

# General University Academic Information

## Academic Rules and Regulations

The general policies, procedures and minimum requirements for advanced degrees are stated in this section. However, each program has specific degree requirements which are detailed in the respective program descriptions under later sections of this catalogue. Both general and program specific requirements must be fulfilled in order for the graduate student to receive a master's degree or PhD degree.

## Academic Advisors

For master's degree level, refer to Supervision of Master's Thesis or Project on page 62.

For PhD degree level, refer to Supervision of Doctoral Thesis on page 70.

## RCR Requirement

The Responsible Conduct of Research (RCR) Requirement must be completed by all newly admitted degree seeking graduate students, both at the master's and PhD levels. The requirement includes prospective graduates and graduates admitted on probation.

The requirement is fulfilled by completing the CITI Responsible Conduct of Research course determined by the student's respective faculty and department/program. RCR courses "cover core norms, principles, regulations, and rules governing the practice of research." Topics include research misconduct, data management, authorship, peer review, mentoring, using animal subjects in research, conflicts of interest, collaborative research, and research involving human subjects. Additional topics may be included according to research discipline.

The requirement must be fulfilled within one month of being notified of the requirement. Failure to fulfill the requirement in a timely manner results in a registration hold that is removed once the student has completed the RCR course.

## Academic Dishonesty

Plagiarism, falsification of data, cheating and other forms of academic dishonesty are serious violations of academic integrity and may result in dismissal. Students are expected to be familiar with the various forms of academic dishonesty as explained in the Student Code of Conduct, found on this link: [www.aub.edu.lb/pnp/generaluniversitypolicies/Documents/StudentCodeConduct/StudentCodeConduct.pdf](http://www.aub.edu.lb/pnp/generaluniversitypolicies/Documents/StudentCodeConduct/StudentCodeConduct.pdf), and as explained in the University Policy and Procedures Concerning Research Misconduct, found on this link: [http://www.aub.edu.lb/provost/Documents/Research\\_IntegrityPolicy\\_Procedures\\_Approved\\_BOT\\_June22.pdf](http://www.aub.edu.lb/provost/Documents/Research_IntegrityPolicy_Procedures_Approved_BOT_June22.pdf).

## Plagiarism

Students who fail to properly credit ideas or materials taken from other students and/or outside sources 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 it 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](#) > [What is Plagiarism Tutorial and Test?](#)

You can take the test as many times as necessary. When you achieve 100 percent on the test, a notification will be generated and saved in your files at 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.

## 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 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 Readiness for University Studies in English (RUSE) on page 41 of this catalogue.

## Attendance

Refer to Withdrawal from Courses.

## Attendance Policy

A student who is absent without excuse for more than one third of the number of sessions in any course may be dropped by the instructor of the course.

## 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 made during her/his absence.
- Students who miss more than one-fifth of the sessions of any course in the first ten weeks of a given 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 makeup 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.

## Leave of Absence

All graduate students are expected to make steady and satisfactory progress toward the completion of degrees.

Students who are not enrolled for a period of more than one academic year (two consecutive regular terms and one summer) will be considered to have withdrawn from the program unless they apply for a leave of absence and secure approval of the department, faculty/school Graduate Studies Committee, and Graduate Council.

The leave of absence application can be up to one academic year at a time. The maximum period of approved leave of absence is for two academic years. An approved leave of absence does not count towards maximum residency. Non-enrollment by the student for one regular semester without securing leave of absence will count towards maximum residency.

Students who seek to return without having secured leave of absence approval after a non-enrollment period of more than one academic year must reapply and will be considered for readmission following regular AUB application/admission procedures. If re-admitted into the same graduate program, then their earlier status as graduate student will count towards maximum residency.

The approval of the leave of absence is determined by the nature of the excuse, the documentation/proof submitted, and the time of submission. Excuses submitted should consist of circumstances that prevent a student from carrying out his/her graduate studies. Students are strongly advised to consult with their advisors regarding the validity of their excuse.

Normally, students are expected to submit a leave of absence before the start of the semester in which the leave begins. However, on some occasions and with adequate justification, students may submit a leave of absence before the end of the drop/add period. Leave of absence requests submitted after the drop/add period will be considered on an exceptional basis if the student's excuse consists of an unavoidable circumstance and the claim is supported with substantial evidence. Students must be willing and able to prove the claims of their excuse, which includes providing any documentation requested as proof.

## Category of Students

### Full-Time Status

PhD students who are on fellowships that provide financial support and tuition coverage have full-time status at the university.

Full-time status is defined as the enrollment by the graduate student in the following:

- A minimum of 9 credit hours during the fall or spring semester. Full-time and part-time graduate students retain privileges of library, email and Internet access even if not registered in courses in summer sessions on condition that they have registered in the preceding spring semester.
- PhD degree candidacy status

### Auditing Courses

Those who wish to attend individual classes without receiving credit may apply as auditors. Applications to audit courses are available at the Office of the Registrar.

The applicant should do the following:

- secure eligibility from the Admissions Office. An applicant is eligible to audit an undergraduate course if s/he has completed the Bacc. II, or equivalent; to audit a graduate course, s/he has to have a bachelor's degree, or the equivalent, from a recognized academic institution.
- 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 Office of the Comptroller (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 registration of regular students is complete.

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

### The Graduate Assistantship Program (GAP)

The Graduate Assistantship Program at the American University of Beirut provides financial support opportunities to Master's students as per the policy published at <https://website.aub.edu.lb/pnp/Pages/default.aspx>.

For new students, the application process is part of the online graduate admissions process (<https://graduateadmissions.aub.edu.lb/>).

For continuing students, applications may be obtained from the office of the dean of the faculty to which the student belongs and should be filled out prior to the deadline set by the faculty.

