



CANADIAN  
UNIVERSITY DUBAI

Your portal to Canadian education

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UNDERGRADUATE  
STUDENT  
HANDBOOK  
**2017-18**

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INSPIRING  
MINDS  
TRANSFORMING  
LIVES

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**The contents of this handbook are subject to change from time to time at the sole discretion of the University, and on occasion updated information may be distributed regarding policy and regulation changes.**



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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

## رسالة من السيد: بطي سعيد الكندي رئيس الجامعة ورئيس مجلس الأمناء. والبروفيسور: كريم شلي مدير الجامعة ونائب رئيس الجامعة.

إنه لمن دواعي سرورنا البالغ تعريفكم بالجامعة الكندية - دبي. إن التعليم هو رحلة شيقية ومستمرة مدى الحياة، ومن المعلوم أن الطريق إلى الجامعة قد يشكل تحدياً لا يستهان به، وفي الجامعة الكندية دبي، سيكون تعليمك مبنياً على أعلى المعايير الدولية، وعلى تعليم كندي عالي الجودة، من سماته إنتاج مخرجات تعليمية واضحة، حيث إن التعليم الكندي يتصف بالالتزام والتعاون والمشاركة والتنوع. وقد تم تأسيس علاقات وشراكات علمية بين الجامعة الكندية دبي وأبرز الجامعات العلمية الكندية، مما يحول الطالب متابعه دراسته في تلك الجامعات، ولذلك فإن الجامعة الكندية دبي تهيئ 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 الطلاب من أكثر من تسعين جنسية، يشتركون في الاستفادة من التميز والرقي، من خلال ما توفره الجامعة لهم من المهارات العلمية والمعرفية، والخبرات الثقافية، التي تلهم العقول وتغير من حياة الطلبة، فاتحة أمامهم آفاقاً جديدة وهائلة، لأن الجامعة الكندية دبي ستقوم بإعدادك وتهينتك لتكون مواطن العالم للمستقبل. نيابة عن مجلس أمناء الجامعة وأعضاء هيئة التدريس وإدارة الجامعة وجميع موظفيها، نتمنى لكم رحلة ناجحة ومثمرة غنية بالعلم والمعرفة والثقافة، في طريقكم إلى تحقيق الأهداف الأكاديمية والشخصية الطامحين للوصول لها هنا في الجامعة الكندية دبي.



# 1. Welcome to Canadian University Dubai

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

Canadian University Dubai is located in the heart of downtown Dubai and all of our academic programs are 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 calling our University home our diverse student community builds 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 on extracurricular involvement. Our vibrant student life has something for everybody, from sports to concerts, and the opportunity for international trips. 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
- 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)

## 1.2. Institution Licensure and Program Accreditation

Canadian University Dubai, located in the Emirate of Dubai, was officially licensed from the 1<sup>st</sup> of August 2006 by the United Arab Emirates Ministry of Education – Higher Education Affairs to award degrees/qualifications in higher education.

## 2. Why Choose Canadian University Dubai?

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

### 1. Canadian-Based Curriculum

We offer an education based on the Canadian curriculum, giving us internationally recognized quality and credibility.

### 2. Option To Graduate In Canada

As a portal to Canadian higher education, you can start your degree at CUD then complete your studies and graduate from one of our partner institutions in Canada.

### 3. UAE Accreditation

All of our programs are accredited by the UAE's Ministry of Education – Higher Education Affairs.

### 4. International Faculty

Our international faculty is highly qualified and inspirational in their field, bringing innovative teaching styles and philosophies from across the globe.

### 5. Graduate Employability

With an education based on the Canadian principle of prescribed learning outcomes, CUD graduates are highly employable in the international jobs market.

### 6. Flexible Learning

We offer flexible program schedules – evening and weekend classes are available for both undergraduate and Masters programs.

### 7. Business-District Location

We have a convenient downtown location in the heart of Dubai's business district, with state of the art academic and recreational facilities.

### 8. Student-Centered Approach

CUD is a student-centered university, where we value student success above all else.

### 9. Research Opportunities

Our Research Centre provides students with the opportunity to be involved in cutting edge research internationally and in the UAE.

### 10. Multicultural Student Community

We have a truly multicultural learning environment, with students from over 100 nationalities.



## **3. Mission and Vision**

### **3.1. Mission**

Canadian University Dubai promotes Canadian perspectives in learning, research and application, grounded in an appreciation and respect for the diverse culture and values of the UAE.

### **3.2. Vision**

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

## **4. Canadian University Dubai 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.

### **4.1. 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.

### **4.2. 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.

### **4.3. 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.

### **4.4. 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.

### **4.5. Students Lounge**

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

### **4.6. 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.

### **4.7. 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.

## **4.8. 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.

## **4.9. The Holy Month of Ramadan**

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

## **4.10. 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.

## **4.11. Parking Facilities**

Secure parking is available for a nominal fee 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.

## **4.12. 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.

## 5. Admission Policies

### 5.1. Undergraduate Admission Policy

#### 5.1.1. 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

#### 5.1.2. English Proficiency Requirements

All students are required to provide a certificate of English proficiency, such as TOEFL (minimum score of PBT500/61 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 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 transfer student admitted to an undergraduate course in an English-medium institution that is recognized by the Ministry of Education – Higher Education Affairs (MOE), who can also provide evidence of having achieved a TOEFL score of 500 (or its standardized equivalent approved by the MOE) 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
- An Emirates Standardized Test (EmSAT English Achieve) score of 1100 is equivalent to the minimum English Language Requirement to enter a Bachelor's program in the UAE.

### 5.1.3. Placement Tests

#### 5.1.3.1. 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 the appropriate level of the EAP program based on their IELTS or TOEFL score.

Registered students in EAP are allowed to enrol in general education courses, in conjunction with the corresponding level of EAP.

#### 5.1.3.2. 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 fulfill the Mathematics requirement. The math requirement may be met by passing the Math Placement Test OR providing a Grade 12 minimum Math score of 70% Science stream OR SAT test minimum math score of 400\*.

Any student who has not met the mathematics requirement or achieved the required pass mark in the Mathematics Placement 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.

### 5.1.4. Program Specific Requirements

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

- Any major offered by the Faculty of Management at the undergraduate level
- Any major offered by the Department of Environmental 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:**

#### 5.1.4.1. 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%.

Math Placement Test OR Grade 12 minimum Math score of 85% Science stream OR SAT test minimum math score of 450.

#### **5.1.4.2. Bachelor of Architecture**

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

#### **5.1.4.3. 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.

#### **5.1.4.4. 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)

##### **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.

#### **5.1.5. 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](mailto: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).

### 5.1.6. Steps and Required Documents

- Complete an application online at [www.cud.ac.ae/ApplyOnline](http://www.cud.ac.ae/ApplyOnline)
- Original and fully attested high school transcript grade 12 results (meeting minimum admission requirements for selected program)
- Original high school transcript grade 10 and 11 results
- Original and fully attested high school diploma/leaving certificate
- Original high school equivalency certificate if required
- Copy of Emirates ID
- Original IELTS or TOEFL score
- Proof of successful completion or a letter of exemption of military service from the National & Reserve Service Authority (UAE nationals only)
- Applications from holders of High School Certificates are processed after payment of the non-refundable fee of 500 AED.

### 5.1.7. 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. 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 certificates and transcripts attested by the UAE embassy or consulate in that same country.
- c) If the student is not able to have the attestation completed by the UAE embassy or 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\*.

\*Students who completed their studies in an Arabic curriculum within another GCC country do not need to obtain an equivalency certificate

### 5.1.8. Students who have studied at Colleges/Universities Outside of 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 embassy or consulate in that same country.
- c) If the student is not able to have the attestation completed by the UAE embassy or 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) The student will also be required to obtain an equivalency document of all attested certificates from the Equivalency Department at the Ministry of Higher Education.

### 5.1.9. Foreign Equivalents

The following is a selected list of international equivalent admission requirements; if a prospective student does not see their educational system listed here, they should contact the Admissions Department for more detailed information.

**American System:** High school diploma (grade 10, 11 & 12) with a minimum of 60% or with a minimum CGPA of 2.00 and SAT with a minimum math score of 400.

**British System (IGCSE and GCSE):** Completion of at least seven (7) subjects including at least two AS or one A level subject. A minimum grade of C must be achieved for O level IGCSE or GCSE certificates; however, a minimum grade of D acceptable for subjects taken at AS level or A level GCSE. Furthermore, the applicant must provide evidence that they have attended school for at least 12 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:** Diplome and transcripts with minimum grade 10 out of 20.

**Iranian System:** Pre-university certificate and transcript of records with a minimum grade of 12 out of 20.

**Indian Board Certificates:** Grade 12 certificate with a minimum percentage of 50% and Grade 10 certificate results.

**International Baccalaureate (IB) Program:** IB Diploma with completion of six (6) subjects, at least three (3) at the higher level (HL) and a minimum total of 24 points.

**Pakistani Board Certificates:** Grade 12 certificate with a minimum percentage of 50% and Grade 10 certificate results.

**Nigerian/West African System:** WAEC, NECO, or WASSCE board certificate with a minimum of 7 subjects of C and above and secondary school transcript of results.

### 5.1.10. 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.

### 5.1.11. Deadlines for Admission

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



### 5.1.12. Letter of Admission

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

### 5.1.13. 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 Leader and two faculty, one from the relevant Department and one from a different Department.
- 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.

### 5.1.14. Student Visa

International and non-national students are eligible for a UAE Student Residence Visa sponsored by Canadian University Dubai. These visas are only issued to 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.

Student visas are valid for a period of 12 months and renewable per the duration of the student's program of study. Visas must be renewed or cancelled within an acceptable period before expiry while in the UAE. Failure to renew or cancel your visa accordingly may result in an absconding status with UAE Immigration and forfeiting of your visa deposit.

Students with abscondment status will be dismissed from the University and returned to their home country.

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:

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

**\*Note that the University cannot guarantee that you will be granted a student visa.**

#### Falsified Admission Documents

Students found to have submitted falsified documents will be dismissed from the University with no refunds and reported to the appropriate authorities.

## 6. Advanced Standing

### 6.1. Undergraduate Advanced Standing

Some student wishing to enrol at Canadian University Dubai may be eligible to earn academic credits from sufficiently high scores on some national/international secondary school examinations. A student may apply to have these credits and/or experience considered for advanced standing credit towards their program.

The granting of advanced standing will not diminish the integrity of the program of study and the qualification awarded but it is an acknowledgement by the University that students have gained the knowledge, understanding and skills equivalent to learning outcomes of some first-year courses of the program. In other words, the granting of advanced standing ensures that students are not required to repeat successful learning outcomes of identified courses to be discussed in the next section.

#### 6.1.1. Advanced Standing Credit Conditions

To protect the integrity of its awards, Canadian University Dubai will only award advanced standing for up to 3 subjects which were achieved with a minimum grade equivalent to B in:

- The GCE A-Level subjects
- The IB Higher Levels subjects
- The Lebanese Baccalaureate,
- The French Baccalaureate,
- The German Abitur

\*A subject may be considered for credit award only if the study plan of the program includes a first-year course whose learning outcomes are judged to be achieved by the coverage of the content of the subject under consideration.

\*Students must submit certified copies of the subjects' descriptions to the Office of the Registrar during the first semester of their study.

More information about Advanced Standing for Undergraduates can be found in the University Catalogue at [www.cud.ac.ae/downloads/university-catalogue](http://www.cud.ac.ae/downloads/university-catalogue)

### 6.2. Undergraduate Transfer Credit (From Post-Secondary Institution)

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.

## **7. 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.

Detail at length about the Prior Learning Assessment and Recognition Policy can be found in our University Catalogue at <http://www.cud.ac.ae/downloads/university-catalogue>

## **8. 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.

## 9. 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 year one students admitted into 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 probationary status cannot register without the signature of his or her Academic Advisor.

## 10. Registration Process and Procedures

### 10.1. 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.

#### 10.1.1. Registration Process

##### **New Students:**

1. Once admitted into the University you may sit with a student advisor in order to select courses or they may register for select courses online through their student portal.
2. You will be required to pay your fees prior to registering for courses.
3. Once courses are selected/payment is made you will then register by using the Registration Counters in Hall C.

##### **Returning Students:**

1. May register via the Registration counter or online through their student portal providing they:
  1. Are in clear or conditional 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 7-10 ONLY.
3. If you are not in good financial standing, please see the Cashiers to clear up any outstanding balances, you may pay at counters 11-13.
4. If you have an incomplete student file, please see registration personnel and provide the necessary documentation prior to paying your fees and registering. Counters 1-2

## 11. Special Arrangement

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.

### 11.1. Courses offered as Special Arrangement

#### 11.1.1. Delivery

When a course is delivered as special arrangement, the academic department 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.

#### 11.1.2. 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.

#### 11.1.3. 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 Leader review the student's application and make a recommendation for the dean.
3. The dean reviews the whole application for a final decision.

## 12. Independent Study

### 12.1. Courses Offered as Independent Study (For Undergraduate Programs)

#### 12.1.1. 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.

#### 12.1.2. 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 Faculty 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.

#### 12.1.3. 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

## 13. Policy on Intensive Modes of Course Delivery

When an academic department intends to offer a course or program through intensive modes of delivery, it must comply with the CAA requirements as specified in its standards. 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 department 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.

## 14. Student Course Load

### 14.1. 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.

## 15. Attendance & Absenteeism Policies

### 15.1. Attendance & Absenteeism Policy for Undergraduate Studies

#### 15.1.1. 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.



### **15.1.2. 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 Department for additional specific program or Department 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.

