

# General University Academic Information

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

## Thesis/Project/Dissertation Committee

The student shall select a thesis committee consisting of at least three members of professorial rank, chaired by the thesis advisor and including at least two other faculty members chosen in consultation with the thesis advisor. 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 master's project committee should be composed of at least two members recommended by the department/program. The project topic proposal and selection of the adviser, and selection of project committee members, should be approved by the faculty/school graduate committee at least four months before the project 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. For Arts and Sciences, refer to page 93

## Thesis/project/Dissertation Defense

The thesis/project 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/project/dissertation defense. If Fail (F) is reported, the student may resubmit the thesis/project/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/project/dissertation, the student must be registered for the thesis/project/dissertation, or register for at least one course, in the session in which the student expects to graduate.

## Deposit of the Thesis/Project/Dissertation in the Library

After passing the thesis/project defense examination, the student is required to deposit copies of the thesis in the library: The **Jafet Memorial Library** requires 1 copy of the master's thesis, project and doctoral dissertation from students at the Faculty of Agricultural and Food Sciences, Faculty of Engineering and Architecture, Faculty of Arts and Sciences and Suliman S. Olayan School of Business. The student should also provide the library with a digital copy of the thesis saved as **one** Microsoft-Word file and **one** PDF (Portable Document Format) file on a CD-Rom. A library receipt 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/project/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/project/dissertation are supplied upon request.

		For Graduation In		
		October	February	June
deadline for approval of thesis/ project 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/project/ dissertation defense	master's/PhD candidates	October 30	March 1	June 10
deadline for thesis/project/ 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.

## Academic Advisers

Each student has an academic adviser who must approve the student's schedule each semester. Freshmen are assigned an adviser from a group of advisers appointed by the dean of the Faculty of Arts and Sciences. The adviser continues advising the student until s/he has been accepted into a 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, during a semester, 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.

## Auditing Courses

Those who wish to attend individual classes without receiving credit may apply as auditors. Applications to audit courses are available at the registrar's office.

The applicant should:

- secure eligibility from the admissions office. An applicant is eligible to audit a course if s/he meets the following requirements:
  - (a) Bacc. II, or equivalent, to audit an undergraduate course
  - (b) Bachelor's degree, or equivalent, from a recognized academic institution to audit a graduate course
- secure approval from the instructor of the course.
- receive approval from the dean of the faculty/school offering the course.
- pay the tuition charge at the comptroller's office (student accounts section).
- register as an auditor at the Office of the Registrar.

Applicants are not eligible to audit laboratory, studio, or seminar courses.

Since permission to audit is on a space-available basis, applicants are not permitted to register until after registration of regular students is complete.

The University does not grant academic credit for such work. Audit credits do not appear on transcripts.

## Correct Use of Language

Facility in clear, correct, and responsible use of language is a basic requirement for graduation.

Papers (term papers, essays, or examinations) that are ill-written, no matter what the course, may receive a lower grade for the quality of the writing alone.

The final grade in any course may be lowered for consistently substandard written or oral expression; in extreme cases a failing grade may be given for this reason alone.

See information on the English Language Proficiency Requirement (ELPR) on pp. 36 of this catalogue.

## Plagiarism

Students who fail to credit properly ideas or materials taken from another commit plagiarism. Putting your name on a piece of work - any part of which is not yours - constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action.

All AUB students are required to complete a plagiarism tutorial and pass a plagiarism test during the first semester they join the university. You can reach the "Plagiarism Tutorial and Test" by following this path: AUB Homepage > A-Z > Academic Computing Centre > Plagiarism Tutorial and Test.

You can take the test as many times as necessary. When you achieve 100% on the test, a notification will be generated and saved in your files in the Office of the Registrar. This notification will become part of your permanent record as evidence of your understanding of plagiarism and how to recognize it. Failure to pass the plagiarism test will prevent your registration for the next semester at AUB.

## Disclosure of Student Records

The University may disclose routine information without prior written consent from the student. This information is of a directory nature and includes only the following items: student's name, degrees received, major field(s) of study, awards received, and participation in officially recognized activities and sports.

