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Welcome To Emirates Canadian University College

Dear Student

Welcome to ECUC the brain child of His Highness Sheikh Saud bin Rashid Al Mu'alla, the Ruler of Umm Al Quwain who has a distinct vision of contributing to the social, educational and economic development of the region. We, therefore, utilizing the best of the Arab and Canadian model of higher education. Your interest in ECUC is most welcome and very much appreciated. As the only ECUC in Umm Al Quwain, we offer courses in Business, Mass communication, English Language and Translation. We are an institution committed to excellence in teaching and in an ever-increasing manner, to research and development. Our mission categorically states that ECUC is an educational institution with a distinct identity to provide fair and equitable learning opportunities for able and deserving students in the United Arab Emirates and neighboring countries. Consequently we have plotted a path for the future. Increasingly we will be judging our performance in the context of achievable but challenging benchmarks, thinking more globally, establishing international relationships, and generally making the ECUC an exciting academic place to be.

The Board of Directors

Academic Calendar 2018 – 2019

Fall 2018/2019			
Week	Sunday	Saturday	
1	Sunday, 2 September 2018	Saturday, 8 September 2018	26 August- Registration for Fall 18/19, Faculty Arrival 02 September - Starting the Classes and Add & Drop 08 September - Admission deadline for Fall 18/19
2	Sunday, 9 September 2018	Saturday, 15 September 2018	11 September - Al-Hijra (Islamic New Year)
3	Sunday, 16 September 2018	Saturday, 22 September 2018	
4	Sunday, 23 September 2018	Saturday, 29 September 2018	
5	Sunday, 30 September 2018	Saturday, 6 October 2018	
6	Sunday, 7 October 2018	Saturday, 13 October 2018	
7	Sunday, 14 October 2018	Saturday, 20 October 2018	14-20 October Mid-term Examination Period
8	Sunday, 21 October 2018	Saturday, 27 October 2018	
9	Sunday, 28 October 2018	Saturday, 3 November 2018	
10	Sunday, 4 November 2018	Saturday, 10 November 2018	
11	Sunday, 11 November 2018	Saturday, 17 November 2018	
12	Sunday, 18 November 2018	Saturday, 24 November 2018	Prophet's Birthday
13	Sunday, 25 November 2018	Saturday, 1 December 2018	30 November - Martyr's Day
14	Sunday, 2 December 2018	Saturday, 8 December 2018	2-3 December - UAE National Day
15	Sunday, 9 December 2018	Saturday, 15 December 2018	
16	Sunday, 16 December 2018	Saturday, 22 December 2018	16 December - 22 December- Final Examination Period
*	Sunday, 23 December 2018	Saturday, 29 December 2018	23 December - 03 January 2019 - Winter Break for Students and faculty 27 December - Grade Publishing 27 December- Registration for Spring 18/19 1 January - New Year Day
*	Sunday, 30 December 2018	Saturday, 5 January 2019	

* Minimum Hours allocated for theoretical courses are 45 hrs

Notes on Academic Calendar

*Religious holidays are subject to confirmation

Spring 2018-2019			
Week	Sunday	Saturday	
1	Sunday, 6 January 2019	Saturday, 12 January 2019	06 January - Starting Spring 18/19 Classes
2	Sunday, 13 January 2019	Saturday, 19 January 2019	12 January last day of add and drop 12 January- Admission deadline for Spring 18/19
3	Sunday, 20 January 2019	Saturday, 26 January 2019	
4	Sunday, 27 January 2019	Saturday, 2 February 2019	
5	Sunday, 3 February 2019	Saturday, 9 February 2019	
6	Sunday, 10 February 2019	Saturday, 16 February 2019	
7	Sunday, 17 February 2019	Saturday, 23 February 2019	17 February - 23 February Mid-term Examination Period
8	Sunday, 24 February 2019	Saturday, 2 March 2019	
9	Sunday, 3 March 2019	Saturday, 9 March 2019	
10	Sunday, 10 March 2019	Saturday, 16 March 2019	
11	Sunday, 17 March 2019	Saturday, 23 March 2019	
12	Sunday, 24 March 2019	Saturday, 30 March 2019	
*	Sunday, 31 March 2019	Saturday, 6 April 2019	31 March - 11 April, 2019 Spring Break For students and faculty
*	Sunday, 7 April 2019	Saturday, 13 April 2019	
13	Sunday, 14 April 2019	Saturday, 20 April 2019	
14	Sunday, 21 April 2019	Saturday, 27 April 2019	
15	Sunday, 28 April 2019	Saturday, 4 May 2019	28 April - 11 May - Final Examination Period
16	Sunday, 5 May 2019	Saturday, 11 May 2019	
*	Sunday, 12 May 2019	Saturday, 18 May 2019	"19 May - Grade Publishing 12 May - Start Registration for Summer I 18-19"
* Minimum Hours allocated for theoretical courses are 45 hrs			
Notes on Academic Calendar			
*Religious holidays are subject to confirmation			

Summer 2018/2019			
Summer I 2018-2019			
Week	Sunday	Saturday	
1	Sunday, 19 May 2019	Saturday, 25 May 2019	19 May - Starting Summer I Classes 21 May - Last Day to add/Drop without fine/ Admission deadline for Summer I 18/19 Students allowed to register 2 courses only

2	Sunday, 26 May 2019	Saturday, 1 June 2019	
3	Sunday, 2 June 2019	Saturday, 8 June 2019	4 -6 June - Eid Al Fitr
4	Sunday, 9 June 2019	Saturday, 15 June 2019	9-15 June - Midterm Exams
5	Sunday, 16 June 2019	Saturday, 22 June 2019	
6	Sunday, 23 June 2019	Saturday, 29 June 2019	
7	Sunday, 30 June 2019	Saturday, 6 July 2019	30 June - 2 July - Final Exams 4 July - Grade Publishing 30 June - Start Registration for Summer II 18-19
Summer II 2018-2019			
Week	Sunday	Saturday	
1	Sunday, 7 July 2019	Saturday, 13 July 2019	7 July - Starting Summer II Classes 9 July - Last Day to add/Drop without fine/ Admission deadline for SummerII 18/19 Students allowed to register 2 courses only
2	Sunday, 14 July 2019	Saturday, 20 July 2019	
3	Sunday, 21 July 2019	Saturday, 27 July 2019	29 July-04 August - Midterm Exams
4	Sunday, 28 July 2019	Saturday, 3 August 2019	
5	Sunday, 4 August 2019	Saturday, 10 August 2019	
6	Sunday, 11 August 2019	Saturday, 17 August 2019	
7	Sunday, 18 August 2019	Saturday, 24 August 2019	18-20 August - Final Exams 22 August - Grade Publishing 22 August - Start Registration for Fall 2019-2020
* Minimum Hours allocated for theoretical courses are 45 hrs			
Notes on Academic Calendar			
*Religious holidays are subject to confirmation			

Your Student Handbook

This handbook is aimed at all new students who are starting at the Emirates Canadian University College as full time undergraduates and as part time or graduate students in the future.

The purpose of the ECUC Student Handbook is to tell you about our commitment to you in providing an enabling learning environment, and our expectations of you, in return, as a member of the ECUC community.

Along with the course information put together by your department, it provides you with the answers to many of the questions you might have about studying here. ECUC procedures, regulations and services are mentioned in this handbook, with directions to full policy documentation on the ECUC website and in other relevant ECUC publications.

The statements and policies set forth in this *Handbook* (effective September 2013) are for informational purposes only and should not be construed as the basis of a contract between the student and the institution. While every effort is made to provide accurate and current information, ECUC reserves the right to change, without notice to the individual student, any provision in this *Handbook*. Every effort will be made to keep students advised of any such changes.

It's entirely students' responsibility to get themselves familiarized with the content of this handbook and to strive for its observance. Furthermore, the statutes of rules and regulation are also available in the Registrar's office to be procured on request. Student's ignorance about the rules and regulation will not serve as a mitigating factor in any regard. Although the University College personnel (advisors, faculty members, registrar, departmental staff and all) will be assisting and guiding them, it is the student responsibility to meet the academic requirements, meet the deadlines, follow the instructions and observe the injunctions, regulation and policies outlined by ECUC. In case of ignorance and lack of awareness of the aforementioned, the students themselves will be held responsible.

Make sure you regularly check the ECUC website at www.ECUC.ac.ae, where you will find useful information and details of all the services available.

The ECUC is committed to a partnership with its students in which both sides acknowledge their responsibilities for achieving a fulfilling and successful academic experience.