## **16. Add and Drop**

### **16.1. Add and Drop for Undergraduate Studies**

During the first week after registering for a course, students may drop or add courses as per the Academic Calendar 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.

## 17. Course Withdrawal

### 17.1. 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).

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

**\*Please see Undergraduate Refunds section for any related financial penalties**

#### 17.1.1. 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 Leader / Coordinator) must sign the form to ensure the student understands any academic issues ensuing from the action.

## 18. 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.

## 19. 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

## 20. 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.

## 21. Grading Scheme

### 21.1. Grading Scheme for Undergraduate Studies

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)

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
- Cumulative PGPA not less 2.00 is required for graduation
- 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 notice from the Registrar if his/her term GPA is less than 2.00

### 21.1.1. The Semester Grade Point Average

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

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

Course Name	Credit Hours	Letter Grade	Grade point
Course 1	3	A+	4.0
Course 2	3	A	3.7
Course 3	3	B	3.0
Course 4	3	B+	3.5

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

$$\text{SEM GPA} = \frac{4*3 + 3.7*3 + 3*3 + 3*3.5}{3+3+3+3} = 3.6$$

### 21.1.2. The Cumulative Grade Point Average (GPA)

A students' GPA is based on courses completed at this University. The semester or TGPA and the cumulative or CGPA is based on the weighted average of the grades obtained in all courses where the weight of the course is its number of credit hours. The program GPA (PGPA) includes only those courses that apply to the degree. If a course is repeated both grades will appear in the transcript, but only the higher grade will be used to calculate the GPA. Averages are truncated to two decimal points.

## 21.2. 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 Department. Please contact the Department for further information.

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

### 21.3. 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.

### 21.4. 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.

## 22. 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.

### 22.1. 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.

## **22.2. 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.

## **22.3. 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

## 23. Progression Policies

### 23.1. 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.



### **23.1.1. Academic Standing**

For each University term, every undergraduate student is required to achieve, both a Term Grade Point Average (TGPA) and a Cumulative Grade Point Average (CGPA) of at least 2.0. Every student will be awarded one of the following academic standings as a result of the formal course grades that they have achieved at the conclusion of each University term:

#### **23.1.1.1. 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

#### **23.1.1.2. 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**

#### **23.1.1.3. 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.

### 23.1.2. Normal Course Load per Program

<b>Department of Communication</b>	<b>Credit Hours</b>
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
<b>Department of Environmental Health Sciences</b>	<b>Credit Hours</b>
Bachelor of Science in Health Organization Management	15
Bachelor of Science in Environmental Health Management	15
Bachelor of Science in Health Information Management	15
Associate Degree in Food Safety	15
<b>Department of Architecture</b>	<b>Credit Hours</b>
Bachelor of Architecture	18
<b>Department of Interior Design</b>	<b>Credit Hours</b>
Bachelor of Science in Interior Design	18
<b>Department of Computer Engineering and Computational Sciences</b>	<b>Credit Hours</b>
Bachelor of Science in Network Engineering	18
Bachelor of Computer and Networking Engineering Technology	18
<b>Department of Electrical Engineering</b>	<b>Credit Hours</b>
Bachelor of Science in Telecommunications Engineering	18
<b>Faculty of Management</b>	<b>Credit Hours</b>
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

## 24. 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.

### 24.1. 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.

## 25. 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.

### 25.1. 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.

### 25.2. 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](mailto:scholarship@ cud.ac.ae)

### 25.3. 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@cuad.ac.ae](mailto:scholarship@cuad.ac.ae)

### 25.4. 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.

### 25.5. 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.

## 25.6. 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.**

## 25.7. 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.**

## 25.8. 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.**

## **26. Student Affairs**

### **26.1. 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.

### **26.2. 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 will leave with a strong sense of self, and is able to make a true difference in his or her career and community.

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

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

### **26.3. 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 aim of the University 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.



## **26.4. 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 new students 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,
- 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.

## **26.5. 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.

## **26.6. 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.

## 26.7. 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

## 26.8. 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.

## 26.9. 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.

## **26.10. 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.

## **26.11. Student Publications**

### **26.11.1. 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.

## 27. Student Councils Policy

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.

Detail at length about the Student Councils Policy can be found in our University Catalogue at <http://www.cud.ac.ae/downloads/university-catalogue>

## 28. 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>.**

## 29. 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@cu.dub.ac.ae](mailto:alumni@cu.dub.ac.ae).

## 30. Information and Communication Technology (ICT)

### 30.1. Information and Communication Technology (ICT) Support

Currently the ICT umbrella offers the following assistance and expertise; academic applications support, information systems, project management, applications and 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 the first line of contact for students, staff and faculty. It is open daily from 9am to 9pm. Any IT related issues are reported to the Help Desk via phone ext. 202 or walk up traffic to room C1-10.9.

### 30.2. Use of Electronic Resources and the 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.

### **30.3. User Responsibilities**

It is the user's responsibility to read, understand and observe the ICT AUP ([www.cud.ac.ae/ICT/AUP/ict-aup.pdf](http://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 national 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 where security may be at risk or policy violations may have occurred to the ICT Help Desk at +971 4 709 6222 or room C1-10.9.

### **30.4. University Technological Infrastructure and Social Media**

Under no circumstances shall any 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.

## 31. Student Accommodations

### 31.1. 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, Masters students, 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](mailto:housing@ cud.ac.ae) for further information.

### 31.2. 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 July 2017

### 31.3. 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 July 2017

### 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.

### 31.4. 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.

### 31.5. 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:**

Students who cancel after the beginning of classes are eligible for the following refund:	
Between the 1 <sup>st</sup> 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%



## 31.6. 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.

## 31.7. 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](http://www.cud.ac.ae).

## 31.8. 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.

## 31.9. 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.

## 31.10. Safety, Security and Student Conduct in Accommodations

### 31.10.1. Emergency

<b>Police</b>
<b>999</b>
<b>Ambulance</b>
<b>998</b>
<b>Fire Department</b>
<b>997</b>

### 31.10.2. 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.

<b>Discovery Gardens</b>
<b>056-102-5097</b>

### 31.10.3. 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.

### 31.10.4. Student Conduct in Accommodations

All residents must allow their fellow students the opportunity:	
<ul style="list-style-type: none"> <li>• To read and study undisturbed in their room,</li> <li>• To sleep without disturbance from noise,</li> </ul>	<ul style="list-style-type: none"> <li>• To have free access to their room without pressure from roommates,</li> <li>• To live in a safe, clean environment that is drug and alcohol-free.</li> </ul>
All students must:	
<ul style="list-style-type: none"> <li>• Respect all UAE laws and rules, culture and religion.</li> <li>• Respect UAE culture and religion regarding relationship between women and men and refrain from sexual harassment and indecent exposure.</li> <li>• Maintain the wellbeing of their roommates and refrain from harassment, discrimination, intimidation or causing physical harm.</li> <li>• Respect all rules and instructions given by the Accommodation Officer or the Security Officer.</li> <li>• Respect the personal privacy of fellow students.</li> <li>• Respect the personal property of their roommates.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect the University accommodation property.</li> <li>• Show respect towards University personnel, students and security staff.</li> <li>• Show tolerance of different cultural and religious practices, food choices and living styles.</li> <li>• Practice good kitchen hygiene.</li> <li>• Inform other residents, politely and respectfully, if they are violating your rights or the rights of other students.</li> <li>• Inform the Accommodation Officer or Student Affairs Office if you feel that this positive atmosphere is not being provided.</li> </ul>

Details at length are in Canadian University Dubai Student Accommodation Policy, available from the Student Accommodation Officer or online at [www.cud.ac.ae](http://www.cud.ac.ae).

More information about the following categories can be found in the Student Accommodation Policy:	
<ul style="list-style-type: none"> <li>• Signing in and Out</li> <li>• Curfew</li> <li>• Accommodation Leave</li> <li>• Violations of Curfew and Accommodation Leave</li> <li>• Quiet Hours</li> <li>• Guests</li> <li>• Maintenance</li> <li>• Cleaning</li> <li>• Pest Control</li> </ul>	<ul style="list-style-type: none"> <li>• Room Inspections</li> <li>• Substance Abuse</li> <li>• Failure to Comply with the Accommodation Policy</li> <li>• Registration for Accommodations</li> <li>• Moving In</li> <li>• Renewing Accommodations</li> <li>• Changing Rooms</li> <li>• Leaving Accommodations</li> <li>• Staying between Semesters</li> </ul>

## 32. Health and Safety Policy

### 32.1. 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 the UAE to operate in the field of higher education after fulfilling the standard health and safety requirements. This certification is reviewed on a regular basis as stipulated by laws and regulations of the UAE.

### 32.2. Objectives

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

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

### 32.3. 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.

### 32.4. 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:**

<ul style="list-style-type: none"><li>• Personal Protective Equipment</li><li>• Work Area</li><li>• Proper Attire</li><li>• Safe Chemical Disposal Procedures</li><li>• Chemical Control</li><li>• Broken Glass Handling</li><li>• Needle Safety</li><li>• Electrical Hazards</li><li>• Proper Labeling</li><li>• Storage</li><li>• Safety Equipment</li><li>• Fire Extinguishers</li><li>• Proper Use of Other Safety Equipment</li><li>• First Aid Kit</li></ul>	<ul style="list-style-type: none"><li>• Material Safety Data Sheet (MSDS)</li><li>• Safety Warnings</li><li>• Compressed Gas Cylinders</li><li>• Testing of Odors</li><li>• Heating of Glass Tubing, Rods and Test Tubes</li><li>• Handling of Acids, Bases and Water</li><li>• Bunsen Burner Usage</li><li>• Safe Heating of Organic Liquids</li><li>• Safe Cooling of Organic Liquids</li><li>• Safe Handling of Laboratory Instrumentation</li></ul>
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## 32.5. 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.

### 32.5.1. 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

### 32.5.2. 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.

### 32.5.3. 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 Extinguisher:** (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

## 32.6. Fire Evacuation Plan

### 32.6.1. 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.

### 32.6.2. 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.

### 32.6.3. 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	<ul style="list-style-type: none"><li>• Nurse (8AM- 5PM) 04-709-6207</li><li>• Night Shift Nurse (5PM-10PM) 04-709-6207</li><li>• First Aid Responder - Finance Department 04-7096186</li></ul>
HALL B	<ul style="list-style-type: none"><li>• First Aid Responder - I.T Department 04-709-6224</li></ul>
HALL C	<ul style="list-style-type: none"><li>• First Aid Responder - Student Affairs Department 04-709-6201</li><li>• First Aid Responder - Student Affairs Department 04-709-6109</li><li>• First Aid Responder - Office of the Registrar 04-709-6206</li><li>• First Aid Responder - Admissions Department 04-709-6160</li></ul>
HALL D	<ul style="list-style-type: none"><li>• First Aid Responder – Marketing &amp; Communication Dept. 04-709-6144</li></ul>

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

## 33. Student Academic Rights and Responsibilities

### 33.1. 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.

### 33.2. 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.

## 34. 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.

### 34.1. 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.



## **34.2. 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.

## **34.3. 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.

## **34.4. 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.

## **34.5. 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. As per Ministry of Education regulations “It is strictly prohibited for students to carry a mobile phone or any other electronic device inside the exam hall where exams are being administered. Just being caught in possession of any such devices will be considered cheating and the student will be punished by the penalty for cheating”

## 35. Graduation Policy

### 35.1. Application for Graduation

Before completing an application for Graduation students must complete the following steps:

- Students are required to review their academic record against academic requirements for graduation.
- Review current academic progression and grades with their academic advisor.
- Each student must ensure that he/she is in good financial standing with the University and that all fees and financial obligations have been met.
- Complete an Application for Graduation Form, which is available on the Student E-portal or from the Office of the Registrar, and submit it to the Office of the Registrar, together with the applicable fee, during Graduation fairs. These are held each spring semester of the academic year of Graduation.
- Once an application for graduation has been completed and filed the Office of the Registrar will begin to process all the necessary information for final certification in preparation for graduation.
- Only students who have successfully completed the degree requirements and have no holds by the end of the semester that they have applied to graduate are certified for the conferral of the respective degree.
- Degrees are only granted at the completion of the semester in which requirements have been met. Conferral of the degree and the date of graduation are noted on the permanent records of the graduate held by the University.
- Only one certificate will be issued for Canadian University Dubai graduates that have completed a program with a dual major concentration. The process of issuing certificates for dual major concentration requires handover of the initial certificate that has been issued by Canadian University Dubai. The new certificate with the dual major concentration replaces any previous certificate issued by Canadian University Dubai.
- Students' certificates will be released 6 weeks after the grades have been announced by the Office of the Registrar. Once the certificate is ready for collection, students will receive notification from the Office of the Registrar informing them that the certificate is ready for collection.

### 35.2. Academic Requirements for Graduation

- Students must have passed and completed the required number of credit hours for their program of study
- Have completed the program 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
- Have completed over 50% of the program at Canadian University Dubai
- Have a CGPA of 2.0 or above (Undergraduate) and CGPA of 3 and above with a minimum grade of B in all courses (Masters)

**For attendance at the convocation ceremony held during the spring semester each academic year:**

- Undergraduate students will have no more than 27 credit hours to complete including Spring Semester courses by the close of Summer 2.
- Masters students should have completed all credit hours for their program by the close of cycle 2 in the Spring Semester
- In exceptional circumstances, undergraduate students may be considered for attendance at the convocation ceremony with up to 30 credit hours remaining (including Spring Semester) on a case by case basis. Students should present their situation with supporting documentation to the Registrar for consideration by the graduation committee by the end of February in the year of convocation.
- If students drop courses and their credit hour load to complete their program increases then the offer to participate at convocation will be withdrawn and they will be invited to attend the following academic year, program requirements withstanding.

