Welcome

Meet the Mastercard Foundation Scholars Program Team

About Mastercard Foundation Scholars Program at AUB
Capacity Building and Community Engagement
Social Entrepreneurship Fund
Peer Mentorship Program (PMP)
Social activities

Welcome Note by Scholars’ Representative

About Beirut and Lebanon
Directions to AUB
Out and About in the Neighborhood
Art and Culture at AUB

AUB Faculties

Title IX, Non-Discrimination, and Anti-Harassment
What are my rights?

Security

Useful Information
Climate
Languages
Transportation in Beirut
Currency
Sim cards
Some Embassies in Lebanon
Residency Permit and Requirements
Opening a Bank Account in Lebanon
Student ID card

Health and Safety
Medical Care
Health Insurance Plan (HIP)
Health-Medical form
Guidelines for required vaccination

Student Life at AUB
Student Clubs
Clubs Nomination form
Student Societies
Student Representative Committee (SRC)
University Student Faculty Committee (USFC)
Outdoors

University Services
Dormitory Registration and Rules
Phone calls
Room Cleanliness and Personal Hygiene
Sharing and Respecting Space
Cleaning and maintenance services
Laundry Service
Electrical Equipment
Smoking
Alcohol and Drugs
Gambling
Check in/out and storage policy
Sports and Recreation
Varsity teams
List of varsity teams at AUB (subject to change)
Counseling Center
Accessible Education: Disability Services and Learning Support
Writing Center
Printing, Photocopying, Scanning

Smoking in AUB

Rules and Regulations at AUB
Academic Advisers
Course Registration for New Students
Drop and Add
Grading System
Dean's Honor List
Graduation with Distinction
Probation for undergraduate students
Probation for graduate students
Plagiarism

Important Information in Preparation for your Arrival
Concerning ticketing
Concerning accommodation
Stipends
Laptops
Textbooks
General deposit

Academic Calendar

Map of the American University of Beirut

Alma Mater
Welcome

Dear New Scholar,

A warm welcome to the Scholars Program at AUB.

This year, 49 young women and men from 15 different nationalities, will join 95 current Scholars pursuing a variety of graduate and undergraduate degrees at AUB. Together, you will study, work, play, and laugh. Together, you will plan the realization of your dreams.

The Mastercard Foundation Scholars Program at AUB is a program where Scholars, University and Foundation are equal partners thriving for a more prosperous future for all. With time, you will witness how this program has evolved over the years through the feedback of all participants to expand and reach where it is today. You will also realize that your voice is heard and your opinion is valued.

AUB is a special place where you can interact with people from multiple backgrounds, meet leading figures from the region and the world, as well as experience grass root and community activities. You will get the chance to participate in research projects, conferences, workshops, community projects, entrepreneurship competitions, and many other activities. I have seen the Scholars blossoming on campus over the past years. They amaze me by their resilience and determination. I see their courage to tackle the most complex issues in innovative and constructive ways without ever giving up.

In this booklet, we try to provide you with information on life in Lebanon and at AUB. Please go through every section carefully. Upon your arrival, you will also have the chance to attend several orientation activities to support your transition. The team and your peer mentors will also be available to answer any question and offer any support needed.

On behalf of the Team and the Scholars, I welcome you again to the Program and look forward to meeting you in person very soon.

Sincerely,

Maha Haidar-Makki
Program Director

---

Meet the Mastercard Foundation Scholars Program Team

Ms. Maha Haidar Makki
Program Director
Reynold’s Bldg.
(Room 508)
Tel: +961 (1) 350000 ext. 4942
E: mh09@aub.edu.lb

Ms. Raya Kalash
Program Manager
Reynold’s Bldg.
(Room 515)
Tel: +961 (1) 350000 ext. 4039
E: rk181@aub.edu.lb

Ms. Nora El Seoudi
Program Coordinator
Reynold’s Bldg.
(Room 513)
Tel: +961 (1) 350000 ext. 4925
E: ne91@aub.edu.lb

Ms. Patil Yessayan
Program Coordinator
Reynold’s Bldg.
(Room 513)
Tel: +961 (1) 350000 ext. 4990
E: py02@aub.edu.lb

