New Graduate Student Orientation Program | Fall 2015-16

August 26, 2015
Dean of Student Affairs
Talal Nezameddin
Graduate Council
Kamal Abou Mikhael
Established in November of 2011

Facilitate and coordinate graduate education in the following ways/areas:

• Support graduate **recruitment** programs
• Coordinate and follow up on graduate **admissions**
• Follow up to ensure the implementation of graduate academic **policies**
• Encourage the **development and success** of students
• Provide mechanisms for **quality control** for the graduate experience
How We Can Help

- **Advise students** on general university graduate policy
- Otherwise, serve as a general reference point
  - In matters not within our scope of operation, we refer students to the appropriate individuals and entities
  - Academic Advisors and Department Chairs are the primary reference in matters related to your program of study
- Through **reminders**, help students to
  - Comply with regulations
  - Meet deadlines
- **Propose means** of enhancing the graduate experience
  - Based on our own analysis
  - Based on **feedback of students**, faculty, and staff

PLEASE DON’T TRASH OUR EMAILS

WE WILL NEVER TRASH YOURS
Important Policies: In 4 Words

Maximum Residency: **Don’t take too long**
- Finish in... **8** (Master’s), **10** (PhD), or **12** (Accelerated PhD) regular semesters

Leave of Absence: **Excuse yourself before leaving**
- Fill out a request at least **one month before the semester** starts

Change of Major: **Change before admissions deadlines**
- In-faculty or interfaculty program: petition department or committee
- Different faculty: new admissions application

Transfer of Credits: **You can’t transfer everything**
- Maximum credits transferrable*: **9** (Master’s), **6** (PhD)

Thesis Deadlines: **Propose; Wait; Defend; Submit**
- Between proposal and defense: **4 months** (Master’s), **8 months** (PhD)

*Check for exceptions with your Faculty or Department
### Graduate Council Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabih Talhouk</td>
<td>Graduate Council Chairperson</td>
<td>4386</td>
<td><a href="mailto:rta1houk@aub.edu.lb">rta1houk@aub.edu.lb</a></td>
<td>College Hall Room 432</td>
</tr>
<tr>
<td>Hana Anouti</td>
<td>Graduate Admissions &amp; Student Services Coordinator</td>
<td>4193</td>
<td><a href="mailto:ha56@aub.edu.lb">ha56@aub.edu.lb</a></td>
<td>College Hall Room 434</td>
</tr>
<tr>
<td>Kamal Abou Mikhael</td>
<td>Graduate Academic &amp; Financial Aid Coordinator</td>
<td>4194</td>
<td><a href="mailto:kamalam@aub.edu.lb">kamalam@aub.edu.lb</a></td>
<td></td>
</tr>
<tr>
<td>Sahar Al Khalidy Wehbe</td>
<td>Administrative Officer</td>
<td>4386</td>
<td><a href="mailto:sa126@aub.edu.lb">sa126@aub.edu.lb</a></td>
<td></td>
</tr>
</tbody>
</table>

### Important Links

<table>
<thead>
<tr>
<th>Site</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Council</td>
<td><a href="http://www.aub.edu.lb/graduate_council">http://www.aub.edu.lb/graduate_council</a></td>
</tr>
<tr>
<td>GSS Facebook Group</td>
<td><a href="http://www.facebook.com/groups/AUBGSS/">http://www.facebook.com/groups/AUBGSS/</a></td>
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</tbody>
</table>

