

# GENERAL SECTION

# **ACADEMIC CALENDAR 2019-2020\***

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## **FALL SEMESTER 2019/2020**

Monday-Wednesday	19 Aug	Pre-Registration for Medicine I & II - Academic Year 2019-2020
Monday	19 Aug.	2019-2020 Academic Year Begins for Medicine I & II
Wednesday-Friday	21-23 Aug.	Fall 2019 New Students Registration <sup>(1)</sup>
Wednesday-Friday	26-30 Aug.	Fall 2019 Semester Late Registration <sup>(1)</sup>
Saturday	31 Aug.	Muslim New Year, Holiday <sup>(2)</sup>
Monday	2 Sep.	Fall 2019 Semester Begins <sup>(1)</sup>
Wednesday-Friday	4-6 Sep.	Fall 2019 Drop/Add Period <sup>(1)</sup>
Monday	9 Sep.	Ashoura, Holiday <sup>(2)</sup>
Saturday	9 Nov.	Prophet's Birthday, Holiday <sup>(2)</sup>
Friday	22 Nov.	Independence Day, Holiday
Monday	27 Nov.	Drop Period Ends
Monday-Friday	2-6 Dec.	Spring 2020 Semester Pre-Registration <sup>(1)</sup>
Tuesday-Wednesday	10-11 Dec.	Reading Period <sup>(1)</sup>
Thursday-Friday	12-20 Dec.	Fall 2019 Semester Final Exams <sup>(1)</sup>
Tuesday	24 Dec.	Christmas and New Year Vacation begins
Thursday	2 Jan.	Christmas & New Year Vacation Ends
Monday	6 Jan.	Christmas (Armenian) Holiday

## **SPRING SEMESTER 2019/2020**

Monday-Friday	20-24 Jan.	Spring 2020 Semester Late Registration <sup>(1)</sup>
Monday	20 Jan.	Spring 2020 Semester Begins <sup>(1)</sup>
Wednesday-Friday	22-24 Jan.	Spring 2020 Drop/Add Period <sup>(1)</sup>
Sunday	9 Feb	Saint Maroun's, Holiday
Wednesday	25 Mar.	Annunciation Day, Holiday
Thursday-Monday	9-20 April	Greek Orthodox and Latin Easter Holiday
Monday	27 April	Drop Period Ends <sup>(1)</sup>
Tuesday-Thursday	28-30 April	Summer 2020 Semester Pre-Registration
Friday	1 May	Labor Day, Holiday
Tuesday-Wednesday	4-8 May	Fall 2020 Semester Pre-Registration <sup>(1)</sup>
Friday-Sunday	12-13 May	Reading Period <sup>(1)</sup>
Thursday-Friday	14-22 May	Spring 2020 Semester Final Examinations <sup>(1)</sup>
Tuesday-Thursday	24-26 May	Id al-Fitr, Holiday

## **SUMMER SEMESTER 2019/2020**

Monday	1 Jun.	Pre-Registration for Medicine III & IV - Academic Year 2020-2021
Monday	1 Jun.	2020-2021 Academic Year begins for Medicine III & IV
Monday-Friday	8-12 Jun.	Summer 2020 Semester Late Registration <sup>(1)</sup>
Monday	8 Jun.	Summer 2020 Semester Begins <sup>(1)</sup> .
Wednesday-Friday	10-12 Jun.	Summer 2020 Semester Drop/Add Period <sup>(1)</sup>
Wednesday	1 Jul.	Summer 2020 Semester Begins for Medicine I.
Monday	13 Jul.	Drop Period Ends <sup>(1)</sup>
Saturday	25 Jul.	Reading Period <sup>(1)</sup>
Monday-Wednesday	27-29 Jul.	Summer 2020 Semester Final Examinations <sup>(1)</sup>
Friday-Sunday	31 Jul.-2 Aug.	Al-Adha Holiday <sup>(2)</sup>
Saturday	15 Aug.	Assumption Day, Holiday
Monday	17 Aug.	2020-2021 Academic Year Begins for Medicine I & II
Monday	17 Aug.	Pre-Registration for Medicine I & II -

Academic Year 2020-2021

Wednesday-Friday 26-28 Aug. Fall 2020 New Students Registration <sup>(1)</sup>

Sunday 29 Aug. Ashoura, Holiday<sup>(2)</sup>

Monday-Friday 31 Aug.-4Sept Fall 2020 Semester Late Registration <sup>(1)</sup>

\*This is a Student Based Calendar

<sup>(1)</sup>For all Faculties except Medicine

<sup>(2)</sup> Id al-Fitr, Muslim New Year, Ashoura, and the Prophet's Birthday are determined after sighting of the moon. Accordingly, the actual dates may not coincide with the dates in this calendar.

## **MISSION STATEMENT**

The University of Balamand is a private non-profit independent Lebanese institution of Higher Education. It was founded in 1988 by the Orthodox Patriarchate of Antioch and All the East upon the direction of Patriarch Ignatius IV. The University admits students from Lebanon and the Region at large without discrimination on the basis of religion, gender, or physical handicap.

Inspired by the Tradition of the Antiochian Christian Orthodox Church in promoting the welfare of humanity and its highest values, the University commits itself to Christian-Muslim understanding, openness, tolerance, and compassion. The University is dedicated to graduating professionals who are well-rounded, critical thinkers, life-long learners, and active citizens in their societies.

The University seeks to limit the influence of dogmatism and fundamentalism in intellectual, social, political, religious and cultural manifestations. The University believes in responsible freedom, in the role of reason in uncovering truth, and in the deepening of human existence under God. Through quality education, rigorous research, concern for public good, and engagement with the community, the University seeks to contribute to nation building, ethical standards, inter-cultural dialogue, environmental responsibility, and human development.

