
2. 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. A minimum number of students are required to launch a cohort.

9.2. Corporate Training

Experienced University faculty and certified trainers prepare and conduct a range of tailored management consulting and corporate training services, professional courses and certificate programs, as well as academic preparation courses. Most of the experts affiliated with corporate training at Canadian University Dubai are Canadian, American or European educated, and they have experience and knowledge of the GCC. They come with international expertise in Management, Engineering, Architecture, Islamic Banking, Finance, Environment, Healthcare Management, Interior Design, English Language and Translation, Communications including Public Relations, Journalism and Advertising.

Training programs offered at Canadian University Dubai are non-credit and consist of activities conducted over a number of days, typically 3-5 days, for 6-7 hours a day. Training sessions are highly interactive and include group work to solve a selection of case studies and exercises, as well as role play sessions to practice a range of skills. Training videos and other training materials are widely used to support lectures. The carefully prepared content helps participants keep in touch with best practice in the field. They offer access to the latest training programs needed for various functional areas such as Sales & Marketing, Human Resources, Accounting, and Customer Service from the administrative to the executive level.

Custom made training and off-the-shelf programs can be implemented to suit the particular needs of individuals and corporate clients. For more information, please visit www.cud.ac.ae/training

10. Research at Canadian University Dubai

Canadian University Dubai is a research-focused institution, with a broad portfolio of academic expertise. Across our seven academic Schools –Architecture & Interior Design; Business Administration; Communication and Media Studies; Engineering & Applied Science & Technology; Environment & Health Sciences; Liberal Arts & Sciences; and Graduate Studies – the University has made a significant contribution to the wider research community.

10.1. Goals & Objectives

The research initiatives and projects conducted at Canadian University Dubai are aimed at:

- Providing a means to reach out to student communities, practitioners in the workplace, and the business community and to raise awareness of the great opportunities and important challenges that research at Canadian University Dubai offers.
- Fostering and facilitating a broad multi-disciplinary involvement and an inter-disciplinary collaboration.
- Creating a web-based resource repository to facilitate research, education, and outreach to the student community.
- Stimulating industry/business/community interest and investment in university research by showing clear pathways to business benefits of research results.
- The success of the research initiatives at the University will be measured by:
- Collaboration with government institutions, industry and other stakeholders to engage in research activities that have a direct impact on the UAE economy and society.
- Engaging our students at all levels into research, to gain broader knowledge and good understanding of the nature and importance of research in their field and education.
- Providing an enabling research environment to the faculty and student body in order to remain both research-active and competitive.
- Organizing International Conferences and Workshops to serve as forums for researchers and practitioners to exchange, network, present and discuss their work, as well as to contribute to the expansion of knowledge and to encourage research initiatives among the community of the University.

10.2. Research Partnerships

Through the Office of Research Services, Canadian University Dubai continually seeks to foster research collaborations with both academic and business partners to generate knowledge that will be of benefit to wider society. This provides a unique opportunity for researchers within the University to contribute to first class research programs in collaboration with their peers in Canada, the US, Europe, Asia and other international settings.

Research initiatives are implemented in close collaboration with partner universities from Canada, including:

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

Additional research partnerships have been initiated with:

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

These partnerships make the university a portal to Canadian and other international education systems and give Canadian University Dubai a global stature.

10.3. International Conferences

As part of its research agenda, Canadian University Dubai regularly organizes conferences and workshops that bring together both researchers and practitioners to share their experience and expertise on an international stage. These workshops enable multidisciplinary collaboration across diverse research areas with industry and businesses, both regionally and globally.

Canadian University Dubai has successfully organized the following conferences:

- International Conference on Leadership, Innovation and Entrepreneurship as driving forces of the Global Economy (ICLIE), April 20th-22nd, Atlantis The Palm, Dubai, UAE http://www.iclie.com
- International Conference on Web & Open Access to Learning, November 25th - 27th, 2014. Atlantis The Palm, Dubai, UAE http://www.icwoal.org/
- International Conclave on Data Analytics, BI, Action Research & Cases in the Power and Energy Sector February 23rd -26th, 2014.
- 6th Joint IFIP Wireless and Mobile Networking Conference, (WMNC 2013), April 23rd-25th, 2013. Atlantis Hotel. Dubai. UAE.
- 4th International Conference on Networked Digital Technologies (NDT'2012) - April 24th-26th, 2012.

10.4. Distinguished Speakers

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

- H.H. Sheikh Mohammed Maktoum Juma Al Maktoum
- H.E. Tun Dr. Mahathir Mohamad
- H.E. Anurag Bhushan, Consul General of India to UAE
- Dr. Sam Ozarsky, St. Michael's Hospital, Toronto
- Dr. Cigdem Berdi Gokhan, Cankaya University

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

11. Admission for Undergraduate Studies

11.1. General University Admission Requirements

The UAE High School Certificate or its equivalent is required with an average score of 60% or more (an average of 70% or more is required for entry into some of the academic programs; see the Program Specific Requirements section for more information).

A High School Certificate obtained abroad must be processed in accordance with decrees No. 200/2004 and 312 /2004 of His Excellency the Minister of Higher Education & Scientific Research UAE, as follows:

Broadly, a holder of the National High School Certificate of a foreign country is eligible for admission if:

- The certificate is valid for admission to a public university of the Country in which it was issued
- The certificate was obtained on completion of at least 11 years of schooling
- The certificate includes at least six (6) subjects covering the four core fields of: Mathematics, Sciences, Languages, and the Social Sciences & Humanities or Arts
- A holder of High School Certificates from any country that has two levels of High School Certificate must submit the higher level of certificate

11.2. English Proficiency Requirements

All students are required to provide a certificate of English proficiency, such as TOEFL (minimum score of PBT500/173 CBT/61 iBT), IELTS (minimum band 5.0), or an equivalent standardized English language test that is internationally recognized. This condition of the admission policy applies to all students of all programs except for those students applying for the Bachelor of Arts in Communication program in Arabic; students applying for this Arabic language program need a minimum TOEFL score of 450 or its equivalent (but may be granted conditional admission with a TOEFL score of 400; refer to the Conditional Admission section 10.7 for more information). Students should note that in order to transfer to a university in Canada a higher TOEFL score (normally a minimum of 550) or its standardized equivalent may be required, depending on the institution concerned

Exceptions:

- A student admitted to an undergraduate course in an English-medium institution that is recognized by the Ministry of Education – Higher Education Affairs, who can also provide evidence of having achieved a TOEFL score of 500 (or its standardized equivalent approved by the MOHESR) upon admission to the sending institution's undergraduate program. A verified true copy of the test result held by the sending institution may be sent directly to the University

11.3. Placement Tests

10.3.1. English

Only admitted students who have achieved the minimum English proficiency requirement will be allowed to register for courses as per their study plan without any further intensive pre-university English courses.

Admitted students with a TOEFL/IELTS score less than the specified minimum requirement will need to register for the University's English for Academic Purposes (EAP) Program to help them attain the required higher TOEFL/IELTS score. (EAP courses are not transferable). Students will be placed in one of three different levels of the EAP program based on their IELTS or TOEFL score.

Registered students in EAP are allowed to enrol in some general education courses, in conjunction with EAP.

10.3.2. Math

All students admitted to any one of the accredited programs, with the exception of the Bachelor of Arts in Communication and Bachelor of English Language and Translation programs, are required to pass a Mathematics Placement Test. Any student who does not achieve the required pass mark in this test may be granted conditional admission - but such students will not be permitted to register in any Math or Statistics courses, or any course that has a math prerequisite, until the successful completion of the necessary remedial-math course.

11.4. Program Specific Requirements

Students holding literary certificates can be admitted to the following programs:

- Any major offered by the School of Business Administration
- Any major offered by the School of Public Health & Health Sciences
- Bachelor of Science in Interior Design
- Bachelor of Architecture
- Bachelor of Arts in Communication (Arabic)
- Bachelor of Arts in Communication (English)
- Bachelor of Arts in English Language & Translation

Students holding science certificates can be admitted to any program. There are specific additional requirements for the following:

10.4.1. Bachelor of Science in Telecommunication Engineering and Bachelor of Science in Network Engineering

UAE High School Certificate – Science Stream (or equivalent) with a minimum average of 70%.

10.4.2. Bachelor of Architecture

UAE High School Certificate – Science Stream (or equivalent) with a minimum average of 70%.

10.4.3. Bachelor of Science in Interior Design

UAE High School Certificate – Science Stream (or equivalent) with a minimum average of 70%.

UAE High School Certificate – Literary Stream (or equivalent) with a minimum average of 70% and a minimum score of 70% in Mathematics.

10.4.4.   Bachelor of Arts in Communication (Arabic & English)

Arabic

In addition to the minimum high-school entry average score of 70%, students willing to enrol in communication programs need to satisfy the following specific entry requirements:

- Passing successfully multiple mini interviews (MMI)
- A minimum entry TOEFL score of 450 (or its equivalent)

*For the major, Public Relations (Arabic), a limit of 50 applicants will be accepted between September 4th, 2016 and June 25th 2017.

English

In addition to the minimum high-school entry average score of 70%, students willing to enrol in communication programs need to satisfy the following specific entry requirements:

- Passing successfully multiple mini interviews (MMI)
- A minimum entry TOEFL score of 500 (or its equivalent)

Conditional Admission

Applicants failing to fully achieve the program entry requirements as stated above may be offered a conditional admission (acceptance) if the following conditions are met:

- A minimum high-school entry average score of 60% for both Arabic and English streams
- Passing successfully multiple mini interviews (MMI)

This conditional admission will be waived if the student achieves a CGPA of 2.0 or more before the end of the first enrolment year. Otherwise, the student will be dismissed from the program.

11.5. Admission Requirements and Procedures

Prospective students can apply to any of our programs online at http://www.cud.ac.ae/ApplyOnline. Students are more than welcome to visit our campus for a personal tour, and one of our officers would be pleased to address any questions with their online application. Alternatively, inquiries can be sent to apply@cud.ac.ae.

Once a student has submitted their completed application, they are assigned an Applicant ID by the Admissions Department. (This Applicant ID # should not be confused with the Student ID #, which is given only after a student has accepted an offer of admission).

10.5.1. Steps and Required Documents

- Complete an application online at www.cud.ac.ae/ApplyOnline
- Certified copy of the Secondary School Certificate or its equivalent. Grade transcript must be attached for non UAE High School Certificates*
- A scanned copy of your passport
- Six (6) photographs (passport size) with full name written of the back of each
- A certificate of English proficiency such as: TOEFL with a minimum score of (500), or IELTS with a minimum score of (5.0) or equivalent. *
- Applications from holders of High School Certificates are processed after payment of the non-refundable fee of 500 AED.
  *Original copies must be seen for full admission

10.5.2. Attestation of Documents and Certificates

Students who have graduated from High Schools within the UAE

UAE High School certificates are attested by the Ministry of Education in the UAE which is located in Academic City. Students may also be asked to obtain equalization from the UAE Ministry of Education.

Students who have graduated from High Schools outside the UAE

a) High School certificates must be attested by the Ministry of Education in the country where the issuing High School is based.

b) Following that, the student also needs to have the certificate(s) attested by the UAE consulate in that same country.

c) If the student is not able to have attestation completed by the UAE consulate in that same country, they may also be able to obtain the same attestation or equalization from the Ministry of Foreign Affairs or the Consulate of the particular country they studied in.

d) Students may be required to obtain equalization from the UAE Ministry of Education.

10.5.3. Students who have studied in Colleges/Universities outside the UAE

a) All Certificates and transcripts must be attested by the Ministry of Education in the country where the issuing institution is based.

b) Following that, the student also needs to have the certificates and transcripts attested by the UAE consulate in that same country.

c) If the student is not able to have the attestation completed by the UAE consulate in that same country, they may also be able to obtain the same attestation or equalization from the Ministry of Foreign Affairs or the Consulate of the particular country they studied in.

