

**The Board of the Knowledge and Human Development Authority in Dubai  
Order No. (1) of 2007 Concerning the Special Conditions for licensing Schools, Free  
Zone Schools and Foreign Community Educational Institutions in the Emirate of  
Dubai**

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The Board of the Knowledge and Human Development Authority in Dubai

- In accordance with Law No. (30) of 2006 establishing the Knowledge and Human Development Authority in Dubai,
- and with Article 12 of the Board of the Knowledge and Human Development Authority in Dubai Resolution No. (1) of 2007 Concerning Licensing of Private Educational Institutions in the Emirate of Dubai,

We issue the following Order:

**Article 1**

**Definitions**

For the purposes of implementing the provisions of this Order, and unless the context requires otherwise, the following words and terms shall have the meanings assigned to them:

“**State**”: the United Arab Emirates;

“**Emirate**”: the Emirate of Dubai;

“**Free Zone**”: any established free zone or any free zone to be established in the Emirate;

“**Authority**”: the Knowledge and Human Development Authority in Dubai;

“**Ministry**”: the Ministry of Education;

“**School**”: every educational institute carrying on the education profession in all of its different levels and types from kindergarten to the end of secondary education in accordance with a curricula approved by the Authority, which is either:

- domiciled in the Emirate, or
- its principal domicile is outside the State and provides the education profession through centres, branches or through its agents in the Emirate;

“**Free Zone School**”: every educational institute carrying on the education profession in all of its different levels and types from kindergarten to the end of secondary education in accordance with a curricula approved by the Authority, which is either:

- domiciled in the Free Zone, or
- its principal domicile is outside the Free Zone and provides the education profession through centres, branches or through its agents in the Free Zone;

**“Foreign Community Educational Institution”**: every educational institute domiciled in the Emirate, established and financed by embassies or consulates in the State, carrying on the education profession from kindergarten to the end of secondary education in accordance with a curricula approved by the Authority;

**“Private School”**: the School, the Free Zone School or the Foreign Community Educational Institution.

**“Manager”**: the principal, the head or the manager of the Private School.

## **Article 2**

### **General Conditions**

1. Private Schools shall provide all the necessary information regarding their students and faculty as requested by the Authority from time to time.
2. Private Schools shall provide all of their financial information annually to the Authority. The Authority reserves the right to audit the financial records of the Private Schools with prior notice, as required.
3. Private Schools following the International Baccalaureate curriculum must be members of the IBO and work towards formal authorization from IBO to offer the curriculum.
4. Private Schools following international curriculum commit to seek membership of internationally recognized accreditation agencies approved by the Authority.
5. For the purpose of public awareness and transparency, the Authority reserves the right to share the Private School information (excluding financial details) on the Authority’s portal.
6. Private Schools must attend workshops, seminars and meetings organized and requested by the Authority.
7. Private Schools shall make appropriate arrangements to provide students with personal as well as career counseling.
8. Private Schools shall provide learning support services to students with special learning needs, by ensuring an appropriately qualified teacher is on staff. In doing this, they shall also make reasonable accommodations for students in their educational and social environments, in order to facilitate optimal development and best educational and social outcomes.
9. The license will confirm the maximum number of students that can be registered in the Private School.
10. The Manager shall be responsible to ensure the safety and health of students and staff in the Private School and shall ensure compliance with the health, safety and environment standards adopted and approved by the Authority from time to time.
11. The Authority reserves the right to disallow any educational or non-educational fee increase. The increase of such fees shall be subject to the approval of the Authority

and to the Private School submitting a formal application for fee increase as requested by the Authority.

12. Private Schools shall employ teachers holding teaching certificates and shall commit to hiring teachers with recognized teaching qualifications.
13. Private Schools shall allocate a minimum percentage of the total school revenue as determined by the Authority toward staff training and shall ensure that this is incorporated in the Private School's financial plan each year. Private Schools shall submit their annual teacher training plan to the Authority at the beginning of each academic year.
14. Private Schools shall encourage active parent participation and involvement in the Private School's activities.
15. Private Schools shall provide evidence to the Authority that they actively encourage and participate in community activities.
16. Private Schools shall encourage scholarships based on the overall merits and the financial needs of the student.
17. Private Schools shall announce their academic year start and end dates in line with the norms of the curriculum being delivered and the requirements of their students. The relevant Private School must send the Authority the schedule of its holidays for the following academic year for approval by the end of the 1<sup>st</sup> term each year.
18. Private Schools must maintain an independent bank account, separate from its owner's/investor's account.

### **Article 3**

#### **Compulsory Subjects**

1. Private Schools shall comply with the curricula, books, and teaching hours approved by the Authority in relation to the Arabic language syllabuses prescribed for Arab students and in respect of Islamic studies for Muslim students if the Private School has any Arab and Muslim students, as part of the Private School timetable.
2. Private Schools shall not allow Muslim students to attend religious classes other than those of Islamic religion, and shall not allow them to take part in activities associated with non-Islamic religious classes.

#### **Arabic language:**

3. If the Private School has any Arab students it shall comply with the following in relation to these students:
  - Teach Arabic language books prescribed by the Ministry.
  - Teach 6 Arabic language classes per week until 3<sup>rd</sup> grade, 5 classes per week until 6<sup>th</sup> grade, after which a minimum of 4 classes per week.

4. If the Private School has any non-Arab students it shall comply with the following in relation to these students:
- Teach Arabic language books for non-Arab speakers.
  - Teach 4 Arabic language classes per week for all grades.
  - Arabic language classes are compulsory up to grade 9.
  - Private Schools may teach their own Arabic language books after obtaining the Authority's approval.

Islamic studies:

5. If the Private School has any Arab Muslim students it shall comply with the following in relation to these students:
- Teach Islamic studies books prescribed by the Ministry.
  - Teach 3 Islamic studies classes per week until 3<sup>rd</sup> grade, after which a minimum of 2 classes per week.
  - Islamic studies classes are compulsory up to grade 12.
6. If the Private School has any non-Arab Muslim students it shall comply with the following in relation to these students:
- Teach Islamic studies books prescribed by the Ministry.
  - Teach 3 Islamic studies classes per week until 3<sup>rd</sup> grade, after which a minimum of 2 classes per week.
  - Islamic studies classes are compulsory up to grade 12.

**Article 4**

**Manager and teaching staff**

7. Any new Manager recruited for a Private School following the International Baccalaureate, US or UK system must have at least 3 years of school evaluation experience as well as of working towards school's accreditation process.
8. The Authority must have approved the Manager's appointment.
9. The Manager shall be held liable for the recruitment/selection of new teachers ensuring they have recognised teaching qualifications/certificates and relevant teaching experience.
10. The Private School teachers' qualifications will be subject to inspection by the Authority.
11. The Manager and the teaching staff should have an employment contract with the Private School and should be under the Private School payroll.

## **Article 5**

### **Board of governors**

1. Private Schools shall establish a board of governors which shall actively participate in the Private School's activities. Private Schools shall work towards gaining more knowledge about the board of governors by attending relevant workshops organized by the Authority.
2. The board of governors shall be responsible for addressing main issues concerning the Private School and the community.
3. All Private Schools shall present the Authority with the names and contact details of the serving governors. Any change in the governors, the dates of the board of governors meetings and the recommendations discussed in each meeting shall be communicated to the Authority.

## **Article 6**

This Order shall come into force from the date of issue.

Chairman of the Board of Directors

Issued in Dubai on 25 / 11 /2007 G  
Corresponding to 15 / 11 /1428 H