## **FACULTIES OF THE UNIVERSITY**

The University of Balamand has 10 Faculties and one Institute: Académie Libanaise des Beaux-Arts, Saint John of Damascus Institute of Theology, Faculty of Arts and Social Sciences, Faculty of Sciences, Faculty of Engineering, Faculty of Business and Management, Faculty of Medicine, Faculty of Health Sciences, the Saint George's Faculty of Postgraduate Medical Education (located in the Saint George's Health Complex in Achrafieh, Beirut), Issam M. Fares Faculty of Technology, and the Faculty of Library and Information Studies.

The language of instruction in the various Faculties/Institutes is as follows:

<b>Académie Libanaise des Beaux-Arts</b>	English/French
<b>Saint John of Damascus Institute of Theology</b>	Arabic, English, and Greek
<b>Faculty of Arts and Sciences</b>	English, French, and Arabic
<b>Faculty of Business and Management</b>	English
<b>Faculty of Engineering</b>	English
<b>Faculty of Health Sciences</b>	English/French
<b>Saint George's Faculty of Postgraduate Medical Education</b>	English
<b>Faculty of Medicine &amp; Medical Sciences</b>	English
<b>Issam M. Fares Faculty of Technology</b>	English/French
<b>Faculty of Library and Information Studies</b>	English/French

*\*Saint George's Faculty of Postgraduate Medical Education, and the Faculty of Medicine & Medical Sciences offer only graduate and postgraduate degrees.*

**P.S:** See other language requirements under the various Faculties.

## ACADEMIC OFFERINGS

The degrees granted by the University of Balamand, like the degrees of all universities operating in Lebanon and licensed by its Government are recognized worldwide. The University of Balamand offers curricula leading to degrees in more than 57 Graduate majors, 1 Post-Graduate major, 1 Doctor of Medicine, 1 Doctor of philosophy, 28 Medical Speciality Degree programs.

These degrees are distributed as follows:

<i>Programs</i>	<i>Degrees</i>
<b>Académie Libanaise des Beaux-Arts (ALBA) Dekouaneh</b>	
<b>Architecture</b>	
Architecture	Maſter
<b>Arts Décoratifs</b>	
<b>-Section Arts Graphiques et Publicité:</b>	
*Graphisme et Publicité	Maſter
*Illustration - Bande Dessinée	Maſter
*Animation 2D/3D	Maſter
*Création Multimédia	Maſter
<b>-Section Architecture d'Intérieur:</b>	
*Architecture d'Intérieur	Maſter
<b>-Section Design:</b>	
*Design Global	Maſter
<b>Arts visuels</b>	
Arts visuels	Maſter
<b>Cinéma et Réalisation Audiovisuelle</b>	
<b>-Section Cinéma:</b>	
* Réalisation Cinéma	Maſter
<b>-Television Departement:</b>	
*Television and Digital Media	M.F.A.
<b>Inſtitut D'Urbanisme</b>	
* Design Urbain	Maſter
* Aménagement du Paysage	Maſter
<b>Académie Libanaise des Beaux-Arts (ALBA) Al-Kurah Campus</b>	
Architecture	M.Arch.
Interior Architecture and Design	M.F.A.
Computer Graphics and Interactive Media	M.F.A.
Graphic Design	M.F.A.
<b>Saint John of Damascus Institute of Theology</b>	
Theology	M.A.O.T., M.Th., Ph.D.
<b>Faculty of Arts and Sciences - Al-Kurah Campus</b>	
Languages, Translation	M.A.
Arabic Language and Literature	M.A.
English Language and Literature	M.A.

* English Language Teaching	
French Language and Literature	M.A.
Education	M.A.
* Curriculum and Educational Management	
* Educational Technology	
Physical Education	M.A.
-Sports Management	M.A.
Psychology	M.A.
* Clinical Psychology	
* School Psychology	
Mass Media and Communication	M.A.
History	M.A.
Philosophy	M.A.
Political Science and International Affairs	M.A.
Christian Muslim Studies	M.A.
Computer Science	M.S.
-Information Systems	
-Software Engineering	
-Health Information Systems	
Mathematics	M.S.
Chemistry	M.S.
Biology	M.S.
Environmental Sciences	M.S.
Food Science and Technology	M.S.
<b>Faculty of Arts and Sciences-Souk El Gharb-Aley</b>	
Education	M.A.
* Curriculum and Educational Management	
* Educational Technology	
<b>Faculty of Business and Management- Al-Kurah Campus</b>	
Business and Management	M.B.A./ E.M.B.A.
Air Transport Management	M.B.A.
Accounting and Finance	M.S.
<b>Faculty of Business and Management-Souk El Gharb-Aley</b>	
Business and Management	M.B.A.
<b>Faculty of Engineering- Al-Kurah Campus</b>	
Computer Engineering	M.S.
Electrical Engineering	M.S.
Civil Engineering	M.S.
Mechanical Engineering	M.S.
Chemical Engineering	M.S.
Engineering Management	M.S.
Environmental Engineering	M.S.

<b>Faculty of Engineering- Souk El Gharb</b>	
Electrical Engineering	M.S.
Civil Engineering	M.S.
<b>Faculty of Health Sciences-Balamand Al Kurah and St. George Health Complex-Achrafieh Campuses</b>	
Public Health	M.P.H.*
Medical Laboratory Sciences	M.S.
Nursing	M.S.*
<b>Faculty of Medicine and Medical Sciences</b>	
Medicine	M.D.
Biomedical Sciences	M.S.
Cognitive Behavior Therapy	M.C.B.T.
<b>St. George's Faculty of Postgraduate Medical Education</b>	
22 Residency Programs	Speciality Diploma
7 Fellowship Programs	Speciality diploma
<b>Faculty of Library and Information Studies</b>	
Library and Information Science	M.L.S.
Museum Studies and Cultural Heritage Management	M.M.C.M.