NB. The student will also be required to obtain an equivalency document of all attested certificates from the Equivalency Department at the Ministry of Education – Higher Education Affairs.

11.6. Foreign Equivalents

Given that different countries follow distinct educational systems, there are admission requirements in place that pertain to the various systems. The following is a list of just some of these international equivalent admission requirements; if a prospective student does not see his or her educational system listed here, they are encouraged to complete an online application to submit their documents for the Admissions Department to review and provide an official answer.

American System: High School Diploma (grade 10, 11 & 12) with a minimum of 60% or with a minimum CGPA of 2.00 and SAT's (if available).

British System (IGCSE and GCSE): Completion of at least seven (7) subjects at O level IGCSE or GCSE with a minimum grade of C. However, a minimum grade of D or E is acceptable for subjects taken at AS level or A level GCSE, respectively. The 7 subjects must cover the four core fields of: Mathematics, Science, Languages, and the Social Sciences & Humanities or Arts. Furthermore, the applicant must provide evidence that he/she has attended school for at least 11 years by providing a school Leaving Certificate.

Canadian System: High school diploma (grade 10, 11 & 12) with a minimum of 60% or with a minimum CGPA of 2.00 University Track Credits.

French Baccalaureate: Minimum grade 10 out of 20.

Iranian System: Pre-University Certificate with a minimum grade of 12 out of 20.

Indian System: Grade 12 Certificate with a minimum percentage of 35%.

International Baccalaureate (IB) program: Completion of six (6) subjects with three (3) at the higher level and a minimum of 24 points.

Pakistani Board(s) Certificates: Higher Secondary School Certificate (Part II) with a minimum percentage of 35%.

Nigerian System: A senior secondary school certificate granted by either the WAEC, NECO, or WASSCE board with a minimum of 7 subjects of D and above. The calculated average will be used to determine program entry.

11.7. Conditional Admission

An applicant who does not meet all of the University Admission requirements may be granted conditional admission. The possible circumstances under which such conditional admission may be granted include:

a) Students from the UAE System of Education who do not meet the minimum high school requirements can enrol in our Foundation Program to upgrade their academic standing to the required admission standards of the University.

b) Students who do not meet the minimum TOEFL/IELTS English language proficiency requirement: these students may enrol in the EAP program in order to improve their English skills and achieve the required TOEFL/IELTS score.

c) Students who do not pass the Mathematics Placement Test: these students must successfully complete the necessary remedial-math course before being allowed to register in any math or math-related courses.

d) Students who have been unable to provide attested certificates or equalization certificates: these students must provide the appropriate certification by the end of their first academic semester.

If a student does not fulfill his or her specific probationary admission requirements, he or she may be subject to dismissal from the University.

11.8. Deadlines for Admission

Applications for admissions are accepted year round. Entry can be in the Fall, Spring or Summer.

10.8.1. Letter of Admission

Upon successful completion of the admission process, the student will receive a Letter of Admission issued by the Admissions Department. If the student is rejected, he or she will also receive a letter notifying him/her of the rejection.

11.9. Admission Appeals

Should a student's Application for Admission be rejected, he/she may appeal the decision as follows:

• Inform the Admissions Office of his/her dissatisfaction and request a review, in writing, within thirty (30) days of having received the written reason for the rejection
• The Admissions Office will acknowledge receipt of the applicant's request and forward it to the Admissions Review Panel which is composed of the program Chair and two faculty, one from the relevant School and one from a different school
• The applicant may make a presentation to the Panel, but may not be represented by a third party at the Panel
• The Panel will submit their decision to the Registrar for his/her approval
• The Admissions Office will inform the applicant of the decision in writing

The decision of the Registrar is final and binding. Should the decision be in favor of the applicant, the applicant will be admitted to his/her chosen program or an alternative should no place be available in his/her chosen program. Under no circumstance will a student already admitted to the University be disadvantaged by the findings of the Review Panel.

11.10.Student Visa

Student UAE residence visas are issued for full-time students (students enrolled in 4 courses or more per semester) who have been accepted to the University and have paid the required deposits and fees.

(Transfer of visa from other institutions is a lengthy process. Students should cancel their visa at their previous academic institution and Canadian University Dubai will apply for a new visa.)

Once all the documents are available it takes a minimum of 3 working days to process the visa. Completion of medical and stamping of the visa on the passport take a minimum of 4 additional working days.

The documents required are:

- Color passport photocopy
- 4 color passport photographs (Submitted with Application for Admission)
- Letter of Acceptance from the University with course details and duration.

Falsified Admission Documents

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

12. Student ID

A unique Student ID is assigned to a student who has accepted admission to the University. This ID number is randomly generated by the Office of the Registrar and is needed in order for a student to register in courses. It is every student's responsibility to know his or her Student ID, and keep it confidential; it should not be shared with anyone else.

13. Student ID Card

Upon first registration and after all applicable fees have been paid new students will be issued with Identity Cards. Each student must take responsibility to safe guard their ID card, and it must be carried with them at all times while on University premises. In the event of a lost or stolen ID card, students must report the missing card to the Office of the Registrar immediately. Replacement fees will apply to issue a new card. Students are required to hand in their ID Cards upon Graduation or withdrawing from the University. Failure to do so will result in applicable fees being applied.

14. Student Orientation and Academic Advising

Academic orientation and advising is the backbone of any University's education operations system.

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

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

For those students who are in probationary academic standing, a meeting with an assigned Academic Advisor will be scheduled to plan an appropriate study plan and understand progression towards graduation pertaining to their specific case. Students with conditional or probationary status cannot register without the signature of his or her Academic Advisor.

15. Undergraduate Registration Process and Procedure

Prior to registration for the current semester, students are required to be in good academic and financial standing.

Please note that students' who have a CGPA of 2 or above, who are in good academic standing and with no academic warnings at the end of previous semester, do not require the signature of an Academic Advisor to register for the next semester.

The Class Schedule is subject to change, though every effort is made to minimize any such changes. We review the schedule on a routine basis and update as necessary to ensure student satisfaction.

15.1. Registration Process

New Students:

1. Once admitted into the University you may sit with the Student Advisors in the Admissions area to select courses or Register in select courses online through their student portal.
2. You will then pay your fees, prior to registering in the courses.
3. Once courses are selected/payment is made you will then register by using the Registration Counters in Hall C. Admissions personnel will be pleased to assist you with this.

Returning Students:

1. May register via the Registration counter or online through their student portal providing they:
   1. Are in clear academic standing (if not see step 2)
   2. Are in good financial standing (if not see step 3)
   3. Have their registration files up to date and complete (if not see step 4)
2. If you need to see an Academic Advisor, please visit your assigned advisor for their approval on your courses. You may then pay your fees and register via counters 3-6 ONLY.
3. If you are not in good financial standing, please see the Cashiers to clear up any outstanding balances. Counters 7-9
4. If you have an incomplete student file, please see the Administrative or Academic Service counters and provide the necessary documentation prior to paying your fees and registering. Counters 1-2

16. Undergraduate Student Course Load

For the Fall and Spring semesters, the full-time regular study load is fifteen credit hours. For the Summer session the maximum load is six credit hours.

Under exceptional conditions students may increase their study load to eighteen credit hours in the Fall and Spring semesters, and to nine credit hours in the Summer session 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.

17. Transfer Credit

If a student wishes to take a course at another institution, a Letter of Permission Form must be filled out and a detailed course outline must be provided. If the course is approved by the Dean of the department, the student may register. Once the course has been completed, a certified transcript must be handed in to the Office of the Registrar, and the course will be added only if the grade attained is C or higher.

Canadian University Dubai approves the admission of applicants transferring from other institutions subject to the following conditions:

- Transfer is from a recognized institution of higher education;
- Student meets Canadian University Dubai admission requirements;
- Student submits a certified copy of their grade transcript and a detailed outline of their courses;
- Student has a Cumulative Grade Point Average from the previous institution of at least 2.0 (on a 4.0 scale) or its equivalent.

Transfer credits are subject to the following conditions:

- Student passed the course with at least a C grade; and,
- Course outline is similar to a corresponding course in the relevant program at Canadian University Dubai.

Note: Transferred credit hours will not be considered in the computation of GPA at Canadian University Dubai. The maximum number of credits a student may transfer will not exceed 50% of the total number of credits required for graduation.

18.   Prior Learning Assessment and Recognition Policy

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

Such learning would have been acquired by a prospective or current student through a variety of professional or life experiences, including but not limited to:

- Training programs;
- Professional certificates;
- Professional responsibilities;

- Seminars or workshops;
- Armed services training;
- Independent studies; etc.

Upon successful recognition of prior learning, academic credits are awarded without the assignment of a grade. Hence, PLAR credits do not count towards the CGPA of the applicant. PLAR can be used for course exemption only and cannot be used to be admitted at the university. The applicant has the right to appeal a denial of prior learning recognition.

For full policy see the General Reference section of the University Catalogue on Prior Learning Assessment and Recognition

19.   Attendance and Lateness

19.1. Purpose

Student Academic Success is enhanced by good classroom attendance. Students may however, from time to time, have to miss classes for reasons beyond their control. Students should not be penalized for such absences. Legitimate absences are limited to documented illnesses or a death in the immediate family.

19.2. Attendance Requirements

Attending classes is compulsory in all courses. Students will not be allowed to take the final examination if they are absent for more than 25% of the classes in a course. (Students should refer to their respective School for additional specific program or school requirements.)

a) When a student is absent for 10% of the course, an absence reminder will be sent via university e-mail.
b) When a student is absent for 20% of the course a second absence e-mail reminder will be sent
c) When a student has been absent for 25% of the course a notice of Failure for Non Attendance (grade point of 0.0) will be sent

A student arriving 15 minutes late to class in three different sessions during a particular semester will be given an absence.

 A student with a verifiable and legitimate reason for missing a class (illness, death in the immediate family) may request of his or her professor that such an excusable absence be recorded, but not counted towards the 25% cut off figure that would otherwise lead to a grade of Failure for Non Attendance. Such excusable absences must be noted in the Course File Attendance Report.

20. Holding Registration

A student may apply to the Registration office for the suspension of their studies before the end of the Add & Drop period to avoid academic and financial penalties. However, no suspension of studies will be approved for more than two consecutive semesters (Fall & Spring) The total number of semesters in which the student can suspend his/her studies must not exceed four semesters before graduation.

The student must present the clearance sheet to the Registration Office. Students that are sponsored by the University must cancel their visa before suspending their studies.

21. Add and Drop

During the first week after registering for a course, students may drop or add courses with no financial penalty subject to the prior approval of the academic advisor. The students must pay the fee of the added course(s) before submitting the Add & Drop form to the Office of the Registrar.

22. Course Withdrawal for Undergraduate Studies

Once registered, students are academically and financially responsible for their course unless they officially withdraw by the given deadlines as reflected in the Academic Calendar.

To officially withdraw, students must submit a withdrawal form to the Registrar's Office. They will be given a date-stamped copy of the document in return, and should retain this as proof of withdrawal in the event of a dispute. The date on which the written notice of withdrawal is received is the student's effective date of withdrawal. Failure to officially withdraw, the student will receive an "FA" grade (Failure for Non-Attendance).

Withdrawal from a course within the Add and Drop period	**No Academic Penalty (Does not appear on student transcript)**
Withdrawal from a course after the Add and Drop period	**Reflects on student transcript as (WN) Withdrawal No Penalty**

*Please see Undergraduate Refunds section for any related financial penalties

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

To withdraw from a program without academic penalty (without being penalized by an 'F' grade), students must submit a withdrawal form to the Registrar's Office by the specified date in the semester. This deadline is noted in the sessional dates issued during registration, and is available in the Registrar's Office.

