

# Admissions

The American University of Beirut seeks students of sound character and demonstrated academic achievement and promise. In accordance with the policies of its founders and with its equal opportunity policy, the University admits students regardless of race, color, religion, gender, disability, or national origin. While it attracts students from more than sixty countries, AUB primarily serves applicants from Lebanon, the Arab world, and other countries of the Middle East, and seeks to maintain geographic distribution within the region. The University values its strong ties with its alumni and considers the attendance of alumni children important to the maintenance of these ties and to the continuation of its traditions.

## Graduate Studies

Study leading to the Master's degree was begun at the American University of Beirut in 1904; the first Master's degree was awarded the following year. Study leading to the degree of Doctor of Philosophy was initiated in 1961; the first PhD degree was granted in 1966.

Graduate study is under the direction of the graduate committees of the various faculties and the Board of Graduate Studies. The Board of Graduate Studies is accountable to the University Senate. The Graduate Council is the executive body with oversight of graduate programs at AUB.

New programs may be added upon recommendation by the faculty graduate committee and approval of the faculty(ies) concerned, the Board of Graduate Studies, the University Senate, and the Board of Trustees.

## Graduate Council

The Graduate Council (GC) reports to the Provost of the University and plays a vital role in implementing the rules and regulations governing graduate work uniformly across the University, in accordance with policies approved by the Board of Graduate Studies (BGS) and the Senate, and as recommended by the faculties and schools. The Graduate Council facilitates and coordinates graduate education and follows up on the implementation of graduate policies and deadlines. The Graduate Council works closely with the BGS and Faculty Graduate Studies (FGS) Committees to provide mechanisms for the quality control of all aspects of graduate education. In cooperation with faculty, students, and staff, the Graduate Council undertakes preparatory steps and coordinates graduate recruitment programs to ensure a selection process from a highly qualified pool of student applicants; provides information about admissions to all graduate programs; administers graduate standards of scholarship and policy; and encourages the development and success of students through workshops, training activities, counseling, and initiatives which promote timely degree completion. The Graduate Council also administers AUB policies concerning graduate assistantship appointments.

## Areas in Which Graduate Study Is Offered

The University offers both the master's degree and the degree of doctor of philosophy.

### Master's Degrees

#### Faculty of Agricultural and Food Sciences

Agricultural Economics (MS)	Nutrition (MS)
Agricultural Extension (MS) <sup>1</sup>	Plant Protection (MS)
Animal Science (MS)	Plant Science (MS)
Eco-system Management (MS)	Poultry Science (MS)
Food Technology (MS)	Rural Community Development (MS)
Irrigation (MS)	Soil Science (MS)
Mechanization (MS)	

#### Faculty of Arts and Sciences

Anthropology (MA)	History (MA)
Arabic Language and Literature (MA)	Islamic Studies (MA)
Archaeology (MA)	Mathematics (MA and MS)
Biology (MS)	Media Studies (MA)
Chemistry (MS)	Middle Eastern Studies (MA)
Clinical Psychology (MA)	Philosophy (MA)
Computational Science (MS)	Physics (MS)
Computer Science (MS)	Political Studies (MA)
Economics (MA)	Psychology (MA)
Education (MA)	Public Administration (MA)
English Language (MA)	Sociology (MA)
English Literature (MA)	Statistics (MA and MS) <sup>1</sup>
Financial Economics (MA)	Transnational American Studies (MA)
Geology (MS)	

#### Suliman S. Olayan School of Business

Master of Business Administration (MBA)  
 Executive Master of Business Administration (EMBA)  
 Master's in Human Resources Management  
 Master's in Finance (MF)<sup>2</sup>

#### Faculty of Engineering and Architecture

Applied Energy (MME)  
 Chemical Engineering (MS and ME)  
 Civil Engineering (ME)  
 Construction Engineering (MS)  
 Electrical and Computer Engineering (ME)  
 Environmental and Water Resources Engineering (ME)  
 Master of Engineering Management (MEM)  
 Mechanical Engineering (ME)  
 Urban Design (MUD)  
 Urban Planning and Policy (MUPP)