**Abbreviations:** **M.A.** Master of Arts **M.F.A.** Master of Fine Arts **M.P.H.** Master of Public Health  
**M.S.** Master of Science **M.B.A.** Master of Business Administration **M.Th.** Master of Theology  
**M.L.S.** Master in Library & Information Science **M.M.C.M.** Master in Museum Studies & Cultural Heritage Management **M.A.O.T.** Master in Applied Orthodox Theology

\* Offered only at St. George Health Complex-Achrafieh Campus.

## **ACADEMIC SUPPORT FACILITIES**

### **LIBRARIES**

The University of Balamand Library System is the key resource and service gateway of the institution. It includes five libraries: the Issam Fares Library Learning Center; two ALBA libraries, one in Sin-al-Fil and the other on the Main Campus; the Library of the Saint John of Damascus Institute of Theology; and the Habib and Fouad Abi Chahla Medical Library in Achrafieh. They all work to provide resources and assistance to students, faculty, staff and the UOB neighboring community in general.

Some of the sources available include print and online books and journals, online databases, and multimedia resources. The Library, likewise, holds a series of Special Collections (including the Nour Fares Collection (18th and 19th century travels in the Middle East), and the Scaife Collection (English literature and history). Furthermore, the Theology Institute Library has a unique collection on Eastern Christianity and a valuable set of Arabic and Syriac manuscripts while the ALBA Library has the complete personal library of Alexis Boutros, the founder of ALBA. Borrowing privileges, online searches and resources access, current awareness services, article delivery, interlibrary loan, and facilities reservation are some of the many services provided. The Library also offers a significant service of continuous instructional programs to all its users in order to enhance information literacy leading to a more efficient and effective use of information available both in the Library and on the Internet.

## **LABORATORIES**

Students have access to several laboratories (biology, physics, chemistry, computer, civil, chemical, anatomy, electronics, and surveying) located in the various Faculties. Laboratory supervisors are available to assist students. Programs to establish networking for computer laboratories with other universities and access to data servers are in progress.

## **STUDENT LIFE**

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### **STATEMENT OF POLICY FOR STUDENTS**

The aim of the University of Balamand is to create and maintain a community where each student may pursue studies in an atmosphere of academic freedom and co-operation in a climate of tolerance and mutual respect. Students are encouraged to express themselves and to pursue activities within the Policies and Regulations of the University. Activities of divisive partisan character that impair the spirit of the University are prohibited.

### **OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs is responsible for students' extracurricular activities. It coordinates a variety of social and athletic activities, enriching students' experiences in various areas. The Office holds various events and functions throughout the academic year, bringing together faculty members, staff members, students, and often members of the community. For more information on the university student life, please refer to the UOB Student Guide.

### **EXTRA-CURRICULAR ACTIVITIES**

#### **CAMPUS LIFE AND STUDENT DEVELOPMENT**

Clubs and Societies represent a wide variety of interests in which students experience growth outside the classroom setting. Professional staff members and advisors are available to assist individuals forming a club or society, and to advise registered groups.

Students are encouraged to join clubs and societies and participate in social, cultural and athletic events. A current list of clubs and societies includes the following: ALBA Society, American Society of Civil Engineers - UOB Student Chapter, American Concrete Institute, American Society of Mechanical Engineers - UOB Student Chapter, Association of Energy Engineers, Barcode Club, Balamand Entrepreneurs Club, Cine Club, Computer Science Club, Dorms Club, Education Student Society, Fem Society, Folk Dance Club, Friends of Médecins Sans Frontières (FoMSF), Healthy Minds Club, Human Rights Club, Hospitality Student Society, UOB - IEEE Student Branch, Inklings Club, Interactive Club, Leisure and Fun Club, Lebanese Medical students' International Committee, Live Love Balamand, Mass Communication Club, Medical Lab Community, Medical Student Society, Music Club, Meaningful Youth Club, Nursing Society, Nutri Club, Oriental Choir, Parkour Freerun Club, Photography Club, Political Science Society, Pre Med Club, Red Cross Youth Club, Robotics and Mechatronics Club, Royal Aeronautical Society - UOB Student Branch, Science Student Society, Social Club, Student Society of Chemical Engineers, TEDx Balamand Club, Theater Club, Translation Society, UOB Recycles Club, and UOB Club for UNESCO.

The Campus Life and Student Development Division offers an assortment of educational, recreational and cultural programs for the campus community. It coordinates the facilities, services and programs designed to meet the campus out-of-classroom needs. The division also serves as the administrative liaison to student clubs and societies.

Campus traditions include: a welcoming reception for new students at the beginning of the Fall semester, a Club Fair, St. Barbara's Day traditional celebration, a Spring Festival, and the Awards Ceremony for Clubs & Athletics.



The Campus Life and Student Development Division is located in Zakhem building, Office of Student Affairs, Room 120. Working hours are from 8:00 a.m. to 5:00 p.m., Monday to Friday.

Telephone: + 961 6 930250, ext: 3935 or 3914. Email: clubs@balamand.edu.lb

## **THE ATHLETICS SECTION OF THE EXTRA-CURRICULAR ACTIVITIES.**

The University of Balamand Athletics Department provides services in concert with the mission of the University and the underlying mission of the Office of Student Affairs. These are best characterized by the goal of accessibility. The athletic activities' mission is to be accessible to students of all skills, abilities and interests, and to provide an extracurricular environment which will enrich learning and personal growth. In providing this learning environment, the program places emphasis on the academic success of Student Athletes, the fair and equitable treatment of women and men, the principles of fair play and amateur and semi-professional athletics competition and the health and welfare of Student Athletes.

The University of Balamand presents Varsity Teams in: volleyball (men + women), soccer (men), futsal (men + women), basketball (men + women), track and field (men + women), tennis (men + women), table tennis (men + women), swimming (men + women), badminton (men + women), squash (men + women), handball (men), martial arts (men + women), and rugby (men). Other sports activities include parkour, bootcamp, aerobics and fitness, bodybuilding and yoga.