For courses that do not have midterms, Continuing Education courses, condensed courses, this deadline date is two-thirds of the way through the course or as stated in the course outline.

For students who withdraw by this deadline, the attempted course will not be included on the student's formal academic record. Students who withdraw from their program, or 'drop' a course after this deadline, will be assigned an "F" grade (Failure) for the course, which will show on the student's formal academic record and will also be used in the Grade Point Average (GPA) calculation.

Students registered in part-time courses must submit a withdrawal form to the Registrar's Office by the date specified in the academic calendar. Full-time status may be jeopardized if students drop too many courses. Withdrawing or dropping courses may have any of the following effects:

- Extend the duration of studies, or delay graduation.
- Add to expenses via additional fees (for instance, as a result of extending the student's studies).
- Affect sponsorship arrangements.

The academic advisor (program chair/coordinator) must sign the form to ensure the student understands any academic issues ensuing from the action.

23. Withdrawal from the University

Students may apply for withdrawal from the University subject to submission of the clearance sheet to the Office of the Registrar. Documents submitted to the University are regarded as a property of the University and cannot be given back to the student. Students that are sponsored by the University must cancel their visa before withdrawing from the University.

- A student may be required by the University to withdraw from a course, program or from the University itself for reasons deemed as 'just cause'. The Vice-President of Academic Affairs (VPAA) will determine the specified period of the withdrawal
- The term 'Just Cause' denotes, but is not limited to, consistent failure to meet the academic objectives of the course or study program; any academic performance that would result in an Academic Suspension for a second time; plagiarism and other forms of cheating; inappropriate behaviour within the University campus - e.g. classroom, lab, place of internship or other such environment; failure to pay fees or the submission of falsified or falsely obtained documents, or provision of other false information for admission purposes
- The University may also require students to withdraw from any Continuing Education programs for consistent failure to report absences or for poor attendance (or any of the above mentioned reasons)
- The VPAA may require immediate and permanent withdrawal from the University by any student that breaches accepted local behavioural norms. The student will be informed in writing if he/she is formally withdrawn from the University
- A student that is withdrawn from a course or a program at the University is not eligible for any refund of fees paid
- A student that has been 'Withdrawn' is not allowed to continue in the program

24. Reinstatement after Withdrawal

A student who must take time off from his or her studies can re-enter his or her program without repeating the entire admission process, as long as he or she does so within five years after the withdrawal. To resume a program after an absence of five or more years, the student must reapply for admission and meet program requirements at that time.

25. Undergraduate Grading Policy

The academic performance of undergraduate students will be recorded using Canadian University 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.

(See table next page)

25.1. Grading Scheme for Undergraduate Studies

Percent Grade	Alpha Grade	4 Point Scale Equivalent	Canadian University 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
	P	*	(Pass) Satisfactory achievement in a course where a percentage grade is inappropriate.
	FA	0	Failure for Non Attendance
	AG	*	Aegrotat Standing (valid medical certificate)
	I	*	Incomplete Grade
	IP	*	Course in Progress
	TC	*	The student meets all Canadian University Dubai course requirements via transferred/documented equivalent courses taken/passed at another accredited university.
	WN	*	Withdrawal - Without Academic Penalty

*   Not computed in GPA.

- **Canadian University 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 Canadian University 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**

25.2. The Semester Grade Point Average

The Semester (term) Grade Point Average (GPA) is simply the weighted average of the grades obtained in the courses registered in the semester, where the weight of each course is based on the number of credit hours.

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

Course Name	Credit Hours	Letter Grade	Grade point
Course 1	3	C	2.0
Course 2	2	A	3.8
Course 3	4	D+	1.5

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

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

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

25.4. Incomplete Grade (I)

Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of a term (or the specified end of a course) may be granted a grade of "Incomplete".

The "I" is not intended to be a permanent grade. It is only a temporary acknowledgment of a legitimate reason for granting a one-time, limited extension to the time normally allowed to complete all course requirements.

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

After 12 calendar months, outstanding "I" grades are converted to "F". Thereafter, the student must repeat the course in order to achieve a passing grade.

The number of "Incomplete" courses allowed per semester is established by the School. Please contact the School for further information.

NOTE: An Incomplete grade for a Prerequisite course must be completed before the student is allowed to proceed to the higher-level course unless otherwise approved by the appropriate Academic Administrator (Dean or designate).

25.5. 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.

25.6. Course in Progress (IP)

A grade of 'Course in Progress' (IP) - implying a continuation of coursework - may be designated when the timeline of a course is not consistent with the end date of the semester.

On completion of the course, the relevant Letter Grade and Numerical Value, as applicable, will replace the previous IP Grade.

NB: IP grades are not included in GPA calculation.

26. Final Examination Policy

All written final examinations are scheduled by the Office of the Registrar. If the course uses a presentation as the terminal assessment method, these should be scheduled during the regular class periods to ensure that students are not required to appear during the final exam week for anything other than a final exam scheduled by the Office of the Registrar. Written projects and papers can, however, have deadlines for delivery during the final exam week.

26.1. Final Examination Attendance

Final examination attendance is compulsory and takes place at the conclusion of each and every term. Students must make themselves available for their scheduled examination timings. Students must not make any arrangements that clash with their scheduled exam timings, and should not leave Dubai prior to completing their final examinations.

26.2. Examination Conflict and Special Considerations

If a student is scheduled for more than two examinations in one day, or has overlapping examinations, the student must report to the Office of the Registrar by the end of the first week after the final exam schedule has been released to make the necessary adjustments to his/her schedule. A student with special needs that requires specific arrangements to enable the writing of exams must submit their requests at least three weeks prior to the examination date to their Academic Advisor. Changes in the dates or times of scheduled examinations cannot be approved.

26.3. Deferred Final Examinations

Final examinations cannot be deferred. If a student is unable to take a final exam or otherwise complete the course requirements, they can attempt to obtain a grade of "Incomplete" by visiting the Office of the Registrar to fill out the application form. Students may only apply for this concession if they have a passing grade in the course at the time of application. This application must be received in advance of the final examination.

26.4. Missed exams

Students who are ill on the day of an examination must visit a physician immediately or as soon as medically possible. A valid medical certificate is required as proof of illness for consideration to grant a make-up exam. If a student is unable to write an exam due to unforeseen family matters, immediately contact the Office of the Registrar for further advice. Only in exceptional and documented circumstances (i.e. serious illness or death of an immediate family member) will a student be allowed to write a make-up exam in place of an exam missed for unexpected family issues.

If a student misses the final exam or otherwise fails to complete the course requirements, they can apply to obtain a grade of "Incomplete" for the course. A student will need to visit the Office of the Registrar to fill out the application form, provide supporting documentation and pay an applicable fee to have their situation reviewed to see if they are eligible for a grade of "Incomplete". If accepted the student will be contacted to write a make-up exam.

26.5. Exam Invigilation

Canadian University Dubai maintains a zero tolerance policy regarding all academic misconduct encountered during an exam. Academic misconduct includes but is not limited to: copying, or attempting to copy, the work of others; communicating with others during the exam (other than an invigilator), by any means such as whispering, using hand motions or passing written /text messages; and being in possession of any unauthorized materials and/or electronic devices during the exam.

All examinations may be recorded by digital media (photo, video and/or audio). This digital record may be reviewed when allegations of academic misconduct are raised. Digital records will be kept confidential and securely maintained.

27. Grade Appeal Policy

The University is committed to providing an environment of research, teaching and learning of the best possible quality. This is inclusive of the processes that are used to ratify marks, to assess students for progression within a program of study, or to determine an award.

It is the responsibility of all students to review and abide by the academic policies and procedures of the University. Students are also responsible for their personal academic choices and decisions and for meeting the standards set for academic achievement within each program of study they enrol in.

In some instances, a student may not agree with the academic decision(s) of an academic professional. The University provides an appeals process, for the benefit of all parties, so that the student may request an academic decision to be re-considered. Such appeals are a petition to change a decision that has been made regarding an academic matter. The foundation for such an appeal may be that, in the opinion of the student, the original academic judgment was unfair, or that the academic policies of the University were incorrectly applied.

27.1. 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.

27.2. 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 Office of the Registrar 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.

27.3. Procedure for Instigating an Appeal against a Grade or Mark for Undergraduates

- Appeals will only be considered for final examination marks
- Students should complete the Grade Appeal Form and submit to the Office of the Registrar within ten (10) working days of receiving the grade or mark in question
- The applicable fee 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

27.4. Procedure for Instigating an Appeal against a Grade or Mark for Graduate

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

28. Progression Policy for Undergraduate Studies

ACADEMIC STANDINGS & PROGRESSION TOWARDS GRADUATION

Prior Academic Standing	Current Semester		New Academic Standing	Normal course load (credit hours) to be registered	Recommendations
	SGPA	CGPA			
Clear	$G \geq 2$	$G \geq 2$	Clear	See program requirements	None
	$1 \leq G < 2$	$G \geq 2$	Conditional	Normal load - 3	None
	Other	Other	Probation	Normal load - 6	Repeat courses when possible
Conditional	$G \geq 2$	$G \geq 2$	Clear	See program requirements	None
	$1 \leq G < 2$	$G \geq 2$	Conditional	Normal load - 3	None
	Any	$1 \leq G < 2$	Probation	Normal load - 6	Repeat courses when possible
	Any	$G < 1$	Suspended	0	See advisor
Probation (**)	$G \geq 2$	$G \geq 2$	Clear	See program requirements	None
	$G \geq 2$	$G < 2$	Probation	Normal load - 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 session, 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 session 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.*

28.1. Normal Course Load per Program

School of Communications & Media Studies	Credit Hours
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	**Credit Hours**
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 & Design	**Credit Hours**
Bachelor of Architecture	18
Bachelor of Science in Interior Design	18
School of Engineering, Applied Science & Technology	**Credit Hours**
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	**Credit Hours**
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

29. Academic Standing

29.1. Clear Academic Standing

The following is applicable to students with the status of Clear Academic Standing at the beginning of the academic semester:

- Achieving a Grade Point Average (GPA) of at least 2.00 in both the Semester and Cumulative GPA will result in continuing Clear Academic Standing
- Achieving a Semester GPA of 1.00 to 2.00 with a Cumulative GPA 2.00 and above will result in Conditional Academic Standing

Not achieving either Clear or Conditional Academic Standing (as described above) will result in Probationary Academic Standing

29.2. Conditional Academic Standing

The following is applicable to students with the status of Conditional Academic Standing at the start of the academic semester:

- Achieving both a semester and Cumulative GPA of at least 2.00 will result in Clear Academic Standing
- Achieving a Semester GPA of 1.00 to 2.00 with a Cumulative GPA of 2.00 and above will result in Conditional Academic Standing
- Achieving a minimum Cumulative GPA of 1.00 and not qualifying for Clear Standing as described above will result in Probationary Academic Standing
- **Achieving a Cumulative GPA below 1.00 may result in Academic Suspension**

29.3. Probationary Academic Standing

The following is applicable to students with the status of Probationary Academic Standing at the start of the academic semester:

- Achieving both a semester and Cumulative GPA of at least 2.00 will result in Clear Academic Standing
- Achieving a semester GPA of less than 2.00 will result in Academic Suspension

A student not meeting either of the two criteria as described above will continue to hold Probationary Academic Standing.

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30. Applying for Re-Admission after Suspension

At the end of a period of Academic Suspension, the student is required to meet his/her Academic Advisor, and complete the Registrar's 'Readmit/Program Transfer' form which must then be signed by all the relevant parties.