<sup>1</sup> Temporarily frozen

<sup>2</sup> Pending final approval of NY Board of Education

### Faculty of Health Sciences

Masters of Public Health (MPH)<sup>1</sup> with concentrations in:  
 Health Promotion and Community Health  
 Epidemiology and Biostatistics  
 Health Management and Policy  
 Epidemiology (MS)  
 Population Health (MS)  
 Executive Master in Health Care Leadership  
 Scholars in HeAlth Research Program (SHARP)

### Faculty of Medicine

Biochemistry (MS)  
 Human Morphology (MS)  
 Medical Sciences (Interdepartmental) non-thesis (MS)<sup>2</sup>  
 Microbiology and immunology (MS)  
 Orthodontics (MS)  
 Pharmacology and Therapeutics (MS)  
 Physiology (MS)  
 Scholars in HeAlth Research Program (SHARP)

### School of Nursing

Advanced Nursing Practice, Adult Care (MSN)  
 Nursing Administration (MSN)

### Interfaculty Programs

Scholars in Health Research Program (MS): Health Sciences, Medicine  
 Neuroscience (MS): Arts and Sciences, Engineering and Architecture, and Medicine  
 Nutrition (MS): Arts and Sciences, Health Sciences, and Medicine  
 Environmental Sciences (MS):  
 Ecosystems Management (MSES): Agricultural and Food Sciences  
 Environmental Policy Planning (MSES): Arts and Sciences  
 Environmental Technology (MSES): Engineering and Architecture  
 Environmental Health (MSES): Health Sciences

### Division of University Interdisciplinary Programs

Energy Studies (MS)

### PhD Degrees

AUB offers the Doctor of Philosophy degree in nine disciplines. The programs have been designed for students whose academic background and interest in specific research areas suggest a potential for scholarly success and significant contribution to the regional body of knowledge. Students will work on a specific research plan with a contributing scholar and mentor in their department.

<sup>1</sup> For more information on MPH rules and regulations please refer to FHS section page 359.

<sup>2</sup> Temporarily frozen

PhD programs include the following:

### Faculty of Arts and Sciences

Arabic Language and Literature  
Cell and Molecular Biology  
Arab and Middle Eastern History  
Theoretical Physics

### Faculty of Engineering and Architecture

Civil Engineering  
Electrical and Computer Engineering  
Environmental and Water Resources Engineering  
Mechanical Engineering

All PhD candidates at AUB will receive full tuition and a generous stipend covering living expenses and books. Research funding will also be available.

Further information on programs, research possibilities, requirements for candidacy, and specific requirements for the PhD degree are on the corresponding faculty's section in this catalogue and on their webpage.

### Faculty of Medicine

Biomedical Sciences (PhD)

## Combined Degree Programs

Faculty of Medicine: MS-MD and MD-PhD<sup>1</sup>

## Application Procedures

The online application link: [graduateadmissions.aub.edu.lb/](http://graduateadmissions.aub.edu.lb/)

Applications submitted will be reviewed prior to the deadlines stated below (and indicated on the online Application Form) and decisions of the department/program and the Graduate Studies Committee will be normally announced by the Office of Admissions within six weeks of deadlines of applications. Accepted applicants are given one month to decide whether to accept, defer, or decline admission.

For Admission to:	Application Deadline	Admission and Graduate Assistantships Decisions
Spring 2014-15	November 3, 2014	December 18, 2014
Early Summer 2014-15	February 10, 2015	April 7, 2015

<sup>1</sup> Temporarily frozen

\* Late PhD applications may be submitted after the regular deadline and up to one month before Fall classes begin (i.e. between April 2nd and August 4th). AUB is not committed to reviewing applications received during this period. If reviewed, the final admission decision should be issued and notified to applicants within two weeks after the submission deadline. Otherwise, if not reviewed, the applications will be forwarded to the following semester that admits new students in the chosen program. Accepted candidates are given two weeks to accept, defer or decline admission and fellowship award.