The Varsity Teams participate in tournaments organized by the University of Balamand and other universities in Lebanon as well as tournaments organized by the Lebanese Federation for University Sports. They also participate in international sports tournaments. The Varsity Teams utilize several on campus and other public and private venues for practice and competition. The Hariri Gymnasium, the Philip Saliba Stadium and the tennis courts of the new athletic complex serve as the headquarters for the athletics programs on the main campus in El-Koura.

## **ACADEMIC INTEGRITY POLICY**

### **1. INTRODUCTION**

As a community committed to intellectual endeavors, the University of Balamand recognizes honesty as the foundation of the academic activities of its faculty members and students. UOB strives to provide students with the knowledge, skills, and judgment they need to function in society as educated adults. Falsifying or fabricating the results of one's research, presenting the words, ideas, data, or work of another as one's own, or cheating on an examination corrupts the essential process of higher education.

### **2. GUIDELINES FOR ACADEMIC INTEGRITY**

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise asked by the instructor. Students are urged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations if instructed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

### **3. FORMS OF ACADEMIC DISHONESTY**

Academic dishonesty includes, but is not necessarily limited to, the following:

- a. Plagiarism is intentionally or carelessly passing off another person's work as one's own. It is taking and using information, ideas, opinions, theories or another person's actual words or source without acknowledging the source, thereby creating the impression that the work is one's own.

Plagiarism can occur in the following ways:

- i. Using text from another source (e. g. books, journals, newspapers, web sites, etc.) without documenting the source
  - ii. Using direct quotation (the exact words or verbatim) from a text without quotation marks, even if the source has been cited correctly
  - iii. Paraphrasing or summarizing the ideas or text of another work without documenting the source
  - iv. Substituting a word or phrase for the original while maintaining the original sentence structure or intent of the passage with or without citing the source
  - v. Using graphics, visual imagery, video or audio material without permission of the author (or publisher) or acknowledgment of the source
  - vi. Translating text from one language to another without citing the original work
  - vii. Obtaining packaged information, foreign language translation or a completed paper from an on-line source and submitting it as one's own work without acknowledgment of the source
  - viii. Presenting the work of another as one's own.
- b. Cheating is giving or receiving, or attempting to give or receive any unauthorized aid during an examination to improve a grade or obtain course credit. Cheating is not limited to examination situations alone, but arises whenever students attempt to gain an unearned academic advantage.
  - c. Duplicate Use of Written Work is the submission of the same paper, or substantially similar papers for two different courses without the consent of the instructors.

#### **4. PENALTIES FOR ACADEMIC DISHONESTY**

- 4.1. If a student is found guilty of violating academic integrity policies, any one or a combination of the following penalties may be imposed:
  - Failure of the assignment, project, or examination on which the student was found to be academically dishonest.
  - Failure of the course in consultation with the Dean. Such offense will be documented in the student's record to note repeat offenders.
- 4.2. Any case of cheating will automatically result in a grade of zero on the assignment in question. Repeat offenders must be administratively dropped from the course, with a grade of 40, and referred to the University Disciplinary Committee which will consider suspension or expulsion from the university.
- 4.3. The Faculty Dean may also raise the case to the University Disciplinary Committee where the latter may issue the following disciplinary sanctions after a hearing, in accordance with the Academic Integrity and Copyright Policies:
  - Placement on Academic Probation
  - Suspension from the University for a definite period of time ranging from a semester to a full academic year
  - Dismissal from the University.

#### **5. ENCOURAGING RESPONSIBLE WORK**

Faculty members should encourage students to do responsible work. This is best accomplished by designing assignments, which require students to draw on their personal skills and do their own work. Lists of possible assignments duplicated/little changed from year to year should be avoided.

## 6. PLAGIARISM STATEMENT FOR SYLLABUS

Faculty members are requested to include a statement on plagiarism in the syllabus of each course and make reference to the UOB Policy on Academic Integrity and Copyright.

## ACADEMIC COPYRIGHT POLICY

### 1. DEFINITIONS

According to the Oxford English Dictionary, copyright is “the exclusive right given by law for a certain term of years to an author, composer, designer, etc. (or his assignee), to print, publish, and sell copies of his original work.”

The Lebanese Copyright Law endorsed on April 3, 1999, and entered into force on June 6, 1999 “has now extended to computer software, video films and all kinds of audio-visual works. The law now provides stiffer penalties for offenders and better compensation to the persons whose rights have been infringed. The manner in which the copyright is breached has also been extended.” (as stated on the website of the Ministry of Economy and Trade).

The Lebanese Copyright Law makes it illegal to import, make, distribute, sell, or rent copies of copyrighted materials without authorization from the owner. No copies except one backup copy are allowed without the specific authorization of the copyright owner.

### 2. FAIR USE:

“Fair use,” a concept embedded in the law, recognizes that certain uses of copyright-protected works do not require permission from the copyright holder or its agent. These include instances of minimal use that do not interfere with the copyright holder’s exclusive rights to reproduce and reuse the work.

The Lebanese law does allow the practice of “fair use,” a legal concept that allows the reproduction of copyrighted material for certain purposes without obtaining permission and without paying a fee or royalty. Purposes permitting the application of “fair use” generally include reviewing, news reporting, teaching, and scholarly research.