The University College Community

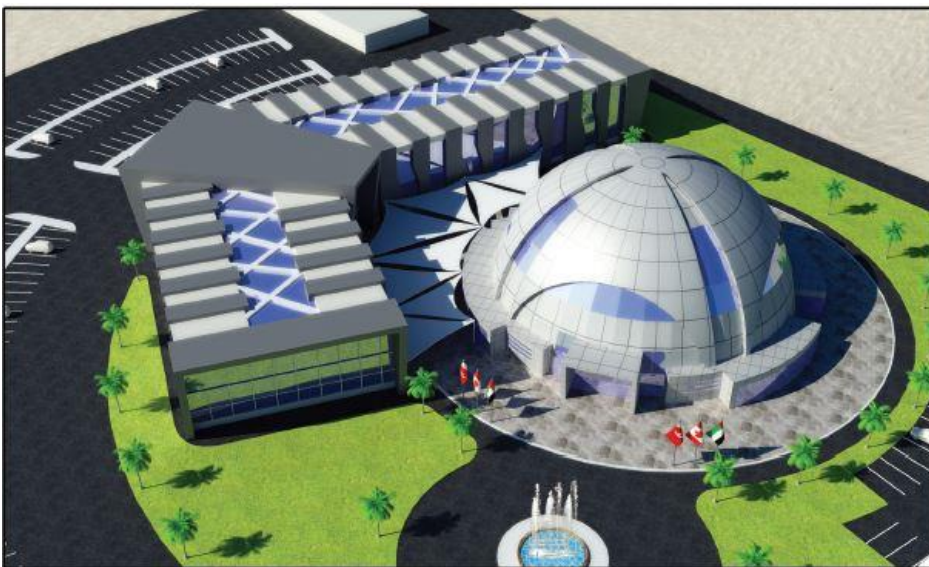
When you join the ECUC as a student you become a member of an inclusive community that supports equality, diversity, ethical and responsible behavior. You will benefit in many ways and develop socially from being a member of a vibrant community of students, staff and people who live and work in the Emirates of Umm Al Quwain, with many different cultures and backgrounds.

As a member of the ECUC community, and in line with the Student Charter, we expect you to behave in a respectful manner within the ECUC – including halls of residence – and in the Emirates of Umm Al Quwain.

The University College and the Emirate

The ECUC current location is temporary and the new campus will have a major physical presence in Umm Al Quwain and with it the potential to make an impact for better on the city's environment. We take this responsibility very seriously and will expect every student, as a member of ECUC community, to share it. It is expected that students of ECUC will be responsible and respectful to neighbors and members of the local community and do nothing that might damage the ECUC's reputation by doing inappropriate actions or behaviors that might disturb locals or other ECUC users.

ECUC New Campus



The Student Charter

You should receive a copy of the Student Charter with this handbook. The Charter details our commitment to your learning experience at Emirates Canadian University College and, in return, our expectations of your commitment to your own study, to your fellow students, and to the University College and community.

Support for you at ECUC

Student Services Center provides a network of support to help you make the most of your time at Umm Al Quwain. It forms a one-stop shop providing advice on finance, housing and academic skills, or more personal guidance and counseling. All these services are run by experienced staff trained in giving advice and helping students to resolve problems. Staff can give basic advice and information on the spot or make an appointment for you to see someone if you need to discuss an issue in greater depth.

Don't be shy about asking for help. Many students have some sort of problem at one time or another and sometimes minor worries can turn into major problems if they're not sorted out quickly. All the services are bound by confidentiality, so nothing will go on to your academic record and we won't discuss your private affairs with anyone else.

Student Support Center (SSC)

The Student Service Center (SSC) is a team comprises of an SSC Head and three staff members. The staff members reports to the SSC Head. SSC is the central point for information and advice for all students, not just those overseas students. The SSC provides a wide range of services and will assist students with the following:

- ❖Registration
- ❖Immigration
- ❖Information
- ❖Examinations
- ❖Certificates
- ❖ID Cards
- ❖Academic Counseling

- ❖ Personal Counseling
- ❖ Complaints & Suggestions
- ❖ Students Clubs & Organization
- ❖ Personal Development Planning (PDP)
- ❖ Transcript
- ❖ Fee Payment
- ❖ Application to Full-Time Program

Please don't hesitate to approach the SSC Officer if you have any issues.

Your Safety and Security

The ECUC will take all reasonable steps to provide a safe and secure environment in which to work. We provide advice and guidance on staying safe in the city, and our Security Officer and the Students' Union are always on hand. We expect our students to consider their own safety and be proactive to ensure the safety of others. Look out for Safer Student information and act sensibly and responsibly.

Equality and diversity

We believe that a climate of trust and mutual respect is essential to the maintenance of high academic standards and your full enjoyment of ECUC life. We aim to provide a friendly and supportive environment for teaching and learning. As part of this, we have an ECUC -wide Equal Opportunities Policy. Our aim is to ensure that everyone, regardless of their gender, sexual orientation, marital status, disability, color, ethnic and national origin, religion or belief, can make the most of their time at the ECUC.

We require both staff and students to behave in a nondiscriminatory manner. We also expect their full support in changing any practices that deny or limit equality. In particular, we aim to ensure that no student or staff member suffers offensive or intimidating behavior or is the victim of harassment or discrimination.

Student Advisory Board

The Student Advisory Board provides a unique leadership opportunity for students to serve their peers, their programs, and their community. The Student Advisory Board assumes multiple roles within the ECUC Community, including:

- Providing student voices to the ECUC Executive Director and Central Staff;

- Communicating curricular, extracurricular, and noteworthy components of their program experiences to the Executive Director and to other board members;
- Assisting in the management of ECUC wide events such as Open Day and the annual Charity Tournament and its fundraising efforts;
- Responding to incidents, concerns, or issues within the ECUC community or on campus.

Student Advisory Board members also serve on smaller committees. Committees are open to (and recruit from) all students in ECUC. The committee descriptions are as follows:

- **Academic affairs** serve to promote the academic success of the community in several ways. It identifies and—when appropriate—creates resources like tutoring, study groups, and supplemental instruction for the ECUC community. It organizes programming to bolster academic performance, including a relaxation night during final exams. It provides a voice with which are able to advise faculty on students' perception of program curricula and academic support.
- **Activities** is responsible for planning events for the community that build a stronger identity and give students an opportunity engage in positive social interaction outside of their individual programs.
- **Advocacy** focuses on "making our community a better place." The committee will select a cause to advocate for and will encourage members of the ECUC community to become activists through action and service.

The Student Advisory Board facilitates the students to ensure that they shall have all rights and respect to express what they feel about curricula, extra curricula, social contribution, community development and enhancement.

Harassment and Bullying

The ECUC is committed to a policy of equality of opportunity and aims to ensure that no student is subject to harassment or bullying of any nature in the teaching, learning, or working environments so that they are treated with dignity and respect. The policy and procedures seek to encourage students to come forward with their concerns so that they can be dealt with promptly, impartially and with sensitivity as the ECUC will not tolerate bullying and harassment of any kind.

All allegations of bullying and harassment will be investigated and appropriate action will be taken. Also the ECUC will not tolerate victimization of a person for making

allegations of bullying or harassment in good faith, or supporting someone to make such a complaint. Any form of discrimination, harassment or victimization that is proven may be treated as a disciplinary offence under the Student Disciplinary Procedure.

If you experience or witness such behavior, there are some key actions you should take:

- ❖ don't put up with it
- ❖ ask the harasser to stop if you perceive it safe to do so
- ❖ get support – talk to a member of staff in whom you have confidence, SSC officer, or a member of Student Union.
- ❖ make a formal complaint

Personal Development Planning (PDP)

Personal Development Planning (PDP) at ECUC is available to support students' personal development and academic success. This service is part of Student Service Center (SSC) and in partnership with management and faculty.

PDP is a process of:

- ❖ reflecting on achievement
- ❖ learning to capitalize on strengths
- ❖ identifying and addressing areas for development
- ❖ setting goals
- ❖ identifying skills
- ❖ recording reflection

A continuous cycle of self-reflection and action, the purpose of PDP is to encourage students to learn to develop themselves and plan for the future by becoming more self-aware.

PDP can be applied in a range of contexts, changing the way students approach their studies, make choices in both their academic and personal life and achieve their goals.

Engaging in PDP may help students to:

- ❖ Be more motivated
- ❖ Take greater interest in their development
- ❖ Become better learners
- ❖ Become more self-aware
- ❖ Improve their employability

❖ Recognize and fulfill their potential

The Students' Union

The Students' Union at ECUC is an organization run by students who have been elected as Sabbatical Officers on behalf of the whole student population. Its aim is to enhance the student experience by providing support, recreation and training opportunities. All members are represented equally and without discrimination.

Membership is automatic upon joining the University College, although you can opt out if you wish. If you opt out it won't make any difference to your studies, but you won't have the advantages that include:

- ❖ representation in cases of disciplinary or academic appeal with the University College
- ❖ the ability to join one of the many funded sports clubs and special interest societies
- ❖ use of Union facilities for socializing
- ❖ discounts from many retail outlets
- ❖ Eligible to be part of internal elections.

The Union also supports departmental course representatives in their role, providing vital feedback and influencing decisions that affect you and your course. If you are elected, you will have the chance to sit on Student Staff Consultative Committees' and the Board of Studies' meetings in your department and the Union's Student Representative Council. You may even have the chance to represent students at University College -level (this could be on a University College committee or as a Student Governor on the ECUC's Board of Governors).

Dining Services

The University College has a cafeteria located on the ground floor within the University College. The cafeteria is open from 7 am until 8 pm.

The University College cafeteria offers menus that are innovative and affordably priced. It serves a broad selection of items that appeal to every taste and dietary restriction.

The University College cafeteria is generally the most visited component of the ECUC. It is also a place where students and faculty can take their visitors for a brief coffee break or a lunch hour visit.

Recreational Facilities

ECUC and Miami Gym will team up to offer all ECUC members special discounts and rates. Once partnership is finalized, special offers and discount will be provided by presenting your ID card to Miami Gym.

Health Services

All ECUC students must obtain health card from the Ministry of Health in United Arab Emirates in order to be covered for his/her health services and is eligible to use any governmental hospitals.

In the future the University College will provide private healthcare, it depends to the number of students interested and willing to cover the cost of private healthcare.