If the student is successful in being re-admitted to the study program, he/she will hold the status of Probationary Academic Standing and therefore must immediately meet with the Academic Advisor to develop a mutually agreed probationary plan of study. Failure to do so within the first ten days of each and every semester of the Probationary Academic Standing will result in the cancellation of course registration for that current semester.

30.1. Re-Admission of Withdrawn Students

A 'Withdrawn' student can only apply for readmission to a program at the University under the following conditions:

   a) The student must meet the full current admission requirements for his/her chosen program.
   b) The student is subject to the same priority criteria applicable to other students.

NB: If prior academic or established behaviour patterns have been deemed unacceptable, a further review may be required. The applicant must be able to provide demonstrative evidence of his/her capacity to perform at an acceptable social standard and academic standard in his/ her chosen program.

31. 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.

31.1. Courses offered as Special Arrangement

23.1.1. 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 with a compulsory weekly 1-hour meeting with the faculty. Attendance is compulsory.
   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.

23.1.2. Eligibility

A student may request to enrol 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.

The institution must limit the granting of such courses to 2 courses for programs below the bachelor's degree, 3 courses for a bachelor's degree without exceeding 2 courses in a given semester.

23.1.3. Application

When a student becomes eligible to enrol 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.

31.2. Courses Offered as Independent Study (For Undergraduate Programs)

23.2.1. 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.

23.2.2. 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 cumulative 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.

23.2.3. The Independent Study Course

An independent study contract consists of two parts: the proposal and the enrolment 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 enrol in no more than 6 credits of independent study in a given semester. A department may limit the number of independent study credits which a student is permitted

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32. 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 sessions, courses are delivered over a shorter 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.

33. Student Records

33.1. 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 on a regular basis and stored, as required, in a secure off-site location for business continuity purposes and disaster recovery.

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

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

33.2. Student Privacy Rights

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

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

33.3. Academic Transcripts

A student may request a copy of his or her unofficial Academic Transcript from the Office of the Registrar 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 has been paid.

33.4. Enrolment Verifications and Certifications

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

34. Graduation Policy for Undergraduate Studies

The following conditions must be met for a student to graduate:

- A minimum Cumulative Grade Point Average (CGPA) of 2.00 must be attained.
- The student must have successfully completed all courses in the study plan of the program.
- At least fifty percent of the program courses must have been completed at Canadian University Dubai.
- Any other specific graduation requirements for the Program must have been met.

NB: It is the responsibility of every student to know the graduation requirements for his/her program of study.

For Graduation with Honours, the following policy is followed:

- CGPA between 3.50 and 3.69: cum laude
- CGPA between 3.70 and 3.89: magna cum laude
- CGPA between 3.90 and 4.00: summa cum laude

To be eligible for graduation, the program must have been completed within the following time limits:

- For full-time programs: twice the length of the regular program
- For part-time programs: the maximum number of years is the number of required one semester courses (or equivalent thereof) divided by 3
- In some exceptional cases, a student may require the written approval from the Dean and/or VPAA to extend the Graduation time limit
- A student whose studies were interrupted for a period of time will not be eligible to graduate from a program that is no longer offered by the University - unless alternative arrangements are approved by the Dean and VPAA in writing

34.1. Application for Graduation

a) Each student needs to review his/her academic record in light of the academic requirements defined by the particular program of study. Review current academic progression and grades with the relevant academic advisor.

b) Each student must ensure that he/she is in good financial standing with the University (i.e. there are no outstanding balances or bounced cheques), and that all fees and financial obligations have been paid.

c) Complete an Application for Graduation Form, which is available on the Graduation website or from the Office of the Registrar, and submit it to the Office of the Registrar together with payment of AED 850.

34.2. Participation in the Commencement Ceremony

In order to participate in the Convocation Ceremony, a student must:

a) Complete a Convocation Confirmation Form and pay the accompanying fee to the Office of the Registrar.

b) Identify any special requirements or needs that Canadian University Dubai must address prior to or during the ceremony.

c) Complete an Academic Regalia Request Form and attend a fitting session at a Graduation Fair.

d) If a student requires a Letter for Permission to attend Convocation for their employer, complete an Official Letter Request form at least one week prior to the Ceremony.

e) Attend the rehearsal for the Ceremony, held the day before the actual Convocation.

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

34.3. Conferral of Degree

For students that are in good financial standing with the University, Canadian University Dubai Diploma, Certificate of Merit, and Official Transcript will be prepared upon approval of the application for graduation and released on condition that all financial obligations have been satisfied.

Conferral of the degree is noted on the permanent record of the graduate with the date of graduation.

34.4. Name on Degree

The student name printed on Canadian University Dubai certificate is always in English, and is exactly the same as the name found in the passport belonging to the student. If there is any ambiguity or difficulty in determining the proper name of a student, he/she will be contacted in order to verify the exact name.

34.5. Attestation of Degrees and Transcripts

In order for a student's Canadian University Dubai Degree, Diploma, Certificate of Merit, and Official Transcript to be attested, the attestation process, as outlined by the United Arab Emirates Ministry of Education – Higher Education Affairs must be completed by the student. Please see the guidelines found as per the Ministry Education – Higher Education Affairs website https://www.mohesr.gov.ae.

35. Internship

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 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. Canadian University 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.

35.1. Place of Internship

The internship place will be approved by Canadian University 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 decided 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 Canadian University Dubai's internship regulations. Students should refer to the Internship Manual available at the Student Services office for more information.

35.2. 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.

35.3. Absences During Internship

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

35.4. 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.

35.5. 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.

35.6. 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.

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35.7. Monitoring of the Internship Program

A list of students who are nominated for an internship is provided by the Office of the Registrar 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.

35.8. 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 (FA) 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 Canadian University Dubai website at www.cud.ac.ae

36. Academic Integrity: Policies & Procedures

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

The sections below describe the list of main academic offenses and related sanctions. This list is not meant to be exhaustive and will be updated by the university administration when necessary.

36.1. Academic Violations

36.1.1. Plagiarism

Definition:

Plagiarism includes, but is not limited to, representation of others' work, lending unauthorized assistance, and using strategies or processes with the aim of attaining dishonest grades on tests or examinations. Students may not submit any material created by or acquired from another person or business.

36.1.2. Anti-Plagiarism Strategies

In order to disseminate good academic practices against plagiarism and enforce academic integrity, Canadian University Dubai has adopted the following strategies:
1) Use of TurnitIn software: the software must be installed in pre-assigned laboratories for student access, including the library. Students should be able to run the software on their work before submission to the instructor. Faculty must also access TurnitIn through their computers to check student work compliance with good academic practices.
2) Organizing seminars on good academic practices: the academic affairs division must organize with the help of academic school's seminars on good academic practices. These seminars should present the most frequent forms of plagiarism, ways to acknowledge correctly the work of another source through proper references and university policies against plagiarism.
3) Use Moodle to post tutorials on good academic practices.

36.2. Cheating on Examinations

Cheating refers to attempting or using unauthorized materials or obtaining unauthorized assistance in an academic activity, including all types of examinations or evaluations. This may include impersonating another student; looking at another student's materials; using unauthorized notes/books/calculators; talking to other students; using communication devices such as mobile phones or any Bluetooth devices.

36.3. Information & Communication Technology Misuse

Canadian University Dubai is committed to providing faculty and students with all the required IT resources in order to ensure proper delivery of academic programs and access to information. The use of these IT resources should be legal and ethical and should fully comply with Canadian University Dubai ICT- AUP and applicable laws in the United Arab Emirates. The university ICT-AUP can be accessed through the website www.cud.ac.ae.

36.4. Fabrication

Fabrication refers to the process of inventing or falsifying information in an academic activity. Examples of fabrication may include falsifying the results of an experiment; falsifying a document or research paper; inventing a source that doesn't exist; and fabricating data to support claimed results.

36.5. Ethical Behavior

Students are expected to fully adhere to the ethical standards mandated by the university and the United Arab Emirates laws and regulations as well. Unethical behavior may include misuse of intellectual property and copyrighted materials; dissemination of false information; inappropriate behavior in class; disrespect towards faculty or other students. Unethical behavior will be treated as an academic dishonesty.

36.6. Sanctions Related to Violations of Academic Integrity

36.6.1. Plagiarism

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

- Underline offense: a written warning will be assigned to the student with a copy in his/her file.
- Second offense: a grade of zero is assigned for the academic work. A detailed report describing the plagiarized work with all related evidence will be put in the student's file.
- Third offense: an F grade is assigned to the course with an automatic suspension of the student from that course. Further disciplinary measures, including possible suspension from the university may be considered.

Any party to cheating or plagiarism is subject to exactly the same penalties. Students are strongly advised to read the section on plagiarism in the student handbook. The student may appeal following the university's appeal policy.

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

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

- First offense: a grade of zero is assigned for the academic work. A detailed report describing the plagiarized work with all related evidence will be put in the student's file.
- Second offense: an F grade is assigned to the course with an automatic suspension of the student from that course. Further disciplinary measures, including possible suspension from the university may be considered.

Any party to cheating or plagiarism is subject to exactly the same penalties. Students are strongly advised to read the section on plagiarism in the student handbook. The student may appeal following the university's appeal policy.

36.6.2. Cheating on Examinations

Penalty for Cheating – First Time

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

a) The student is assigned a grade of zero in that course.

b) A disciplinary warning is added to his/her file.

Penalty for Cheating - Second Time

If a student is found cheating a second time he will be assigned a grade of zero in that course and further disciplinary measures, including possible suspension from the university may be considered.

Procedure

Faculty submits a written report of the incident, along with the work in question and any physical evidence if available (i.e. video recording) to the Chair of the Exam Violation Committee. The committee reviews the incident and issues the disciplinary warning. A copy of the faculty's written report and student's work is included with the warning in the student's file.

36.6.3. Information & Communication Technology Misuse

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

36.6.4. Fabrication & Ethical Behavior

When a fabrication of information or unethical behavior is established, the faculty (or the person who witnessed the unethical behavior) must write a detailed report to the dean with all related evidence. The dean will write his/her recommendations to the disciplinary committee for appropriate actions.

37. Student Academic Rights and Responsibilities

37.1. Student Academic Rights

It is the right of the students to:

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

37.2. 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.

38. Code of Conduct

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

38.1. Unacceptable Conduct: Academic

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

38.2. 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:
    o Hindering or stopping normal functions of the University;
    o Preventing anyone from going about in a lawful manner;
    o Stopping specific activities related to the University.
- Falsifying one's ID or failing to show ID to an identified official or employee of the University,
- Failing to obey University officials engaged in university activities,
- Damaging the reputation of the University through improper conduct,
- Violating the Acceptable Use Policy,
- Stealing, being accessory to theft, and/or possessing stolen property,
- Improper use of University property in a manner contrary to its designated purpose including misuse of accommodation hall amenities and furniture,
- Disrupting a class, classroom, or other University unit, or campus activity by any means including but not limited to noise, projectiles, or other form of disturbance or disruption,
- Aiding, abetting, leading, encouraging causing or participating in a riot, including but not limited to food fighting, on University property or during a normal University activity,
- Removing without authorization or mutilating library materials,
- Betting: students may not gamble or bet on University property in any way, shape, or form,
- Bringing unauthorized visitors onto University premises,
- Disobeying University rules governing the use of its facilities.

38.3. Unacceptable Conduct: Student Safety

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

Any student who believes that he or she has been the subject of harassment or observed any type of harassment must communicate this incident to the Vice President of Student Affairs.

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

38.4. Unacceptable Conduct: University Property

A student commits a property offence when s/he:

- Holds, eliminates, uses, embezzles, or sells property owned by the University, or
- Damages or vandalizes property owned by the University.

Aiding or abetting any conduct or behavior mentioned above is unacceptable and will not be tolerated.