Chapter VI of the Lebanese Copyright Law (Exceptions) Item 25 & 26 on the Protection of Literary and Artistic Property (No. 75 of April 3, 1999) states that

25. “... It shall also be permitted, without the authorization of the author and without obligation to pay him compensation, to use a limited part of any legally published work for purposes of criticism, argumentation or citation or for an educational purpose, provided that the part used does not exceed what is necessary and customary. **However, the name of the author and the source shall always be indicated, if the name of the author is included in the work.**

26. It shall be permitted, without the authorization of the author and without obligation to pay him compensation, to copy or reproduce articles published in newspapers and magazines or short excerpts of a work, provided that it is done solely for educational purposes and within the necessary limits of such purpose. **If the names of the author(s) and the publisher appear on the original work, they shall be mentioned in each and every use of the copy of the article or work.”**

### 3. WHAT CAN BE PHOTOCOPIED?

A single photocopy of a portion of a copyright-protected work, such as:

1. A maximum of three (3) chapters from a book (never the entire book);
2. An article from a periodical or newspaper;
3. A short story, essay, or poem. One work is the norm whether it comes from an individual work or an anthology;

4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper. However, in all cases, the name of the author and the source should always be indicated.

#### **4. WHAT SHOULD BE AVOIDED?**

1. Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals;
2. Copying the same works from semester to semester;
3. Copying the same material for several different courses at the same or different institutions.

#### **5. WHEN IS PERMISSION REQUIRED?**

1. When the material is used for commercial purposes
2. When the material is used repeatedly
3. When a work longer than 2,500 words is used in its entirety

#### **6. WHAT ARE THE PENALTIES?**

The University of Balamand does not condone nor tolerate the unauthorized copying of licensed material by staff, faculty, or students. The University shall adhere to its contractual responsibilities and shall comply with all copyright laws, and expects all members of the University community to do so as well.

Members of the University community who violate this policy may be subject to discipline through standard University procedures. It falls on the Dean and faculty members to report such cases. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability.

#### **7. FOR FURTHER INFO:**

Complete version of the Law on the Protection of Literary and Artistic Property (No. 75 of April 3, 1999) can be found at the following website:

*<http://www.economy.gov.lb/MOET/English/Panel/IPR/Copyright>*

### **DISCIPLINARY PROBATION**

Illegal actions and misconduct such as cheating on tests, plagiarism, and disrupting classes and examinations are subject to disciplinary action. A student placed on disciplinary probation is not eligible to receive financial aid during the period of probation. Upon recommendation of the Faculty in which the student is enrolled, the student may be removed from disciplinary probation after one semester. In cases of severe or repeated infractions of University regulations, a student will be subject to suspension or dismissal from the University.

### **GRADUATE ASSISTANTSHIPS**

Students can earn financial support through the Graduate Assistantship Program. Applications to this Program are submitted through the respective Faculties and reviewed before the start of each academic semester. Eligible students are allocated a certain number of hours per week to work in one of the following categories:

1. Teaching Assistant
2. Graduate Assistant
3. Research Assistant
4. Technical Assistant

Normally, these assistantships cover from 20% to 50% of the tuition fees. However, the number of these assistantships and the number of hours assigned per week will depend on:

- The fund allocated by the University
- The academic merit of the applicants

- The availability of positions with faculty members and technical centers.

## **SIBLING GRANT**

A Sibling Grant (7.5% for second, 12.5% for third) is given when two or more brothers and/or sisters are registered at the University of Balamand. No application is needed to qualify for this Grant.

## **STUDENT HOUSING**

Dormitory building accommodating 95 male students and another accommodating 188 female students are available. Each dormitory has single, double, and triple rooms with shared kitchens and bathrooms. Reservations should be made in July for the fall semester, in December for the spring semester, and in June for the summer semester. Reasonable rentals for students may also be found in nearby cities and villages.

## **FOOD SERVICE**

The Cafeteria located in Zakhem Building is a great place to go for everything from a quick snack to breakfast, hot meals, soup and sandwiches, munchies, fresh fruit, salads and hot and cold beverages. In addition to the many items on its regular menu, the cafeteria features daily specials and special holiday meals. A Kiosk that serves quick snacks and sandwiches is located in Khoury Building. Operating hours are Monday - Friday (8:00 a.m. -5:00 p.m.). Other dining services are also available in the parking building facing the UOB main gate.

## **SHUTTLE SERVICE**

A shuttle service (for free) is available on campus to facilitate transportation between different buildings. A bus commuting system is also provided to and from the University to the city of Tripoli at a reasonable cost.

## **MEDICAL SERVICES**

The University offers medical services to students in an infirmary located in the Student Activities Center equipped to deal with minor medical problems. All students are insured against accidents that occur within the University or while using its facilities.

## **ADMISSIONS**

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The Office of Admissions and Registration processes admission to all University Faculties. All inquiries, requests for application forms, and correspondence must be sent to the Office of Admissions and Registration.

## **SELECTION OF APPLICANTS**

The University Admissions Committee, based on the recommendations of the Faculty sub-committees, selects applicants for admission. The Office of Admissions and Registration is responsible for handling admissions procedures.

## **ADMISSION POLICY**

### **I. ADMISSION INFORMATION**

Admission to a degree in the graduate programs is granted through the Office of Admissions and Registration, which receives and processes all applications, evaluates credentials, and issues notification letters. Standards under which students are admitted for study in these programs are established and monitored by the departments and Faculties concerned. Acceptance into the graduate program is based on the candidate meeting University admissions requirements and the recommendation of the Faculty Graduate Admission Committee.

### **I.1. Admission Requirements**

Applicants to graduate studies must hold a Bachelor's degree from a recognized institution of higher learning with an undergraduate cumulative average of at least 80/100 or its equivalent as evaluated by the department the applicant wishes to join. The candidate's application should contain the following documents:

- a- A filled-out application form for graduate admission.
- b- Three recent passport-size photographs.
- c- A certified copy of the Lebanese Baccalaureate Certificate or its equivalent.
- d- A certified copy of the Bachelor degree and its equivalence. An equivalence of a Bachelor degree is obtained from the Lebanese Ministry of Higher Education.
- e- Official transcript(s) from the university(ies) attended, and the corresponding course descriptions.
- f- Two letters of recommendation.
- g- A non-refundable application fee of 100\$.

