

# 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 in 1905. 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.

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.

## 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)  
 Agricultural Extension (MS)<sup>1</sup>  
 Animal Science (MS)  
 Food Technology (MS)  
 Irrigation (MS)  
 Mechanization (MS)  
 Nutrition (MS)  
 Plant Protection (MS)  
 Plant Science (MS)  
 Poultry Science (MS)  
 Soil Science (MS)

<sup>1</sup> Not offered at present

#### Faculty of Arts and Sciences

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

#### Suliman S. Olayan School of Business

Master of Business Administration (MBA)  
 Executive Master of Business Administration (EMBA)

#### Faculty of Engineering and Architecture

Civil Engineering (ME)  
 Electrical and Computer Engineering (ME)  
 Environmental and Water Resources Engineering (ME)  
 Master of Engineering Management (MEM)  
 Mechanical Engineering (ME)  
 Urban Design (MUD)  
 Urban Planning (MUP)

<sup>1</sup> Not offered at present

## Faculty of Health Sciences

Public Health (MPH)<sup>2</sup> General and with concentrations in Health Behavior and Education, Epidemiology and Biostatistics, Health Management and Policies

Epidemiology (MS)

Population Health (MS)

## Faculty of Medicine

Biochemistry (MS)

Human Morphology (MS)

Medical Sciences (Interdepartmental) non-thesis (MS)<sup>1</sup>

Microbiology (MS)

Pharmacology and Therapeutics (MS)

Physiology (MS)

## School of Nursing

Advanced Nursing Practice, Adult Care (MSN)

Nursing Administration (MSN)

## Interfaculty Programs

Neuroscience (MS): Arts and Sciences, Engineering and Architecture, and Medicine

Nutrition (MS): Arts and Sciences, Health Sciences, and Medicine

Environmental Sciences (MS):

Ecosystem Management (MSES): Agricultural and Food Sciences

Environmental Policy Planning (MSES): Arts and Sciences

Environmental Technology (MSES): Engineering and Architecture

Environmental Health (MSES): Health Sciences

## PhD Degrees

AUB will offer the Doctor of Philosophy degree in seven disciplines, pending approval by the New York State Education Department with which AUB is chartered. 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.

PhD programs include the following:

## Faculty of Arts and Sciences

Arabic and Near Eastern Languages

Cell and Molecular Biology

Islamic and Modern Middle East History

Theoretical Physics

<sup>1</sup> Not offered at present

<sup>2</sup> For more information on MPH rules and regulations, please refer to the FHS section, pp. 287-92

## Faculty of Engineering and Architecture

Civil Engineering

Electrical and Computer 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.

## Combined Degree Programs

Faculty of Medicine: MS-MD and MD-PhD

## Application Procedures

Applications are available at the Office of Admissions at either of the addresses below, and are mailed to applicants upon request. Applications may also be downloaded from the AUB website: [www.aub.edu.lb/~webadmit/](http://www.aub.edu.lb/~webadmit/)

## Applicants Outside North America

Office of Admissions

American University of Beirut

PO Box 11-0236

Riad El-Solh 1107 2020

Beirut, Lebanon

E-mail: [admissions@aub.edu.lb](mailto:admissions@aub.edu.lb)

Telephone: 961-1-374374/374444

Ext: 2590/2585/2596

Fax: 961-1-750775

## Applicants in North America

American University of Beirut

3 Dag Hammarskjold Plaza, 8th Floor

New York, NY 10017-2303

E-mail: [mills@aub.edu.lb](mailto:mills@aub.edu.lb)

Telephone: 1-212-583-7600

Fax: 1-212-583-7650

Applications for admission to graduate study should be submitted to the Office of Admissions before April 30 for students who wish to begin graduate study in the summer (in FAFS and FEA)<sup>3</sup> and for students who wish to begin their studies in the fall semester; and before November 1 for those who wish to begin their studies in the spring semester.

<sup>3</sup> In the Faculty of Agricultural and Food Sciences and the Faculty of Engineering and Architecture.

## English Language Proficiency Requirement (ELPR)

Applicants to the graduate program, other than AUB graduates and graduates of recognized colleges or universities in North America, Great Britain, Australia, and New Zealand, must meet the English Language Proficiency Requirement (ELPR).