38.5. Student Dress Code

As ambassadors of the University, students observe high standards of personal appearance at all times. Students must observe the UAE's cultural norms for female and male attire.

Dress standards are part of the culture and socially accepted norms of ethics and are strongly associated with the identity, traditions, believes and values that are deeply rooted in United Arab Emirates society.

38.5.1. Dress Regulations Standards for Male Students:

- Students shall wear the male National costume (Kandura) in traditional colours acceptable by the UAE and GCC male communities. Students may also wear a suitable head-cover including Guthra, Ogal or any other acceptable head covers.
- Full-length trousers are preferred on campus. Shorts should be down to the knee to be sure of causing no offence. Very short shorts (stubbies?), cycling shorts that reveal certain contours, boxer shorts, etc. are prohibited. Underwear should not be visible.
- Long-sleeve shirts and elbow–length shirts are permitted on campus. Short shirts that reveal the entire arms are prohibited.
- Sport uniforms are only allowed at sports' facilities and they are totally prohibited in classrooms.

38.5.2. Dress Regulations Standards for Female Students

- With regard to UAE National costume including Abaya and Sheila; Abaya made of male Kandura cloth or designed in a male Kandura fashion are totally prohibited.
- Tops or any similar dresses that reveal the shoulders or the full arms such as spaghetti tops, very tight and/or low-cut tee-shirts are not allowed. Nevertheless, long-sleeve or elbow-length tops are permitted.
- Skirt length below or too the knee is fine.
- Sport uniforms are only allowed at sports' facilities and they are totally prohibited in classrooms.
- Excessive hair style or extravagant hair dyes are not permitted.

Don't wear anything that might be regarded as offensive. For example, tee shirts with offensive slogans or pictures, obscene language or gestures, anything that might cause religious or cultural offence, etc. If you have to ask whether it's acceptable or not, assume it isn't.

38.6. Smoke Free Campus Environment

The environment internal to Canadian University Dubai is smoke-free. In order to promote and maintain a healthy environment at Canadian University Dubai, and to promote the prevention of illness and encourage students, staff and faculty to lead a healthy lifestyle, a smoke-free campus environment policy has been created to reduce the use of tobacco products on campus. The objectives are to reduce the number of smokers on campus and to support those who wish to stop smoking; through raising awareness on the dangers of smoking and educating young adults with an aim to ensure they do not pick up the habit. To create awareness amongst the university community about the dangers of smoking, regular no-smoking campaigns are showcased throughout the year, in conjunction with the Ministry of Health.

Tobacco products include - but are not limited to - any lighted cigarette, cigar, pipe, midwakh, dokha, bidi, electronic cigarette or any other smoking device, along with any form of smokeless or spit tobacco such as dip, chew, or snuff.

Each and every member of the university community is responsible for maintaining this policy.

Procedure:

Those responsible for the application of the policy are the Security Supervisor and Security Staff, Student Affairs Division, and the Human Resources Department.

While students, staff, faculty and visitors are encouraged to make healthier choices, Canadian University Dubai has created clearly-marked designated smoking areas. These marked areas are the spaces between Halls B and C, Halls C and D and the space behind Hall C. These designated smoking areas are equipped with benches and ashtrays.

Warning System:

There is a three-point warning system in place for Canadian University Dubai students caught smoking outside these above-mentioned designated areas.

- **First time violation**: the student will be given a verbal warning (University Security or Student Affairs Division) and their Canadian University Dubai ID will be confiscated. The student will need to register with the Security Supervisor and can collect the ID card one week after the incident.
- **Second time violation**: should the student be caught violating the policy a second time, he or she will be given a first official warning letter (Student Affairs Division), which will be placed in his/her file.
- **Third time violation**: a third violation will lead to a final warning letter (Student Affairs Division) or possibly putting the student on registration hold for one semester. The case will be sent to the disciplinary committee.
  - Disciplinary committee decision will be taken and student will be informed accordingly.
  - Students have the right to appeal the committee's decision (in writing) to the President's Office.

39. Student Disciplinary Policy

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

A student under expulsion or suspension due to unacceptable behavior will not be permitted access to the University premises, which include the campus, its facilities, and the student accommodation. Student might be allowed to have access to the University premises if he or she is invited by the University Authority, or for a scheduled appointment, made by the student, with the University Authority.

39.1. 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 Vice President of Student Affairs will refer this conduct violation to Canadian University Dubai Disciplinary Committee. The following is a summary of possible violations and the disciplinary actions that Canadian University Dubai Disciplinary Committee might take.

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

The conduct covered in the above section shall constitute misconduct if it takes place on Canadian University Dubai property/premises or elsewhere if the student concerned was involved in a university activity, was representing the university or was present at that place by virtue of his or her status as a student of Canadian University Dubai, including any work placement.

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

39.2. Types of Warning and Actions

Verbal Warning: A verbal warning is given by the Vice President 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.

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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

39.3. Disciplinary Committee

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

39.4. Procedures

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

39.5. Communications to the Student Regarding Conduct Violations

o 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.

o The Disciplinary Committee informs the student on paper of the alleged violation of Canadian University Dubai code of Conduct Council and of the verdict reached, as well as the disciplinary measures

o 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.

o The President will reply to the appeal in print. A duplicate of the response will be sent to the Vice President of Student Affairs.

o The President has the right to overturn the decision of the Disciplinary Committee; the President's decision is final.

39.6. Disciplinary Committee Hearing

- The Vice President of Student Affairs updates all members party to the disciplinary action as to the confidentiality of the case;
- The Vice President 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 Vice President of Student Affairs will prepare a letter informing the accused of the Disciplinary Committee's decision;
- The letter will be stored in the student's folder held in the Registrar's Office.

39.7. 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 Vice President of Student Affairs. The President's decision is final.

40. Dismissal from Class

If the behaviour of a student interferes with the learning process or endangers the integrity/safety of the classroom environment, then the faculty member will be compelled to ask the student to leave the room or seek assistance to have the student removed.

For the process to determine additional or further sanctions, please refer to the Student Disciplinary Policy.

41. Student Complaints

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

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

41.1. 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.

41.2. Types of Student Complaints
41.2.1. Academic Complaints

Complaints against academic conclusions include but are not limited to:

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

41.2.2. 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.

41.3. Complaint Resolution Procedures

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

41.3.1. Informal Approach

a) The student concerned about an abovementioned item should first contact the person involved in writing. If the student cannot reasonably contact this person or resolve their issue at this level, then the student should contact the head of the relevant department or of the administrative unit or the Chair or the Dean of the School for a discussion. Concerns about a resolution at any of the steps mentioned above should ordinarily be raised to the Chair of the committee. The complaint must be delivered in writing within 15 days of the original incidence.

b) The University anticipates that in most instances the discussion of the concern with a pertinent staff member will result in a quick resolve of the matter that both parties find satisfactory.

c) If the issue is not resolved, then the student may contact his Academic Advisor who will direct him to appropriate individual that will be address the case The University anticipates that in most instances the discussion of the concern with a pertinent staff member will result in a quick resolve of the matter that both parties find satisfactory.

d) The student has fifteen days following an incident to lodge a formal complaint if the issue is not resolved

41.3.2. Formal Approach

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

41.4. 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. Canadian University Dubai then considers the case closed.

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

42. Student Councils Policy

42.1. Article 1 – Definition of the Student Councils

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

42.2. Article 2 – Names of the Student Councils

The names of the three Student Councils are:

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

42.3. Article 3 – Mission of the Student Councils

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

42.4. Article 4 – Membership

All students, no matter their ethnicity, religion, gender, or physical condition, are encouraged to be part of the Student Councils.

Each Student Council consists of the following six student executive positions, in addition to general student members:

- President
- Vice-President
- Treasurer

- Secretary
- Media Officer
- Public Relations Officer

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

42.5. Article 5 – Election Procedures of the Student Councils

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

42.5.1. Qualifications of Student Council Members

President and Vice President

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

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- 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 enrol for Fall, Spring, and Summer of their elected term of office;
- Should have demonstrated some leadership at Canadian University Dubai;
- Should apply by filling out the Student Councils application form available at the Student Affairs Department;
- Should submit his/her resume, and one photo to the Student Affairs Department;
- Should pass the interviews with the University Senate and the Vice President of Student Affairs.

42.5.2. Elections

The Elections rules and procedures are as follows:

Rules, Procedures and Responsibilities

A list of 30 students who support a candidate running for the president or vice president position is required. This list should be submitted according to the deadline of the election to the University Senate;

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

Elections Code of Conduct

The Election Committee has a mandate to ensure that the election process is fair and impartial. Violation of the elections code of conduct will result in sanctions such as temporary or permanent suspension from campaigning and, in extreme cases, the candidate's name will be removed from the elections list.

The following rules are to be followed during the elections:

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

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

Voting Procedures

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

Disputes and Violations

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

42.6. Article 6 – Student Councils Responsibilities and Duties

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

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

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

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

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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 Senate. The Vice President of Student Affairs will guide and advice the Presidents of the Student Councils.

42.7. Article 7– Requirements for remaining in Student Councils
- • Student Council members are required to attend all Student Councils scheduled meetings; members should inform the President of the Student Council for a non-attendance;
- • Members of the Student Councils are bound to their duties, and responsibilities;
- • Members of the Student Councils must maintain the required CGPA.

42.8. Article 8 – Resignation from Office
Members of the Student Councils wanting to resign from office must submit a written letter of resignation to the University Senate and the Vice President of Student Affairs. The University Senate 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.

42.9. Article 9 – Removal from Office

Members can and will be removed from office for unexcused absences from official meetings, non-performance, or non-participation in Student Councils activities and events. Also, members can be removed if they fail to maintain their CGPA. The removal will be made official by the University Senate and this official removal will be communicated in official letter to the Chairman of the Board of Trustees.

43. Information & Communication Technology (ICT)

43.1. Information and Communication Technology (ICT) Support

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

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

43.2. Use of Electronic Resources and Internet

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

43.2.1. User Responsibilities

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

As a user of Canadian University Dubai's ICT Network you must:

- Abide by all local and Emirate laws.
- Abide by all applicable copyright laws, trademarks and licensing.
- Observe, understand and abide by all copyright laws pertaining but not limited to music, videos, games, images, texts and other intellectual property in both personal and work environments.
- Consider all information in which you access and share over the internet as such materials are vulnerable to invasion of privacy, unauthorized access and malware which could result in invasion of privacy and/or copyright infringement

It is required by all users to report any suspicious account activity when security may be at risk or policy violations have occurred to the ICT Help Desk at +971 4 709 6222 or room C1-10.9.

43.3. University Technological Infrastructure and Social Media

Under no circumstances shall any user account holder of Canadian University Dubai use any of the Information and Communication Technology (ICT) resources as outlined in the ICT Appropriate Use Policy (AUP) for unapproved communication/transmission of any private, confidential or intellectual property of the University and/or its members. Such mediums include but are not limited to; social networking sites, Student newspapers, Student television, Digital Signage, Notice Boards.

44. Learning Resource Centre

Canadian University Dubai encourages students to use the materials that are available in the Learning Resource Centre (LRC) for independent learning, research needs or personal improvement. Accesses to the LRC, loan of materials or electronic resources are available to all Canadian University Dubai students, faculty and staff.

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

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

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

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

The LRC is open 7 days a week. Please check the LRC website for the timings (http://www.cud.ac.ae/lrc).

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

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

45. Student Affairs

45.1. Career Counseling

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

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

45.2. Student Success Centre

We pride ourselves on the extensive network of services that we provide to support our students during their studies. Canadian University Dubai aims to ensure student success, whereby each student is empowered to achieve his or her full potential. The ultimate goal is to fulfill a holistic approach so that each graduate 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 Dubai maintains relationships with many businesses in Dubai to help facilitate a smooth internship placement.