### Faculty Contacts

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAFS</td>
<td>Rabia Koubayssi</td>
<td>Assistant for Student Services</td>
<td><a href="mailto:rk09@aub.edu.lb">rk09@aub.edu.lb</a></td>
<td>4408</td>
</tr>
<tr>
<td>FAS</td>
<td>Zeina Halabieh</td>
<td>Academic Officer</td>
<td><a href="mailto:zh04@aub.edu.lb">zh04@aub.edu.lb</a></td>
<td>3814</td>
</tr>
<tr>
<td>FEA</td>
<td>Alia Kazma</td>
<td>Students Services Officer</td>
<td><a href="mailto:ak12@aub.edu.lb">ak12@aub.edu.lb</a></td>
<td>3409</td>
</tr>
<tr>
<td>FHS</td>
<td>Mitra Taub</td>
<td>Administrative Coordinator of the GPHP</td>
<td><a href="mailto:mt12@aub.edu.lb">mt12@aub.edu.lb</a></td>
<td>4687</td>
</tr>
<tr>
<td>FM</td>
<td>Ali Nabbouh</td>
<td>Graduate Student Affairs Coordinator</td>
<td><a href="mailto:an41@aub.edu.lb">an41@aub.edu.lb</a></td>
<td>4730</td>
</tr>
<tr>
<td>HSON</td>
<td>Lynn Berbary</td>
<td>Student Services Officer</td>
<td><a href="mailto:lb07@aub.edu.lb">lb07@aub.edu.lb</a></td>
<td>5954</td>
</tr>
<tr>
<td>OSB</td>
<td>Maya El-Helou</td>
<td>Senior Graduate Program Officer</td>
<td><a href="mailto:helou@aub.edu.lb">helou@aub.edu.lb</a></td>
<td>3955</td>
</tr>
<tr>
<td>DUIP</td>
<td>Lara El-Khoury</td>
<td>Executive Officer</td>
<td><a href="mailto:le05@aub.edu.lb">le05@aub.edu.lb</a></td>
<td>4475</td>
</tr>
<tr>
<td>Interfaculty</td>
<td>Nivine Hajj Hassan</td>
<td>Administrative Coordinator</td>
<td><a href="mailto:nh31@aub.edu.lb">nh31@aub.edu.lb</a></td>
<td>4811</td>
</tr>
</tbody>
</table>
# Condensed Student Guide

## Map Legend

<table>
<thead>
<tr>
<th>Administration in College Hall</th>
<th>Faculty Headquarters</th>
<th>Student Life and Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Council (4386)</td>
<td>FAFS: Agriculture Building (4400)</td>
<td>Computing Services: Van Dyck Hall (2260)</td>
</tr>
<tr>
<td>Office of the Registrar (2570/1)</td>
<td>FAS: Jesup Hall (3800)</td>
<td>Main Library: Jafet Library (2600)</td>
</tr>
<tr>
<td>Cashier’s Office (2483)</td>
<td>FEA: Bechtel Building (3400)</td>
<td>Engineering Library: Bechtel Building (2630)</td>
</tr>
<tr>
<td>Admissions (2585/2590/2596)</td>
<td>FHS: Van Dyck Hall (4650/1)</td>
<td>Recreation: Hostler Student Center (3204)</td>
</tr>
<tr>
<td>Health Insurance Plan Office (2330)</td>
<td>HSON: Nursing Building (5954)</td>
<td>OSB: School of Business (3930)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Administration in West Hall</th>
<th>Men's Dormitories</th>
<th>Essential Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Student Affairs (3170)</td>
<td>Kerr Hall (3324)</td>
<td>Protection Office: Main Gate (2400)</td>
</tr>
<tr>
<td>Office of Financial Aid (3160/1)</td>
<td>Penrose Hall (3304)</td>
<td>AUBMC (ER): (6611)</td>
</tr>
<tr>
<td>Office of International Programs (3146)</td>
<td></td>
<td>Infirmary (UHS): Sawwaf Building (3000)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services at Ada Dodge Hall</th>
<th>Women's Dormitories</th>
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<tbody>
<tr>
<td>ID Center (2376/7)</td>
<td>Boustany Hall (3284)</td>
<td></td>
</tr>
<tr>
<td>Cafeteria (2383/5)</td>
<td>Jewett Hall (3264)</td>
<td></td>
</tr>
<tr>
<td>Post Office (2192/317)</td>
<td>Kerr Hall (3324) Nursing Only</td>
<td></td>
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<tr>
<td></td>
<td>Mayfair Residence (3230) Off-Campus</td>
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<tr>
<td></td>
<td>Murex Hall (3244)</td>
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<tr>
<td></td>
<td>New Women’s Dorms (3362)</td>
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</tr>
</tbody>
</table>

## Emergency Numbers

- Fire 5555
- Emergency Medical Assistance 7777
- Protection Office 2400
### Important Reminders

**Info Color Key**
- All Graduate Levels
- Master's Level Only
- PhD Level Only

### Thesis Deadlines

<table>
<thead>
<tr>
<th></th>
<th>For Master's Students Graduating in</th>
<th>For PhD Candidates Graduating in</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Summer 2014-15</td>
<td>Fall 2015-16</td>
</tr>
</tbody>
</table>