A score of 550 on the English Entrance Examination (EEE), or 600 on the paper-based Test of English as a Foreign Language (TOEFL), or 250 on the computer-based TOEFL or 100 on the Internet-based TOEFL, is required for admission of new applicants to graduate study, or prospective graduate study, from recognized institutions of higher education. Those who score between 375 and 499 on the EEE, or between 490 and 570 on the TOEFL (between 163 and 227 on the computer-based TOEFL or 57-87 on the Internet-based TOEFL), will join the Intensive English Course (Eng 100A or Eng 100B, see Admissions section in the Undergraduate Catalogue) if approved by their respective faculties. The faculties of Agricultural and Food Sciences, Arts and Sciences, Engineering and Architecture, and Health Sciences; and the School of Business, require applicants with scores on the English Proficiency Tests as below to take the following English courses. The faculty of Medicine requires such applicants to qualify for, and take, ENGL 203 (that is, obtain a minimum score of 531 on the EEE, 590 on the paper-based TOEFL, or 243 on the computer-based TOEFL, or 96 on the Internet-based TOEFL); otherwise the applicants lose their places.

Course	EEE	Paper-based TOEFL	Computer Based TOEFL	Internet Based TOEFL
English 102	500–530	573–587	230–240	88–95
English 203	531–549	590–597	243–247	96–99

Graduate applicants who are required to take undergraduate English courses should complete the English courses as required by regular undergraduate AUB students. Graduates, or prospective graduates, may also meet the ELPR by scoring 7.5 or more on the International English Language Testing System (IELTS).

Graduate applicants who score 500 or better on the verbal reasoning section of the general part of the Graduate Record Examination (GRE) are exempted from taking any English Proficiency Test for the purpose of meeting the ELPR.

## Summary

Test	Graduate Students
TOEFL (computer-based)	250
TOEFL (paper and pencil)	600
TOEFL (internet-based)	100
EEE	550
IELTS	7.5

Upon registering for these tests applicants must specify that results be sent to the AUB Office of Admissions.

- Information and application forms for the TOEFL can be requested from

Educational Testing Service Rosedale Road, P.O. Box 6155 Princeton, NJ 08541-6155 USA E-mail:	AMIDEAST Riad El Solh, Bazerkan Building Beirut, LEBANON Lebanon@AMIDEAST.org
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Applicants who take the TOEFL must use the institutional code number for AUB: 0902, when registering for the test.

- For information pertaining to IELTS applicants should contact the British Council in their respective countries.

## 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 graduate study in the Faculty of Arts and Sciences are required to take the Graduate Record Examination (GRE) general test.
- Applicants for graduate study in Electrical and Computer Engineering, at the Faculty of Engineering and Architecture are required to take the Graduate Record Examination (GRE) general test.
- Applicants for graduate study in the School of Business are required to take the Graduate Management Admission Test (GMAT).

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:

### Graduate

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

### Graduate on Probation

A candidate qualifies for this category if s/he holds a bachelor's degree from AUB, or an equivalent degree from a recognized institution, with a cumulative undergraduate average of at least 75 (or its equivalent) in the major field of study, and a cumulative undergraduate average of 75. In addition, the University recognizes that relevant work experience or outstanding performance on the GRE, or an equivalent professional exam where applicable, may be an important consideration regarding a candidate's qualifications for admission.

### Prospective Graduate

A candidate qualifies for this category if s/he has an undergraduate degree from AUB with a cumulative average of at least 75 (or equivalent performance from another recognized institution) and applies for a major different from that of his/her undergraduate specialization.

The faculty graduate committee acts on prospective graduate student admission based on department/program recommendations. Included in the recommendations by the department/program of the intended major are the supplementary undergraduate courses the applicant must take before consideration for graduate work admission. The supplementary courses must be completed within four successive semesters.

Upon completion of the supplementary undergraduate courses, with an average of at least 80, the department/program may recommend to the faculty graduate committee that the applicant be admitted to the graduate program.

## Admission to PhD Programs

Applicants for PhD study must hold a master's degree or its equivalent and must demonstrate, at the master's level, outstanding academic ability (minimum average of 85 or its equivalent) and potential to conduct scholarly research.

## Admission of Special Students Not Working for a Degree

Persons not currently enrolled at AUB who have a bachelor's degree from a recognized institution of higher learning, may apply to take up to nine credits at the graduate level, in any faculty for the fall semester (by June 30) or for the spring semester (by November 1), using an application available from the Office of Admissions. Courses successfully completed at AUB by a special student not working for a degree may be considered for credit toward an AUB degree if the student subsequently applies for, and is admitted to, degree candidacy through the regular admission process. (Please refer to pp. 45, 46 for information on Transfer of Credits policy).