### **35.3. Merit Criteria**

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

### **35.4. Participation in the Convocation Ceremony**

The convocation ceremony for graduating students of Canadian University Dubai is held during the spring semester each academic year. Students who meet the University graduation criteria will be eligible to participate in the 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 before the end of February in the year of convocation.
- b) Identify any special requirements or needs that Canadian University Dubai must address prior to or during the ceremony.
- c) Schedule an appointment at a Graduation fair, attendance at which is mandatory for participation in convocation. During the graduation fair complete an Academic Regalia Request Form and official graduation photographs will be taken; cap and gown fittings will be conducted; and all the necessary forms regarding the graduation will be available.
- d) Identify on the graduation form the 3 names they wish to appear on screen during convocation. No more than 3 names can be accommodated on screen. Please note that the Graduation certificate will take the students name from their passport copy held on file by the Registrar's office.
- e) 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.
- f) Attend the rehearsal for the ceremony, held the day before the actual convocation. Attendance of graduating students at the rehearsal for the ceremony is mandatory; if a student does not attend the rehearsal, he or she will not be permitted to attend the convocation.

### **35.5. Conferral of Degree**

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.

### **35.6. Name on Degree**

The student name printed on Canadian University Dubai's 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. It is a student's responsibility to inform the Office of the Register of any updates or changes to passports held on file.

### **35.7. 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 as per the Ministry of Education – Higher Education Affairs website:

<https://www.moe.gov.ae/En/EServices/ServiceCard/pages/attestationregenrolled.aspx>

## 36. Student Records Policy

### 36.1. Purpose of the Policy

The Student Records Policy ensures that student information:

- Is maintained in a secure environment
- Limits access to confidential information
- Is maintained in a reliable, consistent and accurate manner

The Registrar's Office is the official auditor, recorder and keeper of student records. The Registrar's Office must ensure the accuracy and reliability of data collected and distributed as per the confidentiality and privacy policy approved by the University.

The purpose of this policy is to comply with CAA requirement (5.7 Student Records of the *Standards for Licensure and Accreditation 2011.*)

Canadian University Dubai respects existing:

- United Arab Emirates laws and any policy instituted by the country and its ministries with respect to the privacy of individuals and the maintenance of records about any individual.
- International standards for record retention in our effort to support Canadian University Dubai applicants, students and alumni world-wide.

Any breach of this policy is subject to legal action.

Authorized Registration personnel that conduct any activity or make a decision that affects the Official Transcript of the student must ensure there is an official record of that decision. The decision must be recorded electronically in CAMS and entered directly or attached to the student's record in CAMS. A physical copy of the decision may be stored, as necessary, in the student's paper file. The official record is the action taken by the user or student in CAMS based on the University's document.

If an academic student record is not referred to in this policy, this policy will be applied to that record. Documentation and forms are created as new procedures are established. This document refers to all student record data.

### 36.2. Student Information

The student information system responsible for the maintenance of student records is CAMS, a Three Rivers System product.

Within CAMS, the following data must be accurately and effectively maintained to ensure that the student record reflects the progress of the student:

- Admission documents
- Courses and programs of the Student
- Degree audit measurement of the student progression towards degree completion
- A student's Academic standing
- Class scheduling together with a record of registration indicating that the right student is registered in the right courses at the right time meeting pre- and co-requisites within the chosen program
- Holds of any kind including academic and tuition or fee assessment
- Merits and any other form of academic recognition

### 36.3. Procedures

As a result of this policy, the following procedures are required:

- Data custodians must be identified and will be charged with monitoring and auditing systems which contain personally identifiable information, ensuring that the information collected is used only for the purpose for which it was intended and that safeguards protect the privacy of the individuals.
- A retention and disposal schedule for documents and data is identified and complies with United Arab Emirates MOE, CAA and Records management guidelines under FIPPA, Canada (1990)
- Physical shredding of records must be completed in a secure environment
- Training will be delivered on a routine basis to individuals responsible for the creation, storage and maintenance of records.
- This policy and the University's compliance with it will be routinely reviewed in line with the University's policy review guidelines.

### 36.4. Policy

The Official File of the student is created through data entry, maintenance and deletion as well as document management within the University's information system. It is also created by scanning versions of required physical documents external to the University.

### 36.5. Data Entry

Data that is gathered, entered and stored in the University's electronic data system constitutes the official record of the student where both physical and electronic data records exist.

With respect to scanned documents, the electronic form of the scanned document is the official record where both a paper and electronic version of the record exists.

### 36.6. Data Retention

Data within the student record:

**Physical records:** External documentation submitted to Canadian University Dubai by applicants, students and graduates is scanned upon submission and electronically attached to the student's record in CAMS.

**E-records:** Data is created and retained to reflect the academic progress of students.

### 36.7. Physical Copy Documentation

Fire-proof, secure cabinets within the Office of the Registrar are used to retain the physical version of the student's official Canadian University Dubai record for undergraduate and Masters programs. Access to the Office of the Registrar is controlled by finger print identification assigned to authorized employees of Canadian University and CAMS database is password protected.

## 36.8. Electronic Data Collection and Dissemination

Data is entered, maintained and deleted in CAMS by authorized users. Documentation is scanned and linked to data in CAMS by authorized users.

Type	Description	Retention
Applicant Records	Any data that supports the applicant's admission into the University	e-Records are maintained indefinitely. Physical records are maintained for one year after the acceptance date.
Student records	Any data related to student's courses, credits, grades, scores on proficiency/placement examinations, education and enrollment verification, that is: any data that represents the student's academic history	e-Records are maintained indefinitely. Physical records are maintained for three years from the date the student record became inactive
Graduate records	Any data related to student's Graduation namely; Passport, High School Transcript, Equivalency and Graduation Certificate	e-Records are maintained indefinitely. Physical records are maintained for three years from the date the student graduated.

## 37. Student Code of Conduct

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

### 37.1. Unacceptable Conduct: Academic

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

## 37.2. Unacceptable Conduct: University Premises

- Fabricating information in any form, submitting falsified material to any University office, or presenting a false statement in any University disciplinary proceeding,
- Forging, altering, or misusing a University identification card, documents, or keys without the consent of the relevant authorities,
- Causing deliberate or thoughtless damage or destruction to University property on or off premises or belonging to others including but not limited to graffiti, destroying or removing advertisements,
- Unauthorized entry or trespassing,
- Occupying all or part of any University building, hindering or intimidating any persons, or threatening persons with forcefulness with the aim of:
  - Hindering or stopping normal functions of the University;
  - Preventing anyone from going about in a lawful manner;
  - Stopping specific activities related to the University.
- Falsifying 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.

## 37.3. 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 Dean of Student Affairs.

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



### **37.4. Unacceptable Conduct: University Property**

A student commits a property offence when she/he:

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

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

### **37.5. 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, beliefs and values that are deeply rooted in United Arab Emirates society.

### **37.6. 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 and 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.

### **37.7. 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 is totally prohibited.
- Tops or any similar dresses that reveal the shoulders or the full arm, 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.

## 37.8. Smoke Free Campus Environment

Canadian University Dubai is a smoke-free establishment. 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.

## 38. 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.

## 39. Student Disciplinary Policy

Students accused of objectionable behavior may be subjected to an array of reprisals, actions, and penalties as per Canadian University Dubai policy. Behavior-on or off campus- that violates the University's standards of good conduct, or that present 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. The 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 Dean of Student Affairs often resolves through mediation all conduct issues occurring on premises. However, in serious cases, the Dean of Student Affairs will refer the violation to Canadian University Dubai's Disciplinary Committee. The following is a summary of possible violation and their corresponding disciplinary actions.

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

The actions covered in the previous table are considered misconduct if they take 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 Dean 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 of the damaged good. Failure to pay may result in preventing the student from registering or obtaining his transcript.

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

## 39.3. Disciplinary Committee

The Disciplinary Committee will oversee all student misconduct and decide on the consequences to the alleged breaches of Canadian University Dubai's Conduct Code. The Disciplinary Committee is chaired by the Dean 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 committed must inform the Dean of Student Affairs in writing.
2. The Dean of Student Affairs will amass and examine evidence relevant to each particular case.
3. The Dean of Student Affairs will, based on their investigation, decide to refer, or not refer, this case to the Disciplinary Committee.
4. The student maintains the right to appeal their case to the University's President.
5. The Dean of Student Affairs will select three administrators and four faculty members to sit on the Disciplinary Committee.

### **39.5. Communications to the Student Regarding Conduct Violations**

- The Disciplinary Committee will take an acceptable amount of time to plan and conduct its investigation. The investigation will include: Student(s) and witness interviews; and, if needed, preparation of the witness for testimony (ies), and collection of evidence.
- The Disciplinary Committee will inform the student on paper of the alleged violation of Canadian University Dubai's Code of Conduct and of the verdict reached by the Disciplinary Committee, as well as the disciplinary measures
- The student will have 72 hours (three class days) to appeal the decision of the Disciplinary Committee to the President prior to any final disciplinary action. The President will reply to the appeal in writing. A duplicate of the response will be sent to the Dean of Student Affairs.
- 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 Dean of Student Affairs will update all members concerned in the disciplinary action as to the confidentiality of the case;
- The Dean of Student Affairs will present 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 Dean of Student Affairs and must present documentation 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 Dean 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 Dean of Student Affairs. The President's decision is final.

## **40. 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 involvement at the University.

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

## **40.1. 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 move to a higher internal level in case the student requires a review based on technical or practical grounds.

## **40.2. Types of Student Complaints**

### **40.2.1. 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.

### **40.2.2. Administrative Complaints**

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

- Policies pertaining to administration, procedures and rules by central administration, student support groups, and faculties;
- A conclusion taken by an administrator that affects an individual or groups of students;
- Access to University resources and facilities.

## **40.3. Complaint Resolution Procedures**

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

#### **40.4. Informal Approach**

- a) The student concerned about an above-mentioned item should first contact the person involved in writing. If the student cannot reasonably contact this person or resolve their issue at this level, then the student should contact the Leader of the relevant department or of the administrative unit or the Program Leader or the Dean of the Faculty / Department 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 the quick resolution of the matter to both parties' satisfaction.
- c) If the issue is not resolved, then the student may contact his Academic Advisor who will direct him to the appropriate individual who will address the case.
- d) The student has fifteen days following an incident to lodge a formal complaint if the issue is not resolved

#### **40.5. 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 Dean of Student Affairs; if the issue deals with an administrative or financial matter, the complaint should be addressed to the Vice President of Administration and Finance; if the issue deals with registration matters, the complaint should be addressed to the Registrar.

#### **40.6. Withdrawal of a Complaint**

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

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

## 41. 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 society and the university's graduates must be enforced through a fair and equitable evaluation of student work and the dissemination of strong academic values. Cheating and plagiarism are known to negatively affect 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.

### 41.1. Academic Violations

#### 41.1.1. 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. Students may not submit any material created by or acquired from another person or business.

#### 41.1.2. Anti-Plagiarism Strategies

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

- 1) The use of Turnitin software: this software is 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 will access Turnitin through their computers in order to check student work compliance against good academic practices.
- 2) Organizing seminars on good academic practices: the academic affairs division must organize, with the help of academic Departments, seminars on good academic practices. These seminars should identify the most frequent forms of plagiarism, ways to correctly acknowledge sources through proper references and the University's policies against plagiarism.
- 3) The use of Moodle to post tutorials on good academic practices.

#### 41.1.3. Cheating on Examinations

Cheating refers to attempting to use, 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.



#### **41.1.4. Information and Communication Technology Misuse**

Canadian University Dubai is committed to providing faculty and students with all the required IT resources needed 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](http://www.cud.ac.ae).

#### **41.1.5. 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/or fabricating data to support claimed results.

#### **41.1.6. Ethical Behavior**

Students are expected to fully adhere to the ethical standards mandated by the University and the laws of the United Arab Emirates. 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 academic dishonesty.

### **41.2. Sanctions Related to Violations of Academic Integrity**

#### **41.2.1. Plagiarism**

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

- **First offense:** a written warning will be assigned to the student with a copy in his/her file.
- **Second offense:** a grade of zero is assigned for the academic work. A detailed report describing the plagiarized work with all related evidence will be put in the student's E-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.
- **Fourth Offense:** If a third offence was filed for more than a course since the first semester of study, the Registrar will inform the Dean of the Faculty and the student will automatically fail all courses registered in the semester during which the second third offence is filed and further disciplinary measures, including possible suspension from the program and/or university, for up to two regular semesters, may be recommended by the disciplinary committee.

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.

### **41.2.2. Cheating on Examinations**

#### **Penalty for Cheating – First Time**

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

- a) The student will be assigned a grade of zero for 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 they 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.

### **41.2.3. Information and Communication Technology Misuse**

When a misuse of ICT resources occurs, an investigation is conducted by the IT department. All findings will be submitted to the Dean and Disciplinary Committee for appropriate actions.