### Highlights of Important Policies* (Full policies in 2015-16 Graduate Catalogue, pp. 44-70)

<table>
<thead>
<tr>
<th>Maximum Residency**</th>
<th>Absence of 1+ Academic Year**</th>
<th>Transfer of Credits</th>
<th>Change of Major***</th>
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</thead>
<tbody>
<tr>
<td>Master's</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8 regular semesters</td>
<td>An academic year consists of two regular semesters (fall and spring)</td>
<td>No more than 9 credits transferrable</td>
<td>Within the same faculty/school/division</td>
</tr>
<tr>
<td>PhD Regular Track</td>
<td>An absence of three regular semesters that includes the summers in between requires a student to re-apply to be</td>
<td>Minimum grade of 80</td>
<td>Petition department of desired program</td>
</tr>
<tr>
<td>10 regular semesters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD Accelerated Track</td>
<td></td>
<td></td>
<td>To an interdisciplinary program</td>
</tr>
<tr>
<td>12 regular semesters</td>
<td></td>
<td></td>
<td>Petition committee of desired program</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>To another faculty</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>undergo the regular admission process</td>
</tr>
</tbody>
</table>

* The information in this table is by no means a full representation or explanation of the policies included; instead it highlights important parts of each policy.
** Maximum residency begins and ends on a regular semester. The summer following the last semester is not included.
*** In all cases of change of major, petitions/applications must be submitted by the admissions deadlines set for the semester in which the change of major should take effect.

### Leave of Absence Summary (LoA)

- Students may fill a Leave of Absence request when extenuating circumstances require them to put their graduate studies on hold.
- Students are not encouraged to request a LoA unless circumstances truly interfere with degree progress.
- An individual LoA request cannot exceed two consecutive regular semesters.
- LoAs are not a means of extending residency and should not be abused to this end.
- LoAs must be adequately supported with legitimate reasons and documents (if applicable to reason).
Team Members

Rabih Talhouk
Chairperson

Hana Anouti
Admissions & Student Services Coordinator

Kamal Abou Mikhael
Academic & Financial Aid Coordinator

Sahar Al Khalidy
Administrative Assistant

More info:
http://www.aub.edu.lb/units/graduate_council/Pages/team.aspx
Thanks for listening!

Please feel free to visit us at
College Hall 432/434

- Email: gradc@aub.edu.lb
- Web: http://www.aub.edu.lb/graduatecouncil
- Facebook: https://www.facebook.com/graduates.aub
- Twitter: https://twitter.com/AUBGradCouncil
Office of International Programs
Hala Dimechkie - Director
Office of International Programs

OIP

AY 2015-16
Who We Are

The Office of International Programs - OIP at AUB serves AUB students wishing to study abroad and international and regional students studying at AUB.
What We Do

AUB STUDENTS
Promote study abroad and exchange opportunities

INTERNATIONAL/REGIONAL STUDENTS
Orientation
Integrating into the AUB & Lebanese communities
Support with residency permits and visas
OIP can help students locate suitable opportunities for up to one year or a summer abroad

AUB students have studied in Japan, Denmark, the US, the UK, Austria, Spain, Italy, France

Graduate students in good standing who have completed a semester with a minimum of 6 credits at AUB may apply for study abroad.
Just Ask!

Visit www.aub.edu.lb/oip

Email us at oip@aub.edu.lb, or visit us in West Hall, 3rd Floor
And...keep up with us on Facebook facebook.com/oip.aub, Twitter & Instagram
AUB Libraries

Fatmeh Charafeddine
Where Jafet Library is the main one

AUB has 4 libraries
What can you find at the UL?

- Rich and old print collections
- Dissertations written for AUB and other universities
- Unique Archives and Special Collections
- E-resources are accessible on and off-campus.

Resources we offer
- 500,000 print books
- 250,000 e-books
- 250 databases
- 90,000 e-journals
and more...
What can you do at the UL?