With the exceptions specified below, the University releases other information, including information from academic records, only upon written consent from the student. This consent must specify the information that is to be disclosed, state the purpose of the disclosure, and provide the names and addresses of the individuals or institutions to whom disclosure is to be made. However, the University may disclose information, including information on academic records, without prior written consent of the student:

- upon the request of officers of other educational institutions where the student seeks to enroll (in such cases the student is given, upon his/her request, a copy of the information sent to the institution)
- as necessary to academic officers, academic advisers, and faculty members within the University
- to parents of a dependent student
- in compliance with a judicial order
- to financial aid services in connection with financial aid for which the student has applied or which the student has received

## Graduation

### Requirements

Students are strongly advised to prepare their registration schedules with their advisers to ensure graduation requirements are fulfilled. Failure to do so may mean that a student has to spend an additional semester, or more, to complete graduation requirements.

## Commencement Exercises

Commencement exercises are held at the end of the academic year. Students who graduate in October or February may participate in the commencement exercises. Graduates of October or graduates of February who wish to participate in the July commencement exercises should notify the Office of the Registrar of their intention by completing Form CE1 and submitting it to the Office of the Registrar no later than June 10.

Students who graduate in June have places reserved for them in the June commencement exercises. July graduates who opt not to participate in the commencement exercises should complete Form CE2 and submit it to the Office of the Registrar no later than June 10. July graduates who do not receive their degrees during the commencement exercises and who have submitted Form CE2 within the above-indicated deadline can receive their diplomas at the Office of the Registrar at a date subsequent to commencement.

## Names on Diplomas and Degrees

Names on diplomas and degrees are spelled exactly as they appear on passports or identity cards. According to the Lebanese Ministry of Education, names of Lebanese students should include first name, father's name, and family name. Names on AUB diplomas and degrees appear both in Arabic and English. If a name on a passport or an identity card does not appear in both languages, then the name that does not appear in one language will be spelled on AUB diplomas and degrees according to the personal preference of the student.

## Incompletes

A student who receives an incomplete grade for a course must petition the appropriate faculty committee within two weeks from the date of the scheduled final exam for permission to complete the course. Coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". Normally, "I" is followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

## Medical Record

An entrance medical record form is sent to all admitted students who have committed to enroll in AUB. It is to be completed by the student's family physician and mailed as soon as possible, and before the period of registration, in the pre-addressed envelope provided by AUB. Alternatively, the completed medical record form can be delivered by hand to the Office of Admissions.

All new students must have a tuberculin test at the time of the preliminary medical check, held during registration, and must report 48 hours later for a check on the test. Upon clearing the medical

test, the student is issued a clearance slip to proceed with registration. Students are not registered unless they obtain this clearance slip. Students who report late for the medical check are charged a late fee.

Medical checks may be completed in advance of registration provided that the student reports to the University Health Services on campus, and brings the letter of acceptance and the entrance medical record.

Returning students are not required to complete any medical forms. Important changes in the student's medical condition and/or updating immunizations should be reported to a university physician by appointment at the Health Services Center early in the first semester. Information is kept confidential.

## **National Social Security Fund (NSSF) Medical Branch**

The Health Insurance Plan (HIP) provides medical and hospital coverage to the AUB community, namely academic and non-academic staff, retirees, students, and IC staff and their families.

- Health insurance coverage is mandatory for all students, at 2nd class health care coverage, during their years of study at AUB; therefore, a student, new or continuing, registered for at least 6 credit hours, is automatically enrolled under the Health Insurance Plan (HIP). However, a student may be exempted from enrolling in HIP if s/he presents proof that /s/he is covered by another healthcare insurance provider.
- HIP members are required to use exclusively the medical services of the AUB Medical Center (AUBMC). HIP coverage to students is limited to medical care inside Lebanon only.
- 'Student' means a person registered for a course of study at the University, whether working or not working for a degree, on a full-time or part-time basis. Auditors are not considered students.

Graduate students registered for a thesis are eligible to continue HIP coverage for a period of two consecutive years only.