# 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:

- the Readiness for University Studies in English (see page 41)
- 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)

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 drop/add period. The drop/add 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 recognized institutions 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 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 other recognized institutions 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 ([www.aub.edu.lb/registrar/Pages/registration.aspx](http://www.aub.edu.lb/registrar/Pages/registration.aspx))

## Courses and Grades

Courses taken as part of a student's graduate study program fall into one of two categories, which are graduate courses or prerequisites (undergraduate courses). Each category may have different grading systems depending on the department/program.

### Course Loads

Normally, the maximum number of credits that may be taken in a regular semester is 12 credits. The maximum number of credits that may be taken in the summer session is 6 credits. A student who wishes to enroll in more than the maximum number of credits must petition the faculty Graduate Studies Committee to obtain permission.

### Graduate Level Courses

- The minimum passing grade for a graduate course is 70 for a master's student and 75 for a PhD student.
- The minimum grade for a graduate student enrolled in a graduate course is 55.
- Results of tutorial courses, projects or theses are reported as Pass (P) or Fail (F).

### Prerequisite Courses

Prerequisite courses are 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.

### Change of Grade Policy

After grades are posted on the AUB Student Information System [AUBSIS], a change of grade is not allowed unless a demonstrable mistake was made in the correction of the final examination or in calculation of the grade. In such a case, the instructor must complete a Change of Grade form and submit it to the chairperson of the department in which the course is offered, with the supporting evidence for the mistake warranting this change of grade. If the chairperson of the department approves the change of grade, s/he will sign the form and transmit it for final approval to the Dean (all faculties except FAS) or to the FAS Student Academic Affairs Committee if the course is offered in FAS.

Students have the right to access their corrected exams, including final exams, and request review of their exams in case mistakes have been made in calculating grades or in correcting. The request by the student of the course instructor to review the course grade should take place within one week of the posting of course grades date. In case the review by the instructor results in a change of course grade, the instructor shall complete the Change of Grade form in accordance with the procedure outlined by the faculty in which the course is offered.

If a dispute regarding the change of grade continues, the student should discuss the issue with the chair of the department. If the student is still not satisfied, s/he may submit a petition to the faculty Academic and Curriculum Committee requesting further consideration.

## 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 coursework is reported as “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.

## Transfer of Credits

### Transfer of Credits into a Master’s Degree Program

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 or related field of study. Only graduate courses in which the applicant earned an equivalent grade of 80 or above can be transferred. No more than 9 credits are transferable provided they are not credits earned by internship, thesis or practicum, and degree minimum residency requirement is maintained. Applicants who have completed a Bachelor of Engineering Degree (BE) and are applying for admission into a Master of Engineering Program (ME) may apply for a waiver of up to 9 credits of coursework. The total number of transferable credits from BE to ME should not exceed 12 credits. For more details, refer to the Maroun Semaan Faculty of Engineering and Architecture section (page 298). Approval by the faculty/school Graduate Studies Committee is required for all transfers.

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

Graduate courses taken at AUB (or at other recognized institutions), in which the applicant earned an equivalent grade of 80 or above, may be transferred to another master’s degree at AUB. No more than 9 credits are transferable provided they are not credits earned by an internship, thesis or practicum, and degree minimum residency requirement is maintained. Approval by the department or the academic unit concerned and the faculty/school Graduate Studies Committee is required for all transfers. Normally, credits counted toward another graduate degree at AUB or another institution cannot be transferred if they have already been used to satisfy requirements for another awarded graduate degree.

### Calculation of the GPA

Credits earned at other institutions or at AUB beyond the requirements of the bachelor’s degree and transferred into the master’s program are not included in the calculation of a student’s grade average while pursuing a master’s degree. Such courses are reported as pass (P). Transfers of credit earned at the master’s level or while registered as a graduate not working for a degree from AUB are not subject to the above limitations but require the recommendation of the department chair and approval of the faculty/school Graduate Studies Committee.

## Transfer of Credits into a PhD Degree Program

Graduate courses taken beyond the master's degree requirements at AUB, or at other recognized institutions, are not transferable for credit toward PhD degree requirements unless the applicant attained a cumulative average of at least 85 in the graduate courses taken in the major field of study. Only courses taken beyond the master's degree requirements in which the applicant earned an equivalent grade of 85 or above can be transferred. No more than 6 credits are transferable provided they are not credits earned by an internship, thesis or practicum, and degree minimum residency requirement is maintained. Approval by the faculty/school Graduate Studies Committee and the Graduate Council is required for all transfers.

## Change of Major Within Faculty and Interfaculty Transfer

A student enrolled in a master's degree program at AUB may apply to transfer to another program according to the following procedure:

- Change of major within the same faculty: The student may apply, following the set deadlines for graduate admissions process, for change of major within the same faculty by petitioning the department to which s/he is planning to join and securing its approval and the approval of the faculty Graduate Studies Committee.
- Transfer to other faculties/schools from within AUB: The student should complete a new application to the desired program following the graduate admissions process and deadlines to be considered for admission into the new major.
- Transfer within an interfaculty program: The student should apply to the relevant interfaculty program committee seeking its approval and the approval of the Graduate Studies Committee of the receiving faculty.

## Academic Standing of Students Working for a Master's Degree

### Good Standing

A graduate student is in good standing when her/his graduate grade cumulative average is 80 or above. A student must be in good standing in order to be awarded a degree.

### Probation and Removal of Probation

The academic performance of the student is first evaluated by the department upon completion of 9 credits of coursework after initial enrollment towards the degree and then is evaluated every semester/term thereafter.

### Students Admitted on Probation

- A student admitted on probation has to complete at least 9 credits of graduate level courses within the first two semesters of graduate studies, has to pass all courses, and has to attain a minimum cumulative average of 80 to achieve regular status.
- If the student fails to meet any of these conditions, s/he will be dropped from the program.