Regular Summer 2014-15	April 1, 2015	May 15, 2015
Early Fall 2015-16	February 10, 2015	April 7, 2015
Regular Fall 2015-16	April 1, 2015	May 29, 2015
Late PhD Admissions*	See below*	See below*

## English Language Proficiency Requirement (ELPR)

Applicants to any graduate program other than AUB graduates and graduates of recognized colleges or universities in North America, Great Britain, Australia, and New Zealand, must demonstrate proficiency in the English language. This can be done by submitting official test scores for (at least) one of the following tests: English Entrance Examination (EEE), Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), GRE (Verbal Part), GMAT (Verbal Part).

A score of 530 on the English Entrance Examination (EEE), or 583 on the paper-based Test of English as a Foreign Language (TOEFL), or 250 on the computer-based TOEFL or 97 on the internet-based TOEFL, or 7.0 on the IELTS, or 147 on the Verbal Part of the GRE (or 410 if the GRE test was taken prior to August 1, 2011), or 25 on the Verbal Part of the GMAT exempts applicants who have been admitted from taking additional English language courses.

### ELPR Summary

Test	ELPR Score for Graduate Students	Validity
TOEFL (computer-based)	250	2 years
TOEFL (paper and pencil)	583	2 years
TOEFL (internet-based)	97	2 years
EEE	530	1 year
IELTS	7.0	2 years
GRE General (Verbal Part)	147 (or 410)	5 years
GMAT (Verbal Part)	25	5 years

Applicants may also be admitted with English language proficiency test scores lower than those listed in the table above. In such cases, the applicants will be required to take English language courses upon starting their graduate degree programs, as per the table below.

### English Language Courses

Score on English Language Proficiency Test				English Language Course
Computer-based TOEFL	Paper-based TOEFL	Internet-based TOEFL	EEE	
163–173	490–500	57–61	375–449	English 100A (15hrs. per week)
177–227	503–570	62–87	450–499	English 100B (10hrs. per week)
230–249	573–582	88–96	500–529	English 300

Applicants who score between 375 and 499 on the EEE, or between 490 and 570 on the paper-based TOEFL (or between 163 and 227 on the computer-based TOEFL or 57-87 on the internet-

based TOEFL), may join the Intensive English Course (i.e. Eng 100A or Eng 100B), if approved by their respective departments. For further details on the Intensive English Course, see page 38 in the Undergraduate Catalogue. After successful completion of English 100A/B, graduate students must take English 300.

Applicants who score between 500 and 529 on the EEE or 573 and 582 on the paper-based TOEFL (or between 230 and 249 on the computer-based TOEFL or 88-96 on the internet-based TOEFL) are required to take English 300 during their first year as graduate students. English 300 must be taken by the second semester of enrollment at the latest.

### Summer Preparatory English Program

Applicants who score between 475 and 499 on the EEE, or between 550 and 572 on the TOEFL (or between 213 and 229 on the computer-based TOEFL or between 81 and 87 on the internet-based TOEFL), may take UPGR 001 Preparatory English for Graduate Students. Those students need to pass UPGR 001 with an average grade of 70 in order to enroll in their majors (see UPP section page 205 in the Graduate Catalogue).