Ms. Samara Maarawi
Program Counselor
Reynold’s Bldg.
(Room 517)
Tel: +961 (1) 350000 ext. 4924

Mr. Rami Kassem
Program Admissions Assistant
College Hall - Office of Admissions
Tel: +961 (1) 350000 ext. 2583
E: rk161@aub.edu.lb

Mr. Ali Nehme
Project Coordinator - Center for Civic Engagement and Community Service
West Hall, 803
Tel: +961 (1) 350000 ext. 4956
E: an80@aub.edu.lb
About Mastercard Foundation Scholars Program at AUB

The Mastercard Foundation Scholars Program at AUB offers full Scholarships for graduate and undergraduate education. It aims to prepare young people to be agents of change in their communities, countries, and regions. The undergraduate and graduate Scholarships are open to nationals of Africa, nationals of Lebanon as well as refugees and displaced living in Lebanon. The selection and admission of Scholars are based on academic promise, financial disadvantage, leadership potential and desire to give back and go back to one’s community. The program requires Scholars to attend a series of workshops, courses and field work in addition to the courses for their degree.1

Capacity Building and Community Engagement

The program in coordination with the Center for Civic Engagement and Community Service gives scholars the opportunity to engage in meaningful volunteering activities, leadership development trainings, and the design and implementation of diverse Community Service Projects across Lebanon under the mentorship of the center.

A list of volunteering opportunities is shared by the Center of Civic Engagement and Community Service at AUB every month. During their years of enrollment at AUB, Scholars of the Mastercard Foundation Program are required to engage in the community through projects that could take place in summer or during the academic year. Scholars also participate actively in clubs and with NGOs both on and off campus. Community projects allow Scholars to engage in a process of learning that allows them to implement, act, and adjust.

Through this methodical approach in which experiences and knowledge are combined and layered gradually, students gain understanding of challenges facing society, and learn how to enact positive, sustainable change in some of the most difficult circumstances.

Examples of programs MCF scholars volunteered in:

AUB-CCECS English Teaching Program (ETP): Initiated by CCECS in 2014, ETP provides weekly English classes and tutoring sessions to vulnerable youth in Lebanon seeking to improve their language skills while connecting with students and members of the AUB community.

Supporting Education in Public Schools – MMKN: MMKN NGO provides remedial classes on various subjects for grade 8 and 9 public schools students.


Service Day: MCF scholars participated in preparing and delivering various activities and workshops for refugee children and adolescents enrolled in different schools and programs across The Kayany Foundation and Al Maymouna Education.

1 https://aub.edu.lb/mcf
Examples of Workshops delivered to scholars:

Proposal Writing: The workshop provided students with the skills and tools needed to develop community based projects using the MCF Community Based Project Guidelines as a roadmap for detailing their initiatives from conceptualization to implementation.

Career Planning: The workshop discussed with the scholars career planning and decision-making, relevant hard skills and soft skills; mainly focusing on CV writing and interview techniques thus enhancing success in the pursuit of career opportunities across a range of fields and disciplines.

Social Entrepreneurship Fund

The Mastercard Foundation Program in partnership with the Center for Research and Innovation (CRInn) at AUB has launched an entrepreneurship competition in order to give scholars and alumni the opportunity to turn their ideas into social entrepreneurship projects benefiting their communities.

The idea behind this competition stemmed from the Mastercard Foundation’s experience with Scholars. Through the years, many Scholars have been articulating great ideas and working with modest resources on a variety of community interventions. In response to that, the Foundation launched this initiative with partner universities to run entrepreneurship competitions. This is also viewed as a mean to facilitate Scholars’ giveback and support in developing transformative leadership competencies.

This is a great chance not only for the winning teams but also for all scholars and alumni to be engaged and acquire important and crucial skills for transformative leaders. The winning teams get the chance to implement their ideas under the mentorship of the Center for Research and Innovation at AUB.

Peer Mentorship Program (PMP)

As of Fall 2017, the Mastercard Foundation Scholars Program at AUB introduced a structured one-year mentorship program for the new Scholars, both undergraduates and graduates. This program is extended to one-year and a half for the Scholars entering into freshman or the University Preparatory Program (UPP). The mission of the PMP is to ease the process of transition into university life and AUB for the new Scholars and to guarantee them a smooth integration into the AUB community.