- Borrow books and renew them online
- Find articles and dissertations in specialized databases
- Order articles or books not found in the library
- Access and use the Thesis Manual
- Study spaces reserved for graduate students
- Reserve a carrels for students writing their thesis
We Support your Research

**FIND**
- Resources relevant to your research
- Article, books, dissertations, primary sources, data

**CITE**
- Manage and cite your sources
- Citation management tools Refworks, Endnotes

**Write**
- Format your thesis using the recommended template

**Help**
- Classes
- One-on-one
- Ask a Librarian
- Chat
How to Find Us

University Libraries

Saab Medical Library

Jafet Library Hours
• 7:30 am-12:00 pm
• Branches

Weekends
• Saturday: 8:00 am-5:00 pm
• Sunday: 12:00 noon-12:00 midnight
Thank You and See You at the Libraries

• Jafet Library

Reference Desk at Jafet Library, ext. 2620/1 jftref@aub.edu.lb

• Branch Libraries

Engineering & Architecture Library ext. 2630 englib@aub.edu.lb

Saab Memorial Medical Library ext. 5911 sml@aub.edu.lb

Science & Agriculture Library ext. 2165 scilib@aub.edu.lb
The Writing Center
Emma Moghabghab
• Emma Moghabghab, Coordinator
• Ira Allen, Director

Write with us!
What do we do?

• We support individual writers and the teaching of writing at AUB

• We offer:
  o One-on-one meetings to discuss writing at any stage—from idea to final draft (25 or 50 min, 2 hrs by special appointment)
  o Workshops for writers of all levels
  o Summer thesis-writing intensive sessions
Making an appointment

Online scheduling:
https://aub.mywconline.com
1. Bring your draft, assignment, and/or idea
2. Discuss your plans and questions
3. Agree on a goal for your session: what would you like to accomplish?
4. Read, discuss, and work on your writing
5. Form a plan for your draft: what will you work on next?
Get in touch!

- Two Locations
  - Ada Dodge Hall, Second Floor
  - West Hall, Room 336
- AUB extension 4077

Webpage: [http://www.aub.edu.lb/units/writing_center/Pages/index.aspx](http://www.aub.edu.lb/units/writing_center/Pages/index.aspx)

Email: aubwrites@gmail.com

Facebook: [https://www.facebook.com/WrC.AUB](https://www.facebook.com/WrC.AUB)

Twitter: [https://twitter.com/AUBwrites](https://twitter.com/AUBwrites)
Who Are We?

• Student organization that promotes for a better graduate experience at AUB.

• We push for greater communication and collaboration within the graduate student bodies of different faculties.
• Improving graduate student life on both the **academic** and **social** levels.

• Being a platform for graduates to get their voice and demands across.

• Enhance graduates’ engagement in the AUB community and campus life.

• Strengthening the graduate student network.
Our Past Events

Halloween Party
October 31, 2013

Book Swapping Event
April 28, 2014
Our Past Events

The Fourth KAS CRSL Research Conference

May 7, 2015
Our Current and Future Plans

• More engagement in research opportunities

• Empowering the advisor-advisee relationship

• Increase the availability of facilities for graduates
Graduate Student Society

Contact info
Ali Zeineddine
ahz09@mail.aub.edu

https://www.facebook.com/GSSAUB
The Student Representative Committee (SRC)

Tarek Nasser
Election Process

• Elections for choosing the SRC members are usually held in November.

• Students from each faculty vote by class for their representatives to serve their interest within the faculty.

Committee Structure

• Votes are now via an electronic balloting system.

• The number of representative per faculty is roughly proportional to each faculties size in terms of number of students and is determined by the dean of student affairs.
SRC’s Role and Purpose

- The SRCs and the USFCs are the means for student voices to be heard and offer a mechanism for formal communication between the student body and the administration.

- To communicate to the students' information on faculty issues within the competence of the committees.

- To study problems of faculty-wide interest and submit recommendations for their solution to proper faculty authorities.
The Names of the elected representatives is posted online via the office of student affairs page:

https://www.aub.edu.lb/sao/activities/org/src/Pages/index.aspx
• Tarek Nasser
  Graduate representative in the SRC
  tnn03@mail.aub.edu

Thank you for listening!
Thanks For Coming!

Our evening is not over.

Please **meet** the presenters

and join us for the **reception**.

This presentation will be on our website under
**Information & Resources > Useful Material & Links:**
[http://www.aub.edu.lb/graduatecouncil/Pages/UsefulMaterialLinks.aspx](http://www.aub.edu.lb/graduatecouncil/Pages/UsefulMaterialLinks.aspx)