Learning at ECUC

During your time at ECUC, you'll experience a variety of learning and teaching methods. You'll also encounter the very latest technologies as we make full use of computer-based and multimedia techniques, with a growing role for E-learning as a supplement to more traditional methods. Further details on all these aspects of learning will be included in your departmental/course handbooks.

Our commitment to your learning

We make every effort to support students on their study journey and is committed to helping our students overcome the traditional barriers of ECUC education. The ECUC will provide a high quality, stimulating and challenging learning and research environment with expert teaching staff and advice and guidance to support you in seeking to fulfill your academic potential. You will have access to high quality general and specialist IT and library facilities, an online learning environment and other learning resources and spaces. We will support you by providing information on assessment arrangements and deadlines for assignments and will provide clear, timely, constructive and quality feedback on your work. We are also committed to provide your learning with;

- ❖ Clear, accurate and up-to-date information about our courses, entry requirements, modes of study and assessment methods.
- ❖ Fair and impartial advice to help you decide which course is most suitable for you
- ❖ A helpful induction to the College and to your program of study
- ❖ Professional, committed and specialist staff

- ❖ A caring and safe learning environment
- ❖ An assessment of your learning needs and provision of additional learning support to enable you to take full advantage of and benefit from the opportunities offered by the College
- ❖ Access to a confidential counselling service and a range of support services to help develop your skills
- ❖ Regular assessment of your learning and feedback on your progress
- ❖ Advice and guidance on further and higher education and career options
- ❖ References when you apply to higher education or employment
- ❖ Opportunities to make your views known and a prompt response to any problem relating to your studies which you draw to our attention
- ❖ Clear and fair complaints and disciplinary procedures
- ❖ Information about the performance of the College

Learning and Teaching Methods

During your time at ECUC, you'll experience a variety of learning and teaching methods. You'll also encounter the very latest technologies as we make full use of computer based and multimedia techniques, with a growing role for learning as a supplement to more traditional methods.

The method used at ECUC is the most up to date and used currently in most well-known universities, this method offers a Fair and Understandable information given to students. This approach happens by applying the following;

- ❖ We fit the lecture to the audience.
- ❖ We focus your topic
- ❖ We know you cannot cover everything in one lecture.
- ❖ We prepare an outline to cover in one lecture.
- ❖ We organize your points for clarity.
- ❖ We select appropriate examples or illustrations.
- ❖ We present more than one side of an issue and are sensitive to other perspectives.
- ❖ We repeat points when necessary.
- ❖ We are aware of our audience.
- ❖ We notice your feedback to improve.
- ❖ We are enthusiastic.

Assessment

An essential part of this whole process is assessment. Whatever course you follow, you will be assessed and evaluated on your skills, knowledge and understanding. Your personal tutor will guide you through the process.

At ECUC we believe that learning takes place in students' heads where it is invisible to others. This means that learning must be assessed through performance: what students can do with their learning. Assessing students' performance can involve assessments that are formal or informal, high- or low-stakes, anonymous or public, individual or collective.

At ECUC we use different strategies to assess our student's learning and performance, these strategies include;

- Creating assignments
- Creating quizzes
- Using classroom assessment techniques
- Assessing group work

Class Periods

ECUC offers most of its courses on a five-day schedule, from Sunday to Thursday. Classes are normally convened two days per week, for one hour and fifteen minutes per class, or three days a week for fifty minutes each day. Laboratory, workshop, and specialized courses are convened for two or three days per week and will be for one hour sessions. Class length and frequency may alter during the summer semester

Special deferred assessment date

Special deferred assessment date is granted by a chair person to the students who were unable to attend an assessment due to medical (certified on a Physician Statement form) or were in domestic afflictions of extreme nature. Applications for special consideration assessment must be received no later than the prescribed application receiving deadline indicated in the assessment schedule.

After the grant of permission by the chair person, a special deferred final assessment date is scheduled by the Registrar

ECUC Guidelines for Lateness and Attendance

The University College guidelines for lateness and attendance are as follows:

- ❖ ECUC students are allowed one absence without a required written excuse for every semester credit hour taken.
- ❖ For all ECUC students who exceed the specified amount of unexcused absences, an official documented excuse from the ECUC may be required by the instructor
- ❖ It is the student's responsibility and entitlement to meet and discuss all absences, or planned or unplanned, with their instructors.
- ❖ All ECUC students must notify the Office of Student Affairs/Judicial Affairs for any emergencies that require immediate exemption from university College grounds within a period of 48 hours.
- ❖ No student shall neglect more than 20% of their class attendance, whether excused or unexcused, in a given semester.
- ❖ Upon the prudence and judgment of the instructor, a course grade of "FA" may be given to any student who exceeds 20% of absences in a semester.
- ❖ The Office of Student Affairs/Judicial Affairs is officially responsible for issuing class excuses for legitimate purposes.
- ❖ If a student is tardy three times to class, it is automatically counted as an absence. Each instructor is responsible to define the rules for which a student is considered late to class.
- ❖ Once a student falls to approximately ten to fifteen percent of absences in a class, he/she shall receive a warning.
- ❖ The Chair of the respective program has the right to permit a student's withdrawal from a course, if presented with a suitable and acceptable explanation for excessive absences. This will be coordinated and is with the consent of the Registrar.

Library Resources, instruction and Services

Library is providing the information resources print, electronic and related services needed to support the instructional/research programs and educational goals of ECUC.

- ❖ The library provides both traditional and electronic sources of information, in addition to subscriptions to a diverse range of periodicals and online databases.
- ❖ The Library facilities include the Information Commons, group study rooms, quiet study areas and media viewing rooms.

- ❖ The library offer the following services:
 - Orientation and library instruction to new users,
 - Circulation Services (Borrowing, Intra-library, Inter-library loan, etc.),
 - Online Public Access Catalog (for online search),
 - Reference Service, Electronic Resources Multimedia Room, Discussion Rooms, and Photocopying.

The following rules apply to the ECUC Library:-

- ❖ **Opening and closing**

1. The Library is open all weekdays except Fridays, Saturdays If required. Working hours are Sunday-Thursday from 8:00 a.m. to the end of official working hours. The Library extends its services until late in the evening on special days to serve evening classes
2. No person shall enter the Library less than fifteen minutes before the time of closing.

- ❖ **Admission**

- ❖ ID Cards are not transferable. Every person to whom a Card is issued is eligible to use the Library
- ❖ academic staff and members of the ECUC

- ❖ **Loan Regulations & Instructions**

The Library Collection is for the benefit of all the ECUC staff and students. Staff Members and students may borrow library materials according to the following rules:

- Library materials may be borrowed upon presentation of a current ECUC ID.
- A faculty member and lecturer may borrow in one time up to (10) books for one semester, and have to be returned back by the end of the semester.
- An administrative staff may borrow in one time up to (3) books, for a maximum period of two weeks.
- Students may borrow 3 publications for a period of two weeks renewable for a further two-week period only.
- ECUC administrators may borrow 3 publications for the duration of one semester.
- Part-time lecturers and lab supervisors may borrow 5 publications for the duration of one semester. The publications must be returned or renewed at the end of the semester.
- Students may not borrow additional books while having late returns.

- References, periodicals, special collections, manuscripts and non-print materials such as disks, CDs, microfilms, and videotapes are not available for loan except in special cases and with the Library Director's permission.
- The date due is stamped on the date slip on the back cover of the book. Borrowed publications must be returned to the Circulation Desk before the end of the loan period.
- The circulation system charges a fine of 2 AED per book per day for late returns.
- The circulation system charges a fine of 2 AED per book per day for late returns.
- The user will be responsible for overdue charges if the materials are not returned to the Circulation Desk before the due date.
- Non-print materials such as CD-ROMs, cassettes, tapes, etc., may be used inside the Library. However, if duplicate copies are available, these may be borrowed for three days.
- The Reservation Section is located in the Circulation Desk area. Textbooks or materials of special importance may be reserved. However, reservations are subject to change according to the recommendations of the ECUC Teaching Staff. Both students and staff members may borrow reserved materials for one night only.
- Borrowed materials may be recalled before the end of the loan period if required by another Library user. If the required book is out on loan, it may be recalled by filling the Recall Slip at the Circulation Desk. Recalls usually take from one week to ten days. The reseller will be notified by phone or mail when the item arrives.

❖ **Use of Library materials**

1. The marking of any Library materials is forbidden; readers may be prohibited from using ink and may be asked to use pencils instead while consulting certain volumes in any of the reading rooms.

- ❖ All persons borrowing Library materials, or ordering materials for use within the Library, shall produce ECUC ID at the time of borrowing or ordering

Behavior in the Library

1. Silence shall be maintained as far as possible in the Library.
2. Readers must present their ECUC ID Card for inspection if requested by a member of the Library staff in the course of their duties.
3. The use of portable computers and mobile devices is permitted in the Library provided that they are quiet in operation. Users of such equipment may be required

to work in specified areas or to stop using a computer if it constitutes a distraction to other readers.

4. The use of equipment likely to disturb or distract other readers or to damage Library materials (e.g. digital scanners, radios, cameras, personal hi-fi equipment, or computers to perform any of the functions of such machines) is not permitted in the Library. Mobile telephones must be set to 'silent' mode in the Library; the use of mobile telephones is only permitted in the Tea Room, the Locker Room and the courtyards of the Library. General photography and filming (e.g. of people or the building) is prohibited.
5. The Library reserves the right to inspect anything brought into the building. Laptops, mobile devices, bags, files, folders, coats and any other items allowed into the Library shall be subject to examination on exit.
6. Bottles of ink, correction fluid, and other potentially damaging substances shall not be taken into the Library.
7. Water may be consumed in the Library as long as this is from bottles with a sealable top.
8. Smoking is not permitted anywhere on the premises.
9. No person may go barefoot in the Library.