All new Scholars will be introduced to their mentors in a matching event that will take place during the orientation week. The mentors will be role models, advocates, and guides to the new Scholars by offering them information, support, encouragement, advice, referrals, and any other useful information. On the other hand, the mentees (new Scholars) will be expected to be actively engaged in the mentorship process. Such as, reach out to the mentors and others if needed, share challenges and development needs in a transparent way, engage with the proposed activities of the mentor, share interests, and propose ideas with the mentor. The Scholars Program staff will be overlooking the program.

Social activities

Social activities are planned throughout the academic year. The main purpose of such activities is to provide a chance for a greater number of Scholars to socialize with each other and with MCF staff on and off campus, in addition for Scholars to get a chance to discover the Lebanese culture and history through cultural trips in several regions along the academic year.

Additionally, coffee time hours were also recently introduced to the Program. Coffee time hours are a way to get together with MCF Scholars informally over coffee and snacks. Sessions vary in activities, which provide a platform for Scholars to share ideas and opinions on various topics.
Welcome Note by Scholars’ Representative

Congratulations and welcome to the American University of Beirut. We are excited to meet you and to get to know you. Additionally, Mastercard family are eager to be part of your unforgettable experience at AUB.

My name is Ubah Ali, and the Mastercard Foundation Scholars’ representative at the American University of Beirut for the academic year 2019–20. Mastercard Foundation Scholars Program at AUB is a unique Scholarship that aims to foster tomorrow’s leaders while assisting them with the necessary tools and knowledge. Thus, you will be joining an exceptional team of students who have different missions in life where each one of them wants to contribute or reconstruct his/her country.

Scholars’ representatives from different universities meet twice a year to discuss and plan upcoming projects. As a representative, I have different tasks, the first step would be to transform and deliver the values of the scholarship. Secondly, to create a strong community within the scholar’s program so we can share ideas and assist each through our journey at AUB. Thirdly, to deliver your needs and questions to the MCF staff members.

Baobab Platform is a social learning platform were MCF scholars around the world communicate with one another and share their stories and programs. It is also a tool that you use to take online courses and get experts who can guide you and answer your questions and concerns. Once you create your AUB accounts, it will be my pleasure to help you join the platform.

I joined AUB two years ago, and my life and values have changed since then. AUB showed me a different angle of life and pushed me to find my own identity and to challenge myself for aiming excellence. AUB values and motto taught me the meanings of persistence, resilience, and commitment. For the last two years, I have learned different skills such as entrepreneurship, advocacy, teamwork, time management, and other skills. Believe me that your journey at AUB will be one of the highlights of your life due to its uniqueness.

My advice for you is to explore and to challenge yourself and to test your potentials and abilities. Remember, that whenever you are stuck or need someone to talk, all MCF family are here for you and that includes, staff members, students, alumni.

Our logo is that “We are all one family”

Welcome again to the Scholars Program family and we are looking forward to meeting you at the New Student Orientation!
About Beirut and Lebanon

People from throughout the region and Europe flock to Lebanon and its capital city Beirut attracted by its mountains (a destination for skiers and hikers alike), its Mediterranean coastline, its world famous cuisine, its inexhaustible nightlife, its temperate climate, and its rich cultural and historical offerings. The centrally located AUB campus, which anchors the Hamra neighborhood of Beirut, provides easy access to all of this—and much more.

If it’s food you’re after, you won’t have to venture much farther than Bliss Street, which borders upper campus to the south. Here you will find a rich array of cuisines—both Lebanese and western. While some students prefer a hot manouche (a thin pizza dough topped most often with either cheese or wild thyme and olive oil and baked in the oven), others gravitate toward one of the growing number of doughnut places. Although Bliss Street is also well endowed with lunch and dinner options, you will find an even wider selection in Hamra area, the downtown area and Achrafieh where you can eat as cheaply—and as extravagantly—as your budget permits. Wherever you eat, you’re sure to eat well in Lebanon.

Lebanon also attracts those who prefer to feast on the outdoors. You can hike the Lebanon Mountain Trail, visit one of the oldest cedar forests in the world in Bsharre, and explore the Jeita Caverns. If it’s the sea that inspires you, you’re in luck. The Corniche that runs along the Mediterranean for miles is just steps from the AUB campus.