## Students Placed on Probation during Regular Status Residency

- A student is placed on probation if s/he attains a cumulative average of 70 or more, but less than 80, or fails any course taken for graduate credit.
- A student placed on probation due to average must remove the probation by the end of the following regular semester/term by attainment of a cumulative average of at least 80.
- A student placed on probation due to course failure should retake and pass the course the next time it is offered. In case this condition cannot be met, the student, in consultation with the advisor, must petition the faculty/school Graduate Studies Committee.

The department or program in which the student is enrolled may recommend probation to the Faculty Graduate Studies Committee even if the student has attained an adequate cumulative average. Probation of a PhD student may be removed by the Faculty Graduate Studies Committee.

Changes in probationary status of enrolled graduate students are queried at their respective Faculties/Schools Dean Offices within one week of the start of the semester/term for consideration by the faculty/school. The faculty/school Graduate Studies Committee issues, through the Dean's Office, the statement of change of probation status to the graduate student with copies to the department chair, student advisor and Registrar.

## Dismissal

The Faculty Graduate Studies Committee may dismiss a master's student, in consultation with the department/program, from graduate study if any of the following conditions arise:

- Probation status due to average is not removed in the semester following the first probation, excluding students admitted on probation (see previous section on probation and removal of probation).
- The student receives probation for a second time during the degree residency.
- The student attains a cumulative average of less than 70 after completion of 9 credits or fails two courses in one term.
- The student attains a cumulative average of 70 or above but less than 80 in any term, and fails one course in that term (This rule does not apply to the first term of study).
- The work of the student is considered to be unsatisfactory in the opinion of the department or program, regardless of the grades obtained.
- The student fails the comprehensive examination twice or the thesis defense twice.

## 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 minimum requirements described below. Some programs may have additional credit requirements for completion of a master's degree.

The award of a master's degree indicates that a student attained a higher level of knowledge and expertise in a particular field of study. A master's thesis often serves as groundwork for future doctoral research.

## Course Requirements

There are two types of master's degree programs, namely, thesis and non-thesis master's degrees. Some programs provide a choice of either a thesis or non-thesis option while others may only have one or the other.

- Students following the thesis option are required to complete a minimum of 30 credit hours, of which a minimum of 21 graduate credit hours should be in coursework and a minimum of 6 credit hours in thesis work. Normally, a maximum of 3 credit hours may be tutorial courses. Exceptions for individual students will require approval of the department chair and the faculty Graduate Studies Committee (project-based or course-based).
- Students following the non-thesis master's program are required to take a minimum of 30 graduate credit hours, 3 credits of which may be a project and should follow a course of study approved by the department/program and by the faculty Graduate Studies Committee.
- Students following the Master of Public Health (MPH) are required to complete a minimum of 42 credit hours.
- Students following the Master of Business Administration (MBA) program are required to take 6 credits of foundation courses (or to pass a related exemption test upon approval of the program director). In addition, they must complete a minimum of 42 credit hours, a minimum of 39 graduate credit hours in coursework and a minimum of 3 credit hours of MBA project.
- 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 (other than English)

Individual departments and programs may set their own non-English language requirements. Examination procedures for these languages should be approved by the faculty Graduate Studies 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, that is, either for one semester and two summers or for four summers.

All requirements for the master's degree must be completed within a period of eight regular semesters 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 faculty Graduate Studies Committee.

## Comprehensive Examination

All master's programs must require that the student register and pass a 0-credit comprehensive examination course. Comprehensive examinations often are written exams that are sometimes oral and sometimes both written and oral. They are usually taken after completing most of the course requirements for the degree. Timing of the examination is set by the department/program. The Pass (P) or Fail (F) is entered online or is reported to the Registrar immediately on the date the comprehensive examination is passed any time during the semester.

In general, a comprehensive examination is a test that covers a broad base of material. The purpose of the examination is to assess the student's knowledge and capacities to earn a given graduate degree in the field of specialization. Depending on the degree program, it may test course knowledge, knowledge of the student's proposed research area, and/or general knowledge in the field. The Thesis Committee or department administers the comprehensive exam.

A student who does not pass the comprehensive examination may take it a second time in the following semester. Students who are unable to pass a program's comprehensive exam twice are dropped from the graduate program. Students who pass the comprehensive exam after one failure will have their initial failure reported as "PR" for progress in the first semester the course was registered, and the grade of "P" for passing the comprehensive exam will show on their transcript in the second semester the course was registered.

This requirement is fulfilled by Master of Public Health students through PBHL 398 (Culminating Experience Seminar). It is also fulfilled by OSB students through a designated capstone course in each of the following programs: (1) For the MBA program, BUSS 349 (Advance Seminar in Strategic Management), (2) for the Master's in Human Resource Management program, MHRM 306 (Strategic Human Resource Management and Change Management), and (3) for the Master's in Finance Program, MFIN 304 (Financial Strategy).

## Institutional Review Board (IRB)/ Animal Care Committee (ACC) Requirements

All students conducting human subject research or animal related research for master's theses or projects must obtain prior written Institutional Review Board and/or Animal Care Committee approval/confirmation or exemption, respectively.

## Institutional Review Board (IRB)

The Institutional Review Board (IRB) is a committee formally designated under the Human Research Protection Program (HRPP) to carry out the task of reviewing and approving "Human Subject Research"<sup>1</sup> projects. IRB ensures that any particular project meets the ethical obligations and requirements to protect the rights, dignity, welfare and privacy of participating subjects.

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1) Definition of human subject research: "research" is defined as "a systematic investigation, including research development, testing and evaluation, which is designed (in whole or in part) to develop or contribute to generalizable knowledge" & "Human subject" is defined as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information"

Research that requires IRB review includes any research involving human subjects that:

- is conducted by AUB faculty, staff or students
- is performed on the premises of the university
- is performed with or involves the use of facilities or equipment belonging to the university

Listed below are the categories of review of research involving human subjects based on the risk assessment:

- Exempt review
- Expedited review
- Full Board review

### **Timeline schedules**

- Exempt research studies take around 8 days to two weeks for review and approval.
- Expedited review requires approximately 4-6 weeks for review and approval.
- Full Committee review should be submitted at least 6 weeks prior to the IRB meeting date; review and approval by the IRB may require one or more months after initial IRB review at a convened meeting.