Library staff are empowered to stop any activity in the Library which they consider prejudicial to the safety, well-being, or security of readers or Library staff or to the preservation of the collections

IT and Computer Systems

ECUC has invested greatly in computing facilities and has integrated the use of IT into all degree courses. Students will have access to networked PC workstations throughout the campus, providing access to a wide variety of services, resources and software, including free internet access.

As a student, you will have your own computer account and email address and will be encouraged to make full use of the internet and other multimedia resources. Access to these facilities demands a degree of responsibility from each user not to jeopardize the integrity of systems.

Educational use is highly recommended and monitored on campus by students and our IT department will not hesitate to help every student if required.

Re/ using iPad in your education at ECUC

To incorporate digital literacy standards into the curriculum and to create a teaching environment using the same technology that you may be using at home, ECUC has donated iPads for each of you so that you may study the way you prefer. You can customize your students' iPad with materials that fit your level and learning style.

Say, you are studying mass media lesson; you can make a video, design a digital poster, or create a website. If you learn best by listening, download the recorded lecture and listen repeatedly on your iPad, you can listen while doing something else. In Business class, you can pull stock market data to create and track a stock portfolio or research market costs to create a realistic housing budget.

You can do the same with other fields of study like English; you may download supporting resources to practice individually or in-group study. Remember, English for example needs practicing. You may want to search and download modules for the IELTS or TOEFL exams (speaking, writing, and listening). Bring what you get and study it with your colleague(s). You will enjoy the company of your friends and have fun while you are actually studying your lectures.

With your iPad, you can learn the same lesson in different ways. Smart students are those who turn an assignment or some lecture into something big like multimedia presentation, photo documentary or research project. This way, the learning you need to do will become the learning you want to do, on a device you love to use

ECUC strongly encourages interaction. Interact with your lecturer, simply show him or what have you collected on your iPad then discuss it. By doing this, you are putting your first step in improving your own learning process. If you suggest certain topic or items that you have on your iPad, this means that you are on your way to be researcher, be producer and, be part of research-based education. Having a say in your education is important. Your iPad will re-energize you every time you using it in your education.

ECUC will periodically inspect your iPad to assess your usage, to see who is creative among you and examining your feedback.

Rules for the use of the University College Computing Facilities

- ❖ Access to ECUC computing facilities is normally granted by the issue of an individual username and initial password. The individual concerned is solely responsible for

work undertaken from any username issued. Users must only use their own username when accessing ECUC's network. Users are responsible for the security of their passwords. Passwords should never be revealed to anyone and should be regularly changed, whilst ensuring that strong passwords are chosen. Users should be particularly wary of phishing attacks that appear to be official requests for your username and password, or other personal data, as these may be used for identity theft.

- ❖ Access to ECUC computing facilities is given and allocations of resources are made for the purposes of the ECUC, as approved by the Department/School, and for the operations and management of the ECUC
- ❖ Users must not damage ECUC computer equipment or interfere with systems or any other user software housed on the ECUC computer systems, e.g. by introducing viruses
- ❖ Users must not use or attempt to use any network from The ECUC for unauthorized purposes.
- ❖ All software used on ECUC IT equipment must be appropriately licensed, and proof of such licenses must be made available on request
- ❖ Information issued by Information Services in official notices, circulars and instructions, and verbal advice given to users is not confidential except where it is stated to be so. However, users are warned to follow strictly any instructions issued regarding the use of proprietary software and any other confidential information. It is strongly emphasized that no such confidential information may be copied, modified or disseminated without the consent of the Chief Information Officer or the Head of Department/School, as appropriate
- ❖ Users must not access, transmit, store, print, promote or display material where to do so constitutes a criminal offence or a civil wrong. Examples of criminal offences include the possession without a legitimate reason of an indecent photograph of a child; the possession without reasonable excuse of information of a kind likely to be useful to a person committing or preparing an act of terrorism. Examples of civil wrongs include defamation, breach of confidence and the misuse of private information.
- ❖ Users should ensure that any information related to ECUC activities and stored locally on their desktop or laptop is backed up on a regular basis. This is to ensure that no vital data is lost.

- ❖ Users must not use any third party materials (including images, databases, text, sounds, logos, trade marks) in any documents (including emails and web pages) in breach of that person's intellectual property rights. As a general rule, users must not copy any third party material unless the permission of the owner has been obtained
- ❖ All connections and PC cords lay outs are installed according to ECUC's health and safety regulations. Risk assessment procedure is done before and after using any lab on ECUC to eliminate any hazardous items that might cause damage.

Copyright

During your studies you may want to include in your own work material that has already been published elsewhere. This is likely to be an extract from, or reference to, a textbook or journal, but could include magazine or newspaper articles, photographs, illustrations, logos or trademarks, web pages, emails, sheet music, maps or video, audio, TV or radio broadcasts. This includes use of ECUC's logo, which is a registered trademark and is protected under copyright law.

Any material that has been recorded (in any way), published, released or broadcast is covered by UAE and international copyright law. The most common misunderstanding is the belief that web pages are in the public domain and are therefore free from copyright and can be reproduced freely. This is not true. Web pages are published works and the same copyright laws apply. If you wish to use materials in your own publications you should ask the copyright holder's permission before reproducing any copyright work

Infringement of the Code of Practice

Users of the ECUC computing facilities who are found to be in breach of the above rules may be liable to disciplinary action under the relevant provisions for staff and students. Disciplinary action may take the form of, but is not limited to, withdrawal of access to computing facilities, the giving of an oral warning or written warning, the imposition of a fine, or the suspension or expulsion of the relevant student.

Audio and Visual Recording of Lectures

Lectures can be considered to be broadcasts and are therefore subject to copyright law. Students may record lectures and other interactions only for the purposes of personal study. This includes any course related activity undertaken whilst a student

is registered at ECUC, to include, but not limited to: lectures, seminars, tutorials, discussion groups, laboratory work, and fieldwork. Written permission from the lecturer must be obtained if students would like to record a lecture for any other purpose. ECUC has the right to prohibit the recording of lectures and other interactions for students not authorized under the ECUC's regulations.

Students with a disability may be permitted to record lectures for private study purposes only. This should first be discussed and agreed with the student's Head of Department/School. The Head of Department/School will then disseminate this information to the relevant lecturers.

The use of recorded material for any purpose other than private study – for example posting via social media or supplying the recording to any other person for commercial gain or otherwise except for transcription purposes without having first gained permission from the lecturer is an offence under the ECUC's Code of Student Behavior and may result in disciplinary action being taken.

Failure to comply with the above shall constitute a disciplinary offence to be dealt with under ECUC's disciplinary procedures.

Academic citizenship

Studying for a degree in higher education entails becoming a member of an academic community. This means learning from your lecturers and fellow students in an environment based on courtesy, honesty and mutual respect. As a student, you will be encouraged to develop your own ideas and, in return, will be expected to acknowledge the way you have drawn on the concepts, theories and practice of others in this process. This is about intellectual integrity. For written coursework, this implies appropriate acknowledgement of the sources that you have consulted and used.

Respecting Views

At ECUC we do believe that every person has his/her own view or thoughts and we respect it and do encourage all our students doing the same.

We encourage a productive debate between students and in some cases it is used as a method of teaching during your study with us. A productive debate between students and lecturers/teachers will lead to a productive outcome and a brighter idea how to face a certain issue whether during your learning time with us or even after your

graduation. It even teaches you how to stay focus on a subject without causing any disrespect to anyone in intentionally.

We do believe also that UAE is a multicultural country with a wide number of people living here with different religious background, therefore; we do respect everyone's views and traditions. we follow few simple steps in regards to respect others, these steps are:

- ❖ We look at people from other faiths as people, not as categories or religions.
- ❖ We are informed and well educated about other faiths and customs.
- ❖ We look for similarities and never chase after differences.
- ❖ We do have an open mind.
- ❖ We never force or allow anyone to force an opinion or belief upon others.
- ❖ We are overall nice.

What do we mean by cheating?

Cheating refers to an immoral way of achieving a goal. It is generally used for the breaking of rules to gain unfair advantage in a competitive situation. Cheating is gaining a reward for ability or achievement by dishonest means.

At ECUC, cheating is defined as relying on some else's work to pass through an exam, assignment or test. This action is not accepted and will not be tolerated at ECUC.

We mean 'an attempt to complete an assessment by means considered to be unfair'.
By unfair we mean:

- ❖ bringing into an exam situation information that you should not have
- ❖ copying or passing off someone else's work as your own
- ❖ any of the other ways in which an individual may

Honesty and Integrity

We believe that all students have a responsibility to promote academic integrity at the ECUC by not participating in or facilitating others' participation in any act of academic dishonesty and by reporting all violations or suspected violations of the Academic Integrity Standard to their instructors. Violations of the Academic Integrity Standard (academic violations) include, but are not limited to:

- ❖ Cheating

- ❖ Falsification, Altering or fabricating any information or citation in an academic exercise or activity
- ❖ Plagiarism

What if it was group work?

Your contribution must still be your own. If we find it's not we will treat you and the other members of the group as cheats.

What happens if we catch you cheating?