### **41.2.4. Fabrication and 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 action.

## 42. Accredited Programs

Program	Faculty
Foundation Program	
Associate of Marketing	Faculty of Management
Bachelor of Business Administration in Accounting and Finance	Faculty of Management
Bachelor of Business Administration in International Business	Faculty of Management
Bachelor of Business Administration in e-Business	Faculty of Management
Bachelor of Business Administration in Human Resource Management	Faculty of Management
Bachelor of Business Administration in Marketing	Faculty of Management
Bachelor of Architecture	Faculty of Engineering and Architecture
Bachelor of Science in Interior Design	Faculty of Engineering and Architecture
Bachelor of Computer and Networking Engineering Technology	Faculty of Engineering and Architecture
Bachelor of Science in Network Engineering	Faculty of Engineering and Architecture
Bachelor of Science in Telecommunication Engineering	Faculty of Engineering and Architecture
Program	Faculty
بكالوريوس الآداب في الإتصال تخصص الصحافة	Faculty of Communications, Arts and Sciences
بكالوريوس الآداب في الإتصال تخصص الإعلان	Faculty of Communications, Arts and Sciences
بكالوريوس الآداب في الإتصال تخصص العلاقات العامة	Faculty of Communications, Arts and Sciences
Bachelor of Arts in Communication in Journalism	Faculty of Communications, Arts and Sciences
Bachelor of Arts in Communication in Advertisement	Faculty of Communications, Arts and Sciences
Bachelor of Arts in Communication in Public Relations	Faculty of Communications, Arts and Sciences
Bachelor of Arts in English Language and Translation	Faculty of Communications, Arts and Sciences
Bachelor of Science in Environmental Health Management	Faculty of Communications, Arts and Sciences
Bachelor of Science in Health Information Management	Faculty of Communications, Arts and Sciences
Associate Degree in Food Safety	Faculty of Communications, Arts and Sciences
Bachelor of Science in Health Organization Management	Faculty of Communications, Arts and Sciences

### 42.1. Continuing Education

Program	Section
English for Academic Purposes	Centre for Continuing Education and Lifelong Learning
Math for Academic Purposes	Centre for Continuing Education and Lifelong Learning

## 43. Academic Calendars

### 43.1. Undergraduate Students Academic Calendar

Fall 2017-18		
Month	Date	Event
June	01	Pre-Registration Open for Fall
September	09	Last Day to Secure Pre-Registration -Payment of Tuition Fees
September	10	Registration and Advising Week - Faculty Return
September	14	New Student Orientation
September	17	First Day of Classes / First Day of Late Registration Penalty
September	24	First Day of 50% refund - No new courses can be added
October	01	First Day of 0% refund - First Day of WN grade
November	09	Last Day of WN grade/Pre-Registration Open for Spring
November	30	Martyr's Day
December	02	National Day - University Closed
December	22	Fall/Study Break Commences – Faculty and Students
January	05	Exams Begin
January	13	End of Semester
Spring 2018		
January	13	Last Day to Secure Pre-Registration -Payment of Tuition Fees
January	14	Registration and Advising Week
January	19	New Student Orientation
January	21	First Day of Classes / First Day of Late Registration Penalty
January	28	First Day of 50% refund - No new courses can be added
February	4	First Day of 0% refund - First Day of WN grade
March	15	Last Day of WN grade/ Pre-Registration Open for Summer
March	25	Spring Break Commences – Students Only
April	8	Classes Resume
April	18	Graduation
May	11	Exams begin
May	19	End of Semester
Summer 2018		
May	19	Last Day to Secure Pre-Registration -Payment of Tuition Fees
May	20	Registration and Advising Week
May	27	First Day of Classes & First Day of Late Registration Penalty
June	3	First Day of 100% penalty - First Day of WN grade
June	22	Last Day of WN grade/ Pre-Registration Open for Fall (Continuing Students Only)
July	7	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](http://www.cud.ac.ae) for the latest Academic Calendar, as some dates are subject to change***

## 44. 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. Our academic programs at Canadian University Dubai are housed within:

- Faculty of Communications, Arts & Sciences
  - Department of Communication
  - Department of Environmental Health Sciences
- Faculty of Management
  - Associate of Marketing
  - Bachelor of Business Administration
- Faculty of Engineering and Architecture
  - Department of Electrical Engineering
  - Department of Computer Engineering and Computational Sciences
  - Department of Architecture
  - Department of Interior Design

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

### 44.1. Fundamental General Education and University Courses

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

- All students enrolled in undergraduate programs are required to complete broadly based basic general education course requirements. The general requirement is designed to add breadth to the students' intellectual experience. Students must attain knowledge and competency equivalent to completing courses in the areas of:
  - Language
  - Science
  - Technology
  - Humanities
  - Social Culture
- All undergraduate students must complete the equivalent of one or more university-level courses in Islamic history or culture *\*(See your Program Study Plan and Advisor as required)\**.
- Learning outcomes for GenED courses are clearly defined in the course syllabi and regularly assess the student's achievement of those outcomes through appropriate assessment in the classroom *\*(See your Program Study Plan and Advisor as required)\**.

Course Code	Course Title	Basket	Prerequisite	Cr. Hr
<b>Language</b>				
LNG 161	Communication Skills in English 1 مهارات الإتصال باللغة لإنجليزية (1)	Language	None	3
LNG 171	English I	Language	None	3
GED 196	Communication Skills in Arabic 1 مهارات الإتصال فى اللغة العربية (1)	Language	None	3
GED 196	Communication Skills in Arabic 1	Language	None	3
<b>Science and Technology</b>				
<b>Science</b>				
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
<b>Technology</b>				
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
<b>Humanities</b>				
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	Fundamentals of Innovation and Entrepreneurship	Humanities	None	3
GED 145	University Study Skills مهارات الدراسة الجامعية	Humanities	None	3
GED 205	Psychology in Everyday Life علم النفس فى 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 الأخلاقي فى عالم اليوم	Humanities	None	3
GED 324	Ethical Reasoning in Today's World	Humanities	LNG 172	3
<b>Social</b>				
GED 160	Studies in Ancient Civilization دراسات فى الحضارة القديمة	Social & Cultural Understanding	None	3
GED 198	Islamic Culture التقافة الإسلامية	Social & Cultural Understanding	None	3
GED 198	Islamic Culture	Social & Cultural Understanding	None	3
GED 199	UAE Society مجتمع دولة الامارات 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 فى الإسلام والمواثيق الدولية	Social & Cultural Understanding	None	3
GED 298	Special Topics in Western Culture	Social & Cultural Understanding	LNG-172, GED-198E	3

## **44.2. Faculty of Communications, Arts and Sciences**

### **44.2.1. A Word from the Dean**

I would like to extend to you a very warm welcome to the Faculty of Communication, Arts and Sciences. Our Faculty members aim to bring you cutting-edge learning based on state-of-the-art research and steeped in the creative spirit. We provide a range of opportunities to develop your knowledge and career in this diverse and increasingly dynamic and multi-disciplinary environment. Our curriculum brings together the opportunity to study a range of creative topics that are innovative and designed to provide you with an authentic learning experience directly linked to current and future innovations, research and practice. All programmes and courses are delivered by imaginative faculty and talented academics from North America and around the globe – all inspired by the urge to create and to share.

Today's market place is driven by the success of products and services that are the result of collaboration between a range of diverse disciplines drawing on the creators of arts, champions of science and leaders of business. The Faculty of Communication, Arts and Sciences is unique in bringing together students, academics and practitioners from these diverse areas of study collectively pursuing excellence in their endeavours. The outcomes-based teaching and learning (OBTL) methods coupled with a new 'invention enriched' approach to curriculum development and delivery (the Invention Focused Curriculum or IFC) means that every student in our faculty is encouraged to invent, develop and apply new knowledge discovered through learning & application during their time at CUD.

The Faculty of Communication, Arts and Sciences has partnered with a range of global education and corporate institutions to provide exciting opportunities for our students. The Faculty offers a range of multi-disciplinary programmes and course choices, designed to enable and encourage our students to excel, complemented by an innovative curriculum delivered through ultra-modern learning technology.

### **Faculty of Communications, Arts and Sciences**

Canadian University Dubai

## 44.2.2. Department of Communication

### 44.2.2.1. Undergraduate Programs

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

### 44.2.2.2. 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
					<b>15</b>
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
					<b>15</b>
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
					<b>18</b>
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
					<b>15</b>
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
					<b>15</b>
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
					<b>15</b>
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
					<b>15</b>
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
					<b>15</b>
<b>Total</b>					<b>123</b>



### **44.2.2.3. 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.

#### 44.2.2.4. 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
				<b>123</b>

### 44.2.2.5. 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
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
				<b>123</b>

#### 44.2.2.6. 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
				<b>12</b>
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
				<b>12</b>
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
				<b>18</b>
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
				<b>18</b>
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
				<b>15</b>
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
				<b>18</b>
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
				<b>12</b>
Semester 8	ADV 420	Graduation Project in Public Relations	Graduating Semester	3
		Free Elective		3
		Free Elective		3
		Free Elective		3
		Free Elective		3
		ADV Major Elective		3
	ADV Major Elective		3	
				<b>18</b>
				<b>123</b>

#### 44.2.2.7. مرحباً بكم في كلية الإتصال والآداب والعلوم في الجامعة الكندية دبي.

باعتبارها واحدة من بين الجامعات الرائدة في الدولة، تطرح الجامعة الكندية في دبي برنامجها في الإتصال، مرتكزة إلى القيم المعرفية العريقة التي يتميز بها الأسلوب الكندي في التعليم، للوصول بطلابها إلى مستوى التفوق المهني في عالم الإعلام الرقمي اليوم وغداً، ولكي يحقق البرنامج هدف الاعداد النموذجي لسوق عمل مليء بالتحديات والمتغيرات، فقد صممنا مكوناته بعناية تعكس قاعدة المعرفة الحالية، بما في ذلك أفضل الممارسات القائمة والمتصورة في المؤسسات الإعلامية المحلية والدولية، لذا يطرح البرنامج مساقات متنوعة ضمن فروع الثلاثة: في الصحافة والإعلان والعلاقات العامة، حيث تمزج بين التطبيق العملي والنظري في سياق مناخ يتسم بالرعاية والاهتمام، في مجتمع تعليمي مترابط، يكرس نفسه لخدمة الطلاب ورعايتهم، مما يمنح جميع المنتسبين إليه فرصاً كبيرة نحو الريادة والتطوير المعرفي.

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

نيابة عن أعضاء هيئة التدريس في كلية الآداب والعلوم، نرحب بك للانضمام إلى برنامجنا في الإتصال، لتصبح عضواً في عائلتنا، لتتعلم وتبحث وتعمل معنا، فالتواصل هو مفتاح النجاح.

#### 44.2.2.8. برنامج بكالوريوس الآداب في الإتصال

تطرح الجامعة الكندية في دبي برنامجها في الإتصال على مدى أربع سنوات يحصل من خلاله الطالب على درجة بكالوريوس الآداب في الإتصال. ويتلقى الطلبة تعليماً عاماً على مستوى الجامعة وتعليماً متخصصاً على مستوى برنامج الإتصال ويتضمن البرنامج ثلاثة حقول للتخصص هي :

- الصحافة
- العلاقات العامة
- الإعلان.

#### وصف البرنامج:

يهدف البرنامج لإعداد أجيال من الإعلاميين الشبان ليكونوا قادرين على المشاركة الإبداعية في العمل المهني في أحدث القطاعات الإعلامية من خلال الأنشطة التعليمية النظرية والتطبيقية. ويشجع منهاج البرنامج التفكير النقدي والمشاركة المباشرة في الإنتاجات الإعلامية والاتصالية ذات العلاقة بحقول التخصص الثلاثة. وإضافة للمساقات الإجبارية، يتضمن كل تخصص مساقات اختيارية يدرس الطالب منها ثلاثة تقع في إطار اهتماماته العلمية والمهنية. وهنا نلاحظ أن المساقات التدريبية العملية في التخصص مصممة أصلاً لتمكين الطلبة من التعامل المباشر مع المهنة الإعلامية بتجلياتها الفكرية والفنية.

لقد تم تطوير برنامج بكالوريوس الآداب في الإتصال بشكل يتناغم مع اتجاهات تطوير سوق الإتصال والإعلام في دولة الإمارات ومنطقة الخليج بصفة عامة. وتوحي التوسعات الجارية حالياً في الأنشطة الإعلامية المتعلقة بالإعلام الجديد، وشبكات التواصل الإجتماعي، والاتصالات المتكاملة، والإعلان بوجود حاجات متنامية لكوادر مؤهلة تتمتع بتعليم جامعي رصين. يؤدي إلي إعداد الخريجين للعمل بكفاءة في أسواق إعلامية وإعلانية واتصالية تنافسية ومتعددة الثقافات. ولتحقيق هذه الرؤية، يسعى برنامج الإتصال في الجامعة الكندية بدبي إلى إثراء التوجهات العالمية لدى الطلبة وبخاصة تلك المتعلقة بالتعددية الثقافية، ومهارات القيادة، والمعرفة التكنولوجية. ومن هذا المنطلق، فإن البرنامج قد صمم للطلبة الذين يسعون لمواجهة التحديات في سوق العمل بكل ثقة واقتدار.

## فرص العمل:

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

لمزيد من التفاصيل فيما يخص شروط القبول و التسجيل، يرجى الإتصال 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 لا 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 وأيضا 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 مفهوماً وقناعاتنا عن العالم الذي يحيط بنا حالياً، أكثر من أي وقت مضى. كما تؤثر الشبكات الإجتماعية في محيطنا اليومي، وتقوم بتحويلنا بصفة مستمرة. وعلى هذا الأساس، فقد صمّم 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 لاكتساب المهارات والمعلومات الكافية للعمل في مجالات النشر والتحرير، و الإنتاج، والبحث في مجال الصحافة سواء على الساحة المحليّة أو المستوى العالميّ.