In addition, it is an institutional requirement that all students who plan to conduct research studies involving human subjects complete the designated web-based courses offered by the Collaborative Institutions Training Initiatives [CITI] Program: [https://cms.aub.edu.lb/irb/Documents/cert\\_recert\\_p.pdf](https://cms.aub.edu.lb/irb/Documents/cert_recert_p.pdf)

Adherence to all institutional policies, rules and regulations of the HRPP/IRB is important during the conduct and participation in any research project involving human subjects, as any failure to comply (a) creates an increase in risks to subjects, (b) adversely affects the rights, welfare and safety of research subjects, and/or (c) adversely affects the integrity of the university's HRPP; this will jeopardize the conduct of the research project and/or may delay fulfillment of the requirements for graduation.

Official IRB website: [www.aub.edu.lb/IRB](http://www.aub.edu.lb/IRB)

Twitter account: [@AUB\\_IRB](https://twitter.com/AUB_IRB)

# Supervision of Master's Thesis or Project

## Thesis Proposal

When following a graduate program leading to the master's degree with thesis option, the student is expected to meet with faculty members in the department to discuss possible thesis topics and select a thesis advisor. Normally, the thesis advisor is from among the full-time professorial faculty of the department/program or from another department/program in the university. In interdisciplinary programs, the thesis advisor is from an appropriate program at the university.

The student is expected to select a research topic in consultation with the thesis advisor and prepare a thesis proposal by the end of the second regular semester. The proposal must clearly state the problem addressed and the proposed contributions. The thesis proposal should also state the thesis objectives, scope of work with relevant literature, research methodology and expected results. A Thesis Committee is formed by the thesis advisor and the student in coordination with the chairperson/director of the unit according to the following conditions:

- Thesis Committee should normally consist of at least three members of professorial rank chaired by the thesis advisor.
- In case a co-advisor is also a member of the thesis committee, then the thesis committee should consist of at least four members of professorial rank chaired by the thesis advisor.
- In departments/programs, normally at least two members of professorial rank of the Thesis Committee must be members of the student's department. The remaining member(s) can be from other departments at AUB or from an institution other than AUB.
- In case the thesis advisor is from another department at AUB, the chairperson will consult with the chairperson of the department to which the thesis advisor belongs.
- In interdisciplinary programs, the members of the Thesis Committee are drawn from full-time faculty members at AUB.

The Thesis Committee must be approved by the chairperson/director of the student's department/program. The student must submit the thesis proposal to the committee and secure its approval. The committee members will evaluate the proposal in consultation with the thesis advisor.

The student will submit the thesis proposal with a completed Thesis Proposal Form as required by Faculty or Program (see website) to the chairperson of the department, signed by the thesis advisor and all the members of the Thesis Committee, with the proposed dates of the comprehensive examination, thesis defense, and courses taken so far. The student should indicate if the proposed research involves human subject research or animal related research and seek approval/confirmation or exemption of the Institutional Review Board and/or Animal Care Committee.

Once approved, the chairperson forwards the thesis proposal with the names of the Thesis Committee members to the faculty/school Graduate Studies Committee for its approval.

The faculty/school Graduate Studies Committee will then inform the chairperson of the proposal approval or lack thereof, and the chairperson will communicate the decision to the thesis advisor.

It is the student's responsibility, in coordination with the thesis advisor, to keep members of the Thesis Committee informed on the progress of her/his work and seek their input.

## Continuous Thesis Registration

Once a student registers for her/his thesis, s/he pays a thesis fee that allows her/him to register up to three additional semesters without paying. Although the additional registrations are paid for, the student must still register for the thesis on AUBsis each time. In addition, the student is expected to register consecutively without skipping any regular semester. Not registering for the thesis without an approved Leave of Absence (hereafter referred to as an “unexcused absence”) throughout subsequent semesters will cause the student to forfeit the registration due her/him for each semester of unexcused absence. The below table shows examples of how unexcused absences lead to payment for additional thesis registrations once the three additional semesters are exhausted by registrations or unexcused absences.

Number of Absences <sup>2</sup>	1st Thesis Semester	3 Additional Semesters			Paying Semester 1
	Regular Semester 1	Regular Semester 2	Regular Semester 3	Regular Semester 4	Regular Semester 5
1	Pay & Register	Unexcused Absence	Register & No Payment	Register & No Payment	Pay & Register
2	Pay & Register	Unexcused Absence	Unexcused Absence	Register & No Payment	Pay & Register
3	Pay & Register	Unexcused Absence	Unexcused Absence	Unexcused Absence	Pay & Register

## Thesis Format

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 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.

Students graduating in the Summer term must be registered during that term (see section below on Thesis Defense). Students who carry out thesis work during the Summer term are expected to register for the thesis. Not registering during the Summer term after having started thesis work should only take place if the student will not be using AUB facilities/services for research and will not be receiving thesis advising during that term.

<sup>2</sup>) The number of absences can take place over all possible combinations of absences during regular semesters 1, 2, and 3.

## Thesis Defense

A student is not allowed to defend her/his thesis unless s/he has passed the comprehensive examination. In order to defend the thesis, the student must be registered for the thesis in the session in which the student expects to graduate.

The thesis defense is open to the public and must be carried out no later than the dates specified on page 64.

The final draft of the thesis shall be submitted to each member of the Thesis Committee at least two weeks before the date of the thesis defense. The thesis defense shall be announced at least two weeks in advance. The total time allocated for the thesis defense should allow for answering all questions and should not normally exceed 120 minutes.

