AMERICAN UNIVERSITY OF BEIRUT
HUMAN RESOURCES DEPARTMENT

TO : President, Interim Provost, COO, Vice Presidents, Deans, Directors, Heads of Academic and Administrative Departments

DATE : August 2, 2016

SUBJECT : STAFF EDUCATIONAL SCHOLARSHIP APPLICATION
– Fall SEMESTER OF 2016 – 2017

I wish to call your attention to the following regulations regarding full-time personnel taking courses:

1. Full-Time Personnel will be allowed to take, subject to the approval of the concerned Dean and/or Director, a maximum of six clock hours (not credit hours) per week during the Academic Year (October to June) of which not more than three clock hours can be during regular office hours. Such Personnel will be required to work an equal amount of time outside the regular working hours.

2. During the Summer Session, Full-Time Personnel in departments that do not follow the summer schedule will be entitled to the same arrangements followed during the Academic Year as in (1) above.

3. Full-Time Personnel in departments that follow the summer schedule will be allowed a maximum of five clock-hours (not credit hours) per week provided all these hours fall outside the regular office hours.

4. Full-Time Personnel will be charged 40% for courses taken for credit.

5. It is understood that the request for Staff Educational Scholarship Application will be subject to consideration and that the submission of this application would not necessarily result in granting an educational scholarship.

6. **Personnel on research grants are not eligible for staff education unless the scholarship application is approved.**

CONTINUING EDUCATION CENTER: If places are available in courses offered by the Continuing Education Center, personnel will be allowed to apply for an educational scholarship. The Director of the Continuing Education Center will determine if places are available for A.U.B. personnel.

7. Approval in writing must be submitted by the responsible Dean or Administrative Department Head before a full-time employee is allowed to take courses for credit or to audit courses.

Full-time Academic and Non-Academic Personnel in your Department who plan to enroll in courses at the University during the **FALL SEMESTER OF**
ACADEMIC YEAR 2016 - 2017 should submit their application to the Human Resources Department (Campus) not later than AUGUST 12, 2016.

IN ORDER TO FILL OUT THE STAFF EDUCATIONAL SCHOLARSHIP APPLICATIONS (EITHER ELECTRONICALLY OR MANUALLY) KINDLY VISIT OUR WEBSITE UNDER ‘FORMS’ OR JUST CLICK THE FOLLOWING LINK:

http://www.aub.edu.lb/hr/forms/Pages/forms.aspx

SEND THE APPLICATION DULY SIGNED TO THE HUMAN RESOURCES DEPARTMENT (CAMPUSS).

The responsibility for ensuring that the application is properly signed and submitted to the Human Resources Department (Campus) not later than AUGUST 12, 2016 rests with the individual concerned rather than the Dean or Administrative Department Head. ANY PERSON WHO SUBMITS HIS/HER APPLICATION LATER THAN AUGUST 12, 2016 WILL NOT BE CONSIDERED FOR REDUCTION IN THE TUITION FEES.

Samar Diab Rouhana
Interim Director of Human Resources