- Students who register at the beginning of the first semester are covered by HIP for twelve months, provided they do not graduate, withdraw, or are suspended and/or dropped from the University. HIP fee charges per semester are announced each year by the AUB Benefits Coordinator's office.
- Students who register at the beginning of the second semester are covered until September 30 of the same year, provided they do not graduate, withdraw, or are suspended and/or dropped from the University.
- Students who register at the beginning of the summer session are covered until September 30 of the same year. Student coverage during the summer is strictly limited to use of the AUB Medical Center (AUBMC) services.
- In case of emergency during the fall and spring terms only, and if students are not on campus or within the vicinity of the AUB Medical Center, students can report to the nearest medical service provider and get the needed care. Reimbursement of the bill cannot exceed 80% of AUBMC rates.
- Eligible married students may enroll their spouse and children, who are living with them in Lebanon, at the regular 2nd class rate as long as they remain duly registered at the University and are HIP members.

- Unlike other HIP members, students are not charged co-payment or cost sharing applied by the plan to out-patient services.

These guidelines are meant to be a mere summary of the provisions of the plan and are provided solely as a matter of convenience and in no way define or limit the scope or intent of any provision of the plan.

## Passports and Visas

Foreign students joining AUB must have passports valid for a period of not less than 13 months from the date of joining the University; they should also secure an entry visa to Lebanon from the nearest Lebanese embassy or consulate in their country. The Office of Student Affairs, in coordination with the Personnel Office, the Office of Admissions, and the Office of the Registrar, help provide the necessary certificates for registered foreign students to acquire residence permits from the Lebanese authorities.

## Payment of Fees

All students must finalize registration, including payment of tuition and other charges, by the announced deadlines. For full instructions on payment of fees, see the Tuition Fees section on pp. 53-55

## Recognition of AUB Degrees by the Lebanese Ministry of Education

The Lebanese Ministry of Education recognizes all degrees awarded by the American University of Beirut provided students are admitted on the basis of the Lebanese Baccalaureate, or its equivalent, as determined by the Lebanese Ministry of Education.

BA, BS, BBA	License
BA or BS, plus the teaching diploma, and on condition that the semester credit hours earned at the sophomore class level and above add up to not less than 111	License d'Enseignement
MA, MS, MBA	Diplômes d'Etudes Supérieures
PhD	Doctorat

The Ministry of Education also recognizes degrees in medicine, engineering and architecture, and agriculture as equivalent to the corresponding degrees awarded or recognized by the Lebanese University.

It is the responsibility of students to ensure the degrees they receive from AUB are duly evaluated by their respective governments.

# Registration

## Requirements

Before proceeding to registration, new students must ensure that all requirements for registration are met, particularly conditions detailed in the admission letter from the director of admissions. These conditions include 1) the English Language Proficiency Requirement (see p. 36);

2) evidence of having received the diploma, certificate, degree, or level of university education on the basis of which the student applied and admission was granted (see Requirements of Admitted Students for Registration, p. 39).

A registration guide is distributed to every student before registration begins. Subsequent to confirmation that all conditions have been met, students should follow the steps in this guide.

Students can introduce final adjustments to their schedules during the add/drop period. The add/drop period normally extends for two days and begins one week after the first day of classes.

## Cross-Registration

### Students Enrolled at AUB Taking Courses at Other Universities

A student studying at the American University of Beirut may be allowed to cross-register for a course at other institutions (such as Balamand, Haigazian, LAU, NDU, or NEST) if all of the following conditions are met:

- the course is required by AUB
- the course is not offered at AUB during the semester at the end of which the student expects to graduate
- the course in which the student intends to cross-register is equivalent to a course that AUB offers (the number and title of each of the two equivalent courses should be clearly indicated)
- the chairperson of the department in which the student is majoring sends the Registrar a written statement confirming that all the conditions listed above have been met
- the Registrar authorizes the student to cross-register; the student submits authorization to the concerned institution

### Students Enrolled at Other Universities Taking Courses at AUB

For purposes of cross-registration, students studying at Balamand, Haigazian, LAU, NDU, or NEST who wish to take courses at AUB must

- secure permission from their institutions to take specified courses at AUB
- secure permission from the dean of the faculty concerned at AUB
- present the above permissions to the AUB Office of the Registrar
- register in accordance with the instructions specified in the registration guide, copies of which are sent to the above-named institutions