### UPGR 001 Preparatory English for Graduate Students

Score on English language proficiency test				English Language course
Computer-based TOEFL	Paper-based TOEFL	Internet-based TOEFL	EEE	
213–229	550–572	81–87	475–499	UPGR 001

- Applicants who do not submit official English language proficiency test scores or those whose test scores fall below 475 on the EEE, or 550 on the paper-based TOEFL (or below 213 on the computer-based TOEFL, or below 81 on the internet-based TOEFL), or below 6.0 on the IELTS, may also register in UPGR 001. Those applicants will not be able to join their graduate programs unless (1) they pass UPGR 001 with an average grade of 70 and (2) obtain a minimum score of 475 on the EEE, or 550 on the paper-based TOEFL (or 213 on the computer-based TOEFL, or 81 on the internet-based TOEFL). For more information, students should contact their respective departments.
- After successful completion of UPGR 001, students must take English 300.
- Applicants who score below 7.0 on the IELTS will be required to take English Placement test before allowing them to join the UPGR001.

### Further Requirements

An applicant's scores on the tests below must be made available to the appropriate departments and faculty graduate committees in time for graduate study admission selection. It is the responsibility of applicants to register for, and to take, the required tests on the appropriate dates to ensure that the Office of Admissions receives the scores in time for admission selection.

- Applicants for the Master's degree in certain programs at the Faculty of Arts and Sciences are required to take the Graduate Record Examination (GRE) general test and submit the score along with the application form. Programs that require GRE are the following: Biology, Economics, Financial Economics, History and Archeology, Philosophy, Political Studies and Public Administration, General Psychology, Clinical Psychology, as well as the programs of MA in Middle East Studies. GRE test scores are valid for five years after the testing year in which the applicant is tested.

- Applications missing the GRE will not be considered by departments. Some Departments in the Faculty of Arts and Sciences recommend that applicants present GRE Subject tests. Applicants are advised to check with the department or program to which they are applying regarding this requirement.

Please note that applicants for the MBA program are required to take the Graduate Management Admission Test (GMAT).

Applicants may now submit their MBA application without providing the required GMAT scores.

However, applicants need to submit the official valid scores not later than one month after the application deadline\*.

Otherwise, if accepted, the admission status will be accepted as a non-degree graduate student pending the submission of a valid GMAT score of a minimum of 570 by the completion of a maximum of 12 credits.

A valid score should be recent (no older than 5 years at the time the application is submitted) and no less than 570.

Upon registering for GMAT, applicants must specify that results be sent to the AUB Office of Admissions. Please use AUB's ETS school code (0902) to ensure official submission of test scores.

Some faculties and departments have additional requirements regarding admission to their programs. Prospective applicants should ascertain from the faculty/department/program concerned whether they meet all requirements. For detailed information regarding admission to a particular faculty or department, see the sections on graduate study in the relevant faculty and department sections.

## Admission

### Admission to Master's Programs

Graduate study is offered on a selective basis to students who have shown distinct academic ability. Applicants for graduate study may be considered for admission in one of three categories:

### Admission to the Master's Degree Programs

To be considered for admission to the graduate programs at AUB, applicants must hold a Bachelor's degree from AUB or its equivalent from a recognized institution of higher learning. Applicants who have a good record of academic achievement, and a potential for creative and independent work, may be admitted into one of the following categories:

- Admission as a Regular Graduate Student, with the possibility of financial assistantship as a graduate assistant

\* Although there are two deadlines for Fall semester applications, GMAT results are expected by one month after the second deadline. There is only one deadline for Spring semester applicants

- Admission on Probation
- Admission as Prospective Graduate Student (FAFS, FAS and FEA)

The minimum admission requirements for all categories are described below. Additional requirements may be set by the individual departments/programs as approved by Faculty Graduate Studies Committee. Applicants are advised to check with the concerned department or program to which they are applying or with the Office of Admissions for additional requirements.

Admission to the Master's program at AUB is competitive, based on the academic record and achievements of the applicant. Departments may also recommend admission for those students with particular research interests or characteristics, which are compatible with the areas of expertise of the faculty or the faculty goals within that program.