If history and archaeology is your passion, you’ll want to stop by AUB’s Archaeology Museum. Founded in 1868, it’s the third oldest museum in the Near East. There are also many archaeological treasures scattered throughout the country such as the ruins at Baalbeck, Tell el-Burak in Beirut, and the Temple of Eshmun northeast of Sidon.²

Although Beirut and Lebanon offer something for everyone, you may find—like so many others have—that your favorite spot is the AUB campus. It is truly an oasis of green with panoramic views of the mountains and the sea.

When in Beirut you shouldn’t miss visiting Beirut’s museums or walking on the Corniche passing by Raouche to see the Pigeon rocks. For lively outings, you should check out the streets of Hamra, Mar Mikhael and Gemmayze or for more quiet outings, take a stroll in the downtown of Beirut. If walking isn’t for you, you can even rent a bike from Beirut By Bike for 5,000 LBP/hour.

Below are some links of activities you can do in Beirut and Lebanon:

https://lebtivity.com
https://www.lonelyplanet.com/lebanon
https://www.tripadvisor.com/Attractions-g294005-Activities-Beirut.html
https://www.beirut.com/
https://www.zomato.com/beirut

² http://www.aub.edu.lb/main/about/Pages/beirut-lb.aspx
About the American University of Beirut

Located in Ras Beirut, AUB's main campus has a total of 64 buildings. The 60.9 acre (246,459 square meter) campus overlooking the Mediterranean Sea includes athletic fields, private beach, bird sanctuary, and a repository of native and non-native trees and shrubs.

It also comprises seven dormitories, the AUB Medical Center, the Charles W. Hostler Student Center, five libraries, computer labs, Archaeological Museum, Natural History Museum, and one of Lebanon's few geological collections.

The Faculty of Agricultural and Food Sciences' AREC, a 247 acre research farm and educational facility, is located in the Beqa'a Valley.  

Directions to AUB

AUB is located in the capital of Lebanon, Beirut. The University campus is located in the area of Ras Beirut, two streets away from Hamra shopping district and not far from Beirut's touristic Downtown district. The street facing the main entrance (Main Gate) to campus is called Bliss Street (named after the founder of AUB Daniel Bliss); whereas the street facing the sea entrances to campus is called Paris Avenue (also known as corniche).

Out and About in the Neighborhood

To navigate the neighborhood, get to know its hidden gems, and discover its beautiful heritage, you can check our online map.

Art and Culture at AUB

AUB Center for Arts and Humanities

The Center for Arts and Humanities aims to foster innovative initiatives that strengthen the environment for humanistic inquiry and the arts at the University and in the region. Over the next five years, a grant of $2 million from The Andrew W. Mellon Foundation will fund 15 faculty fellowships and 10 postdoctoral fellowships in addition to writers and artists in residence, high-profile public arts events, regional collaboration with scholars and universities, and other focused workshops and exchanges. Conferences, workshops, performances, lectures, exhibitions, forums, writers in residence are held throughout the year.

The University can be reached from Rafic Hariri International Airport – Beirut by taking the main highway from the airport all the way through Camille Chamoun Highway, Salim Slam Highway and Salim Slam Tunnel. Before reaching Beirut’s Downtown district (Ahmad Mokhtar Beyhum Street), you should take a left towards the bridge and then the tunnel (Fouad Chehab Highway) that leads to Kantari Region (Army Street) and then towards Hamra District (Michel Chiha and Banque du Liban streets). Once in Hamra Street, you can take Omar Ben Abdel Aziz Street (through Hamra Street’s main intersection) towards Bliss Street and AUB’s campus.

AUB’s campus is well known in Beirut and its suburbs, any taxi driver can take you to the University.
Art Galleries

AUB has two art galleries the first being the Rose and Shaheen Saleeby Museum located in Sidani Street and the second being AUB Byblos Bank Art Gallery located in the Ada Dodge Hall, on the AUB Campus.