Acceptance into the graduate program is based on the recommendation of the Faculty Graduate Admission Committee.

### **I.2. Conditional Admission**

An applicant may be admitted on probation if he has undergraduate cumulative average of at least 75/100 or its equivalent as evaluated by the Department the applicant wishes to join.

### **I.3. Language Proficiency Requirement**

Applicants to English-track majors, other than UOB graduates, are required to meet the English Language Proficiency Requirement (a minimum of 600 on the paper-based TOEFL, or 100 on the internet-based TOEFL). Applicants, who score in the range 527 - 597 on the paper-based TOEFL, or 71 - 99 on the internet-based TOEFL, are admitted but must complete the English Language courses (ENGL101/ENGL102) during the first year of enrollment in the graduate program.

Applicants to French-track majors, other than UOB graduates, are required to meet the French language level FREN201 at UOB. Students who hold a DELF/DALF with a degree level B2 or C1 scoring above 70 will be admitted as FREN 201.

Applicants who hold a DELF/DALF with a degree level B1 scoring above 70 will be admitted as FREN102 but they must complete successfully FREN102 within the first semester of enrolment at the University.

### **I.4. Record of Nationality**

The student's nationality as stated on the application form may not be changed after enrolment.

## **II. ACADEMIC REGULATIONS**

### **II.1. Registration Load**

Full-time students must enroll in at least 9 credit hours per semester and a maximum of 12 credit hours. (See appropriate Faculty regulations)

### **II.2. Courses and Grades**

Courses taken as part of the graduate program fall in one of two categories, graduate or bridging, with different grading systems:

### *Graduate Level Courses*

These courses are normally numbered 300 or above (except for Engineering & Business 400 or above). The minimum passing grade for a graduate course is 70. Students in the graduate programs are required to maintain a cumulative average of at least 80 in all graduate level courses. The minimum grade for a graduate course is 55. (See sections III and IV below)

### *Bridging Courses*

Graduate students with a different background from the graduate degree being pursued may be asked to take some undergraduate courses as bridging courses. If a student fails in any of the undergraduate bridging courses, he is allowed to repeat that course only once. Failure to meet the requirements stipulated above will result in the student being dropped from the graduate program. Students who are taking bridging courses are allowed to take along some graduate-level courses (maximum 6 credits) following the approval of the concerned department and the Dean of the faculty. Bridging courses must be completed during the first year of enrollment in the graduate program.

### *Transfer Credits*

Students transferring to the graduate programs may be granted transfer credits up to 40% of the total credits required of the degree. Transferred credits apply only to courses in which the applicant had earned a minimum grade of 80 and equivalent in content to courses offered at UOB.

The concerned Department/Faculty decides on the equivalency of courses.

## **III. GRADUATION REQUIREMENTS**

Students are advised to check, by themselves and with their respective advisors, that all graduation requirements are fulfilled. The graduate program is not held responsible for delays caused by students not meeting the requirements for graduation. To graduate with a Master's degree, a student must meet the following:

### **III.1. Residency Requirement**

To meet the minimum residency requirement for the Master's degree, a student must register and be in residence as a graduate student for at least four semesters. All requirements for the master's degree must be completed within a period of five years after admission to graduate study. Extension beyond the maximum allowed period of study requires the approval of the Dean of the Faculty.

### **III.2. Academic Performance Required**

- 1.A cumulative average of 80 or above.
- 2.A passing grade in all courses.

### **III.3. Graduation with Honors**

- 1.A student achieving a cumulative average of 95 or above at the University of Balamand will graduate with High Distinction.
- 2.A student achieving a cumulative average between 90 and 94.99 at the University of Balamand will graduate with Distinction.

## **IV. ACADEMIC EVALUATION**

The evaluation of the academic performance begins when a graduate student completes at least 9 graduate credits and then he is evaluated every semester.

#### **IV.1. Good Academic Standing:**

A graduate student is in good academic standing if his cumulative average is 80 or above and has passing grade in all his graduate courses.

#### **IV.2. Academic Probation and Removal of Academic Probation**

##### **•Students Accepted on Probation**

1.Student accepted on probation has to complete at least 9 credits of graduate work within the first two semesters of graduate studies and has to pass all courses with a minimum cumulative average of at least 80 in order to achieve regular status.

2.If the student fails to meet any of the conditions, he will be dropped from the graduate program.

##### **•Students Accepted with Regular Standing**

1.A student is placed on academic probation if his cumulative average is 70 or more but less than 80, or fails any graduate course.

2.A student who is placed on Academic Probation due to his average must remove it by the end of the following semester by achieving a cumulative average of 80 or above.

3.A student, who is placed on Academic Probation due to a course failure, must retake the course the next time it is offered and should pass it. If the course is not offered the following semester, the student should petition the Dean to be allowed to continue.

##### **•Dismissal from the Graduate Program**

A student will be dropped from the graduate program in any of the following cases:

- If the student fails to remove the academic probation in the semester following the first probation, excluding students accepted on academic probation.

- If the student is placed on academic probation for a second time.

- If the student attains a cumulative average of 70 or more, but less than 80, in any semester and fails one course in that semester. (This rule does not apply to the first semester of study.)

- If the student attains a cumulative average of less than 70 after completion of 9 graduate credits or fails two courses in one semester.

A student dropped from a graduate program will not be allowed to re-enroll in the same program at any future date.

#### **V. ASSESSMENT OF STUDENTS' WORK**

##### **Grading Scheme:**

The following grading scheme is adopted for reporting final course grades for courses at the graduate level.