Applicants who hold degrees from institutions other than AUB must present, along with their official transcript, a letter from the institution awarding the degree indicating the denotation of their grading system in terms of its equivalence on a 4.0 GPA scale, or in terms of letter grades A, B, C with +/- scales. Alternatively, applicants may present an official letter from the Office of the Registrar of their respective institutions indicating the graduating class average of previous years along with standard deviation and class size.

### Admission as a Regular Student

An applicant is considered for admissions as a regular student to a graduate program if he/she meets the following minimum admission requirements:

- An undergraduate average of at least 80 percent (or standardized equivalent from other institutions of higher learning) in the major field of study and a cumulative average of at least 75 percent (or standardized equivalent) for all work done at the undergraduate level leading to a Bachelor's degree or its equivalent from AUB or other recognized institutions of higher learning. In the Faculty of Engineering and Architecture and the Interfaculty Graduate Environmental Sciences Program (IGESP), an average of at least 80 percent is required for the last two years of undergraduate study or its equivalent at AUB or other universities as determined by the Faculty.
- Students who hold a minor in a field of specialization with at least 80 percent average may be considered for admission as regular students in that field.
- General GRE or GMAT test scores if required in the specific department/program/track. Scores up to five years old will be accepted in most programs requiring the GMAT or GRE scores. No minimum test score is required, but departments may set minimum required scores [refer to the specific program for more information].
- At least two letters of recommendation.
- A detailed statement of purpose (~400-500 words) for each choice (major or concentration) indicating the purpose for pursuing graduate study in the particular field at AUB, and specifying the applicant's research interests and/or practical experience in the field.
- Additional requirements that are specific to each graduate program as included in the department or program listings.
- Students from non-English-speaking countries must show proficiency in the English language. For additional information, refer to ELPR on page 37.

In selecting students to the Master's program, the Faculty Graduate Studies Committee recognizes other evidence of achievement—whenever present—such as research potential or experience, work experience, publications, or other creative work or scholarly activity. In

considering such criteria, the Graduate Studies Committee of the Faculty will give serious consideration to departmental recommendations for admission in some cases to applicants who do not meet the minimum requirements of the undergraduate grade point average indicated above, but instead have presented clear evidence of creative activity and academic potential. Departments must present to the Faculty Graduate Studies Committee a justification of such admission recommendations. The Graduate Studies Committee will review these cases, and will make its final recommendation to the dean on a case-by-case basis.

### Admission on Probation

An applicant is considered for admission on probation if he/she meets the following minimum admission requirements:

- An undergraduate average of at least 75 percent (or standardized equivalent from other institutions of higher learning) in the major field of study and a cumulative average of at least 75 percent (or standardized equivalent) for all work done at the undergraduate level leading to a Bachelor's degree or its equivalent from AUB or other recognized institutions of higher learning. In the Faculty of Engineering and Architecture and the Interfaculty Graduate Environmental Sciences Program (IGESP), an average of 75 percent is required for the last two years of study or its equivalent at AUB or other universities as determined by the Faculty.
- The requirements for application and the governing regulations for admission recommendations as presented under "regular admission" remain the same in this case.

In addition an applicant who does not meet the above minimum requirements but appears to have reasonable potential for success as a graduate student, as manifested by appropriate practical experience or a high score on relevant standardized exam such as GRE, may be admitted on probation.

A student admitted on probation must complete nine credits of graduate level courses during the first two semesters of graduate studies, must pass all courses, and must attain a minimum cumulative average of 80 in order to achieve the status of a "regular" student. If the student fails to meet any of these conditions, s/he will be dropped from the program. Students admitted on probation are not considered for financial assistantship until they achieve the status of a "regular" student.

### Admission as a Prospective Graduate Student (FAFS, FAS, and FEA)

Applicants who hold a Bachelor's degree in a major field of study other than the one to which they are applying, and who do not have sufficient academic preparation in the field, may be admitted as prospective graduate student who must complete certain undergraduate course requirements. Guidelines governing such course requirements are presented below.