45.3. Personal Counseling

Canadian University Dubai recognizes the incredible pressure on today's student. These pressures can become overwhelming for some students and could lead in some cases to conditions that can jeopardize students' academic success. The University's aim is to prevent students from either feeling alone, or feeling unable to seek help for their problems.

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

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

- Familiarize themselves with the credit system of education followed by Canadian University Dubai,
- Understand and become familiar with the degree requirements,
- Interpret test and placement scores,
- Clarify major and/or career options,
- Select appropriate courses to optimize their academic performances,

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- Understand academic warnings and progression policies,
- Review the academic records of graduating students,
- Familiarize themselves with University services; library, information technology, laboratories, student services, student councils, etc.

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

45.5. Career Placement Services

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

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

45.6. Special Needs Services

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

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

45.7. Student Activities

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

- Cultural Events and Performances
- Athletics
- Community Involvement

45.7.1. Performance and Cultural Events

With over 100 nationalities represented at Canadian University Dubai, there is an abundance of cultural events held throughout the year. These events celebrate the diverse cultures present at Canadian University Dubai, with food, fashion, art, music and dance performances from countries all over the world. Such events include:

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

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

45.7.2. Student Athletics

Understanding that "a healthy body makes for healthy mind," Canadian University Dubai promotes wellness and organizes many sporting activities on campus. Students can play football, tennis, basketball, cricket, badminton, volleyball, chess and table tennis at either competitive or recreational levels.

Students can participate in any of the existing student clubs or form a new one. Some of the current clubs include:

- Basketball
- Tennis
- Volleyball
- Football
- Badminton

- Table Tennis
- Cricket
- Pool
- Chess

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

45.7.3. Community Involvement

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

- 5 Days for the Homeless
- The Terry Fox Run
- Movember

- Autism Awareness
- Breast Cancer Awareness

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

45.8. Student Publications

45.8.1. 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.

46. Alumni Network

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

Our alumni will be able to connect with their former classmates, colleagues, professors, and Canadian University Dubai community in general, and establish an extremely valuable social and professional network. Canadian University Dubai alumni are today's entrepreneurs and leaders. They constitute the vital talent of the community they serve. Through their rich and diverse networks, they are the best portal and the promotion of the extended outreach of the university.

Canadian University Dubai Alumni Network is established by graduates and administrators.

Its development and growth is enhanced by the participation, dedication, and support of its members and Canadian University Dubai community at large. All the efforts in support of Canadian University Dubai Alumni Network provide in return for its members' opportunities for life-long learning, greater realizations and much more accomplishments. In support of the Alumni Network, Canadian University Dubai encounters an additional channel to sustain its role and mission in society. For more information, email us at alumni@cud.ac.ae.

47. CUD Campus

Canadian University Dubai campus is steps away from Sheikh Zayed Road, the main thoroughfare of downtown Dubai and the hub of the financial district. The Dubai Mall, Burj Khalifa, and many of Dubai's premier attractions surround our facilities, and the Financial Centre metro station is walking distance from the University campus, ensuring an easy commute from anywhere on the network. There are also a wide variety of shops and restaurants nearby.

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

47.1. 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.

47.2. 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.

47.3. Classrooms
Canadian University Dubai has classrooms located in Halls B, C & D comprehensively fitted-out with comfortable chairs and workspace. Each classroom has wireless network access and is equipped with overhead projectors and computer workstations that enable faculty members to enhance learning with interactive content.

47.4. Computer Laboratories

Canadian University Dubai has several computer laboratories strategically placed throughout the campus, including one lab dedicated to Apple products. Each lab is appropriately furnished with computer desks, chairs and Desktop PC's for students to use. Software required for all programs has been installed on these machines. The labs offer a great deal of accessibility for your needs.

47.5. Students Lounge

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

47.6. MBA Lounge

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

47.7. Sport Facilities

Canadian University Dubai has a range of athletic facilities that allow students to balance their studies with physical activity. The 160 seat tennis court with its cement surface promotes a fast game with a high bounce.

47.8. Student Health Clinic

Free basic medical services are provided for students at Canadian University 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.

47.9. Prayer Rooms

Canadian University Dubai offers two beautiful prayer rooms located on the third floor of Hall D. These rooms allow both male and female students the opportunity to perform their prayers in the University.

47.10. The Holy Month of Ramadan

During Ramadan, the University expects all members of the community to refrain from eating, drinking or smoking on the University premises during daylight hours. In acknowledgement of our diverse community, the University designates a particular room where non-Muslims may eat or drink according to their needs. The University expects all its members to respect the U.A.E. culture and regulations, and show deference to the Muslim community during this period.

47.11. Cafeterias

Our campus is home to 4 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.

47.12. Parking Facilities

Secure parking is available for a nominal 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.

47.13. Student Transportation

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

• AED 2,200 per semester per student from/or to Sharjah or Ajman.

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

48. Health and Safety Policy

48.1. Introduction

Canadian University Dubai is committed to provide students, faculty and staff with an environment that fully complies with UAE laws and regulations in terms of health and safety. It is the responsibility of all academic and administrative managers to ensure that all policies and procedures related to health and safety are communicated, publicized, adhered to and regularly evaluated. Visitors, contractors and workers must comply with all relevant legislations for all on/off campus activities.

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

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

48.2. Objectives

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

- To comply with requirements of relevant legislations and current good practices;
- To identify significant hazards (the potential for harm), assess risks from activities involving those hazards and manage those risks;
- To promote a positive attitude to health, safety and wellbeing at the University amongst all staff and students
- To ensure that employees, students and others are adequately informed of the relevant identified risks;
- To ensure that staff and students are aware with the risks they may encounter;
- Ensure that this documentation and supporting information are made accessible, primarily through the University's web pages and at induction for staff;
- To make arrangements for co-ordination and co-operation with other stakeholders and third parties
- To monitor actively the management of risks to health and safety;
- To review the effectiveness of health and safety risk management and where appropriate to implement improvements;

48.3. General Safety Hazards

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

- Emergency lights will illuminate during an emergency.
- Keep fire doors and emergency exits free of obstructions.
- Keep the areas in front of fire extinguishers and fire alarms clear at all times.
- Do not overload electrical outlets or extension cords. Report damaged electrical cords, broken switches, loose connections, or bare wires to the supervisor immediately. When necessary to run a cable or electrical cord across the floor, always use a cable cover to protect the wiring and prevent tripping.
- Cord-connected electrical appliances should have a grounded 3-wire conductor or be approved.
- Inspect and test all electrical devices according to their risk category, and protectively enclose them as practical and appropriate.
- Personal appliances such as kettles, heaters, and battery chargers are not allowed to be used on campus unless prior consent has been given.
- Visually inspect equipment and tools before plugging them in. If cables or plugs are either damaged or incorrectly fitted, do not use the equipment and remove it from service. Never use defective or inappropriate tools and equipment.
- Do not overload the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- Always use proper safety step stools or ladders for climbing. Never stand on swivel chairs or use them as step stools.
- Avoid wearing loose clothing, long sleeves, ties or inappropriate gloves when supervising or working in a laboratory or on machinery.

48.4. Laboratory Activities

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

Items covered in the training of students include:

- Personal Protective Equipment
- 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

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48.5. Fire safety policy

Canadian University Dubai prohibits smoking in any of its buildings; there is a designated smoking area outdoors for those wishing to smoke. All students are expected to observe these regulations. Fire exit signs are posted at all exits to be used for evacuation and smoke detectors are placed in various strategic locations to provide early detection of smoke or fire. All fire extinguishers will be periodically checked by an outside company to ensure that they are in good operating condition. They will also do a safety inspection and check the building for fire hazards.

The Fire Marshal will supervise and coordinate the fire drill to ensure that all buildings are evacuated. Designated staff will be assigned as fire officials to take charge of the evacuation of a particular building in the event of fire. In addition, designated staff members will be trained as first aid attendants to assist fire officials with the evacuation. Fire drills will be practiced each semester in the academic buildings on campus to ensure that proper procedures will be followed in the event of a real fire.

48.6. Prevention:

- Know your work area; know alternative routes and fire exits
- Know the location of firefighting equipment and how to use it
- Avoid overloading electrical sockets
- Report promptly any faulty equipment
- Keep fire exits clear at all times
- Smoke only in the designated area

48.7. To Report Smoke or Fire:

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

48.8. When an alarm rings:

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

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48.9. Fire Evacuation Plan

48.9.1. Steps to take in case of fire

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

48.9.2. Guidelines

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

48.9.3. Fire Officials

Canadian University Dubai Fire Marshal: The Facilities Manager's office is Hall A1-12, and can be reached at 04-709-6212 / Mobile: 055-4626624.

First Aid Attendants

BUILDING	RESPONSIBLE
HALL A	• **Nurse (**8AM- 5PM) 04-709-6207 • **Night Shift Nurse** (5PM-10PM) 04-709-6207 • **First Aid Responder** - Finance Department 04-7096186
HALL B	• **First Aid Responder - I.T Department** 04-709-6224
HALL C	• **First Aid Responder - Student Affairs Department** 04-709-6201 • **First Aid Responder - Student Affairs Department** 04-709-6109 • **First Aid Responder - Office of the Registrar** 04-709-6206 • **First Aid Responder - Admissions Department** 04-709-6160
HALL D	• **First Aid Responder – Marketing & Communication Dept.** 04-709-6144

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

49. Student Accommodations

49.1. Student Accommodation Facilities

Canadian University Dubai Student Accommodations offers a clean, safe, and cost-effective living option in Dubai. Whether you're a UAE resident or an international student, living alongside your University peers can help you to integrate into campus life, and experience a unique multi-cultural environment, conducive to academic success, personal growth, and social development.

Our Accommodations are overseen by resident Officers and are available to undergraduates, graduates, and students studying English, in separate areas for male and female occupants. Private and family facilities are not available.

Early registration is recommended to secure a place in Student Accommodations as spaces are limited and will be issued on a first come first served basis. Preference is given to first year female students. If you're a returning student, please notify the Accommodations Department of your requirements at least 6 weeks before the start of a semester.

All Accommodations are self-catering and you will need to purchase your own groceries and prepare your own meals, or order meals from nearby restaurants.

Accommodations Location:

Canadian University Dubai Student Accommodations are located in Discovery Gardens, approximately 25 minutes by bus from the University campus. These Accommodations offer furnished 1-bedroom and studio apartments, each with a private bathroom. Discovery Gardens is within a short walk of Ibn Battuta Mall, which houses over 200 shops, including a hypermarket, cinemas and amusement arcades, money exchanges, banking services, restaurants, cafes and food courts.

Included in your accommodation fees are the following items:
- Bed and mattress
- Desk and chair
- Wardrobe
- Kitchens equipped with appliances such as stove, refrigerator, microwave, water cooler
- Transportation to/from Canadian University Dubai campus scheduled several times a day including evenings
- Accommodations Officers providing on-site supervision
- A community lifestyle encouraging participation in formal and informal social and sporting activities.

Items not covered by the fees that you should make arrangements to bring or purchase such as:
- Laptop computer
- Towels
- Plates, cups, pots/pans, cooking utensils
- Bedside lamp, electrical adaptors and extension cords
- Laundry soap, shampoo, soap, toilet paper, deodorant, toothpaste, and other such personal items.

Private Accommodations

If you prefer to live independently or with family, you will need to make alternative accommodation arrangements. Canadian University Dubai can assist by providing you with a list of several real estate companies that offer private furnished and unfurnished accommodation.

Any private rental arrangements are made exclusively between the student and the rental agency/landlord and CUD is not liable for any aspect of a private agreement. If you are interested in finding out more about private accommodation, you can contact housing@cud.ac.ae for further information.