<b>Grade Range</b>	<b>Equivalent GPA</b>	<b>Notation/Meaning</b>
95.00--100	4.00	High Distinction
90.00--94.99	3.50--3.99	Distinction



85.00--89.99	3.25--3.49	Very Good
80.00--84.99	3.00--3.24	Good
75.00--79.99	2.50--2.99	Fair
70.00--74.99	2.00--2.49	Acceptable
<70	<2.0	Fail

### **Policy for Failing Grades**

- A failing grade for any graduate course can be no less than 65.

- A grade of 55 will be given to a graduate course in the following 2 cases:

1- If the student has a WF final grade. Once the number of missed sessions exceeds 1/6 of the course sessions, the instructor or the Dean notifies the student in writing and copies the registrar indicating that it is the student's responsibility to officially withdraw from the course before the end of the drop period; otherwise, the student will earn a WF as a final grade for the course which will be converted to a numerical grade of 55 for graduate courses, in computing the student's average.

2- Failure to complete the requirement to remove an incomplete grade or "I" within the period specified by the Registrar.

In addition, failure to take a make-up exam for a missing final will result in a final grade of 55, for graduate courses.

### **VI. TRACKS AT THE GRADUATE LEVEL**

Students may choose one of three routes for conducting a research or professional project at the graduate level: A Field Project, a Training Project, or a Graduate Thesis. They are defined as follows:

**Field Project** - The Field Project (3 credits) allows the students to apply academic theory to solve real and practical problems. Students produce a report containing the following sections: Abstract, Introduction, Background, Problem Identification, Solution Approach/Methodology, Data Collection and Results, Conclusions and Recommendations, References, and Appendices. This project may be carried out by an individual student or by a team of students with a maximum of two persons on each team.

A Project Proposal must be submitted to the Dean's Office during the first two weeks from the time of registration in this Field Project.

Upon review of the Proposal, the Dean and/or Graduate committee recommends to the student names of faculty members who would be appropriate to serve as advisors and examiners (readers/ committee members). Each project team must have an advisor and two committee members. The committee members may be from within the Faculty and/or may be external.

The Field Project tuition fee is valid for a maximum of two registration semesters. The second Project registration semester following the first registration semester is for zero credit tuition (only reactivation fee applies).

**Training Project** - This is a 6-credit graduate Project conducted at specialized institutions/universities with contracts signed between the concerned Faculty and the training institution. The student will have an external advisor as well as an internal one (from the Faculty).

A professional Project, for duration of two semesters, would need to be submitted to the Dean's office for

approval, prior to signing the contract. At the end of the training program, a student needs to submit a detailed report to the Dean's office, following instructions outlined by each discipline, and to take an oral examination conducted by a Dean-appointed committee charged with grading the project and the presentation. Note that this "Training Project" is different from the "Field Training" sometimes required in graduate programs.

**Thesis** - The Thesis (6 credits) allows the students to perform research and synthesize information through critical thinking, evaluation, and sound decision making. The Thesis is an individually-performed research project on a topic that is grounded in theory, has more depth and a broader scope. At the beginning of the second year of the program, the student initiates the process of outlining a Thesis proposal and submits an outline to the Professor, he or she is desiring to work with and have as a Thesis Advisor. The student's choice must be approved by the Dean who will nominate a Thesis Committee or seek the help of the Academic Graduate Committee to do so. Upon completion of the Thesis, the student produces a report containing the following sections: Abstract, Introduction, Background, Problem Identification, Solution Approach/Methodology, Data Collection and Results, Conclusions and Recommendations, References, and Appendices. A Research Proposal must be submitted to the Dean's Office within one month from the time of registration in the Thesis.

The Thesis defense shall be open to the public and shall be announced at least two weeks in advance.

The Thesis tuition is valid for a maximum of four Thesis registration semesters. The three Thesis registration semesters following the first registration semester are for zero credit tuition (only reactivation fee applies each time the student registers). Any subsequent Thesis registration after the first four registration semesters, a Thesis fee equivalent to three graduate credits is applied and is valid for a maximum of two regular semesters.

### **MANDATORY REQUIREMENTS:**

Graduate students completing a Field project or a Graduate thesis must submit the following documents:

1. Before starting work on the thesis/project, the graduate student(s) and the supervisor must sign three copies of the University of Balamand Graduate Thesis/Project Agreement, an agreement whereby both parties agree to abide by UOB policies outlined in the Policy and Style Manual for the Completion of a Graduate Thesis/Project. This document provides help and guidelines on preparing the final copy of the thesis/project according to the policy of the University of Balamand. Two copies remain with both signing parties and the third copy is submitted to the Dean's Office to forward to the Library.

2. After the defense/presentation, two copies of the Thesis Completion Clearance Form must be signed by the student(s) and the supervisor. The Librarian will only sign if the student(s) have completed the work according to the Policy and Style Manual for the Completion of a Graduate Thesis/Project. One copy will be returned to the Dean's Office for the Registrar's Office to record and announce the final grade. Kindly note that this process should not take more than two months. Failing to do so, the student will be asked to re-register for at least one additional semester. Should a grade of "Fail" be given, the student may re-submit and defend the thesis after a period of no less than three months and register for another semester as well. Failure in the second attempt is final.

## **FEES AND EXPENSES (2019-2020)**

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### **APPLICATION FEE**

Applicants must complete the University Application Admission Form and pay an application fee of 110\$  
This fee is not refundable.

### **ENTRANCE EXAMINATIONS FEES**

<i>Entrance Exams</i>	<i>US Dollars</i>
Languages (per test)	50
TOEFL	110

### **TUITION FEES**

<i>Program</i>	<i>US Dollars</i>
Arts & Sciences	
•Arts	724
•Sciences	706
Business & Management	621
Health Sciences	678
Engineering	698
ALBA-Al-Kurah Campus	2,040
PhD - Cotutelle (per semester)	2,040
DBA**	13,770
EMBA (full program)	25,500
Clinical and Dietetics Internship**	7,650
Medicine**	
MED I	30,396
MED II	29,519
MED III	28,113
MED IV	26,775

\*ECTS (European Credit Transfer System) offered at Sin el-Fil Campus where French is the language of Instruction.