To be considered for admission as a prospective graduate student, the applicant must have attained an undergraduate average of 75 percent (or standardized equivalent) in all work done at the undergraduate level leading to a Bachelor's degree or its equivalent from AUB or another recognized institution of higher learning. In the Faculty of Engineering and Architecture, an applicant is considered for admission as a prospective graduate student if s/he attains an average of 75 at AUB for the last two years of undergraduate study or its equivalent at other universities, as determined by the Faculty, and has demonstrated good performance in courses related to the field being sought.

The requirements for application and the governing regulations for admission as presented under "regular admission" are the same in this case.

The following policies relate to undergraduate course requirements for students admitted into the prospective student category:

- Prospective students are normally required to take a minimum of 15 credits of undergraduate courses in the major field of study to which they are applying and must achieve an average of at least 80 percent in these courses to be admitted to the graduate program and begin work towards their Master's degree.
- Departments may recommend to the Graduate Studies Committee reducing the 15 credits minimum requirements for prospective students subject to the provision of supporting evidence and justification. Students who have taken courses in the intended field of study or in areas judged by departments as relevant to the intended field of study may have their requirements reduced. In considering undergraduate courses as prerequisites towards beginning an MA/MS/ME degree in a field of study, departments may recommend to the Graduate Studies Committee consideration of courses in other than the strictly defined field of study that they consider relevant. Outstanding work and/or research experience relevant to the intended field of study may (in exceptional cases) be considered in partial fulfillment of required courses. All recommendations to reduce the requirements below 15 credits require the approval of the Graduate Studies Committee of the Faculty following departmental justification.
- Departments may recommend to the Faculty Graduate Studies Committee waiving of some course requirements after the student's first semester, subject to justification and outstanding performance.
- For undergraduate courses taken prior to acceptance as prospective student to be considered as part of the 15 credit minimum requirements in the intended field of study, the average grade in these courses should be at least 80 percent or equivalent in other grading systems. For the purpose of change of status (admission after completion of requirements) to regular graduate student, a minimum average of 80 percent will be required in all 15 credits of undergraduate courses in the field (including the ones taken prior to acceptance). If an average of 75-80 percent is attained, the student may have his/her status changed to graduate on probation pending department recommendation and approval of the Faculty Graduate Studies Committee.

Prospective graduate students who have completed all undergraduate prerequisite courses except one, may begin taking one graduate course along with the last undergraduate course requirement, upon the approval of their department and the Graduate Studies Committee. The supplementary courses must be completed within four consecutive semesters.

## Requirements for Dual Master's Degrees

Qualified graduate students may enroll and earn two master degrees in distinct fields from two programs in the same Faculty or in different Faculties. Dual master's degrees are degrees which have been proposed by two departments/programs from the same or different Faculties, recommended by concerned Faculties to the Board of Graduate Studies, and approved by the University Senate. In such cases, a student will be granted concurrently **two degrees** at the time of graduation contingent upon successful completion of requirements of each program. If tuition differs between the two programs, students will pay the higher of the tuitions. Students can register as dual degrees candidates only in programs that are approved by the University and are listed in the AUB graduate catalogue. The list is restricted to *compatible pairs of Master degrees* that students can pursue in parallel, so that their research stays focused. **Please refer to the graduate catalogue to determine whether dual master's degrees are available in your areas of interest.** New dual degrees should be initiated by the concerned departments for approval by

the University Senate upon recommendation of the FGSC and respective Faculty(ies).

To fulfill the basic requirement for the two degrees, a student must complete a minimum of **18 credit hours of graduate course work in each degree program**. The remaining credits include additional course work and a thesis for thesis option program or a project for non-thesis option that are credited for both master's degrees. In cases where a thesis option is offered by one program and a project by another, the thesis option must be adopted. The student will submit one thesis/project for the two degrees. The thesis/project must show relevant contribution from both fields of the dual degree programs. **The thesis/project must be approved by both departments/programs and by the FGSC to which each program resides.** The thesis/project committee for dual degrees must include at least one member from each degree program. The single thesis presented for dual degree programs cannot be used to satisfy the thesis requirements of any third or additional graduate degree programs different than those in the dual degrees.