The thesis defense session is normally chaired by the thesis advisor, and the student will be notified of the final decision by the Thesis Committee immediately after completion of the Thesis Committee deliberations.

Pass (P) or Fail (F) is reported for the combined thesis and thesis defense. If Fail (F) is reported, the student may resubmit the thesis and defend it after a period of at least three months. Failure on the second attempt results in discontinuation of the graduate work. If the thesis work involves human subject research or animal related research, the Thesis Committee must forward to the department chair a copy of the approval/confirmation or exemption letter of the Institutional Review Board and/or Animal Care Committee.

## Project and Project Defense

In partial fulfillment of the requirements for the non-thesis master's degree, a student may be required to submit a project. Each student is then assigned an advisor who serves as the project advisor. The master's project topic proposal and selection of the advisor and project committee members should be approved by the Faculty Graduate Studies Committee.

The master's project committee should be composed of at least two members recommended by the department/program. The project topic proposal, selection of the advisor, and selection of project committee members should be approved by the faculty/school Graduate Committee at least four months before the project defense.

Students are expected to register and finish the project work within two consecutive regular semesters at most. Registering for a project course beyond a second semester requires approval of the faculty/school Graduate Studies Committee; this approval must be sought on a per-semester basis prior to registration.

If the project work involves human subject research or animal related research, the Project Committee must forward to the department chair a copy of the approval/confirmation or exemption letter of the Institutional Review Board and/or Animal Care Committee.

The project defense is open to the public and must be carried out no later than the dates specified in the table below.

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

## Deposit of the Project/Thesis in the Library

After passing the project/thesis defense examination, the student is required to deposit copies of the thesis in the library: The Jafet Memorial Library requires one hard copy of the master's project/thesis from students at all faculties. The student should also provide the relevant library with a soft copy of the thesis saved as a PDF (Portable Document Format) file. A library receipt must be delivered to the Office of the Registrar before the student is awarded the degree. The Registrar shall ensure that all names of students recommended to the Senate for award of the master's degree in the thesis option have submitted their thesis copy to the library. The student should sign a release form indicating whether or not the library is authorized to supply copies of the thesis/project to other libraries or to individuals. The non-authorization option is valid for a period of three years only, after which copies of the project/thesis are supplied upon request.

<b>For Master's Candidates Graduation in:</b>	<b>Summer 2017-18</b>	<b>Fall 2018-19</b>	<b>Spring 2018-19</b>
Deadline for approval of thesis topic and committee <sup>3</sup>	May 7, 2018	September 21, 2018	December 14, 2018
Deadline for thesis defense <sup>3</sup>	September 7, 2018	January 28, 2019	April 25, 2019
Deadline for thesis deposit at library <sup>3</sup>	September 17, 2018	February 7, 2019	May 6, 2019

## Master's Degree Graduation Requirements

To be eligible for graduation with a master's degree from the American University of Beirut, a graduate student<sup>3</sup>:

- must have attained a cumulative course average of 80 or above,
- should not be on probation by the time the coursework is completed,
- must have completed the minimum credit hours of coursework designated by the specific program,
- must have passed the comprehensive exam,
- must have completed thesis requirements for the thesis option degrees,
- must have completed project requirements for the non-thesis option degrees,
- and must have met the residence requirements specified for the master's degree.

<sup>3</sup>) The thesis proposal should be approved by the faculty/school Graduate Committee at least four months before the thesis defense. The above thesis deadlines are generally set according to the stated formula, however, they are subject to change due to administrative constraints.



# Academic Standing of Student Working for PhD Degree

## Good Standing

A PhD student is in good standing when her/his graduate grade cumulative average is 85 or higher. A student must be in good standing in order to be awarded a degree.

## Probation and Removal of Probation

A student working for a PhD degree who has not yet advanced to candidacy can be placed on academic probation if s/he fails to make normal progress towards the degree.

The academic performance of the student is first evaluated by the department upon completion of the first 9 credits of coursework towards the degree and then is evaluated every semester/term thereafter:

- A student is placed on probation if s/he attains a cumulative average of 75 or more, but less than 85, or fails any course taken for graduate credit.
- A student placed on probation due to average must remove the probation at the end of the following semester/term by attainment of a cumulative average of at least 85.
- A student placed on probation due to course failure should retake the course the next time it is offered and pass it. In case this condition cannot be met, the student in consultation with the advisor must petition the faculty/school Graduate Studies Committee.

The department or program in which the student is enrolled may recommend probation to the Faculty Graduate Studies Committee even though the student has attained an adequate cumulative average. Probation of a PhD student may be removed by the Graduate Council upon recommendation from the Faculty Graduate Studies Committee.

Changes in probationary status of enrolled graduate students are queried at their respective Faculties/School Dean's Offices within one week of the start of the semester/term for consideration by the faculty/school. The faculty/school Graduate Studies Committee issues through the Office of the Dean the statement of the change of probation status to the PhD student with copies to the department chair, student advisor and Registrar.

## Dismissal

The Graduate Council, upon recommendation from the Faculty Graduate Studies Committee and the Chair of Department, may discontinue a PhD student from graduate study if any of the following conditions arise:

- Probation status is not removed in the semester following the first probation
- The student receives probation for a second time during the degree residency
- The student attains a cumulative average of less than 75 or fails two courses in one term
- The student attains a cumulative average of 75 or above, but less than 85, in any term and fails one course in that term (This rule does not apply to the first term of study.)
- The work of the student is considered to be unsatisfactory in the opinion of the department or program, regardless of the grades obtained
- The student fails the Qualifying Examination Part I (Comprehensive Examination) or Part II (Thesis Proposal Defense) twice
- The student fails the thesis defense twice

## Requirements for the Degree of Doctor of Philosophy

In addition to the particular rules of the various graduate programs as stated in their sections of this catalogue, the following general rules apply to all Doctor of Philosophy programs.