**فرص التوظيف:**

يحصل الخريجون على فرص توظيف في الميادين التالية:

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

مدة الدراسة: 4 سنوات (8 فصول)

الساعات المعتمدة: 123 ساعة

الدرجة العلمية الممنوحة: درجة البكالوريوس

البداية: يمكن للطلاب الإلتحاق بالبرنامج من بداية الفصل الأول والثاني والصيفي

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

توزيع المساقات في الفصول الدراسية في تخصص الصحافة

الساعات	متطلب سابق	الموضوع	رمز المساق	الفصل
3		مدخل إلى برمجيات الحاسوب	101A GED	الأول
3		مهارات الاتصال باللغة الانجليزية (1)	161 LNG	
3		مهارات الاتصال باللغة العربية (1)(A)	A196 GED	
3		مدخل إلى الاتصال الجماهيري	100 MCM	
12				
3	LNG 161	مهارات الاتصال باللغة الانجليزية (2)	162 LNG	الثاني
3	GED-196 A	مهارات الاتصال باللغة العربية (2) (A)	296A GED	
3	MCM-100	نظريات الاتصال	110 MCM	
3		ثقافة إسلامية	A198 GED	
12				
3		إحصاء	101A MTH	الثالث
3	MCM-110	مناهج بحوث الاتصال	120 MCM	
3	MCM-110	تأثير وسائل الإعلام	220 MCM	
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	الرابع
3	MCM-110	المدخل الاجتماعي للإعلام	210 MCM	
3		مبادئ الاقتصاد	230 MCM	
3		الإنترنت والشبكات الإجتماعية	310 MCM	
3		انسانيات (2)		
3	MCM 100	أخلاقيات الإعلام وتشريعاته	130 MCM	
18				
3		التصميم الجرافيكي والإخراج	210 JRN	الخامس
3		الترجمة الصحفية (1)	205 JRN	
3	JRN-310	صحافة الإنترنت	215 JRN	
3	MCM-100	الكتابة والتحرير الإخباري	305 JRN	
3		متطلب علوم وتكنولوجيا		
15				
3	MCM-200	الجغرافيا السياسية	410 MCM	السادس
3		الحاسب الآلي والتوثيق الإعلامي	320 MCM	
3	MCM-100	النقد الأدبي والفني	330 MCM	
3		اختياري حر		
3		اختيار تخصص صحافة	JRN	
3	JRN-305	التحرير الصحفي (1)	315 JRN	
18				
3	JRN-305	السرد الرقمي	410 JRN	السابع
3	JRN -215	تصميم مواقع الشبكة العنكبوتية	420 JRN	
3	MCM-410	تاريخ العالم الحديث	420 MCM	
3		التدريب الإعلامي	430 MCM	
12				
3		اختياري تخصص صحافة	JRN	الثامن
3		اختياري حر		
3		اختياري حر		
3	فصل التخرج	مشروع تخرج في الصحافة	430 JRN	
3		اختياري حر		
3	MCM-310	اختيار تخصص صحافة	JRN	
18				
123				

**الوصف:**

إنّ برنامج بكالوريوس الآداب في الإتصال (تخصّص الإعلان) هو برنامج مصمّم لتهيئة الطلبة لدخول مجال الدعاية والإعلان بشقّه التقليديّ والإلكترونيّ، وهو من مجالات العمل التي تتميّز بإيقاعها السريع وتطوّراتها المثيرة.

يتلقى الطلبة الملتحقون بهذا البرنامج تأسيساً متيناً، بدءاً من الاستخدام التطبيقيّ لمنهجيات البحث والاستبيان كمّاً ونوعاً لقياس التجاوب الجماهيريّ ورصد المردودات التجاريّة من النشاطات الإعلانيّة، وصولاً إلى المهارات الدعائية والإعلانيّة المتنوّعة 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 يهيّء المتخرّجين منه لتقلّد وظائف في المجالات الإعلانيّة بنوعها، سواء التي تعتمد وسائل الإعلام التقليديّة مثل الصحافة والإذاعة والتلفزة، أو التي تتبنّى قنوات التواصل الإلكترونيّة. ويزوّد البرنامج خزّيبه بمقومات العمل الإعلانيّ عبر جميع مراحلها، بدءاً من دخول المنافسات على استقطاب العملاء وانتهاءً بتنفيذ الحملات الإعلانيّة وإطلاقها.

**المزايا:**

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

**فرص التوظيف:**

يحصل الخريجون على فرص توظيف في الميادين التالية:

صناعة الإعلانات والمبيعات والتسويق.

مناصب إداريّة أو إخراجيّة لدى وكالات الإعلان أو لدى إدارات الإتصال الجماهيريّ التابعة للشركات والمؤسسات.

مدة الدراسة: 4 سنوات (8 فصول)

الساعات المعتمدة: 123 ساعة

الدرجة العلمية الممنوحة: درجة البكالوريوس

البداية: يمكن للطلاب الإلتحاق بالبرنامج من بداية الفصل الأول والثاني والصيفي

لمزيد من التفاصيل فيما يخصّ شروط القبول والتسجيل، يرجى الإتصال هاتفياً أو الحضور لمقرّ الجامعة و مراجعة قسم القبول والتسجيل.

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 (A)(1)	196A	GED
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
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
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)		
3		مبادئ الاقتصاد	230	MCM
3		الإنترنت والشبكات الإجتماعية	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
3		كتابة النصوص الاعلانية	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
3	MCM-100	النقد الأدبي والفني	330	MCM
3		اختياري حر		
	ADV-200	الإعلان الدولي	410	ADV
18				
3	ADV-210	تخطيط الحملات الاعلانية	330	ADV
3	ADV-210	استراتيجيات الإعلان	320	ADV
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		
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، كتحضير 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 المحليّة أو المستوى العالميّ.

**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 للطلاب الإلتحاق بالبرنامج من بداية الفصل الأول والثاني والصيفي

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



توزيع المساقات في الفصول الدراسية في تخصص العلاقات العامة

الساعات	متطلب سابق	الموضوع	رمز المساق	الفصل
3		مدخل إلى برمجيات الحاسوب	101A	GED
3		مهارات الاتصال باللغة الانجليزية (1)	161	LNG
3		مدخل إلى الاتصال الجماهيري	100	MCM
3		مهارات الاتصال باللغة العربية (1)(A)	196A	GED
12				
3	LNG-161	مهارات الاتصال باللغة الانجليزية (2)	162	LNG
3	GED-196A	مهارات الاتصال باللغة العربية (2) (A)	296A	GED
3		الثقافة الإسلامية	198A	GED
3	MCM-100	نظريات الاتصال	110	MCM
12				
3		إحصاء	101A	MTH
3	MCM-110	مناهج بحوث الاتصال	120	MCM
3	MCM-110	تأثير وسائل الإعلام	220	MCM
3	MCM-100	مبادئ علم السياسة	200	MCM
3		الكتابة للعلاقات العامة	200	PRA
3		مجتمع دولة الإمارات العربية المتحدة	199A	GED
18				
3		أسس الإدارة	202	MGT
3	MCM-110	المدخل الاجتماعي للإعلام	210	MCM
3		انسانيات (1)		
3		مبادئ الاقتصاد	230	MCM
3		الإنترنت والشبكات الاجتماعية	310	MCM
3	MCM 100	أخلاقيات الإعلام وتشريعاته	130	MCM
18				
3		حملات العلاقات العامة	210	PRA
3	PRA-200	إدارة العلاقات العامة	315	PRA
3	PRA-200	تصميم المطبوعات الإعلامية	320	PRA
3	MCM-310	استخدام الإنترنت في العلاقات العامة	310	PRA
3		متطلب علوم وتكنولوجيا		
15				
3	MCM-100	النقد الأدبي والفني	330	MCM
3		الحاسب الآلي والتوثيق الإعلامي	320	MCM
3	MCM-200	الجغرافيا السياسية	410	MCM
3		اختيار حر		
3		اختياري تخصص علاقات عامة		PRA
3		انسانيات (2)		
18				
3	PRA-200	العلاقات العامة في المجال التطبيقي	215	PRA
3	PRA-315	الاتصال التنظيمي	410	PRA
3	MCM-410	تاريخ العالم الحديث	420	MCM
3	81 ساعة	التدريب الإعلامي	430	MCM
12				
3		اختياري تخصص علاقات عامة		PRA
3		اختياري حر		
3		اختياري حر		
3	فصل التخرج	مشروع تخرج في العلاقات العامة	420	PRA
3		اختياري تخصص علاقات عامة		PRA
3		اختياري حر		
18				
123				

### 44.2.3. Department of Environmental Health Sciences

#### 44.2.3.1. 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

#### 44.2.3.2. 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. Canadian University Dubai's Associate Degree in Food Safety will provide you with a broad, hands-on education in basic sciences and develop your fundamental knowledge of food safety in order 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:**

Upon successful completion of the Associate Degree in Food Safety program, 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 graduates 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.

### 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

### 44.2.3.3. 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 operations 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 Department of Environmental 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 Canadian University Dubai's Health Organization Management program you will have a strong background in the health sciences and be able to apply specialized management principles and techniques to the challenges faced in the health sector today. As a dynamic and flexible program, this degree will provide you with the knowledge and skills needed 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
	<b>TOTAL</b>			<b>15</b>
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
	<b>TOTAL</b>			<b>15</b>
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
	<b>TOTAL</b>			<b>15</b>
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
<b>TOTAL</b>			<b>18</b>	
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
	<b>TOTAL</b>			<b>15</b>
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
	<b>TOTAL</b>			<b>15</b>
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
<b>TOTAL</b>			<b>18</b>	
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
<b>TOTAL</b>			<b>12</b>	
Summer	HOM 402	<b>Internship: Familiarization with the Industry Between semesters 6 to 8.</b>	81 Cr.H	3
				<b>126</b>

#### 44.2.3.4. Bachelor of Science in Environmental Health Management

##### **Description:**

Our environment and health are pivotal to today's world and its future sustainability; health is a focal point for humanity and without proper health care systems our lives 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. Canadian University Dubai's Department of Environmental 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 field of health sciences.

The program will provide you with the knowledge and skills needed 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 Department of Environmental Health Sciences, you will be equipped with the requisite skills you need 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 Canadian University Dubai'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 needed 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:
  - Health safety and hazards,
  - Food safety
  - Water resources
  - Oil industry
  - Real Estate Development
  - 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
	<b>TOTAL</b>			
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
	<b>TOTAL</b>			
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
	<b>TOTAL</b>			
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
	<b>TOTAL</b>			
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
	<b>TOTAL</b>			
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
<b>TOTAL</b>				<b>18</b>
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
	<b>TOTAL</b>			
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
	<b>TOTAL</b>			
Summer	ENV 406	<b>Internship: Familiarization with the Industry Between semesters 6 to 8.</b>	81 Cr.H	3
				<b>126</b>

### 44.2.3.5. Bachelor of Science in Health Information Management

#### **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 needed 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. Canadian University Dubai'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
	<b>TOTAL</b>				<b>15</b>
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
	<b>TOTAL</b>				<b>15</b>
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
	<b>TOTAL</b>				<b>15</b>
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	
	<b>TOTAL</b>				<b>18</b>
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
	<b>TOTAL</b>				<b>15</b>
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
	<b>TOTAL</b>				<b>15</b>
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
	<b>TOTAL</b>				<b>18</b>
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
	<b>TOTAL</b>				<b>15</b>
<b>Total</b>					<b>126</b>

## **44.3. Faculty of Management**

### **44.3.1. A Word from the Dean**

I would like to take this opportunity to welcome you to the Faculty of Management. In common with the overall approach at Canadian University Dubai, the Faculty of Management brings you the very best of the diverse North American learning culture, providing a range of opportunities to develop your management-related knowledge and career. The curriculum, teaching methods and support services are innovative, dynamic and designed to deliver an authentic learning experience that is directly linked to state-of-the-art research and practice. All programmes and courses are delivered by experienced faculty and talented researchers with local and international experience from North America and around the globe.

The choice you have made to study with us will help define your future career direction, and you will find our experienced faculty members to be capable teachers and researchers who are highly supportive of your ambitions. The Faculty is committed to the pursuit of academic excellence through the use of outcome-based teaching and learning (OBTL) leveraging a new 'invention enriched' approach to curriculum development and delivery (the Invention Focused Curriculum or IFC). This approach means that every student in our faculty is encouraged to explore, develop, invent and apply newly discovered knowledge acquired during their time at CUD.

The Faculty of Management has partnered with a range of globally renowned education and corporate institutions to provide exciting opportunities for students to progress and grow. The Faculty offers a range of programmes and courses designed to enable our students to excel in their chosen specializations. Complemented by an innovative curriculum and ultra-modern learning technology spread across its campus buildings, the Faculty of Management gives you the skills, tools and knowledge to step into the business world ready to engage as the leader you have the potential to be.

#### **Faculty of Management**

Canadian University Dubai

### **44.3.2. 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

### 44.3.2.1. 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 students' knowledge and professional competencies to prepare them 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 the 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 with an Associate Degree in Marketing are qualified to take up positions in a broad range of 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	
				<b>15</b>	
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
				<b>18</b>	
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
				<b>18</b>	
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
				<b>15</b>	
				<b>66</b>	

### 44.3.2.2. 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 our rapidly evolving technological world business is going beyond traditional static websites and creating a growing need to harness intelligent online 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 a 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 Canadian University Dubai's unique business simulation laboratory, where you can apply your theoretical learning through an Enterprise Resource Planning (ERP) application system, such as SAP. This gives you authentic insight into business processes and provides you with a head start in your career.

**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 in order to provide you with the knowledge and skills needed 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 that helps you understand and implement concepts using industry best-practice technology, thereby enhancing your employment opportunities after graduation.