\*\* Per Year

### **RESIDENCE FEES IN USD (PER SEMESTER)**

<i>Rooms</i>	<i>Fall / Spring</i>	<i>Summer</i>
Single	875	1,750
Double	500	1,000

## **LIBRARY AND LABORATORY DEPOSIT FEE**

A library and laboratory deposit fee of 167\$ is required of every student enrolling in UOB. This deposit is held until the student graduates or discontinues his course of study, at which time the deposit, minus debts incurred, will be returned.

## **NATIONAL SOCIAL SECURITY FUND (NSSF)-MEDICAL BRANCH**

Lebanese Law requires Lebanese students to enroll in the NSSF medical branch. The fee for the year is 30% of the legal minimum salary.

## **STUDENT ACTIVITY FEE**

A fee of L.L. 210,000 is charged every semester to cover student activities.

## **INTERNET FEE**

A fee of 28\$ is charged every semester to cover internet use.

## **LATE REGISTRATION FEE**

A 70\$ late registration fee is charged to all students who register during the late registration period.

## **DEFERRED PAYMENT**

Students who fail to honor a deferred payment arrangement are charged a late payment fee of 43\$.

## **METHOD OF PAYMENT**

Payment should be made by certified bank check or banker's check payable to the University of Balamand at the Cashier's Office or as a cash deposit in the University's bank accounts.

## **WITHDRAWALS**

If a duly registered student withdraws for justifiable reasons, the following refund schedule will be applied:

1. Before the official beginning of classes 75% of tuition
2. During the first week of classes 50% of tuition
3. During the second week of classes 25% of tuition

Refunds are not made for the summer session.

Note: The University reserves the right to change any or all fees at any time without prior notice. Such changes are applicable to students currently registered in the University as well as to new students.

## **REGISTRATION**

Registration at the appointed time is required of all students in accordance with announced procedures and regulations. Late registration is subject to a late registration fee.

New students must make sure that clearance for admission, as specified in the Letter of Admission, is made at the Office of Admissions and Registration before proceeding to registration. Identification cards are issued to all students upon completion of registration.

## **CROSS-REGISTRATION**

### **A. Students enrolled at the UOB may take courses at other Universities**

A student registered at the University of Balamand may be allowed to cross-register at other institutions if all of the following conditions are met:

1. The semester for which the course is to be cross-registered is the semester at the end of which the student expects to graduate.

2. The course in which the student intends to cross-register is equivalent to a course offered by the University of Balamand.
3. The course is required of the student by the University of Balamand.
4. The course is not offered at the University of Balamand during the semester at the end of which the student expects to graduate.
5. The Chairman of the Department in which the student is majoring sends the Office of Admissions and Registration a written statement confirming that all of the conditions listed above have been met.

#### **B. Students enrolled at other universities taking courses at the UOB**

For purposes of cross-registration, students studying at other universities who wish to take courses at the University of Balamand should complete the following procedures:

1. Secure the permission of their institution to take specified courses at the University of Balamand.
2. Secure the permission of the Faculty concerned at the University of Balamand.
3. Present these written permissions to the Office of Admissions and Registration at the University of Balamand.
4. Register in accordance with the instructions specified in the registration procedure.

### **PASSPORTS AND VISAS**

Foreign students need to have passports that are valid for at least one year from the date of their joining the University. They should secure an entry visa to Lebanon from the Lebanese embassy or consulate in their home country. The Office of Admissions and Registration provides the necessary documents for admitted and registered foreign students to acquire Lebanese official residence permits.

### **NATIONAL SOCIAL SECURITY FUND (NSSF) MEDICAL BRANCH**

(Applicable to Lebanese students only) To facilitate enrollment in the NSSF medical branch, Lebanese students, whose membership in the NSSF is mandatory, must have the following items with them at registration:

1. A duly completed social security application form (this form will be distributed at the time of registration).
2. A photocopy of the Lebanese identity card or family record.
3. The NSSF number (if already registered).
4. The NSSF number of either parent.
5. 30% of the legal minimum salary as a fee for the year.

### **MEDICAL RECORD**

The Entrance Medical Record Form is sent only to new students who have already been accepted for admission to the University. It should be completed by the student's family physician and returned at the specified date. Information will be kept confidential.

### **PAYMENT OF FEES**

1. Fees must be paid in full following registration every semester. Deferred payments will only be agreed to under specific circumstances and must be arranged before registration.
2. Students who fail to honor a deferred payment arrangement forfeit the right to apply for deferred payment arrangements in future semesters. The Comptroller's Office will notify the Office of Admissions and Registration to withhold grades, future registration privileges, transcripts, diplomas, and other academic information until the account is settled.

## **CHANGE OF MAJOR**

1. Students wishing to transfer from one major to another within any Faculty or from one Faculty to another may do so only after they have completed at least one semester of work in their current majors.
2. The transfer request should be submitted to the Office of Admissions and Registration during the month of November for the following spring semester and during the first half of the month of August for the Fall semester.
3. Students may change their major twice in the same Faculty.
4. Student requesting to shift to another major may stay in their Faculty as a majorless student for one semester only. A summer session in which the student registers for 6 credits or more is counted as one regular semester.
5. The departments and the Admissions Committee of the Faculty concerned must approve all transfers.

## **NAMES ON DIPLOMAS AND DEGREES**

1. Names on degrees and diplomas will be spelled exactly as they appear on passports or identity cards. Lebanese law requires Lebanese students to write their first name, father's name, and family name in that order.
2. Names on the University of Balamand degrees and diplomas appear in Arabic and in English or French. If a name on a passport or an identity card does not appear in any of these languages, the name will be spelled on the University of Balamand degrees and diplomas according to the personal preference of the student concerned in this application form.