Students who are caught in any action of cheating will face actions set by ECUC rules regarding this issue. Simply because our aim is graduate fully qualified students with a very high education level, we also aim to make sure that all students will graduate with all necessary ethics required to continue their professional, as well as their private life. Your Head of Department will deal with the matter perhaps by delegation. The department of which you are studying in will interview you and may require you to do the work again with a restricted maximum mark of 40 per cent (an assessment penalty). If it is a very serious offence, we will call for a ECUC disciplinary panel. The panel will ensure you get a fair hearing. If it concludes that you did cheat, the panel has a range of powers and penalties, the most serious being exclusion from the ECUC.

An official letter might be sent to any person found cheating on ECUC ground as an official warning letter that will be kept in this person's records. The penalties that ECUC may impose on a student for multiple or egregious academic integrity violations are:

- ❖ **Probation:** continued participation in an academic program predicated upon the student satisfying certain requirements as specified in a written notice of probation. Probation is for a designated period of time and includes the probability of more severe disciplinary penalties if the student does not comply with the specified requirements or is found to be committing academic integrity violations during the probationary period. The student must request termination of the probation in writing.
- ❖ **Suspension:** temporary dismissal from an academic program or from the ECUC for a specified time, after which the student is eligible to continue the program or return to the ECUC. Conditions for continuance or readmission may be specified.
- ❖ **Expulsion:** permanent dismissal either from an academic program or from the ECUC.

- ❖ Assigning a designation with a course grade indicating an academic integrity violation involving academic integrity. Conditions for removal may be specified, but the designation remains on the student's transcript for a minimum of one year; provided however, that once the student's degree is posted to the transcript, the designation may not be removed thereafter.
- ❖ Denial or revocation of degrees.

What is plagiarism?

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writing or other work of someone else as though it is your own work. Plagiarism also includes the preparation or production and submission or presentation of assignments or other work in conjunction with another person or other people when that work should be your own independent work. This remains plagiarism whether or not it is with the knowledge or consent of the other person or people. Enabling plagiarism contributes to plagiarism and therefore will be treated as a form of plagiarism. This means allowing or otherwise assisting another student to copy or otherwise plagiarize work by, for example, allowing access to a draft or completed assignment or other work.

Is plagiarism easy to spot?

Plagiarism is easy to spot for the following reasons:

- ❖ your lecturers are experts in their subjects and will recognize when a work is plagiarized or when the work of others is incorrectly or inappropriately presented and referenced plagiarized work often includes obvious signs such as dramatic (and improved) changes in language, grammar, style or unusual formatting (a mixture of font styles and type sizes) because of cutting and pasting there are now a variety of electronic detection tools that can help staff identify plagiarism

Is plagiarism cheating?

Most definitely, it is a common form of cheating, especially with the wider access people now have to the internet.

Categories of plagiarism

Plagiarism includes any of the following, without full and appropriate acknowledgement to the original source(s):

1. Using other students' work (Individual assignments)
2. Using other people's published work (Individual assignments)
3. Not contributing fairly to group work

4. Cheating in exams/tests

Student Code of Conduct

The Code of Conduct specifies behaviors that students should avoid as they are inconsistent with the essential values of the ECUC. A student will be held accountable through the ECUC Discipline Process if he/she makes the decision to engage in these behaviors. In addition, intentionally attempting or assisting in these behaviors may be considered as serious as engaging in the behavior. A person commits an attempt when he/she performs any act that constitutes a substantial step toward the commission of a behavior specified in the Code of Conduct.

Student Clubs and Organization

Students may establish clubs/organizations that promote their common interests. Student clubs/ organizations are classified into two areas:

- ❖ Ethnic Clubs that promote various national cultures and
- ❖ Interest Oriented Clubs that cater to student interests and hobbies.

Once officially registered and recognized, a student club/organization must operate in compliance with ECUC rules and regulations. Club/organization events and activities must be directly related to the mission and goals of the club/organization.

Requirements for Establishing Clubs/Organizations:

Applicants must be full-time students with a minimum GPA of 2.0 and must not be on social or academic probation. Applicants must provide the following:

- ❖ A list of the seven students serving as board members, the 20 members and the proposed club/organization advisor. For ethnic clubs, it is preferable that the president of the club is a citizen of the country of focus and those board members are aware of the culture and traditions of the country that the club intends to represent.
- ❖ A written proposal indicating the purpose of the club/organization, including its mission and goals. The club's/organization's purpose must be in line with the

mission and vision of the ECUC and should be unique and not duplicate that of already recognized clubs/ organizations.

- ❖ The proposed club's/organization's constitution stating the club's/organization's rules and regulations.

Procedures for Establishing Clubs/Organizations

- ❖ Applicants should submit all requirements to SSC.
- ❖ The SSC Coordinator in charge will review the requirements. Applications with complete requirements will be processed while incomplete applications will be returned.
- ❖ The SSC Clubs and Organizations Committee will study the proposal and forward its recommendation to the Vice Chancellor for Public and Student Affairs. Applicants will be notified of the outcome of their proposal. The Office of Student Affairs (OSA) reserves the right to reject or disapprove a club registration request whenever it deems necessary.
- ❖ Upon approval of the proposal, the club/organization must submit a duly filled Student Club/Organization Registration Form. Once signed by SSC officials, the club/organization becomes officially recognized.
- ❖ The club's/organization's email address and password will be given to the club/organization president and an account will be opened with the ECUC's Finance Department to provide funds for the club's/organization's approved events and activities.
- ❖ The club/organization may start receiving memberships and a list of members must be maintained.

Club/Organization Executive Board, Advisor and

Subcommittees

SSC will oversee and monitor club/organization activities to ensure that its operation complies with ECUC rules and regulations.

Student Run Media Guidelines

- ❖ Currently, there are no student-run media. In future, any student publication coming up at ECUC will be required to conform to the norms of responsible journalism and avoid libelous, indecent, or harassing material. The same publication policies will apply when deciding what material can be included on the

web site, or any other social media, developed and managed by the students. All the publications should particularly keep in mind the cultural norms of Umm Al Quwain and the UAE.

- ❖ Students should get all the articles, stories or any other related materials reviewed by the SSC Officer to ensure the correctness of the English Language. Students should take prior approval from the Head of The Department and Student Service Center before distributing, posting or publishing any printed/online material in the name of ECUC.
- ❖ Students may use the ECUC name in association with their ECUC - sanctioned activities. Recognized student groups producing merchandise for sale that incorporates ECUC's name, marks or logos must comply and get permission from the Vice Chancellor for Public and Student Affairs. Students may use the name of a department or other ECUC programs outside the ECUC (other than on a resume) only with approval of the appropriate authorized person.

Academic Regulations

Every ECUC has its own academic regulations. These set out the principles, procedures and practices relating to all things academic. It's all about how to pass, how to progress and what to do if you don't pass. A few examples are given below to give you an idea of the scope and purpose of academic regulations and information on where to find them. You will also be given a summary of ECUC regulations during induction.

Student Record Privacy

❖ Confidentiality of Student Records

All student records are considered confidential. Only you, your immediate family, and authorized ECUC personnel may review your student records. Unless compelled by law, or upon written authorization from your parent or guardian or yourself, the Registrar will not disclose confidential contents of your student records to any party outside the ECUC.

❖ Access to Student Records

By applying for admission and enrolling at the ECUC, Student have accepted the ECUC's right to collect pertinent personal information for institutional purposes. Documentation that is submitted in support of student application for admission becomes the property of the ECUC. This information is used to assess performance in programs and courses, provide the basis for awards and assist in the academic and

financial administration of University College affairs. Student may obtain the permission to access records by making an application to the Registrar. Student also has the right to be provided a copy of the record and the list of the types of educational records maintained by the ECUC such information includes only the following items: student's name, degree received, major of study, awards received and participation in officially recognized activities and sports. Student has the right to inspect all documents contained in their record. Student may request that false information is corrected and that recipients of false information are advised of the correction.

An electronic record of student's academic achievements at the ECUC is preserved permanently, but all other documents in the student files are destroyed when no longer required.

❖ **Transcript of Academic Record**

Copies of the student transcript will be issued at the student's request by the Registrar's Office

Find it on the web

Most of ECUC's academic regulations are published on ECUC website, together with other policy and advisory documents that may have a bearing on your studies. If you have a query about ECUC Academic rules and regulations, look at the website first at www.ecuc.ac.ae

Admission Policy

Students are offered admission irrespective of their national origin, color, gender, disability or religion to all the rights, privileges and programs offered by the University College. Students seeking admission at the undergraduate level should have completed their High School successfully and should have secured the respective certificate with the required percentage for the program that they select to pursue. The Admissions Office will look over all the applications that meet the minimum requirements and invite offers to the best applicants to join ECUC. The criteria considered by the Admissions Office during the admission process are as follows:

- ❖ the levels of courses achieved by students,
- ❖ overall grades in high school,
- ❖ any standardized test scores that have been taken or asked for,

- ❖ the closeness of the relationship between test scores and grades,
- ❖ any essays used for admission purposes,
- ❖ personal or academic recommendations or references,
- ❖ the validity of extracurricular clubs, societies and activities that relate to the program of study, and
- ❖ the comparison of an applicant's overall ability set against that of other applicants.

Students are granted admission for a specific semester for which they apply and if they, by any reason, fail to join the University College that semester, their right for admission will be nullified and they will have to follow a new admission procedure the next semester, unless otherwise advised by the University College.