The award of a Doctor of Philosophy degree indicates that a student has attained mastery of a field and has demonstrated the capacity to perform independent scholarly research. The doctoral degree is not awarded solely upon completion of a curriculum of courses, even if the student has done superior work in it. Rather, it is awarded in recognition of creative scholarship as demonstrated by a substantial contribution in the candidate's chosen field.

### Program of Study

Each doctorate student is expected to take such courses as may be required for both a strong foundation in the field and the development of a specialization.

### Regular PhD Track Course Requirements for Students Holding Master Degrees

Each student, in consultation with her/his advisor, should finalize a program of study and submit it to the department within two semesters of beginning study toward the PhD degree. The Graduate Council monitors the progress of the student through annual reports on course and thesis work by chairpersons of the department/program. The following are main features of this PhD track:

- It must include a minimum of 48 credit hours beyond those required for the master's degree of which a minimum of 18 credit hours must be in graduate level coursework and a minimum of 24 credit hours of thesis work. Normally, a maximum of 3 credit hours out of the 18 credits of coursework may be tutorial courses. Exceptions for individual students will require approval of the department chair and the Faculty Graduate Studies Committee.
- It will include a 0-credit comprehensive examination preparation course and a 0-credit thesis proposal preparation course.

### Accelerated PhD Track Course Requirements for Students Holding Bachelor Degrees<sup>4</sup>

Each student, in consultation with her/his advisor, should finalize a program of study and submit it to the department within two semesters of beginning study toward the PhD degree. The Graduate Council monitors the progress of the student through annual reports on course and thesis work by chairpersons of the department/program. The following are main features of the accelerated PhD track:

- It must include a minimum of 78 credit hours beyond those required for the bachelor's degree of which a minimum of 36 credit hours must be in graduate level coursework and a minimum of 30 credit hours of thesis work. Normally, a maximum of 6 credit hours out of the 36 credits of coursework may be tutorial courses. Exceptions for individual students will require approval of the department chair and the Faculty Graduate Studies Committee.

<sup>4</sup> Students enrolled in the accelerated PhD track with a cumulative average of 80 or above are allowed to transfer to the MA/MS/ME degree program upon recommendation by the department and approval of the Faculty Graduate Studies Committee. The Graduate Council is then informed

- It will include a 0-credit comprehensive examination preparation course and a 0-credit thesis proposal preparation course.

## Language Requirements (Other than English)

Depending on the research topic, the Thesis Committee and the department may require proficiency in one or more foreign languages. Examination procedures for these languages should be approved by the Faculty Graduate Studies Committee.

## Residence Requirements

To fulfill the minimum residence requirements for the PhD degree, the student must register for at least six semesters beyond the completion of the master's degree or eight semesters for the accelerated track beyond the bachelor's degree. Requirements for the PhD degree must be completed within ten regular semesters of starting graduate work beyond the master's degree or twelve regular semesters for the accelerated track beyond the bachelor's degree. Extension requires Graduate Council approval upon recommendation by the Faculty Graduate Studies Committee.

## PhD Qualifying Exam

All PhD programs require that PhD students pass the qualifying exam. The PhD qualifying exam is two parts. Qualifying Exam Part I is a written comprehensive exam administered by the department/program or Thesis Committee. The Qualifying Exam Part II is an oral thesis proposal defense exam administered by the Thesis Committee.

### Qualifying Exam Part I: Comprehensive Exam

All PhD programs require that PhD students register and pass a 0-credit comprehensive examination course. Comprehensive examinations are written exams taken after completing a minimum of 15 credits of course requirements for the regular degree track and a minimum of 30 credits of course requirements for the accelerated degree track. Timing of the examination is set by the department/program no later than the fourth semester of the PhD student's enrollment in the regular PhD program and no later than the sixth semester of the PhD student's enrollment in the accelerated PhD track.

In general, a comprehensive examination provides assurance that all PhD candidates have acquired sufficient knowledge/background in their major field of study. For more details on the examination, the student should refer to her/his specific department/program requirements. The Thesis Committee or the department/program administers the comprehensive exam.

A student who does not pass the comprehensive exam may take it a second time in the following semester. Students who are unable to pass a program's comprehensive exam twice are dropped from the PhD program. Students who pass the comprehensive exam after one failure will have their initial failure reported as "PR" for progress in the first semester the course was registered, and the grade of "P" for passing the comprehensive exam will show on their transcript in the second semester the course was registered.

### Qualifying Exam Part II: Defense of Thesis Proposal

All students must successfully complete a qualifying examination defending their PhD thesis proposal. The second part of the qualifying exam (thesis proposal defense) is to be taken at least two semesters prior to the thesis defense and is conducted by the student Thesis Committee. (More details on the policy regarding the defense of the thesis proposal are provided following the section on PhD Thesis Proposal.)

## Admission to Candidacy

Students are admitted to candidacy at least two semesters before obtaining their PhD degree. Students enter degree candidacy upon passing the qualifying exam (comprehensive exam and thesis proposal defense) and while in good standing. Students who are enrolled in degree candidacy are considered full-time students. While in degree candidacy, it is the responsibility of both the student and advisor to maintain contact to ensure continuous progress towards the completion of the degree.

For admission to candidacy, students are expected to:

- have completed all graduate coursework requirements beyond the master's degree in the regular PhD track,
- have completed all graduate coursework requirements beyond the bachelor's degree in the accelerated PhD track,
- have attained a cumulative average of at least 85 while in the regular or accelerated track doctoral programs,
- have completed other than English language requirements when applicable,
- have passed the first and second part of the qualifying exam (written comprehensive examination and thesis proposal defense) as set by the department,
- and be in good standing (not on probation).