The minimum total credit hours for a dual master's degree program if both programs require **30** credit hours for degree completion is **48** graduate credit hours which apply for both thesis and non-thesis option programs. If one of the programs for dual degrees requires **42** credit hours for completion and the other program requires 30 credit hours, the minimum total credit hours for the dual degrees is **60** credits including thesis/project as mentioned in the previous paragraph. **Students must also meet any other specific requirements of each master's program.**

The integration of the programs allows most students to complete the two degrees in an average of 2.5 to 3 years. That is one year less than would be required to complete the two degrees independently and is at least one semester longer than expected if enrolled in a single degree program.

## Application Processes for Dual Master's Degrees

A student wishing to apply for dual degrees may submit a single dual degree application that will be sent to each degree program simultaneously when first applying for graduate admissions. If the student is already registered in one degree s/he may apply for the second degree no later than the end of a student's second semester at AUB to be considered for the dual degrees.

- The student application will be considered separately by each department/program **and must satisfy the admissions requirements of both programs and be accepted to both programs to be admitted to the dual degree.**
- A student admitted to dual master's degree programs may receive a graduate assistantship from either or both of the participating units; the total sum cannot exceed what each unit provides for a graduate assistant for one academic year.
- A student admitted to dual master's degree programs will receive a single transcript identifying both degrees and the two program titles.
- A student may leave the dual degree programs before completion of both degrees. **If the requirements for one degree have been fulfilled, that degree may be awarded.**

## Transfer Credit

Up to nine transfer credits may be applied to one of the two degree programs, or may be divided between the two degree programs. The transfer of credit follows university policy with regards to the minimum grade required for transferrable courses from other institutions.

### Residence Requirement

To meet the minimum resident requirements for the Dual Master's Degrees, a student must register and be in residence as a graduate student for at least three regular semesters.

All requirements for the dual degrees must be completed within a period of five years after admissions to Dual Master's Degrees. Extension beyond the maximum allowed period of study requires approval from the Faculty/ies Graduate Studies Committee/s.

### Admission to PhD Programs

Applicants who have an excellent record of academic achievement, and a potential for creative and independent work, may be admitted into one of the following categories:

- Admissions for Students Holding a Master's Degree
- Admissions for Students Holding a Bachelor's Degree

The minimum admission requirements for the two categories are described below. Additional requirements may be set by the individual programs as approved by the Faculty Graduate Studies Committee and the Board of Graduate Studies. Applicants are advised to check with the department/program administration to which they are applying or with the Office of Admissions for additional requirements.

Admission to the PhD program at AUB is competitive, based on the academic record and achievements of the applicant, and the research foci of the department/program.

Applicants who hold degrees from institutions other than AUB must present, along with their official transcript, letter/s from the institution/s awarding the degree/s indicating the denotation of their grading system in terms of its equivalence on a 4.0 GPA scale, or in terms of letter grades A, B, C with +/- scales. Alternatively, applicants may present an official letter from the registrar's office of their respective institutions indicating the graduating class average of previous years along with standard deviation and class size.

#### Admission for Students Holding a Master's Degree

Applicants to the PhD programs are expected to have demonstrated distinct academic ability. An applicant is considered for admissions to the PhD program if s/he meets the following minimum admission requirements:

- Holds a Master's degree in any of the disciplines approved by the department/program to which the candidate is applying from AUB or other recognized institution of higher learning with a minimum cumulative average of 85 over 100 or its equivalent.
- Submits a complete application including:
  - Transcripts of academic record from all the institutions that were attended after high school.
  - General GRE test scores. Scores up to 5 years old will be accepted in most programs requiring the GRE scores. The departments may set minimum required scores [refer to the specific program for more information].
  - A written statement of purpose (~400-500 words) indicating the purpose for pursuing graduate study in the particular field at AUB, and specifying the applicant's research interests and/or practical experience in the field.
  - Three letters of recommendations.
  - A portfolio that includes a resume and samples of work if required by the specific program.