49.2. Student Accommodation Fees per Semester

Discovery Gardens (Including Internet)		
1 Student	Studio	AED 32,970.00
2 Students	Studio	AED 16,980.00
1 Student	One Bedroom	AED 40,752.00
2 Students	One Bedroom	AED 21,225.00
4 Students	One Bedroom	AED 11,320.00

* Canadian University Dubai reserves the right to revise its prices according to current market rates
* Prices effective June 25th, 2015

49.3. Student Accommodation Fees Summer Session

Discovery Gardens (Including Internet)		
1 Student	Studio	AED 16,485.00
2 Students	Studio	AED 8,490.00
1 Student	One Bedroom	AED 20,376.00
2 Students	One Bedroom	AED 10,612.50
4 Students	One Bedroom	AED 5,660.00

* Canadian University Dubai reserves the right to revise its prices according to current market rates
* Prices effective June 25th, 2015

Rate

As the real estate market fluctuates, 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.

49.4. Security Deposit

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

49.5. 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 1st day of classes and up to 2 weeks' after	80%
Between 2 weeks and 1 month	75%
Between 1 month and 2 months	50%
Between 2 and 3 months	25%
Over 3 months	0%

49.6. Semester Dates

Students should refer to the Academic Calendar for Semester dates. Canadian University Dubai allows students moving into accommodations access one week before the beginning of the semester. Students leaving at the end of the semester are given one week after the completion to move out.

49.7. Transportation for Students Living in Accommodations

Students living in accommodations 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 www.cud.ac.ae.

49.8. Storage

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

49.9. Student Mail

Students are encouraged to visit Emirates Post to arrange for a P.O. Box in the event that they wish to receive mail. There is an Emirates Post outlet conveniently located near to the campus.

49.10. Safety, Security and Student Conduct in Accommodations
49.10.1. Emergency

Police	999
Ambulance	998
Fire Department	997

49.10.2. Incidents

In the event of a non-emergency incident at the Student Accommodations please contact the appropriate on duty Student Accommodation Security Officer; a Security Officer is available on call 24 hours a day, 7 days a week.

Discovery Gardens	056-102-5097

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49.11. 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 sound the fire alarm, call the fire department by dialing 997, and inform the Security Officer. Students must evacuate the building in the event of a fire alarm. Please ensure to be familiar with your address location.

49.12. Student Conduct in Accommodations

All residents must allow their fellow students the opportunity:

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

All students must:

- Respect all UAE laws and rules, culture and religion.
- Respect UAE culture and religion regarding relationship between women and men and refrain from sexual harassment and indecent exposure.
- Maintain the wellbeing of their roommates and refrain from harassment, discrimination, intimidation or causing physical harm.
- Respect all rules and instructions given by the Accommodation Officer or the Security Officer.
- Respect the personal privacy of fellow students.
- Respect the personal property of their roommates.
- Respect the University accommodation property.
- Show respect towards University personnel, students and security staff.
- Show tolerance of different cultural and religious practices, food choices and living styles.
- Practice good kitchen hygiene.
- Inform other residents, politely and respectfully, if they are violating your rights or the rights of other students.
- Inform the Accommodation Officer or Student Affairs Office if you feel that this positive atmosphere is not being provided.

Details at length are in Canadian University Dubai Student Accommodation Policy, available from the Student Accommodation Officer or online at www.cud.ac.ae.

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

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50. Finance

50.1. Non-Credit Programs

	Number of Weeks	Total
English for Academic Purposes 101-A (12 hours/week)	6 weeks	AED 4,320
English for Academic Purposes 101 (15 hours/week)	12 weeks	AED 10,800
English for Academic Purposes 201 (10 hours/week)	12 weeks	AED 7,200
English for Academic Purposes 301 (12 hours/week)	6 weeks	AED 3,600
MTH 010	6 weeks	AED 3,850
MTH 011	15 weeks	AED 3,850
MTH 012	15 weeks	AED 3,850
Foundation Program	30 weeks	AED 25,300

Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
Prices effective July 1st, 2015

50.2. School of Communications & Media Studies
- **Bachelor of Arts in Communication (Arabic & English)**
  - *(Advertisement, Public Relations, Journalism)*

Cost Per Credit	Cost Per Course (3 credits)
AED 1,900	AED 5,700

Actual tuition fees are paid based on credit hours taken per semester
Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
Prices effective July 1st, 2015

50.3. School of Liberal Arts & Sciences
- **Bachelor of Arts in English Language and Translation**

Cost Per Credit	Cost Per Course (3 credits)
AED 1,950	AED 5,850

Actual tuition fees are paid based on credit hours taken per semester
Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
Prices effective July 1st, 2015

50.4. School of Business Administration

- **Associate Degree in Marketing - 2 years**

66 Credit Hours = 22 Courses

- **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**

123 Credit Hours = 41 courses

Cost Per Credit	Cost Per Course (3 credits)
AED 2,100	AED 6,300

*Actual tuition fees are paid based on credit hours taken per semester
*Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
*Prices effective July 1st, 2015

50.5. School of Architecture & Design

- **Bachelor of Architecture**

170 credit hours

- **Bachelor of Science in Interior Design**

134 credit hours = 45 courses

Cost Per Credit	Cost Per Course (3 credits)
AED 2,250	AED 6,750

*Actual tuition fees are paid based on credit hours taken per semester
*Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
*Prices effective July 1st, 2015

50.6. School of Engineering, Applied Science & Technology

- **Bachelor of Computer and Network Engineering Technology**

132 credit hours = 44 courses

- **Bachelor of Science in Network Engineering**
- **Bachelor of Science in Telecommunication Engineering**

138 credit hours = 46 courses

Cost Per Credit	Cost Per Course (3 credits)
AED 2,150	AED 6,450

*Actual tuition fees are paid based on credit hours taken per semester
*Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
*Prices effective July 1st, 2015

50.7. School of Public Health & Health Sciences

- **Associate Degree in Food Safety**

63 Credit Hours = 21 Courses

Cost Per Credit	Cost Per Course (3 credits)
AED 2,250	AED 6,750

*Actual tuition fees are paid based on credit hours taken per semester
*Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
*Prices effective July 1st, 2015

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

126 credit course = 42 courses

Cost Per Credit	Cost Per Course (3 credits)
AED 2,100	AED 6,300

*Actual tuition fees are paid based on credit hours taken per semester
*Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
*Prices effective July 1st, 2015

50.8. New Undergraduate Student Full-Time Incidental Fees 2015-2016

Application Fee - Under Graduate	AED 500.00
New Student Registration Fee (Including Student ID) – one time	AED 1,100.00
Student Activities Fee - per semester	AED 200.00*
Student Health Insurance (3rd Party) - per year	AED 1,600.00
Accident Insurance (3rd Party) - per year	AED 125.00
Total	AED 3,525.00

*Incidental Fees are subject to change and are Non-Refundable
*Prices effective July 1st, 2015

50.9. Other Undergraduate Student Fees 2015–2016

Seat Reservation	25% of Registered Courses
Visa Security Fee	AED 5,000.00
Visa Application if within UAE	AED 2,850.00
Visa Application if Outside UAE	AED 2,350.00
Late Registration Penalty per Semester	AED 1000.00

Transfer Credit from Other University Fee	AED 500.00 *per course* *
Prior Learning and Recognition Assessment	AED 3,000.00 *per course*
Prior Learning and Recognition Assessment Appeal	AED 500.00 *per course*
Change of Major	AED 300.00
Application for reviewing exam sheet (Grade Appeal)	AED 300.00 *per course*
Application of Incomplete Exam	AED 1000.00
Reseat Exam (Graduating Students Only)	50% of Course fee
English Placement Test	AED 150.00
Mathematics Placement Test	AED 190.00
TOEFL Test	AED 600.00
Additional copy of Transcript	AED 100.00
Letter of Permission	AED 300.00 *per course*
To Whom It May Concern certificate	AED 50.00
Course Syllabus – Print & Stamp	AED 50.00 *per course*
Graduation Fee	AED 850.00
Graduation Ceremony Fee	AED 450.00
Re-Issuance of Degree Certificate	AED 800.00
Replacing lost RFID Card	AED 280.00
Student Transportation	AED 2,200.00
Parking Fee per Semester *(based on availability)*	AED 500.00

* Fees are subject to change and are Non-Refundable
*Transfer Credit Fee is Non-Refundable for 1st assessment
*Prices effective July 1st, 2015

50.10. Payment Schedule

Tuition fees should be paid in full at the beginning of the academic year or paid each semester according to the number of courses in which the student is enrolled. A student's registration is not complete until they finalize their payment. A student who fails to make the required payment will not be eligible for registration in future sessions.

50.11. Undergraduate Refund Policy

Once registered, students are academically and financially responsible for their course unless they officially withdraw by the given deadlines, outlined in the following table:

Withdrawal from a course within the first week of study	100% refund of fees paid
Withdrawal from a course before the completion of the second week of study	50% refund of fees paid
Withdrawal from a course after the completion of the second week of study.	0% refund of fees paid

All incidental fees are non-refundable

50.12. Payment Plans

Students may apply for a Payment Plan if they meet the eligibility criteria. Payment Plan applications must be received prior to the commencement of the Fall and Spring Semesters. The completed form must be received by the tuition payment deadline at Student Accounts in order to provide timely processing. The application must be accompanied by:

- A signed Application Form submitted to Student Accounts (available on the website);
- An upfront payment of 50% of course fees;
- An upfront payment for the Application Fee (non-refundable).
- A sign off from Student Accounts that there are no outstanding payments.

Once the Application Form is received, the University will make a decision within three working days from the date of receiving the application. Students will be notified through email of the success of their application.

* *Note that Payment Plans are available on tuition fees only. Incidental fees such as the costs of Accommodation, visa, and activity fees are not eligible for payment plan and must be paid in full prior to any semester start.*

There will be two choices offered for the payment plan:

1. 50% upfront payment and a further 50% payment before the mid semester exams.
2. 50% upfront payment and a further 2 payments of 25% by before end of Week 9 of the Semester.

All payment plan payments must be current to remain on the payment plan through registration. All payment plans will be evaluated in October and March to see if payments are current. If payments are not current, there will be a hold on future registration until payments are caught up or paid in full.

50.13. Eligibility

Students may opt to go on to a Payment Plan under the following circumstances:

- They are in at least the second year of their degree;
- They are not in the MBA program;
- The student is not on Scholarship of more than 50% in value;
- They pay 50% of the semester tuition fee up front;
- There is no payment plan available for Summer sessions;
- They pay the application and Management Fees with the application; and
- No student will be accepted if they have **any** outstanding debts (these must be cleared before any Payment Plan application will be accepted).

51. Discount Policy

Canadian University Dubai values the establishment of a family bound by the ideals of the pursuit of scholarship, knowledge and professional advancement, as well as the acquisition of higher professional skills and emancipation through lifelong learning. Its program of Special Discounts encourages and promotes the access to its programs for family members of its students, government employees, as well as for its own employees and those of the EMIVEST Group.

51.1. Guidelines for Discounts

- New and existing undergraduate and graduate students may be eligible for one form of reduction in the cost of tuition each semester based on full admission to the University. Scholarships and different discounts may not be combined. The highest percentage value will be awarded.
- Students who have been awarded a reduction in the cost of tuition must be, and remain in, good financial and academic standing while taking a full course load of at least 12 credit hours.
- Discounts are not applied when there is an outstanding balance owing to Canadian University Dubai which is not paid by the last day to register without late registration penalties.
- Winners or those who qualify for a reduction in the cost of tuition may not appeal the decision of the University or the percentage or amount of reduction assigned. The decision to grant or deny a reduction in cost is final.
- Discounts are applied to the current semester of registration and cannot be deferred to future semesters or applied to previous semesters.
- Other related costs are not waived. The discount is applied to the cost of tuition only. A refund is not granted for the discount amount should the student drop or withdraw from a course.
- Exchange students and transfer courses to and from other institutions are not eligible for the discount.
- Applicants must provide evidence that they meet the minimum qualification for the discount.