#### 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
- e-Business Consultant
- Project Management
- e-Business Entrepreneur

### Study Plan of the Bachelor of Business Administration 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
				<b>12</b>
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
				<b>12</b>
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
				<b>15</b>
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
			<b>18</b>	
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
			<b>18</b>	
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
			<b>18</b>	
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
			<b>15</b>	
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
			<b>15</b>	
			<b>123</b>	

### 44.3.2.3. Bachelor of Business Administration in Marketing

#### **Description:**

Marketing is an essential function for 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 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, 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 Canadian University Dubai's BBA in Marketing you will be equipped to contribute to the development and implementation of marketing strategies, analyze market trends, and 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 experience, and students are encouraged to explore marketing internships and study abroad opportunities that will 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 Bachelor of Business Administration in Marketing

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I	None	3
			Social & Culture	None	3
	MTH	196	Mathematics for Business	None	3
	GED	101E	Applications of Computer Software	None	3
	BUS	100	Introduction to Business Management	None	3
				<b>15</b>	
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG-171	3
	EBU	200	E-Business Fundamentals	None	3
			Humanities (1)		3
				<b>15</b>	
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
	BUS	200	Business Report Writing	LNG-172	3
				<b>15</b>	
Semester 4	FIN	201	Managerial Finance	ACT-112	3
	QBA	241	Quantitative Business Analysis	MTH-196	3
	BUS	231	Legal Environment of Business		
	MKT	208	Consumer Behavior	MKT-201	3
			Humanities (2)		3
				<b>15</b>	
Semester 5	BUS	210	Business Research Methodologies	QBA-241	3
	HRM	310	Human Resource Management	BUS-100	3
	MKT	340	E- Marketing	MKT-201	3
			Major Elective (1)		3
	QBA	341	Quantitative Approaches to Decision Making	QBA-241	3
			Science & Technology		3
				<b>18</b>	
Semester 6	MKT	310	Advertising & Promotion	MKT-201	3
	SWS	351	Management of Information Systems	GED-101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	BUS-100, QBA-341	3
	MKT	320	Retailing	MKT-201	3
				<b>15</b>	
Semester 7			Core elective (1)		3
	MKT	430	Marketing Research	MKT-208, QBA-241	3
	MKT	465	International Marketing	MKT-201	3
			Major Elective (2)		3
	MKT	400	Internship	90 credits, min CGPA of 2.0	3
				<b>15</b>	
Semester 8	MGT	470	Strategic Management	MGT-320, ECO-221, 222, FIN-201, MKT-201, MGT-361	3
	MGT	405	Business Ethics & Social Responsibility	BUS-100	3
	MKT	469	Marketing Management	MKT-430, MGT-320	3
			Core elective (2)		3
			Major Elective (3)		3
				<b>15</b>	
				<b>123</b>	

#### 44.3.2.4. Bachelor of Business Administration in Human Resource Management

##### **Description:**

Human capital is a critical resource for 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 needed 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 Canadian University Dubai, you will be equipped to apply various concepts and techniques in order 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
- Staffing
- Training and Professional Development

## Study Plan of the Bachelor of Business Administration in Human Resource Management

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I	None	3
			Social & Culture	None	3
	MTH	196	Mathematics for Business	None	3
	GED	101E	Applications of Computer Software	None	3
	BUS	100	Introduction to Business Management	None	3
				<b>15</b>	
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG-171	3
	EBU	200	E-Business Fundamentals	None	3
			Humanities (1)		3
				<b>15</b>	
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
	BUS	200	Business Report Writing	LNG-172	3
				<b>15</b>	
Semester 4	FIN	201	Managerial Finance	ACT-112	3
	QBA	241	Quantitative Business Analysis	MTH-196	3
	BUS	231	Legal Environment of Business		
	HRM	320	UAE Labor Law and Relations	BUS-100	3
			Humanities (2)		3
				<b>15</b>	
Semester 5	BUS	210	Business Research Methodologies	QBA-241	3
	HRM	310	Human Resource Management	BUS-100	3
			Major Elective (1)		3
			Major Elective (2)		3
	QBA	341	Quantitative Approaches to Decision Making	QBA-241	3
			Science & Technology		3
				<b>18</b>	
Semester 6	HRM	370	Compensation Management	HRM-310 & QBA-241	3
	SWS	351	Management of Information Systems	GED-101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	BUS-100, QBA-341	3
	HRM	330	Staffing	HRM-310 & HRM-320	3
				<b>15</b>	
Semester 7			Core elective (1)		3
	HRM	470	Strategic Human Resource Management	HRM-410, HRM-370	3
	HRM	410	Human Resource Development	HRM-370	
	HRM	440	International Human Resource Management	HRM-370	
	HRM	400	Internship	90 credits, min CGPA of 2.0	3
				<b>15</b>	
Semester 8	MGT	470	Strategic Management	MGT-320, ECO-221, 222, FIN-201, MKT-201, MGT-361	3
	MGT	405	Business Ethics & Social Responsibility	BUS-100	3
	HRM	460	Leadership	HRM-410	3
			Core elective (2)		3
			Major Elective (3)		3
				<b>15</b>	
				<b>123</b>	

### 44.3.2.5. 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 of 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.

Our BBA in Accounting and Finance will equip you with the detailed knowledge and skills needed to take on 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:**

Canadian University Dubai's BBA in Accounting and Finance program will develop your skills in planning, critical analysis and financial evaluation in order 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. Our BBA in Accounting and Finance is designed to prepare students for careers in:

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

### Study Plan of the Bachelor of Business Administration in Accounting and Finance

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I	None	3
			Social & Culture	None	3
	MTH	196	Mathematics for Business	None	3
	GED	101E	Applications of Computer Software	None	3
	BUS	100	Introduction to Business Management	None	3
				<b>15</b>	
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG-171	3
	EBU	200	E-Business Fundamentals	None	3
			Humanities (1)		3
				<b>15</b>	
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
	BUS	200	Business Report Writing	LNG-172	3
				<b>15</b>	
Semester 4	FIN	201	Managerial Finance	ACT-112	3
	QBA	241	Quantitative Business Analysis	MTH-196	3
	BUS	231	Legal Environment of Business		
	ACT	310	Management Accounting	ACT-212	3
			Humanities (2)		3
				<b>15</b>	
Semester 5	BUS	210	Business Research Methodologies	QBA-241	3
	HRM	310	Human Resource Management	BUS-100	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
				<b>18</b>	
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	BUS-100, QBA-341	3
	FIN	360	Investment Analysis	FIN-201	3
				<b>15</b>	
Semester 7			Core elective (1)		3
	ACT	450	Auditing	ACT-310, ACT-330	3
			Major Elective (1)		3
			Major Elective (2)		3
	FIN	400	Internship	90 credits, min CGPA of 2.0	3
				<b>15</b>	
Semester 8	MGT	470	Strategic Management	MGT-320, ECO-221,222, FIN-201, MKT-201, MGT-361	3
	MGT	405	Business Ethics & Social Responsibility	BUS-100	3
	FIN	480	Financial Derivatives	FIN-310, FIN-360	3
			Core elective (2)		3
	FIN/ACT		Major Elective (3)		3
				<b>15</b>	
				<b>123</b>	

### 44.3.2.6. 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 Canadian University Dubai will provide you with real-world insights into the relevant social, political, legal, and macro-economic 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 many corporations, government or international agencies, international trade, or international public institutions that have 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 Bachelor of Business Administration in International Business

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I	None	3
			Social & Culture	None	3
	MTH	196	Mathematics for Business	None	3
	GED	101E	Applications of Computer Software	None	3
	BUS	100	Introduction to Business Management	None	3
				<b>15</b>	
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG-171	3
	EBU	200	E-Business Fundamentals	None	3
			Humanities (1)		3
				<b>15</b>	
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
	BUS	200	Business Report Writing	LNG-172	3
				<b>15</b>	
Semester 4	FIN	201	Managerial Finance	ACT-112	3
	QBA	241	Quantitative Business Analysis	MTH-196	3
	BUS	231	Legal Environment of Business		
	INB	300	International Economics	ECO-222	3
			Humanities (2)		3
				<b>15</b>	
Semester 5	BUS	210	Business Research Methodologies	QBA-241	3
	HRM	310	Human Resource Management	BUS-100	3
	FIN	330	International Finance	FIN-201	3
			Major Elective (1)		3
	QBA	341	Quantitative Approaches to Decision Making	QBA-241	3
		Science & Technology		3	
				<b>18</b>	
Semester 6	INB	340	The International Dimension of Human Resources Management	HRM-310	3
	SWS	351	Management of Information Systems	GED-101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	BUS-100, QBA-341	3
	INB	420	Business Law	BUS-231	3
				<b>15</b>	
Semester 7			Core elective (1)		3
	MKT	465	International Marketing	MKT-201	3
	INB	450	International Accounting	ACT-212	3
			Major Elective (2)		3
	INB	400	Internship	90 credits, min CGPA of 2.0	3
				<b>15</b>	
Semester 8	MGT	470	Strategic Management	MGT-320, ECO-221, 222, FIN-201, MKT-201, MGT-361	3
	MGT	405	Business Ethics & Social Responsibility	BUS-100	3
	INB	490	Global Business Strategy	INB-300, INB-420, INB-340, INB-450, MKT-465, FIN-330	3
			Core elective (2)		3
			Major Elective (3)		3
				<b>15</b>	
				<b>123</b>	

## 44.4. Faculty of Engineering and Architecture

### 44.4.1. A Word from the Dean

#### **Welcome to the Faculty of Engineering and Architecture at the Canadian University Dubai (CUD)!**

If you want to earn a degree that prepares you for 21st century careers and enjoy an education grounded in the Canadian principles of excellence, innovation, and creativity; the Faculty of Engineering and Architecture at CUD is where your journey starts!

Our Faculty offers well-established programs in Computing and Network Engineering Technology; in Telecommunication Engineering (Bachelor of Science); and in Network Engineering (Bachelor of Science) complemented by an exchange agreement with Queen's University, one of Canada's most prestigious universities, in Kingston, Ontario and half-way between Toronto and Montreal.

We are also excited to announce that starting January 2018, our Faculty will begin accepting admissions to the new state-of-the-art Bachelor of Science in Electrical Engineering with concentrations in Electronics, Mechatronics and Telecommunications (accreditation from the UAE Ministry of Education is expected shortly). Having been painstakingly designed to meet Canadian standards, this program promises to provide you with a pathway towards pursuing graduate & undergraduate university studies in Canada. It will also open up a large number of opportunities for you in careers related to electrical engineering in the UAE and worldwide.

Our Faculty is also in the process of establishing a new Bachelor of Science in Computing degree exchange program with Queen's University, with specializations in General Computing, Biomedical Computing, and Software Design. We plan to open this Canadian program for admissions in 2018. The program responds to a pressing need for computing experts capable of understanding, managing, analyzing and extracting useful information from big data to improve technological, scientific or business performances.

We also offer two of the best bachelor degree programs in Architecture and Interior Design in the GCC. Both programs are benchmarked against Canadian and American standards with plans to offer a 4-year Bachelor of Science in Architecture followed by a Master of Science in Architecture in the near future.

As a student, you'd choose Engineering, Architecture or Interior Design at CUD for the exceptional opportunity to continue your university studies at one of our Canadian partners, our reputation for excellence in instruction, as well as the work placement opportunities that await you upon graduation.

Last but not least, our students enjoy a memorable campus life marked by the opportunity to participate in national and international competitions through our award-winning student clubs (Robotics, IEEE CUD Students Chapter, Architecture and Interior Design Clubs). As a result, your CUD experience will give you the advantage you need to set yourself apart in today's competitive world. We would be delighted to tell you more about our programs and campus. Please contact [deanFEA@tud.ac.ae](mailto:deanFEA@tud.ac.ae) for more information or for a visit to our Downtown Dubai Campus!