Regular attendance and participation are required from all students in all class meetings, lectures, laboratory sessions and seminars. Students are not permitted to pursue degrees through correspondence or by merely passing the University College examinations.

The language of instruction throughout the degree program is English; proficiency in English Language both oral and written is a decisive factor in determining the success of the student in the University College.

Policy on Discretionary Authority

The University College has the right to reject admission to candidates who furnish faked documents to claim eligibility for admission. The University College also reserves the right to deny a request for readmission from a student with a history of fraudulence.

General Admission Requirements

Every applicant is required to submit the following documents:

1. An official secondary school graduation certificate, which has been certified by Ministry of Education along with necessary bodies.
2. A non-refundable fee of AED 1365 for application.
3. Six recent passport-size photographs.
4. Official reports of grading from over the last three secondary school years and again certified.
5. An admission application. This must be fully completed.

6. An overall average of sixty (60) % in the UAE High School Certificate or its equivalent or greater is needed for entry to the program.
7. Copy of a valid passport with residency page for expatriates.
8. Test of English as a Foreign Language (TOEFL) score or equivalent (IELTS Band Score), if obtainable at the time of application.
9. Certificate of good conduct from the police department for UAE Nationals and resident students.
10. The necessary documentation for either the early, regular or transfer admission.

Applicants must be able to secure a score of 450/500 on the Paper-Based TOEFL (PBT) or 46/61 on the Internet-Based TOEFL (IBT) or 4.5/ 5 on ILETS (general or academic) to be admitted to ECUC. These scores are only valid for two years after the test has been taken. Students who do not score at or above the minimum level but in other areas meet ECUC standards may still be admitted, but will spend time in the Intensive English Program (IEP) at ECUC. Only when meeting the minimum required eligibility criteria they will be allowed to enter the main programs they wish to study. Students who do not meet the English Language requirements are required to study at least one semester in the IEP and must obtain the necessary /46-61 IBT/450-500 PBT on TOEFL or 4.5/5 on ILETS (general or academic) to be eligible to move across into their chosen field.

Application Procedure

An application form must be completed by each applicant. These forms are available at the Admission Office. Completed forms must be submitted before the dates announced by the University College. No late applications will be accepted.

An accepted applicant in any bachelor's degree program offered by ECUC must:

- Be a graduate from a secondary school or its equivalent with a grade that satisfies the department requirement.
- Demonstrate acceptable competency in English equivalent to a TOEFL score of 500 paper based or 173 CBT/61 IBT or its equivalent of a standardized English Language test. Those not meeting the above mentioned level will be required to undergo Intensive English remedial program and they must score the level stated above to be allowed to register in an academic program of the ECUC.

- A non-refundable application fee of UAE Dirham 150/- to be paid before taking the placement test.
- Registration fee of UAE Dirham 1000 (non-refundable) has to be paid prior to registration of subjects.
- Satisfy all other requirements of admission.

Admission as a Transfer Student

A Student who needs to transfer to ECUC from another academic institution must submit an official transcript only from an accredited university. Student's acceptance will depend on the following criteria:

1. The High School Diploma is recognized and approved by The Ministry of Education.
2. The student must not be on probation or dismissed from the institution from which they are transferring. It is expected that a student has a clear record in this regard. ECUC does not necessarily expect a minimum Cumulative Grade Point Average (CGPA) as this depends on the university or academic institution the student is transferring from.
3. The student is currently attending an accredited higher education institution that offers a comparable learning experience equivalent to ECUC. They should also have successfully completed at least one semester there.
4. Before being admitted to the institution the student is transferring from, the minimum admission requirements of ECUC should have been met at that time.
5. The Student should possess a minimum GPA of 2.0 on a scale of 4 or an equivalent.
6. Credit will be given for classes completed with a C grade minimum.
7. The number of credits of the transfer courses should be equivalent to those offered by ECUC.
8. The contents of any course covered elsewhere must be equivalent to those offered by ECUC.
9. The student may transfer up to, and not exceeding, fifty percent (50%) of credits toward their degree at ECUC.

10. The student must pay a non-refundable fee of AED 200 as part of the evaluation process. This fee is, however, deductible from tuition fees once the applicant has joined.

Any decision with regard to the awarding of credits is made only by the nominated chairperson at ECUC in the academic division.

Non-Degree Admission

ECUC offers the provision where non-degree admission can be taken up by a limited number of students who are able to join undergraduate credit courses. Enrollment of these students in undergraduate courses is naturally limited to available space. Non-degree students are limited to a total of twelve (12) credit hours per semester and a total of thirty (30) non-degree credit hours.

Any credits gained in courses with a grade of C or better at ECUC with a non-degree status may be reassigned and added to a full degree program if the student later applies to an undergraduate degree program.

Students who have non-degree status are expected to abide by the same Student Code of Conduct standards as degree students. All students must maintain a 2.00 GPA. The full academic regulations for degree programs and courses apply in this case as well.

Transferring from Non-Degree Status to Degree-Seeking Status

To change status to one of the 'degree-seeking', a non-degree student must fulfill all ECUC admission requirements for the semester when students intend to begin studying. All students must submit the required application information and follow-up documents to the Admissions Office. Students given permission to transfer from the non-degree to degree status must have finished at least twenty-four (24) credit hours of non-degree coursework while studying residentially at ECUC, and must have at least a cumulative GPA of 2.00 for all non-degree coursework taken at ECUC prior to this time. Students can transfer no more than thirty (30) credit hours earned in courses passed with a grade of C or higher when they have been taken in a non-degree status course at ECUC and then can be carried forward toward a degree program.

Tuition and Fees for the Non-Degree Program

Tuition fees for students designated as non-degree, who are enrolled in undergraduate courses, are identical to those of degree students.

The Offer of Admission

Admission is granted to the semester the student has applied to. A granted student may request to defer his admission provided that the request is made in writing, subjected to seat availability and meeting the admission criteria. A deferred admission must be utilized in the following semester of the originally granted one.

The University College holds the right to withdraw an admission offer made if the requirements provided by the applicant haven't been met or have been false fully obtained. In the event of an admission withdrawal, credits earned at ECUC will be withheld.

Admission Deposit

A non-refundable and non-transferable admission deposit of UAE Dirhams 1000, mandatory on all applicants, is required to reserve a seat for the applied semester. The deposit must be made before the deadline mentioned in the admission letter. Deduction of the deposit towards a student's bill will be made upon their admission to the ECUC. The deposit may be used in the instance of an approved request for a deferred admission.

Visiting Student Admission

Visiting students who are studying for a degree at another academic institution but would like to study at the ECUC in the Fall, Spring and/or Summer semesters will be dealt with on an individual basis. Students may be on this visiting status at ECUC for up to one year. They must complete an Application and present documents from their regular university to the Admissions Office stating that they are a member of another academic institution, are allowed to return, and are also allowed to follow courses at ECUC. They are also required to meet the English Competency minimum. The Admissions Office additionally requires individuals who are enrolled at an institution where English is not the language of instruction to a submit TOEFL scores.

Applicants with Disabilities

ECUC can provide extra services to students with particular disabilities. Those who need these services are kindly asked to contact the Head of Student Affairs.

Recognized Secondary School Certificates

Secondary School Certificates granted by the Ministry of Education and by private schools recognized by their host country will be considered by the ECUC.

Certificates obtained through recognized qualification authorities, and national and international testing boards are also accepted by the ECUC. In the case of a two level secondary school certificate, the higher certificate of the two will be considered by the ECUC.

Deferred Admission

Students who have been admitted may defer their entry to ECUC for a maximum of one academic year. Students who decide to defer to a later semester must let the Admissions Office know in writing. This must be done before the first day of class in the semester he/she is admitted to. To apply for deferred admission, students must supply the Admissions Office with an updated application as well as re-supplying an update to any transcripts before the admission deadlines for the deferred semester.

Readmission

The Admission Office deals with the cases of Readmission for students who have been out of attendance with the ECUC for over a year. The categories for readmission are as follows:

- **Former Students in Good Standing:** Application for readmission is mandatory for ECUC students who have been out of college for over a year.
- **Students Suspended from Emirates Canadian University College:** The decision for readmission of ECUC students who have been suspended rests with the Admission Office which will evaluate each case and may grant admission on probation after the student has served suspension. Under certain circumstances, the Head of Academic Affairs may entertain students' appeals for readmission to avoid suspension.
- **Emirates Canadian University College Transient Students:** Students who, after gaining consent from ECUC, pursued their studies temporarily elsewhere may re-enter the University College utilizing the Readmission process provided they present clear and valid records. However, if they attended the other institution without gaining approval from ECUC they will be allowed to return as Transfer Students only.

Advanced Standing

Credits earned at various secondary or post-secondary institutions may be applied towards the completion of a degree at ECUC.

Application for Advanced Standing

All applications for advanced standing are to be considered by ECUC as part of its policies and each department is to publish its criteria for granting. Advanced standing requests must be made prior to the beginning or no later than two weeks of the semester they are to be offered in. Subjects considered for advanced standing require a minimum passing grade of C.

Granting of Advanced Standing

The decision to grant or decline an advanced standing will be made by the Chair or designate in consultation with the Committee on Admissions and Standards; the applicant will be then informed of the decision in the form of a transcript. Students who wish to transfer within programs need to have their advanced standing reviewed by the Chair or designate. Amendments to granted advanced standings will be communicated to students in the form of a transcript

English Language Proficiency

Along with the admission application, both newly applying undergraduate students and non-degree students must show proof of English language proficiency. Exemptions based on applicant's citizenship or attendance of English-medium secondary school will NOT be accepted.