## 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 July 31 for fall, and December 15 for spring.

## Academic Rules and Regulations

The sections below refer to minimum university requirements. Note that faculty graduate committees and individual departments or programs may add further requirements. Additional requirement information is in this catalogue.

### Comprehensive Examination

After completing most of the course requirements for the degree, a student must then pass a comprehensive examination. Timing of the examination is set by the department/program. The examination's purpose is to ascertain the student's knowledge of the field of specialization and related areas. The examination is not necessarily restricted to course content.

A student who does not pass the comprehensive examination may take it a second time after a minimum three month period.

### Courses and Grades

Courses taken as part of a student's graduate study program fall into one of two categories: graduate or prerequisite. Each category may have different grading systems depending on the department/program.

## Graduate Level Courses

Graduate level courses are normally numbered 300 or above.

- The minimum passing grade for a graduate course is 70.
- Students in graduate study are required to maintain a cumulative average of at least 80 in all courses taken for graduate credit.
- A student who is absent without excuse for more than one third of the number of sessions in any course, or who fails to sit for scheduled examinations, or who fails to fulfill required written or oral work, is given the minimum grade for graduate courses, which is 55.
- Results of tutorial courses, projects, or theses are reported as Pass (P) or Fail (F).

## Prerequisite Courses

Prerequisite courses are usually undergraduate courses taken to make up for deficiencies in the student's background.

- Prerequisite courses do not carry graduate credit.
- The minimum passing grade for a prerequisite course is 70; however, a department or program may set a higher minimum passing grade.

## Probation and Dismissal

A student working for a master's degree may be placed on academic probation by the faculty graduate committee. A student working for a PhD degree may be placed on academic probation by the Board of Graduate Studies.

A graduate student is placed on academic probation if s/he

- is admitted to graduate study on probation
- fails in any course taken for graduate credit
- does not maintain the cumulative average mentioned above in the section Courses and Grades

The department or program in which the student is enrolled may recommend probation even though the student has attained an adequate cumulative average.

Probation of a master's student may be removed by the appropriate faculty graduate committee, and probation of a PhD student may be removed by the Board of Graduate Studies, if both of the following conditions are met:

- The student has completed a minimum of nine credits of graduate level courses within the two consecutive semesters after being placed on probation; has passed all courses; and, has obtained the cumulative averages specified in the section Courses and Grades above. If the student fails to meet any of these conditions, s/he will be dropped from the program.

- The department or program in which the student is studying recommends removal of probation.

The faculty graduate committee may discontinue a master's student from graduate study, and the Board of Graduate Studies may discontinue a PhD student from graduate study, if

- probation status is not removed within a period of two semesters in which the courses taken are for credit

OR

- in the opinion of the department or program, and regardless of the grades obtained, the work of the student is considered to be unsatisfactory

OR

- the student fails the comprehensive examination twice, or fails the thesis defense twice

## Specific Requirements for the Master's Degree

In addition to satisfying the general requirements set in the preceding sections, students working toward a master's degree must fulfill the requirements described below.

### Course Requirements

Two types of master's degree programs are available:

- A master's program requiring a thesis based on independent research work. Students following this program are required to take a minimum of 21 graduate credit hours and present a thesis. A maximum of 6 credits may be tutorial courses.
- A non-thesis master's program. The student following this program is required to take a minimum of 33 graduate credit hours, and should follow a course of study approved by the department/program and by the graduate committee of the faculty.

Students holding an MD degree or working on a combined MS-MD degree are required to complete at least 10 graduate course credits and a thesis, in addition to the MD degree requirements.

Students receive credit for graduate level courses only. Students with deficiencies in their undergraduate preparation may be required to take additional course credits, as determined by the department/program concerned.

## Language Requirements

There are no special university language requirements other than English for the master's degree. However, individual departments and programs may set their own language requirements, either as a general rule, or in specific cases. Examination procedures should be approved by the faculty graduate committee.

## Residence Requirements

To meet the minimum residence requirements for the master's degree, a student must register and be in residence as a graduate student for at least two semesters, one semester and two summers, or four summers.

All requirements for the master's degree must be completed within a period of four years after admission to graduate study. Students attending only summer sessions must complete all requirements within a period of six summers after admission to graduate study. Extension beyond the maximum allowed period of study requires approval from the graduate committee of the faculty.