#### **Faculty of Engineering and Architecture**

Canadian University Dubai



#### **44.4.2. Undergraduate Programs**

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

### 44.4.3. Department of Computer Engineering and Computational Science

#### 44.4.3.1. 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 needed 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 Canadian University Dubai 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 Administrator
- Network Analyst
- IT Expert
- Network Programmer
- Network Designer
- Network Support
- Network Security Specialist
- Web App Developer
-

### Study Plan of the Bachelor of Science in Network Engineering

Semester	Course	Code	Course Title	Pre/Co requisite	Cr. H
Semester 1	ENG	101	Digital Logic		4
	SHS	103	Chemistry		3
	MTH	112	Calculus I	Pass Math Placement Test or MTH 012	3
	SWS	110	Programming I		3
	LNG	171	English I		3
					<b>16</b>
Semester 2	LNG	172	English II	LNG 171	3
	ENG	211	Computer Network Fundamentals		4
	MTH	113	Calculus II	MTH 112	3
	SWS	120	Programming II	SWS 110	3
	SCI	101	Physics I "Eng. Mechanics"	MTH 112	3
	GED		Humanity Elective		3
					<b>19</b>
Semester 3	LNG	173	Professional Communications Skills	LNG 172	3
	ENG	221	Electric Circuit	SCI 201 (co), MTH 113	4
	MTH	212	Calculus III	MTH 113	3
	MTH	114	Linear Algebra	MTH 112	3
	SCI	201	Physics II	SCI-101 and MTH-113	3
					<b>16</b>
Semester 4	GED	198E	Islamic Culture		3
	MTH	220	Ordinary Differential Equations	MTH 212, MTH 114	3
	ENG	310	Electronics I	ENG 221	4
	NET	220	Computer Networks	ENG 211	4
	ENG	210	Computer Architecture	ENG 101	4
					<b>18</b>
Semester 5	NET	300	Operating Systems	ENG 210	4
	NET	310	Network Protocols	NET 220	4
	GED	199E	UAE Society		3
	MTH	230	Probability and Statistics	MTH 113	3
	COM	310	Signals and Systems	MTH 220	3
					<b>17</b>
Semester 6	COM	320	Communication Systems	COM 310	4
	ENG	311	Engineering Electromagnetic	ENG 221	4
	ENG	400	Internship	Completed 80 Cr Hrs	2
	NET	320	Database Systems	SWS 120	4
	NET	321	Security Principles & Practices	NET 310	4
					<b>18</b>
Semester 7	NET	322	Network Operating System	NET 300	4
	COM	410	Optical Communications and Networks	ENG 311	4
	NET	412	Internet Computing	NET 320	4
	NET	413	Cryptographic Algorithms and Protocols	NET 321	3
	ENG	421	Graduation Project-1	Completed 100 Cr Hrs	2
					<b>17</b>
Semester 8	NET	420	Network Design and Implementation	NET 310	4
	COM	420	Wireless Communications and Networks	COM 320 or NET 310	4
	NET	323	Network Management	NET 310	3
	NET/ COM		Professional Elective		4
	ENG	422	Graduation Project-2	ENG 421	2
					<b>17</b>
					<b>138</b>

### 44.4.3.2. 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 being addressed by Canadian University Dubai through a program that combines a unique blend of technology and business subjects with an innovative balance between the practical and the theoretical background that employers need. 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 internships

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 the Bachelor 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
					<b>13</b>	<b>4</b>	<b>15</b>
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
					<b>12</b>	<b>6</b>	<b>15</b>
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
					<b>13</b>	<b>6</b>	<b>16</b>
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
					<b>16</b>	<b>6</b>	<b>19</b>
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
					<b>16</b>	<b>4</b>	<b>18</b>
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
					<b>14</b>	<b>8</b>	<b>18</b>
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
					<b>4</b>	<b>18</b>	<b>14</b>
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	
					<b>13</b>	<b>8</b>	<b>17</b>
							<b>132</b>

#### 44.4.4. Department of Electrical Engineering

##### 44.4.4.1. 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, Canadian University Dubai'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 Canadian University Dubai 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 the 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
					<b>15</b>	<b>6</b>	<b>18</b>
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
					<b>15</b>	<b>6</b>	<b>18</b>
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
					<b>15</b>	<b>6</b>	<b>18</b>
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
					<b>15</b>	<b>6</b>	<b>18</b>
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
					<b>13</b>	<b>10</b>	<b>18</b>
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
					<b>11</b>	<b>12</b>	<b>17</b>
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
					<b>11</b>	<b>12</b>	<b>17</b>
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
					<b>8</b>	<b>12</b>	<b>14</b>
					<b>103</b>	<b>70</b>	<b>138</b>

## 44.4.5. Department of Architecture

### 44.4.5.1. 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 of the 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
					<b>16</b>
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
					<b>16</b>
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
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
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
					<b>18</b>
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
					<b>18</b>
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
					<b>18</b>
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
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
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
	DESI	490	Internship Between Semesters 6 and 7 or after semester 8	After 80 Cr. H.	3

## 44.4.6. Department of Interior Design

### 44.4.6.1. 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 the 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
				<b>16</b>
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
				<b>16</b>
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
				<b>15</b>
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
				<b>15</b>
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
				<b>18</b>
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
				<b>18</b>
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
				<b>18</b>
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
				<b>15</b>
	DESI 490	Internship between semester 6&7 or after Semester 8	After 80 credits	3
			Total Credits	<b>134</b>

## 45. 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.

### 45.1. 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.

### 45.2. 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.

### **45.3. 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.

### **45.4. 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.

### **45.5. Overall Objectives for Academic Departments**

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 Department 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.

## **45.6. 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 Departments 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.

## **45.7. 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 Department to 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.

## 45.8. 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](http://www.cud.ac.ae)

## 46. Fees & Payments

*Estimated 1st Year Costs Based on Full Time Studies\**

*\*Application Fee included*

### 46.1. Faculty of Communication, Arts and Sciences

#### 46.1.1. Department of Communication

Accredited Programs	Fee per Credit Hour	Fee per Course (3 Credit Hours)	Tuition per Year	Incidental Fees	Total per Year*
Bachelor of Arts in English Language & Translation	1,950.00	5,850.00	58,500.00	2,130.00	AED 60,630.00
Bachelor of Arts in Communication in Journalism	1,900.00	5,700.00	57,000.00	2,130.00	AED 59,130.00
Bachelor of Arts in Communication in Advertisement	1,900.00	5,700.00	57,000.00	2,130.00	AED 59,130.00
Bachelor of Arts in Communication in Public Relations	1,900.00	5,700.00	57,000.00	2,130.00	AED 59,130.00

- Rates are subject to change based on the introduction of the Value Added Tax in the UAE
- 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, 2017

#### 46.1.2. Department of Environmental Health Sciences

Accredited Programs	Fee per Credit Hour	Fee per Course (3 Credit Hours)	Tuition per Year	Incidental Fees	Total per Year*
Bachelor of Science in Environmental Health Management	2,095.00	6,285.00	62,850.00	2,130.00	AED 64,715.00
Bachelor of Science in Health Organizations Management	2,095.00	6,285.00	62,850.00	2,130.00	AED 64,715.00
Bachelor of Science in Health Information Management	2,095.00	6,285.00	62,850.00	2,130.00	AED 64,715.00
Associate Degree in Food Safety	2,250.00	6,750.00	67,500.00	2,130.00	AED 69,630.00



## 46.2. Faculty of Management

### 46.2.1. Undergraduate Program Fees

Accredited Programs	Fee per Credit Hour	Fee per Course (3 Credit Hours)	Tuition per Year	Incidental Fees	Total per Year*
Bachelor of Business Administration in Marketing	2,100.00	6,300.00	63,000.00	2,130.00	AED 65,130.00
Bachelor of Business Administration in International Business	2,100.00	6,300.00	63,000.00	2,130.00	AED 65,130.00
Bachelor of Business Administration in E- Business	2,100.00	6,300.00	63,000.00	2,130.00	AED 65,130.00
Bachelor of Business Administration in Human Resource Management	2,100.00	6,300.00	63,000.00	2,130.00	AED 65,130.00
Bachelor of Business Administration in Accounting and Finance	2,100.00	6,300.00	63,000.00	2,130.00	AED 65,130.00
Associate Degree of Marketing	2,100.00	6,300.00	63,000.00	2,130.00	AED 65,130.00

## 46.3. Faculty of Engineering and Architecture

### 46.3.1. Department of Computer Engineering and Computational Sciences

Accredited Programs	Fee per Credit Hour	Fee per Course (3 Credit Hours)	Tuition per Year	Incidental Fees	Total per Year*
Bachelor of Science in Network Engineering	2,150.00	6,450.00	64,500.00	2,130.00	AED 66,630.00
Bachelor of Computer and Networking Engineering Technology	2,150.00	6,450.00	64,500.00	2,130.00	AED 66,630.00

### 46.3.2. Department of Electrical Engineering

Accredited Programs	Fee per Credit Hour	Fee per Course (3 Credit Hours)	Tuition per Year	Incidental Fees	Total per Year*
Bachelor of Science in Telecommunication Engineering	2,150.00	6,450.00	64,500.00	2,130.00	AED 66,630.00

### 46.3.3. Department of Architecture

Accredited Programs	Fee per Credit Hour	Fee per Course (3 Credit Hours)	Tuition per Year	Incidental Fees	Total per Year*
Bachelor of Architecture	2,250.00	6,750.00	67,500.00	2,130.00	AED 69,630.00

### 46.3.4. Department of Interior Design

Accredited Programs	Fee per Credit Hour	Fee per Course (3 Credit Hours)	Tuition per Year	Incidental Fees	Total per Year*
Bachelor of Science in Interior Design	2,250.00	6,750.00	67,500.00	2,130.00	AED 69,630.00

### 46.4. Incidental Fees

Incidentals	Fee (AED)
Application Fee – Undergraduate	500.00
New Student Registration Fee (Including Student ID) - one time	1,100.00
Student Activities Fee - per semester	200.00
Accident Insurance (3rd Party) - per semester	65.00
<b>Total</b>	<b>1,865.00</b>

## 46.5. Other Student Fees

Other Student Fees	Fee (AED)
Seat Reservation	25% of registered courses
Visa Security Fee	5,000.00
Visa Application if within UAE	2,850.00
Visa Application if Outside UAE	2,350.00
Private Health Insurance (Third party - annual)	1,600.00
Late Registration Penalty per Semester	1000.00
Transfer Credit from Other University Fee	500.00 per course
Payment Plan Application Fee	300.00
Payment Plan Late Fee	500.00
Prior Learning and Recognition Assessment	25% of the course tuition fee
Prior Learning and Recognition Assessment Appeal	500.00 per course
Change of Major	300.00
Application for reviewing exam sheet (Grade Appeal)	300.00 per course
Application of Incomplete Exam	1000.00
Reseat Exam (Graduating Students Only)	50% of course fee
English Placement Test	150.00
Mathematics Placement Test	190.00
TOEFL Test	600.00
Additional copy of Transcript	100.00
Urgent Transcript	200.00
Letter of Permission	300.00 per course
To Whom It May Concern certificate	50.00
Urgent Official Letter	150.00
Course Syllabus - Print & Stamp	50.00 per course
Graduation Fee	850.00
Graduation Ceremony Fee	450.00
Re-Issuance of Degree Certificate	800.00
Replacing lost RFID Card	280.00
Student Transportation	2,200.00
Parking Fee per Semester (based on availability)	500.00

- Rates are subject to change based on the introduction of the Value Added Tax in the UAE
- Fees are subject to change and are Non-Refundable
- Prices effective July 1st, 2017

## 46.6. Non-Credit Course Fees

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
English for Academic Purposes 401 (6-9 hours/week)	6 weeks	AED 7,200
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
TOEFL Preparation Course		AED 3,465

- Rates are subject to change based on the introduction of the Value Added Tax in the UAE
- 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, 2017

## 46.7. 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.

## 46.8. Refund Policies

### 46.8.1. 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*

## 46.9. 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.**

### 46.9.1. 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).

## 47. 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.

### 47.1.1. Guidelines for Discounts

- New and existing undergraduate and Masters 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.

### 47.1.2. 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.

### 47.1.3. 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.

### 47.1.4. Government Employee Discount

#### 47.1.4.1. 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.

## 48. Study in Canada and Abroad

### 48.1. Transfer to Canada

Have you considered starting your degree at Canadian University Dubai and transferring to a Canadian university after one or two years? Would you like to incorporate a period of Canada-based study in your degree?

One of our major goals at Canadian University Dubai is to provide a portal to Canadian education. Through our established partnerships with a range of Canadian higher education institutions, you can choose to transfer your credits earned at Canadian University Dubai to complete your degree in Canada, or take part in a student exchange or summer study camp program.

Beyond our formal partnerships we also have a well-established reputation in Canada and many of our students have transferred their credits to top Canadian institutions such as the University of Toronto, McGill University and the University of British Columbia.

To find out more about this opportunity or to apply please contact Mr. Sid Attou, [sid@tud.ac.ae](mailto:sid@tud.ac.ae) or 04-709-6153.

### 48.2. Transfer Options

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's a lot of Canada to explore.

**You can 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 more about Canadian history and culture.
- Participate in an exchange program with one of our student exchange partners.
- Explore a range of other study abroad options.

**Here are some of the advantages of transferring to Canada:**

- **Lower Cost:** If you study in Dubai for one or two years, you do not have to pay the extra costs of housing and living in Canada for the first part of your education.
- **Stay with family and friends for an additional year or two to gain maturity:** It is challenging for an 18 or 19-year-old, fresh from high school, to transfer to a foreign university half way around the world. Studying at Canadian University Dubai for the first one or two years allows students the chance to mature before making the transition.
- **An easier transition to a foreign model of education:** There is no doubt that making the transition from one educational system to another can be difficult, we aim to make the transition easier. Our programs are based on the Canadian curriculum and our faculty is familiar with the learning styles in the region. They help students adjust to different standards and approaches.
- **A proven track record and acceptance of Canadian University Dubai credits at Canadian universities:** Our University has formal agreements with a wide range of universities and degree granting colleges confirming transfer options and arrangements.

### 48.2.1. Working in Canada

By transferring to Canada to complete your degree, you become eligible for the Post Graduate Work Permit Program. This allows a graduate with a Canadian credential to secure a work permit for up to 3 years. This program also helps graduates qualify for permanent residency.

### 48.2.2. Transfer Partners

The following institutions accept Canadian University Dubai credits as transfer credits. All programs have at least one formal partner in Canada (or the US for Architecture).



#### **Athabasca University Transfer Program Business and Health**

(hereinafter, AU) , based in Athabasca, Alberta, is Canada's leading open and distance learning university , and is dedicated to the removal of barriers to education. AU is a public post-secondary institution chartered by the province of Alberta, offering

Undergraduate and graduate degree programs.



#### **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 CNET, Health, Business and Communications**

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 Bachelors degrees, general university arts and science courses and is a recognized leader in career programs.



#### **Lakehead University – Transfer programs in Engineering, 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 & Digital Media and Forensic psychology**

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.



#### **Queen's University, Ontario, Canada – Transfer program in Bachelor of Computing (Network Engineering Students)**

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.



### **Wilfrid Laurier University – Transfer programs in Business and Health**

For more than a century, Wilfrid Laurier University has been known for academic excellence. Laurier’s two campuses are in Waterloo and Brantford, and they also have a Faculty of Social Work in Kitchener and a weekend MBA program in Toronto.



### **Ryerson University, Canada**

Ryerson University is a leader in innovative, career-focused education, with a long-standing commitment to engaging its community. A culturally diverse and inclusive institution, Ryerson is home to over 38,000 students across 100 undergraduate and graduate programs.