- Complete an interview either in person, by phone, or over the internet.
- Students from non-English-speaking countries must show proficiency in the English language. For additional information, refer to ELPR on page 37.

#### Admissions for Students Holding Bachelor's Degree

Applicants who have an excellent record of academic achievement, and a potential for creative and independent work at the Bachelor level, may be admitted into a PhD accelerated track at the Bachelor level if this track is available at the department/program.

An applicant is considered for admissions into a PhD track student if s/he meets the following minimum admission requirements:

- A bachelor degree in any of the discipline approved by the department to which the candidate is applying from AUB or other recognized institution of higher learning with a minimum major and cumulative average of 85 over 100 or its equivalent.
- The requirements for the application apply also for the accelerated PhD track.

The student should consult with specific programs to learn about minimum requirements for completion of the accelerated PhD track degree. It is possible that some programs will require that the student complete his/her Master's degree before starting the PhD degree.

In selecting students to the PhD program, the Faculty Graduate Studies Committee recognizes other evidence of achievement—whenever present - such as research potential or experience, work experience, publications, or other creative work or scholarly activity. In considering such criteria, the Graduate Studies Committee of the Faculty will give serious consideration to departmental recommendations for admission in some cases for applicants who do not meet the minimum requirements of grade point average indicated above, but instead have presented clear evidence of creative activity and academic potential. Departments must present to the Faculty Graduate Studies Committee a justification of such admission recommendations. The Graduate Studies Committee will review these cases, and will make its final recommendation on a case-by-case basis.

#### Admission as a Non-Degree Graduate Student

This category applies to those who wish to take some graduate courses at AUB without working for a degree as part of the Continuing Education program. Applicants must hold at least a Bachelor's degree from a recognized institution of higher learning. Applications should be submitted to the Office of Admissions along with the degree and transcript of record by June 30, 2015 if applying for Fall 2015–16 or November 15, 2014 if applying for Spring 2014–15 (those deadlines are rolling up till one month prior to the beginning of the semester). GRE test scores are not required in this case. Applicants should specify their intended course of study during their visiting status.

Applications are reviewed by departments where courses are to be taken on a case-by-case basis. Recommendations for admission as non-degree graduate student require the approval of the Graduate Studies Committee of the Faculty. Admission is offered normally for one semester, but may be extended for another semester following the approval of the department(s) where courses are taken and the Faculty Graduate Studies Committee.

## **Admission as a Visiting Graduate Student**

This category applies to students who are on study abroad or as part of an exchange program.

Applicants must be a student at another recognized institution of higher learning pursuing graduate studies at Master's or PhD level. Applications should be submitted to the Office of Admissions along with the degree and transcript of record by April 1, 2015 if applying for Fall 2015–16 or October 1, 2014 if applying for Spring 2014–15. GRE test scores are not required in this case. Applicants should specify their intended course of study during their visiting status. Applications are reviewed by departments where courses are to be taken. Recommendations for admission as visiting students require the approval of the Graduate Studies Committee of the Faculty.

Admission is offered normally for one semester, but may be extended to one year depending on the specific agreement and following the approval of the department(s) where courses are taken and the Faculty Graduate Studies Committee.

## **Deferred Registration of Admitted Students**

Graduate applicants who are offered admission for a semester and who do not register for that semester may be eligible for admission the following semester pending availability of places. A petition should be submitted to the Office of Admissions by December 15, 2014 for those accepted for Fall 2014–15 and wish to enroll in Spring 2014–15 and July 31, 2015 for those accepted for Spring 2014–15 and wish to enroll in Fall 2015–16.