## Specific Requirements for the Degree of Doctor of Philosophy

In addition to satisfying the general requirements, students admitted to the doctor of philosophy program must fulfill the requirements described below. Only students holding a master's degree or its equivalent are admitted to the PhD program, upon the recommendation of the faculty graduate committee and approval of the Board of Graduate Studies. Equivalence requires approval by the Board of Graduate Studies.

### Admission to Candidacy

Students must be admitted to candidacy at least two semesters before obtaining their PhD degree. For admission to candidacy, students are expected to have

- submitted a program approved by the Board of Graduate Studies; any subsequent change in plan requires its approval
- completed at least 12 credits of graduate coursework beyond the master's degree
- attained a cumulative average of at least 85 in all courses taken beyond the master's degree
- passed the comprehensive examination set by the department

S/he is also expected

- to present and defend a proposal for research work (the presentation must be publicized in the department and the University)
- to be in good standing (not on probation)

## Program and Course Requirements

Each student, in consultation with his/her adviser, should finalize a program of study and submit it to the Board of Graduate Studies within two semesters of beginning study toward the PhD degree. The Board of Graduate Studies monitors the progress of the student through annual reports by chairpersons of the department/program.

- The program must include at least 15 credits of graduate level coursework beyond those required for the master's or MD degree.
- The program should define the dissertation topic and the approach to solving it. The program should also include the examining committee members' names. The committee should be composed of at least four members, one of whom should be from outside the department/program.

## Language Requirements

Depending on the research topic, the dissertation committee and the department may require proficiency in one or more foreign language.

## Residence Requirements

To fulfill the minimum residence requirements for the PhD degree, the student must register for at least four semesters beyond the completion of the master's degree. Requirements for the degree of doctor of philosophy must be completed within five years of starting graduate work beyond the master's degree. Extension requires Board of Graduate Studies approval.

## Supervision of Master's Thesis/Doctoral Dissertation

During the first semester of graduate study, the department or program assigns an academic adviser to the student. The adviser guides and helps the student plan a course of study. Not all credits need to be in courses offered by the department/program in which the student is enrolled, but all credits must be in courses that, in the judgment of the department/program, are relevant to the field in which the student is specializing.

At a later date each student enrolled in a thesis/dissertation program is assigned an adviser who must be a full-time faculty member and who serves as the thesis/dissertation committee chairperson. The thesis/dissertation adviser and thesis/dissertation committee members should be of professorial rank.

The master's thesis topic proposal, and selection of the adviser and thesis committee members, should be approved by the faculty graduate committee. The PhD dissertation topic, examining committee, and admission to candidacy require Board of Graduate Studies approval.

## Project/Thesis/Dissertation

In partial fulfillment of the requirements for the master's degree and the degree of doctor of philosophy, a student must submit a project/thesis/dissertation based on results of original, independent research. Except in departments/programs in which the medium of instruction is not English, a thesis/dissertation must be in English.

An abstract not exceeding 350 words must be submitted with the project/thesis/dissertation. If a thesis/dissertation is in a language other than English, the abstract must be written both in the project's language and in English.

An AUB-approved thesis manual is available on the University Libraries webpage. The manual provides the style guide for all theses prepared by AUB students, and application of its instructions is mandatory for all theses-dependent degrees. Theses not conforming to the publication style outlined in the thesis manual are not accepted by the University. Students are welcome to visit the Archives and Special Collections, Jafet Library, any time during the semester.

For all matters not discussed in the Thesis Manual, theses/dissertations must follow the form and style outlined in the latest edition of K.L. Turabian, *Manual for Writers of Term Papers, Theses, and Dissertations* (University of Chicago Press), or any other style specified by the department or program, provided the style conforms to the Thesis Manual.

Copies of the thesis/dissertation, unbound but ready for binding, should be submitted by the student to the thesis/dissertation committee members at least two weeks before the thesis/dissertation defense. Copies must be legible and durable. Additional copies may be required, as specified by the department or program concerned.

## Thesis/Dissertation Committee

The master's thesis committee should be composed of at least three members recommended by the department/program. The thesis topic proposal and selection of the adviser, and selection of thesis committee members, should be approved by the faculty/school graduate committee at least four months before the thesis defense.

The PhD dissertation committee should be composed of at least four members recommended by the department/program and approved by the Board of Graduate Studies. The dissertation topic proposal and selection of the adviser, and selection of the dissertation committee members, should be approved by the Board of Graduate Studies at least eight months before the dissertation defense.