## **48.2.3. Exchange Partners**

A short-term international educational exchange can be a life changing experience. We have formal agreements with the following institutions, which allow Canadian University Dubai students to undertake a period of study overseas.



### **University of the Fraser Valley, British Columbia, Canada**

Located in the beautiful Fraser Valley, just east of Vancouver, the University of the Fraser Valley is a fully accredited, public university, recognized nationally for student success, an excellent learning environment and creative integration of programming.



### **Mount St Vincent University, Nova Scotia, Canada**

Mount St Vincent University is recognized for its small class sizes and personalized approach to learning, offering a unique sense of community through on-campus classes and distance learning opportunities.



### **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.



### **Ryerson University, Canada**

Ryerson University is a leader in innovative, career-focused education, with a long-standing commitment to engaging its community. A culturally diverse and inclusive institution, Ryerson is home to over 38,000 students across 100 undergraduate and graduate programs.



### **University of Ontario Institute of Technology**

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.



### **Université Lumière 2, Lyon, France**

Founded in 1973, Université Lumière Lyon 2 hosts nearly 30,000 students on its two campuses, offering programs from undergraduate to doctoral level across 13 teaching units.



### **Mahan Business School, 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.



جامعة دار الحكمة  
DAR AL-HEKMA UNIVERSITY

### **Dar Al Hekma University, KSA**

Established in 1999, Dar Al-Hekma University is a non-profit institution of higher education for women in Jeddah, Saudi Arabia, and a leading model of teaching and learning, both nationally and internationally.

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 for your program.

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 2 letters of recommendation from faculty members, and a 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.

The deadline for applications is September 20th for a January start and April 1st for a September start. To find out more about this opportunity or to apply please contact Mr. Sid Attou, [sid@tud.ac.ae](mailto:sid@tud.ac.ae) or 04-709-6153.

#### 48.2.4. General Agreements

Canadian University Dubai has a number of general agreements with universities in Canada and elsewhere that may facilitate degree completion, student exchange, faculty exchange, and other activities.

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. Athabasca University was Canada's first provider of distance and online university education, and it is still the largest of its kind. Athabasca University offers approximately 850 courses in more than 55 undergraduate and graduate programs.



##### **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. Dalhousie University is internationally known as one of North America's most welcoming universities. Founded in 1818, Dalhousie is one of Canada's oldest universities, attracting more than 18,500 students from around the world. Located on Canada's East Coast, the university blends world-class academic programs with leading-edge research.



##### **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.



#### **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. The programs offered at Royal Roads University provide learners with the tools and techniques required to be effective after graduation. The blended learning model of online courses and intensive, on-campus residencies lets a student use what they learn immediately.



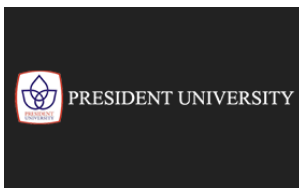
#### **University of Massachusetts Boston, Massachusetts, USA**

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 characterised 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.



#### **Dublin Business School, Dublin, Ireland**

Dublin Business School (DBS) specialises in the provision of career focused business and law education as well as the delivery of contemporary programmes in the areas of arts, media, social science, humanities and psychology.

### 48.2.5. Summer English Courses Partners

Enroll in an exciting summer English programs at a partner university, the Summer English program can provide a unique opportunity to improve your English and explore Canadian culture, while living on the University campus during the beautiful summer season.



#### **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.



#### **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, both for students at uWaterloo as well as community members who are not enrolled. Renison University College is a place to learn.

### 48.2.6. Frequently Asked Questions

- **Which Countries and Cities can I Transfer to?**

1. Canadian University Dubai has a great track record in transferring students to partner and non-partner universities across the world. Students should meet the admission criteria of the chosen university, and the program chosen should be similar to the one provided at CUD.
2. Canadian University Dubai has credit recognition agreements with institutions in Canada, please contact our international education office or visit <http://www.cud.ac.ae/international-education/study-canada>.

- **What are the Requirements?**

Each university in Canada has its own policy regarding admission requirements – students should meet the admission criteria such as the CGPA, Language requirement, course pre-requisites per individual school guidelines. In essence, it is a case by case basis. Contact our international office directly for all the admission requirements of the program you're interested in.

- **What are the Fees?**

Studying abroad can be expensive, but Canada offers the lowest tuition rates for foreign students compared to the U.K., Australia, New Zealand and the U.S.

This means you can pursue your studies in a globally recognized program of your choice at one of Canada's top universities for nearly half of what it would cost to attend an equally reputable program at a private U.S. university.

Tuition fees ranges from 15000\$ to 35000\$ CAD per academic year.

- **Accommodation and Living Expenses?**

Many institutions have accommodation located on or near campus. Dorms generally have a shared kitchen, bathroom, and laundry facilities. Some offer optional meal plans.

If you choose to live off-campus, prices may be lower but will include the additional cost of furnishings, hydro, electricity and/or other miscellaneous expenses.

Rent can depend on the location. Expect to pay from 400-1500 CAD per month, depending on the city.

- **Are There Any Scholarships Available?**

A variety of programs and funding is available to non-Canadians who want to study in Canada. For more information on specific scholarships, consult the website of the Canadian embassy or consulate responsible for your country.

The majority of Canadian universities offer some form of financial assistance for international students studying at the graduate level. Assistance may include:

1. Teaching/Department Assistantships
2. Research Funds
3. University Graduate Scholarships
4. External Scholarships
5. Bursaries

**\*The value of these awards will vary significantly by department as well as by institution. International students may also qualify for Canadian government financial assistance or external scholarships.**

Canadian University Dubai does not offer transferring students scholarships. Canadian governmental organizations offer students scholarships based on family academic grades, nationality, income and situation. Students are welcome to conduct research online.

- **Can I Obtain Citizenship in This Country?**

To work in Canada after you graduate, you can apply to have your student visa transferred to work permit, under the Post-Graduation Work Permit Program (PGWPP). If you want to stay in Canada as a permanent resident after you graduate, there are a number of programs available, each with its own requirements please visit <http://www.cic.gc.ca/english/study/work-postgrad.asp>;

It is currently easier to become a Canadian citizen through studies in Canada than it is as a refugee or immigrant.

- **What Is The Min. Canadian University Dubai Transfer GPA For Partner Universities? Non-Partner Universities?**

Admission is competitive. In the past, the average for admission has ranged from a 3.0 CGPA to a 3.90 CGPA depending on the program and university chosen.

- **Minimum Canadian University Dubai IELTS / TOEFL Scores**

Generally, we advise students to pursue a IELTS exam score as it is an international standardized score;

The table below demonstrates the minimum requirements; some programs may require a higher score. Please contact international education office for more information (institutional TOEFL is NOT accepted):

Test	Minimum Score - Admission
Test of English as a Foreign Language (TOEFL)*	237 (computer-based) 90 (iBT) and no lower than 20 in each band
International English Language Testing System (IELTS)	6.5 overall and no lower than 6.0 in each band
Michigan English Language Assessment Battery (MELAB)	81
Canadian Academic English Assessment (CAEL)	70

- **Residence and/or Apartment Rental – Does Canadian University Dubai Help With Relocation?**

Once you have received your acceptance from a university, they will provide you with all necessary information about accommodation.

- **Visa Processing?**

VISA applications need to be completed in person by the student – as per Canadian laws and regulations. Please visit for the complete information.

<http://www.cic.gc.ca/english/study/index.asp>

- **Flight Discounts – Does Canadian University Dubai Offer Flights or Help with Bursaries for the Cost of Travel?**

No, Canadian University Dubai cannot assist students wishing to transfer to Canada with discounts, bursaries and/or scholarships. However, students can liaise with their university of choice as some universities do provide discounted flights for international students.

- **Can a Student Re-Transfer Back Credits Taken at a Foreign University if they Choose to Come Back and Complete their Degree at Canadian University Dubai?**

Yes, so long as the courses taken at the university fit into Canadian University Dubai's programs, please get in touch with your academic advisor for more information.

- **What Programs are Compatible Between Canadian University Dubai and its Partner Universities?**

Please refer to our website for all the agreements: <http://www.cud.ac.ae/international-education/study-canada>

- **Will Students Lose Any Credits and/or Years if Transferring to a Partner University?**

Some transfer credits granted may not fit into a degree dependent on the program of choice. New students should make an appointment with the international education office as this is dealt with on a case-by-case basis.

Canadian University Dubai can only make recommendations and guide the student wishing to transfer – however students need to understand that the partner university may not approve all of the credits and may ask the student to retake a credit from a lower year or prerequisite.



## 49. 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 Leader of your program.

## 50. Student Exchange Programs

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

Canadian University Dubai has student exchange programs 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 in order to be admitted. The program is open to students enrolled in all of our academic programs.

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

You will meet with an academic advisor prior to departure in order to select courses that ensure that the credits you earn are accepted as 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@cu.ac.ae](mailto:studyabroad@cu.ac.ae).

## 51. Centre for Continuing Education and Life Long Learning

The Centre for Continuing Education and Life Long Learning supports the University Mission and Vision with offerings under the following categories:

- Continuing Education
- English Placement Testing
- English for Academic Purposes (EAP)
- Mathematics for Academic Purposes
- Foundation Program
- Corporate Training

To learn more about any of the above mentioned categories, please visit the University Catalogue found at [www.cud.ac.ae/downloads/university-catalogue](http://www.cud.ac.ae/downloads/university-catalogue)

### 51.1. TOEFL / IELTS Testing

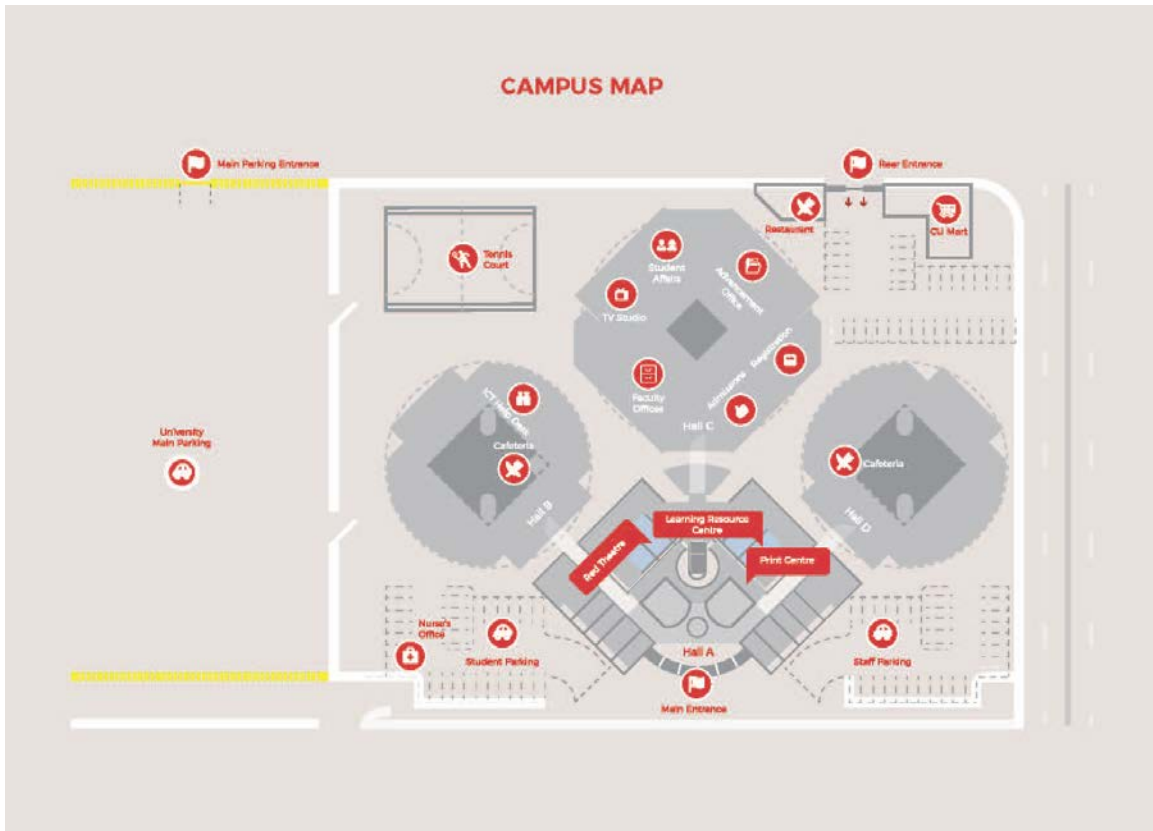
All Academic programs at Canadian University Dubai have an English proficiency requirement; we are able to offer a convenient on campus Institutional TOEFL and IELTS exam service for all prospective and currently enrolled students. The Institutional TOEFL test assesses a students' proficiency level in 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.

## 52. Research at Canadian University Dubai

Canadian University Dubai is a research-focused institution, with a broad portfolio of academic expertise. Across our Faculties and Departments – Management, Communication, Environmental Health Sciences, Electrical Engineering, Computer Engineering and Computational Sciences, Architecture and Interior Design – the University has made a significant contribution to the wider research community.

To learn more about Research at Canadian University Dubai, please visit the University Catalogue found at [www.cud.ac.ae/downloads/university-catalogue](http://www.cud.ac.ae/downloads/university-catalogue)

## 53. University Campus & Map Location





CONNECT WITH US:

Call: +971 4 3219090

Write to: info@cu.d.ac.ae

Visit: 1st Interchange, Sheikh Zayed Road

[www.cud.ac.ae](http://www.cud.ac.ae)

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