Applicants that satisfy one of the following criteria qualify for exemption:

- ❖ IELTS/TOFEL score must be (4.5/450) and above for Bachelors of Arts in Mass Communication whereas it must be (5.0/500) and above for Bachelor of Business Administration and Bachelor of English Language and Translation. LAW (without IELTS or TOFEL).

Placement Tests

The University College has designed placement tests to evaluate a student's competencies in English and Mathematics as sufficient knowledge of these two subjects is necessary for the successful completion of all programs.

All prospective students who do not attain the minimum score on the TOEFL are required to appear for placement tests. The new students who fail to clear the placement test are required to register for a preparatory program designed to furnish the students a learning environment to improve their proficiency in English and Mathematics. With the exception of mathematics, no placement test may be taken more than once. In case of different levels of mathematics encountered in changing programs, a placement test may be re-taken.

Placement tests are to be evaluated regularly against standardized tests that are recognized internationally. Accurate records will be kept of students' performance on placement tests and students' enrollment in and performance in preparatory programs or courses. The University College will evaluate regularly the effectiveness of its preparatory programs or courses.

Preparatory courses

The University College has instituted programs designed to improve the student's competencies in essential subjects such as English and Mathematics. If the student is not qualified to study for academic credit at the post-secondary level, he/she can register for the foundation program in English language and Mathematics.

Students who score low on a particular placement test are enrolled in an appropriate course at the foundation level. Students will remain in the Intensive English program until they achieve a proficiency of 500 paper-based or 173 computer-based or 61 on the Internet-Based TOEFL (iBT).

Student Grades

Each student undergoes a systematic and regular assessment throughout the semester to meet the required grades for passing his/her class/course. All grades will be given based on many means of evaluation (examinations, quizzes, reports and discussions). Also a final assessment will sum up the overall performance of the student in the entire semester.

All examinations have a maximum time period of two hours and count only one-third of the final course grade, except 400-level courses where extensive writing assignments and projects are involved. However, no other element in the final course grade will count for more than one-third. Final examinations are held as scheduled in the academic calendar of the University College.

After the Final Examination, students are assigned a final grade in each course. This grade is a student's overall assessment as made by the Professor throughout the semester. It reflects the student performance in the various aforesaid components and class participation. The final grade allotted to the student is his permanent record available only in the Registrar's office and is subject to no change.

Passing your course

ECUC's academic regulations include assessment regulations. These provide a general framework for how our courses are assessed. For example, the regulations state that your responsibilities as a student are to:

- ❖ Attend examinations and submit work for assessment as required; if you fail to attend examination(s) or submit work punctually for assessment without good reason, the Unit Assessment Board (UAB) and/or Board of Examiners will determine that you have failed the assessments concerned
- ❖ provide the Unit Assessment Board and/or Board of Examiners before its relevant meeting with any information on personal circumstances that may have affected performance and which you wish the Unit Assessment Board and/or Board of Examiners to take into account, failing which any appeal founded on those grounds will be rejected
- ❖ Undertake assessments honestly and in a manner that does not attempt to gain unfair advantage
- ❖ ascertain the results of your performance in any assessment

The regulations in assessing our students are very simple and easy, we at ECUC apply the following:-

1. Fair: all assessments are fair for all students and without giving any advantages.
2. Clear: all assessments are introduced in a simple clear way to make sure all students know what they are required to do.
3. Time: the time we allow for an assessment is enough for any students to answer; this will remove the stress away from them and make them focus on their work more.
4. Location: assessments are done in locations where every student feels comfortable away from any distractions that might affect the quality of the answer.

Grading System

The cumulative grade point average (CGPA) is based on a four-point scale. The following grading system is used at the University College:

Grade	Percentage Score	Points	Description
A	95-100	4.00	Excellent
A-	90-94	3.7	
B+	87-89	3.3	Good
B	84-86	3.0	
B-	80-83	2.7	
C+	77-79	2.3	Satisfactory
C	74-76	2.0	
C-	70-73	1.7	
D	60-69	1.00	Poor
F	<60	0.0	Fail

The grades obtained in non-credit courses are not included in the computation of a grade point average. The last grade of the repeated course is counted in the calculation of the cumulative GPA. Credits for repeated courses are only counted once.

Incomplete Grades

The obligations that are mentioned on the syllabus for a course should be finalized on the last day of the semester. No final grade of I (Incomplete) should be given on any course unless there is a forceful and demonstrable emergency.

In case of incomplete work without an excuse for lateness, a zero or F grade is given for the absent work and the average calculated accordingly into the final grade.

Only in rare cases (such as in an emergency), and with the approval in writing of the Instructor, can students be allowed to make up unfinished work. The grade of I will be replaced by the achieved grade in the academic record when the Lecturer enters a signed Change of Incomplete Grade of I form to the Registrar's Office.

It is at the student's own liability to complete any course requirements if uncompleted on the specified date within forty-five (45) days from the last examination scheduled for the particular course. The lecturer has fifteen (15) days from the catch up exam for the particular course to hand in the terminal grade through the Change of Incomplete Grade of I form to the Registrar's Office. Following this deadline, all undecided grades of I will be converted to a terminal grade of F.

Failing a unit

ECUC will do all it reasonably can to help you recover from this event.

- ❖ Firstly, we will state what you must do to recover the failure. You might be asked to resubmit a work or repeating the unit in full.
- ❖ Secondly, you are advised to see your Unit Coordinator and get some feedback on why you failed to achieve the learning outcomes.
- ❖ Lastly, make sure you know what you must do and by what date in order to recover the failure.

It should be said that the most common reason for failure is poor engagement with the unit, including attendance (other than for illness or personal circumstances) by the student.

If you fail several units and you are not able to recover them and there are no special circumstances, ECUC will consider whether you may progress or not.

Appealing against your final unit mark or degree classification

All students have the right to appeal against their final unit mark or degree classification. However the only grounds for appeal are that:

- ❖ You believe that an error has been made or regulations have not been properly followed.
- ❖ There was unawareness of circumstances that could have significantly affected the assessment.

Repeating Courses

If a student has failed in a course, it is advisable to repeat it in the following semester. Students are at liberty to repeat their courses for the sake of improvement in their GPA. Raising the GPA is very necessary, especially if compulsory courses are involved. They may repeat the course up to two times, taking into account seat availability, without the permission of their Academic Chairperson but credit hours will be counted only once in the total credit hours required for graduation.

Once the grade is earned and entered into student's record, it's permanently final and is not tampered with. In case of course repetition, only the last grade matters and serves the fulfillment of academic requirements.

Transferring Credits

It is possible to transfer credits if you have already studied part of a degree elsewhere or if you have already completed a degree with joint subjects. ECUC will take care of it once you provide all relevant documentations and degree/s we will assign the right staff to assess your qualifications and discuss it with you in person. As a result, a decision will be made whether your will granted exemptions from particular subjects or not.

Communicating with you

As a student at ECUC we want to communicate with you in the most effective way, using a mix of printed and online information. We will provide you with a student email account as an appropriate means of communicating with staff and fellow students. Your email account is delivered to you by Etisalat Mail. You need to be aware of the following communication channels and use them as a means of keeping informed about important ECUC and course related issues and events.

Student website

The student website at www.ecuc.ac.ae is for current and future students where you will find valuable information and resources.

For current students, the website will provide;

- ❖ The latest news and events
- ❖ Your ECUC Mail, Calendar and other applications.
- ❖ Learning resources to help you with your study.
- ❖ Your results, time table and all important memos.

The student website is the homepage on all ECUC PC's but make sure you bookmark this site at home as you will need to use it regularly.

For future students, the website will provide;

- ❖ All the academics and schedules information
- ❖ Updated news about ECUC
- ❖ Information required helping you apply with us

Virtual learning environment

This facility is provided to student studying at ECUC, the virtual learning environment is one method of giving information to our student and help them stay on track and find their need online during afterhours.

This facility will provide students with their lectures, assignment and any updated notes/announcements uploaded by their lecturer or ECUC, it will keep all students up to date with their subject and connect them to their department whenever they want with a quick response either from their lecturer/s or ECUC administration office.

This environment also releases the stress from students who were unable to attend due to illness and make them rest sure that they have not missed any valuable lectures or notes

Use of Social Networking sites & other websites

There are countless ways for ECUC students to express their views about us, their experiences and their friends. Many of these are helpful and productive aids for learning as well as for social networking.

However, you need to be aware that anything you post (however innocently intended) on your own blog, web page, via Twitter or on Face book or similar sites, may be seen as potentially defamatory or libelous.

Any statement you publish may be legally actionable. Even comments which simply contain factual inaccuracies can potentially cause loss or damage to individuals or jeopardize their safety. You may be personally liable for the consequences. Also, you might want to think about how your social media presence might look to a future employer.

You also need to remember that you remain subject to the ECUC's regulations covering acceptable standards of behavior; IT facilities usage; harassment and bullying

In the event of a serious breach of these regulations, on Face book, Twitter or elsewhere, the University College will not hesitate to take action which could lead amongst other things to withdrawal of your IT access, and to a fine or suspension (or even in the most extreme case to expulsion) under ECUC's Code of Discipline for Students. The ECUC has Face book pages and a Twitter feed which you may wish to follow, however these are not primary channels with which to communicate with you.

The ECUC will only use the means of communication outlined at the beginning of this section to communicate important and essential information to you.

