Subject: MPH Admission Policy

Policy Number: MPHP&P-01

1. Background

This section introduces the FHS- Masters of Public Health (MPH) Admission Policy. The MPH is a graduate level professional degree for students desiring a career in public health practice.

2. Policy

Admission Requirements
Applicants for graduate study in the MPH program may be considered for admission in one of the following categories:

Graduate
A candidate qualifies for this category if he/she: (a) holds a bachelor's degree from AUB or an equivalent degree from another recognized institution with a cumulative average of at least 75 and an average of at least 80 or its equivalent in the major field of study, (b) holds a graduate degree from AUB or another recognized institution with a cumulative average of 80 or its equivalent.

On a case-by-case basis, applicants to the program may be admitted to this category if the average in the major field of study is between 75 and 80, provided their cumulative average is at least 80.

When only a cumulative average is available, the applicant will qualify for this category if his/her average is 80 or more.

On a case-by-case basis, applicants to the program with major and/or cumulative average(s) between 75 and 80, who have sufficient and significant\(^1\) work experience, may be admitted to this category upon recommendation of the department and approval by the Graduate Studies Committee.

Graduate on Probation
A candidate qualifies for this category if he/she holds a bachelor's degree from AUB or an equivalent degree from another recognized institution with an undergraduate major and cumulative average between 75 and 80.

When only a cumulative average is available, the applicant will qualify for this category if his/her average is between 75 and 80.

Admission of non-degree students

On an exceptional basis only and upon the recommendation of the Department, an applicant with a cumulative average below 75 can be considered for admission as a non-degree student.

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\(^1\) Work experience for more than 5 years in the Public Health field.
non-degree graduate student. The concerned department has to provide the GSC with a clear justification for its recommendation. A student registered as a non-degree graduate student can register for a minimum of 7 and a maximum of 12 core and concentration credits in the relevant department and must obtain a cumulative average of at least 85 in the registered courses to be considered for admission into the MPH program. The average of all the completed courses should be evaluated for admission into the MPH program.

Choosing concentrations
The MPH program has self-imposed a quota for admissions into the overall Program as well as into each concentration. Hence, applicants are asked to specify the preferred choice of concentration area by priority in their application. The MPH program has three options for concentration: Epidemiology and Biostatistics, Health Promotion and Community Health, and Health Management and Policy.

Enrollment
Students admitted to the MPH program may enroll on a full-time or part-time basis. Full-time students admitted in the Fall semester can complete all requirements for the MPH program in three regular\(^2\) semesters. Students admitted in the Spring semester need at least four regular semesters to complete the MPH degree requirements.

A candidate who wishes to enroll as a part-time student may do so provided he/she completes the requirements within a maximum period of four years.

English Language Proficiency Requirements
Refer to University English Requirements for admission (http://www.aub.edu.lb/REGISTRAR/Pages/catalogue.aspx) and MPH Policy on English Language Proficiency Requirements.

Admission into the MPH program
Applicants to the MPH program must specify the area of concentration of their choice by priority on the application form. Admission into the concentration areas within the MPH program is based on the following criteria:

- **Choice of Faculty:** Priority for consideration for admission goes to applicants who indicate FHS as their first choice.

- **Choice of concentration:** Priority for consideration for admission in a concentration area goes to applicants indicating that concentration as their first choice.

- **Grade point average:** Normally priority for consideration for admission goes to applicants with higher grade point average.

\(^2\) A regular semester does not include the summer term.
Other factors taken into consideration include diversity in background (prior degree and previous academic institution), geographic diversity, years and type of work experience, personal statement and interview when applicable.

**Related policies**
- Curriculum
- English Language Proficiency Requirements

3. **Procedures**
   **Application for Admission**

Applicants to the MPH program must submit a complete graduate application form with required transcripts and records according to dates set by the AUB Office of Admissions (http://www.aub.edu.lb/admissions/Pages/index.aspx). Refer to AUB Catalogue (Policy on Admission). FHS requires all applicants to submit a detailed personal statement for each concentration they apply to, describing the reasons for wanting to join the MPH program at FHS, reasons for choosing the specific concentration, and stating career objectives as well as how the chosen MPH concentration is expected to enhance their career.

Mid-year (Spring) admissions to the MPH program are granted on a case-by-case basis if places are available. Students admitted at mid-year may only register as part-timers.

**Application Review Process**
- The AUB Admissions Office sends the applications to the FHS Student Services Office (SSO). Data on applicants are entered and averages are computed.
- SSO sends copies of the applications and the summary sheets to the departments concerned.
- Applications to the MPH program who have identified more than one concentration choice, are first reviewed in the department related to the applicant's first choice of concentration. **If accepted by the department of first choice of concentration,** applications will not be reviewed by department related to the applicant's second and third choice of concentration(s). **If rejected by the department of first choice of concentration,** applications will be forwarded to second and third choice of concentration simultaneously.
- Rejected applications are sent simultaneously to departments of second and third choice concentration(s). If the department of second choice concentration recommends “acceptance”, the recommendation of the third choice department is disregarded.
- Mid-year (Spring) applications to the MPH program that have identified more than one concentration choice shall be reviewed by all concentration departments simultaneously.
- Applicants from the early admission batch can be placed on the waiting list until the batch of late admission applications is first reviewed by departments. no applications
should be kept on the waiting list after the GSC meeting scheduled to review late admission applications.

- Departments review applications in a departmental meeting, in the presence of the GPHP Administrative Coordinator. Admission average(s) (major and/or cumulative) greater than or equal to 79.5 can be rounded to 80. Discussions of applications in departmental meetings are documented in detailed minutes. Justification for admission decisions of exceptional cases should be clear in these minutes.
- Recommendations are made to the Graduate Studies Committee and then sent to AUB Admission Office.
- Notification of acceptance or rejection of applicants for EACH concentration identified on the application form is made by AUB Admission Office.
- Currently enrolled undergraduate students accepted on probation with averages between 78 and 80 at the time that their file is being considered, should be informed by email about the possibility to petition the GSC for changing their admission status to regular acceptance, IF they succeed to raise their major average or its equivalent to 80 or more.

4. Latest Revision

Date last approved by the GSC: April 21, 2015