It is advisable that the thesis/dissertation committee include one member from outside the department/program. This member may be from an institution other than AUB. All committee members should hold professorial rank. The thesis/dissertation committee approves the thesis/dissertation topic and research program, and conducts the thesis/dissertation defense examination.

## Thesis/Dissertation Defense

The thesis defense is open to the public and must be carried out no later than October 30, March 1, or June 10, for students who wish to graduate at the end of the summer session, the fall, or the spring semester, respectively.

Pass (P) or Fail (F) is reported for the combined thesis/dissertation and thesis/dissertation defense. If Fail (F) is reported, the student may resubmit the thesis/dissertation and defend it after a period of at least three months. Failure on the second attempt results in discontinuation of the graduate work.

In order to defend the thesis/dissertation, the student must be registered for the thesis/dissertation, or register for at least one course, in the session in which the student expects to graduate.

## Deposit of the Thesis/Dissertation in the Library

After passing the thesis defense examination, the student is required to deposit copies of the thesis at Jafet Memorial Library: two copies of the master's thesis and project from the Faculty of Agricultural and Food Sciences and the Faculty of Engineering students, while only one copy from the Faculty of Arts and Sciences and Suliman S. Olayan School of Business students, and two copies from doctoral students. The student should also provide the library with a digital copy of the thesis as one Microsoft Word file and one PDF (Portable Document Format) file saved on a CD. A library receipt of these copies must be delivered to the Office of the Registrar before the student is awarded the degree. The student should sign a release form indicating whether or not the library is authorized to supply copies of the thesis/dissertation to other libraries or to individuals. The non-authorization option is valid for a period of two years only, after which copies of the thesis/dissertation are supplied upon request.

		For Graduation In		
		October	February	June
deadline for approval of thesis topic and committee	master's candidates	June 20	October 20	February 1
deadline for approval of dissertation topic and committee	PhD candidates	February 20	June 20	October 1
deadline for thesis/dissertation defense	master's/PhD candidates	October 30	March 1	June 10
deadline for thesis/dissertation deposit at library	master's/PhD candidates	November 10	March 10	June 20

## Transfer of Credits

Graduate courses taken beyond the bachelor's degree requirements at AUB, or at other recognized institutions, are not transferable for credit toward master's degree requirements, unless the applicant attained a cumulative average of at least 80 in the undergraduate courses taken in the major field of study. Only courses in which the applicant earned a grade of 80 or above can be transferred. No more than six credits (nine credits for non-thesis programs) are transferable. Approval by the graduate committee of the concerned faculty/school is required for all transfers.

## Transfer of Credits from One Master's Degree to Another

Graduate courses taken beyond the courses required for a master's degree at AUB (or at other recognized institutions), in which the applicant earned a grade of 80 or above, may be transferred to another master's degree at AUB. No more than six credits (nine credits for non-thesis programs) are transferable. Approval by the department or the academic unit concerned, and the graduate committee of the concerned faculty/school, is required for all transfers.

# General University Academic Information

## Academic Advisers

Each student has an academic adviser who must approve the student's schedule each semester. The Office of the Registrar assigns all students admitted to a prospective major to advisers who are determined by the relevant faculties. These advisers maintain this relationship until the student graduates from the department or changes his or her major. Names of advisees and their respective advisers are available through the Student Information System (SIS).

## Attendance

(Also see Withdrawal from Courses.)

## Classes and Laboratories

- Students are expected to attend all classes, laboratories, or required fieldwork. All missed laboratory or fieldwork must be made up. A student is responsible for the work that is done, and for any announcements that are made during his/her absence.
- Students who miss more than one-fifth of the sessions of any course in the first ten weeks of the semester (five weeks in the case of the summer term) are dropped from the course if the faculty member has stated in the syllabus that attendance will be taken.
- Students who withdraw or are forced to drop a course receive a grade of W.
- A student cannot withdraw, or be withdrawn, from a course after the announced deadline unless approved by the appropriate faculty committee.

## Examinations and Quizzes

Students who miss an announced examination or quiz must present an excuse considered valid by the instructor of the course. The course instructor should then require the student to take a make-up examination.

**Medical reports and/or qualified professional opinions issued by an AUB employee, AUH doctor, or by the University Health Services are accepted.** Should there be a question about the validity of any excuse presented by the student, the matter should be referred to the appropriate faculty committee.