Etisalat Mail

Each student will be given his /her own ECUC email account with Etisalat network. Your email address will be forename.surname@ecuc.ac.ae This mail will be one way of ECUC communication method with you. With the support of Etisalat network, ECUC will make sure that you have the best service and the quickest to prevent any delay of interruptions that might affect your education journey. The email provided will not only work as a way of communicating only with ECUC but you will be able to communicate with your classmates and exchange information and resources with them whenever you desire and as quick as you expect. It is highly recommended to check your email on daily bases and answer any emails that require you to do so, any failure to check your email might occur of losing valuable information.

Use of your personal data

ECUC will have your consent first before using your personal information if required for any development purpose and will ask you if you would like to participate in such development programs.

Plasma screen and noticeboards

Another way of our communication with students is this, plasma and notice boards located in different places. These will keep all students up to date and feed them with any instructions or requirements.

Emergency communication

In the event of any emergency, ECUC will communicate with you using all appropriate methods to keep you up to date. Following all instructions provided by ECUC is advised in such situations.

Text / SMS messaging

We may on occasion contact you via text/SMS, in case of an emergency or to confirm appointments with our services. Texts / SMS will be kept to a minimum and will be sent in line with our Data Protection Policy.

Student Representation

Student representation is a key formal way of engaging students with their institutions. Representatives normally attend meetings of their course, department or faculty as well as taking part in informal discussions with academic and administrative staff on their programs.

As well as this, they should communicate with their fellow students face-to-face, electronically and through posters/drop-boxes, for example, in order to gather the opinions of a group and communicate what the institution is doing.

The purpose of student representation is to encourage student input into the continued improvement and development of the ECUC teaching programs. Elected representatives canvas student opinion so that they can comment on their learning experience and put forward ideas for positive changes, including organization and administration.

The core of the role is to represent the views of the class to the teaching team who deliver the program. This means it is important for representatives to be properly elected and registered and for them to receive training and support throughout the year.

Working in partnership

Student Surveys

At ECUC we always develop and go forward, this is not possible without your feedback to us. Student survey has been created for educational institutions' needs. This kind of surveys will be very useful for students to evaluate teachers, subjects, teaching methods etc.

Each year at ECUC we ask our students to do a survey regarding their education experience although this survey is optional and is totally up to the student to undertake. We do also encourage all to undertake it as these surveys helps ECUC to know if we need to change some ways or methods.

ECUC will evaluate each survey in a very professional and confidential way by experts and evaluate the performance of ECUC. Your survey will help develop our educational institute and help us knowing what points we need to develop or change.

The survey happens in either written forms or through the phone or through our website via an accepted invitation you made.

How to make a Complaint

The decision to file a complaint should be given careful thought. Your satisfaction in the outcome of a case is dependent upon both the accuracy of the complaint filed and your preparation for the hearing.

You must file a complaint to SSC within 10 working days of the incident or the point of discovery thereof.

If something happens that you feel violates your rights (as a student or as a person) and/or that violates the Student Code of Conduct, you should contact the SSC immediately to file your complaint. Complaints may be submitted in writing or in person.

1. SSC: The SSC Officer will acknowledge the complaint, meet with the student(s) involved [the complainant(s) and the respondent(s)], discuss the charges, determine whether the violation has occurred and issue the sanctions at a primary level. Verbal warnings and reprimands will be issued as deemed necessary. The SSC Officer will handle cases of minor disciplinary infractions by ECUC students. If the case is not settled at the primary level, the Vice Chancellor of Public and Student Affairs will be notified accordingly.

2 Vice Chancellor of Public and Student Affairs: Based on the information offered by SSC Officer, the Vice Chancellor of Public and Student Affairs will determine whether a violation has occurred, meets with the student(s) and decide on the sanctions. The concerned student will be informed in writing of any sanctions levied. The President is authorized to decide on sanctions such as warning letters, disciplinary warnings, probation, dismissal, suspension for a stipulated period or recommending dismissal from the ECUC to the Head of Academic Affairs.

Conduct Council Hearing Board: If the President determines that intervention of the Conduct Council Hearing Board is essential, the SSC Officer will be notified to arrange for a hearing with the board members. The board will recommend sanctions that are fair and unprejudiced, and the President will approve the action and inform the student in writing.

Making a complaint

ECUC is committed to providing to all its students a high quality service which will be managed efficiently and which will be publicized with clarity and precision. We strive to deal with all users in a manner which is fair, efficient and courteous, and within the letter and spirit of the ECUC Equal Opportunities policy.

However, there will be rare occasions where a service user (whether a student, member of staff or member of the public) feels that her/his expectations have not been met. In these circumstances you are entitled to give feedback or make a complaint about the department or service in question.

Below are what you need to know about submitting a complaint or providing us your feedback:-

- ❖ Don't be afraid to give feedback or make a complaint. We are committed to ensure we deliver the best service possible and your comments help us to do that.
- ❖ You are encouraged to seek the advice of your Personal Tutor, the Senior Tutor and/or the Students' representatives when considering making a complaint if you are a student and your HR Adviser if you are a member of staff.
- ❖ Please ensure that you follow the route for complaints or feedback. Occasionally the nature of your complaint may mean that it will require the immediate attention of the Head of Department/Director, and in a smaller number of cases, the Registrar. However, in the large majority of cases your complaint will be dealt with more quickly if it is first directed to the relevant member of staff.
- ❖ Please be patient. We take seriously all feedback and complaints. You should expect a prompt initial response to any complaint, but where a complaint requires investigation it may take more than a few days.

Conduct Council Hearing Board

ECUC's responsible authorities have created a Conduct Council Hearing Board to ensure just, speedy and constructive resolution of problems arising from infractions of the Student Code of Conduct. This board considers complaints and recommends appropriate sanctions.

The purpose of the Conduct Council Hearing Board is to consider complains filed, to reach decisions concerning the alleged violations and to recommend appropriate sanctions.

Student Health and Safety Policy

About the Policy

This Health and Safety Policy sets out ECUC's commitment to health and safety and details the organization and arrangements for implementing and monitoring the Policy.

The policy requires ECUC to prepare, regularly revise and bring this Policy to the notice of employees/students.

The full content of the Policy is available on the ECUC Health and Safety pages and all are encouraged to use this as their definitive source. All new students and staff are made aware of the Health & Safety pages in their inductions.

ECUC Health and Safety Committee will review this Policy at least annually. The Policy will be reviewed sooner if there are significant changes in legislation, ECUC structure, or any other reason to believe that the Policy needs updating.

Statement of Intent

A safe and healthy working environment is essential for nurturing excellence and the wellbeing of our staff and students. The ECUC is committed to progressive improvement in health and safety performance leading to standards beyond legal minimum requirements. To achieve this, we will ensure that health and safety is integrated with the other core management functions and that all our employees and students are equipped with the necessary information, instruction, training and supervision to carry out their responsibilities. We are committed to encouraging active participation by consultation and communication at all levels in ECUC. Safety performance is monitored by means of regular inspections and audits, contributing to the review and development of this Policy.

Financial Aid & Scholarship

Students with a cumulative grade of 95% and above in the qualifying examination will be granted a 25% concession in their tuition of first semester as a scholarship. This scholarship is limited to the first semester only.

Students with a cumulative grade of 90% and above in the qualifying examination will be granted a 15% concession in their tuition of first semester as a scholarship. This scholarship is limited to the first semester only.

A merit scholarship of 15% discount on the tuition fee will be granted to students whose CGPA is 3.6 or above on a 4.0 scale in every semester. This merit scholarship will be effective the next semester. Failure in any course will cause a student not be eligible for the scholarship.

An ECUC Merit Scholarship

Merit Scholarship for outstanding freshmen to cover 25 % of tuition fee at the ECUC. The conditions for the award are:

- The freshmen applicants who secured 95 to 100 % of marks in high school final are eligible for 25% tuition scholarships
- The freshmen applicants who secured 90 to 94% of marks in high school final are eligible for 15% tuition scholarships
- All application for the award must be tendered to Admission/registration office on or before the notified date.
- All applicants meeting the above requirement will qualify to receive the award.

Family Tuition Grant

Family grant is offered to those parents who have more than one child enrolled at the ECUC. The conditions for the award are:

- 20% fee concession for the second child and 30% the third child and further additional children.
 - > The 1st child will pay full tuition fee.
 - > The 2nd child will pay 80% of tuition fee.
 - > The 3rd child will pay 70% of tuition fee.
 - > The 4th Fourth child pay 00% of tuition fee.
- The concession will be available for a maximum of 4 years for each child.
- The aware children must be of the same father.
- The grant will be withdrawn in case any of the siblings register lesser than 12 credits or is suspended from the ECUC

Rules for Maintaining Financial Aid

Students will become ineligible to receive tuition fee grant or other aids for the next term if their semester load fell below 12 credit hours, or placed on academic/behavioral probation, or are suspended from the ECUC for registered students on Tuition Fee Concession

- Semester GPA of 2.5 or better
- CGPA of 3.0 or better

Must maintain standard course load (12 credit hours or more)

Important Contacts

You are welcome to contact ECUC for any inquiries or clarifications any time between 8am – 5pm from Sunday to Thursday.

We will be glad to answer your questions and if required we will arrange an appointment to meet you face to face.

Emirates Canadian University College

P.O. Box: 536

Umm Al Quwain

UAE

Tel: 067665597

Fax: 067665598

Email: info@ecuc.ac.ae