51.2. Sibling Discount

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

51.3. Spouse Discount

The husband or wife of a student registered at the University will benefit from a 10% discount on the tuition fees of the registered courses.

51.4. Government Employee Discount

Undergraduate Government Discount

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

Graduate Government Discount

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

52. Scholarships for Undergraduates

Disclaimer: All statements in this publication concerning requirements, amounts, conditions or other matters are for informational purposes only and are subject to change without notice.

A primary objective of scholarships at Canadian University Dubai is to promote the retention of high academic achievers. 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.

Canadian University Dubai offers the following scholarships: Outstanding Academic Excellence, Financial Hardship, Special Needs and Outstanding Sports Achievement.

Please note that the number of scholarships awarded is limited and you must meet the minimum selection criteria for the relevant category in order for your application to be considered by the scholarship committee. The amount to be awarded depends on the financial need and/or academic qualifications of the applicant.

52.1. Guiding Principles for Canadian University Dubai Scholarships
- Scholarships are open to all students of any citizenship who have met all the admission requirements.
- Scholarships are awarded to full-time students enrolled in four (4) academic courses or more per semester. For financial hardship and special needs scholarships, the number of academic courses students must enrol in will be considered on a case-by-case basis, although, where possible, a minimum of four (4) academic courses is recommended. Please note that scholarships may be granted for credit-bearing courses only.
- Students must maintain the cumulative grade point average (CGPA) necessary in order to continue their scholarship. For special needs scholarships, the cumulative grade point average (CGPA) necessary in order to continue their scholarship will be considered on a case- by-case basis.
- Scholarships are only valid for current tuition fees.
- Students can apply for more than one scholarship, provided you meet the eligibility requirements. In case a student qualifies for more than one reduction, scholarship or discount, the student will be given the chance to choose the benefit with the highest value. Financial awards may not be combined.
- All remaining and outstanding fees (tuition and housing) must be paid promptly in order to maintain your scholarship.

* Please note the following conditions:
Winners or those who qualify for a reduction in the cost of tuition may not appeal the decision of the University or the percentage or amount of reduction assigned. The decision to grant or deny a reduction in cost is final.

52.2. Application Deadlines – New Students
- 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 will not be considered by the scholarship committee.
- Applicants must email their scholarship application forms, along with all supporting documents to scholarship@cud.ac.ae

52.3. Application Deadlines – Returning Students

- Scholarship Application deadline for the Fall Semester is the end of week 5 of the preceding Spring semester.
- Scholarship Applications deadline for the Spring Semester is the end of week 5 of the preceding Fall semester.
- Late or incomplete scholarship applications will not be considered by the scholarship committee.
- Applicants must email their scholarship application forms, along with all supporting documents to scholarship@cud.ac.ae

52.4. Academic Excellence

Up to 100% tuition waiver

A student must have an academic average of 98%* or above to apply.

Student must have a CGPA of 3.9 or higher at the end of the first semester for the scholarship to continue.

Up to 50% tuition waiver

A student must have an academic average of 95%* or above to apply.

Student must have a CGPA of 3.85 or higher at the end of the first semester for the scholarship to continue.

52.5. Academic Achievement

Up to 40% tuition waiver

A student must have an academic average of 85%* or above to apply.

Student must have a CGPA of 3.70 or higher at the end of the first semester for the scholarship to continue.

20% tuition waiver

A student must have an academic average of 85%* or above to apply.

20% tuition waiver is awarded automatically to all new students with high school average of 85% and above. Returning students with CGPA of 3.85 per semester will also be awarded the 20% tuition waiver.

* UAE Secondary School Certificate or equivalent

Curriculum	Scholarship Value			
	Up to 100 %	Up to 50%	Up to 40%	Up to 20%
	Grade earned/leaving grade			
UAE Secondary School Certificate	98%	95%	90%	85%
UK AS-levels	4 A-grades	3 A grades	2 A grades	-
UK A-levels	3 A grades	2 A grades	1 A grades	-
UK O-levels	6 A grades	5 A grades	4 A grades	-
Indian State Board Exams	96%	93%	90%	85%
Indian Central Board of Secondary Education	96%	93%	90%	85%
International Baccalaureate	40	38	36	32
Countries of the Former USSR	98%	95%	90%	85%
Iranian Pre-University	19.5	19	18	17
North American High School Certificate	98%	95%	90%	85%
Nigerian High School Certificate WAEC	A1 grade	B2 grade	B3 grade	-

*The Guiding Principles for Canadian University Dubai scholarships must be met.

52.6. Sports

Up to 40% tuition waiver

A student must have an academic average of 80% or above to apply.

Second semester CGPA must be 3.50 or above for the scholarship to continue.

Students must submit:

- Completed application form
- Brief bio including relevant sport accomplishments
- Scanned copies of references from coach and/or PE teacher on institutional letterhead
- Scanned copies of certificates relevant to the sport you are applying for

Assessment will be based on the submitted information and scholarship will be offered based on merit. In some instances, an additional test may be required.

Up to 10% tuition waiver

A student must have an academic average of 70% or above to apply.

Second semester CGPA must be 3.0 or above for the scholarship to continue.

Students must submit:

- Completed application form
- Brief bio including relevant sport accomplishments
- Scanned copies of references from coach and/or PE teacher on institutional letterhead
- Scanned copies of certificates relevant to the sport you are applying for

Assessment will be based on the submitted information and scholarship will be offered based on merit. In some instances, an additional test may be required.

*The Guiding Principles for Canadian University Dubai scholarships must be met.

52.7. Special Needs

We at Canadian University Dubai pledge to provide an inclusive learning environment and to support the cognitive, emotional and creative development of students with disabilities. Special needs may be justified by physical or other disabilities.

Students eligible for a Special Needs Scholarship will benefit up to a 40% tuition waiver.

- For students applying for the first time, the academic average will be considered by the scholarship committee on a case-by-case basis.
- The CGPA at the end of the first semester will be considered by the scholarship committee, to determine if the scholarship will continue.
- A professional, documented diagnosis of disability must be supplied with application and will be kept confidential.

The above documentation must be submitted with the application. Any application with incomplete documentation will not be considered when awarding the Special Needs Scholarships.

*The Guiding Principles for Canadian University Dubai scholarships must be met.

52.8. Financial Hardship

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

Up to 40% tuition waiver

A student must have an academic average of 75% or above to apply.

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
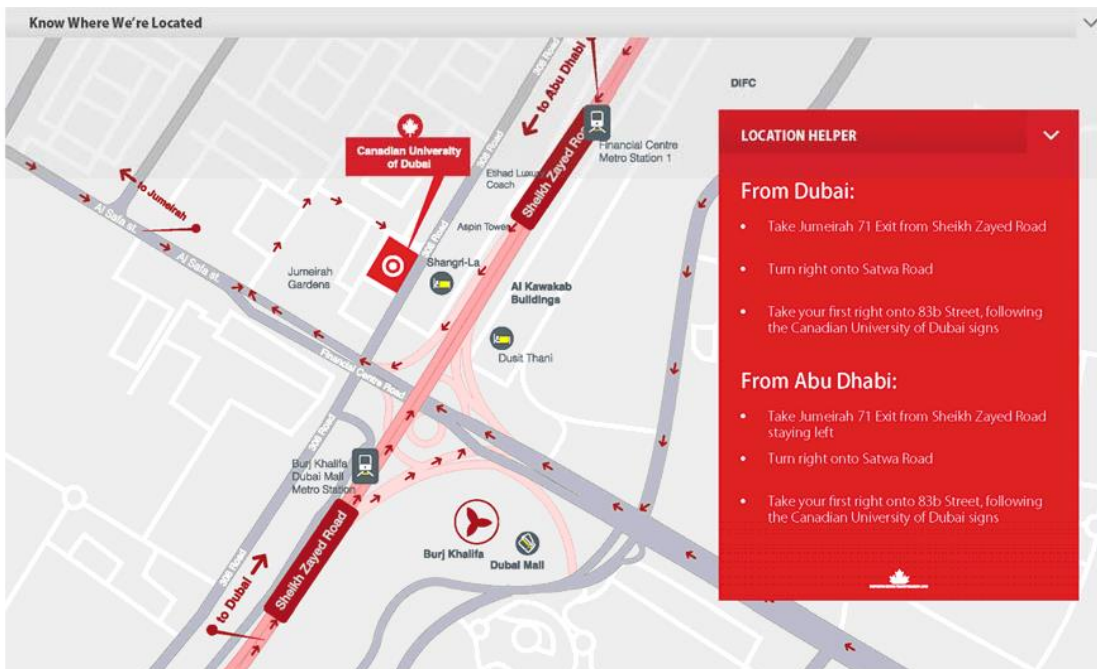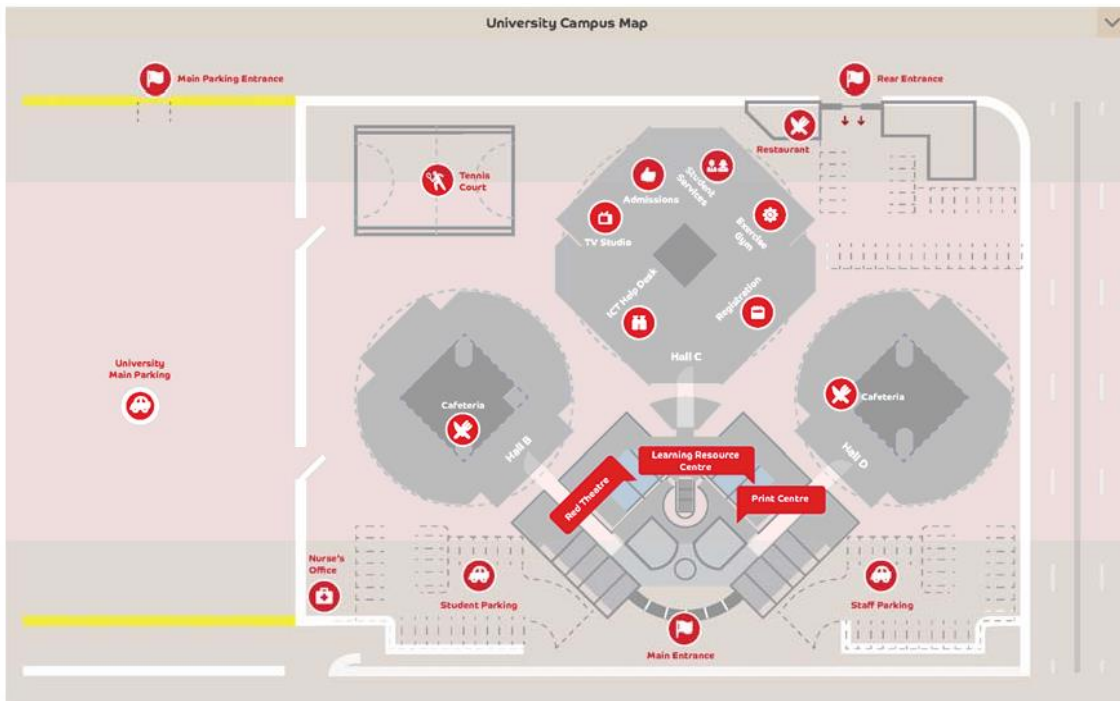
All documentation will be kept confidential.

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.

*The Guiding Principles for Canadian University Dubai scholarships must be met.

UNIVERSITY CAMPUS MAP & LOCATION

University Campus Map

Know Where We're Located

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

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Your University, Your Future
Canadian University Dubai