Enrollment in degree candidacy is initiated through a department recommendation when a student has met all requirements and must be approved by both the Faculty Graduate Studies Committee and the Graduate Council. Once a student is admitted to candidacy, enrollment in degree candidacy status must be continuously maintained for the academic year (i.e. fall and spring semesters) until the degree is awarded. The only exception to this policy of continuous enrollment is if the Faculty Graduate Studies Committee and the Graduate Council have granted the student a formal leave of absence.

## Supervision of Doctoral Thesis

During the first semester of graduate study, the department or program assigns an academic advisor to the student. The advisor 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.

Normally by the end of the second semester, each student enrolled in a PhD program is assigned a thesis advisor who must be a full-time professorial rank faculty member. Normally, the thesis advisor is a full-time professorial rank faculty member of the department/program. In case the thesis advisor is from another department at AUB, the chairperson will consult with the chairperson of the department to which the thesis advisor belongs.

PhD students are expected to register for a thesis course during each semester in which they are carrying out work contributing to their PhD thesis. Instructions on choosing the appropriate course for which to register can be found at the following link:

[http://www.aub.edu.lb/units/graduate\\_council/Pages/regulations.aspx](http://www.aub.edu.lb/units/graduate_council/Pages/regulations.aspx).

## PhD Thesis Committee

The Thesis Committee normally should be composed of at least five members, two of whom should be from outside the university. The thesis advisor and at least three of the Thesis Committee members must be of professorial rank. All members of the Thesis Committee must hold a doctoral degree in a relevant field. The chair of the Thesis Committee must be a full professor who is not the PhD thesis advisor.

Members of the doctoral Thesis Committee are recommended by the student's thesis advisor and approved by the department, the Faculty Graduate Studies Committee and the Graduate Council.

The doctoral Thesis Committee approves the thesis topic and research plan, conducts the thesis proposal defense (Part II of the Qualifying Exam) and conducts the thesis defense. The thesis proposal and the selection of the Thesis Committee should be approved at least two semesters before the student defends her/his thesis. The PhD thesis topic and examining committee require Graduate Council approval.

## PhD Thesis Proposal

When following a graduate program leading to the PhD degree, the student is expected to meet with faculty members in the department to discuss thesis possible topics and select a thesis advisor. The thesis advisor is from among the full-time professorial faculty of the department/program or from another department/program at the university.

The student is expected to select a research topic in consultation with the thesis advisor and prepare a thesis proposal. The proposal should be prepared by the end of the fourth regular semester for a regular track student and by the end of the sixth regular semester for an accelerated track student. The proposal must clearly summarize the thesis problem and the planned approach. The purpose of the thesis proposal is to inform the Thesis Committee members and the department, in concise statements, of the candidate's research plan. It should state the thesis objectives, scope of work with relevant literature, research methodology and expected results. The proposal must provide sufficient literature citations to indicate awareness of previous work and enough detail to show how the proposed work is expected to advance knowledge in the field.

The student must submit the thesis proposal to the Thesis Committee and get its preliminary approval to defend the proposal. The student, upon committee approval, will arrange for the thesis proposal defense date and time as applicable.

The student should indicate if the proposed research involves human subject research and/or animal related research and seek approval/confirmation or exemption of the Institutional Review Board and/or Animal Care Committee.

## Qualifying Exam Part II: Defense of Thesis Proposal

All students must successfully complete a qualifying exam defending their PhD thesis proposal. The second part of the qualifying exam (thesis proposal defense) is to be taken at least two semesters prior to the thesis defense and is conducted by the student's Thesis Committee. The student is expected to demonstrate the intellectual capacity to pursue and complete independent research that advances knowledge in the field of study. The student should register in the 0-credit course preparation for thesis proposal or equivalent as recommended by the relevant program during the semester in which s/he intends to take the oral qualifying exam or the thesis proposal defense.

Passing the thesis proposal defense requires that the research topic is of PhD standard, original, clear in its contribution to existing knowledge and contains appropriate methodology. The student who fails the thesis proposal defense (Part II of Qualifying Exam) should repeat it in a subsequent regular semester after addressing the comments of the Thesis Committee compiled by the Thesis Committee chair in the examination report.

The chair of the doctoral Thesis Committee, upon satisfactory completion of the proposal defense and/or approval of the thesis proposal, will send her/his assessment (Pass or Fail) of the 0-credit course "preparation for thesis proposal" along with a signed copy of the thesis proposal by all members of the committee to the department chair. The chair sends the recommendation and doctoral proposal to the Faculty Graduate Studies Committee for approval. Upon approval, the Faculty Graduate Studies Committee forwards the decision to the Graduate Council, which informs the Registrar, the Dean of the Faculty, Department Chair, and Advisor of the final decision of passing the oral qualifying exam and the approval of the thesis proposal. The chair will enter the P/F grade on the SIS.

## **Institutional Review Board (IRB)/ Animal Care Committee (ACC) Requirements**

All students conducting human subject research or animal related research for PhD theses must obtain prior written Institutional Review Board and/or Animal Care Committee approval/confirmation or exemption, respectively, before admission to candidacy.

## **PhD Thesis Format**

In partial fulfillment of the requirements for the degree of Doctor of Philosophy, a student must submit a thesis based on the results of original, independent research. Except in departments/programs in which the medium of instruction is not English, the thesis must be in English.

An abstract not exceeding 350 words must be submitted with the thesis. If a thesis is in a language other than English, the abstract must be written both in the thesis 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 PhD 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 at Jafet Library any time during the semester.

For all matters not discussed in the Thesis Manual, theses 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 should be submitted by the student to the Thesis Committee members at least two weeks before the thesis defense. Copies must be legible and durable. Additional copies may be required as specified by the department or program concerned.

## PhD Thesis Defense

The thesis/project defense is open to the public and must be carried out no later than the dates specified on page 65. In order to defend the thesis, the student must be registered for the thesis in the session in which the student expects to graduate.

Final doctoral thesis defense will be announced to the university community so that interested members from the faculty and student body may attend. The date, time and location for the defense must be sent to the Graduate Council at least two weeks in advance. A copy of the thesis abstract must accompany the defense announcement.

Pass (P) or Fail (F) is reported for the combined thesis and thesis defense. Successful completion of the thesis defense requires at least four affirmative votes and no more than one negative vote. If Fail (F) is reported, the student may resubmit the thesis and defend it after a period of at least four months. Failure on the second attempt results in discontinuation of the PhD work.

If the thesis work involves human subject research and/or animal related research, the Thesis Committee must forward to the department chair a copy of the approval/confirmation or exemption letter of the Institutional Review Board and/or Animal Care Committee.

## Deposit of the Thesis in the Library

After passing the thesis defense examination, the student is required to deposit copies of the thesis in the library: The Jafet Memorial Library requires one copy of the doctoral thesis from students at the Maroun Semaan Faculty of Engineering and Architecture, and the Faculty of Arts and Sciences. The student should also provide the library with a soft copy of the thesis saved as one PDF (Portable Document Format) file. A library receipt must be delivered to the Office of the Registrar before the student is awarded the degree. The Registrar shall ensure that all names of students recommended to the senate for award of the PhD have submitted their PhD thesis copy to the library. The student should sign a release form indicating whether or not the library is authorized to supply copies of the thesis to other libraries or individuals. The non-authorization option is valid for a period of three years only, after which copies of the thesis are supplied upon request.<sup>5</sup>

<b>For PhD Candidates Graduation in:</b>	<b>Summer 2017-18</b>	<b>Fall 2018-19</b>	<b>Spring 2018-19</b>
Deadline for approval of thesis topic and committee <sup>5</sup>	January 8, 2018	May 10, 2018	September 6, 2018
Deadline for thesis defense <sup>5</sup>	September 6, 2018	January 28, 2019	May 6, 2019
Deadline for thesis deposit at library <sup>5</sup>	September 17, 2018	February 7, 2019	May 16, 2019

<sup>5</sup>) The thesis proposal should be approved by the faculty/school Graduate Committee at least eight months before the thesis defense. The above thesis deadlines are generally set according to the stated formula, however, they are subject to change due to administrative constraints

## PhD Degree Graduation Requirements

A student can graduate at the end of any academic semester provided s/he has satisfied the following requirements:

- Attained a minimum cumulative course average of 85, excluding courses taken prior to admission into the program.
- Passed the Doctoral Qualifying Exam Parts I and II (comprehensive and thesis proposal defense examinations) as set by the department.
- Met program-specific requirements for publication of thesis work by the time of graduation. Refer to the catalogue section pertaining to the program. The minimum requirement is two publications according to one of the following options: (1) in two internationally refereed journals, (2) in two international conferences, or (3) in one internationally refereed journal and one international conference. Program specific requirements may be more stringent.
- Successfully defended a thesis of original scholarly work
- Met the residence requirements and all pertinent AUB regulations

## 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 from 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 her/his request, a copy of the information sent to the institution)
- as necessary to academic officers, academic advisors 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 advisors 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 June 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.

Students who graduate in June have places reserved for them in the June commencement exercises. June graduates who opt not to participate in the commencement exercises should complete Form CE2 and submit it to the Office of the Registrar. June 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.

## 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	<i>License</i>
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 no less than 111	<i>License d'Enseignement</i>
MA, MS, MBA	<i>Diplômes d'Etudes Supérieures</i>
PhD	<i>Doctorat</i>

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.

## Medical Record

An entrance medical record form is sent to all admitted students who have committed to enroll at AUB. It is to be completed by the student's family physician and mailed as soon as possible, 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 entrance medical record to Rita Doudakian from Family Medicine, ext. 3015.

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

Membership in the NSSF is mandatory by law for all Lebanese students excluding freshman, non-degree graduate students, and students who are older than 30 years. Non-Lebanese students may not join.

To facilitate enrollment in the NSSF Medical Branch, students are urged to bring the following items when registering:

- A social security application form filled in correctly. Copies of this form will be available for distribution at the time of registration to students who have not yet completed it.
- A photocopy of their Lebanese identity card
- Their NSSF number if already registered
- The NSSF number of their parent if insured with the NSSF through father or mother
- Family record, if student is married

## Health Insurance Plan (HIP)

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.

- Second-class health care coverage is mandatory for all students during their years of study at AUB. Therefore, a new or continuing student 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 exclusively use the medical services of the AUB Medical Center (AUBMC). HIP coverage of students is limited to medical care inside Lebanon only.
- A 'student' is defined as a person registered for a course of study at the university, whether working or not working towards 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 become 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 not 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, 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 percent of AUBMC rates.
- Eligible married students may enroll their spouse and children, who are living with them in Lebanon, at the regular second-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 outpatient services.

These guidelines are meant to be a mere summary of provisions of the plan and are provided solely as a matter of convenience; they 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 no 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 in coordination with the Personnel Office, Office of Admissions and Office of the Registrar.

## 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 page 79.

## Study Abroad for Graduate AUB Students

AUB graduate students may choose to study abroad for up to one year in an approved program of study, without losing their status at AUB. They may apply for an established program at a university that has an exchange agreement with AUB, or they may initiate their own proposal in coordination with their thesis and program advisor for study abroad at a university of their choice that is recognized by AUB. In both cases, an application and approval of the Faculty are required.

PhD students are encouraged to spend some time at an overseas partner university to pursue their chosen research topic in coordination with their research advisor at AUB and a faculty co-advisor available at the host university. The exposure of PhD students to an alternative educational system is essential to the forming of well-rounded PhD graduates. The opportunity of studying abroad will open up a range of specialized courses that students may select to fulfill their graduate credits requirements.

In both cases, an application and approval of the faculty are required. More information regarding study abroad options and procedures is available from the Office of International Programs and at the following link: <http://www.aub.edu.lb/oip>.