The Rose and Shaheen Saleeby Collection includes paintings by artists of different generations, ranging from Khalil Saleeby (1870–1928) and Cesar Gemayal (1898–1958) to Omar Onsi (1901–1969) and Saliba Douaihy (1912–1994). It also features works by Haidar Hamaoui (b. 1937), Chucrallah Fattouh (b. 1956), and Robert Khoury (b. 1923). The Saleeby donation is the cornerstone upon which AUB will establish a comprehensive collection of modern and contemporary art from the region. The new initiative commenced with the launching of new art spaces located in and around AUB campus and the planning of a new museum of art. The exhibition of the works of Khalil Saleeby, which opened in the summer of 2012 at AUB Art Gallery in Sidani Street, was the first of many projects in connection with this initiative.5

Libraries

The University Libraries consist of: Nami Jafet Memorial Library as the main library; and the following subject libraries: the Engineering and Architecture Library, the Saab Medical Library, and the Science and Agriculture Library with its annex library at the Agricultural Research and Education Center (AREC) in the Beqa’a Valley. The libraries’ extensive print and electronic collections, which are updated regularly, are heavily used by AUB students, faculty, doctors, and medical personnel—and by scholars and researchers from around the world. They contain monographs, books, periodicals, and electronic journals primarily in English and Arabic and invaluable archives and special collections as well.

The libraries are equipped with e-classrooms, computer labs, and wireless connectivity. Trained and experienced library staff conduct classes and workshops throughout the year to introduce and train users to take advantage of the libraries’ rich collections, information resources, and innovative technologies.6

Museums at AUB

The AUB Archaeological Museum is the third oldest museum in the Near East, after Cairo and Constantinople and is located in The Post Hall building. The Museum collections consists of collections from the Chalcolithic Age (4,000 BC) to the Islamic Period (19th century AD) including special themes such as The Cesnola Collection; The Pre-Historic Section (the Paleolithic and the Neolithic periods), The Ksar ‘Akil excavation, The Paleolithic Period, The Neolithic Revolution, The Bronze Age, The Iron Age, The Phoenician Civilization; Tell el-Ghassil; The Classical Period, The Greco-Roman and The Byzantine Periods.7

The Geology Museum at AUB is considered to be the only major geology Museum in Lebanon, as the national Museum contains mainly archeological materials. The AUB Geology Museum contains a large mineralogy collection, rock collection and fossil collection. The mineralogy collection includes over 1,000 mineral specimens from various parts around the globe. The rock collection contains a larger number of rock specimens representing the three main rock groups of Igneous, Sedimentary, and Metamorphic types. These collections contain examples from all the main mineral and rock groups on earth and contain some specimens that are somewhat rare and otherwise hard to find. The impressive fossil collection includes specimens from the various fossil species across the wide spectrum of the animal fossil and plant fossil kingdoms, and across the vast Geological eras. The most impressive is the Mesozoic Lebanese fossil fish collection that represents one of the most well-preserved fossil fish collections in the world, containing some rare fossil fish species (nearly 100 million years old) and some of which represent extinct fish species.8

5 https://www.aub.edu.lb/art_galleries/Pages/index.aspx
6 https://www.aub.edu.lb/main/academics/libraries/Pages/index.aspx
7 https://www.aub.edu.lb/museum_archeo/Pages/index.aspx
8 https://www.aub.edu.lb/fas/geology/museum/Pages/home.aspx
The Natural History Museum at AUB holds scientifically priceless collections of specimens of the animals and plants of Lebanon and the region. For several decades, these collections have been under the care of the Biology Department which has managed to curate and maintain them. These unique resources for scientific research and education are the only collections that represent the biodiversity history of our area. The collections contain more than 15,000 vertebrate and invertebrate specimens of over 1,200 species from many parts of the world (Europe, Africa and North America), although the majority of specimens are from Lebanon and the region (the Arab Middle East, Turkey, Greece, and Cyprus). Some of these are valuable type specimens, i.e., particular specimens that define the characteristics of a species and which are designated in the scientific literature as taxonomic reference specimens.9

AUB Faculties

The American University of Beirut has long been admired for the strength and breadth of its academic programs and its commitment to a broad-based liberal arts education. All entering undergraduate students are required to complete a number of general education courses that provide them with the opportunity to explore many different disciplines. The University’s Faculties of Agricultural and Food Sciences (FAFS), Arts and Sciences (FAS), Health Sciences (FHS), Medicine (FM), Maroun Semaan Faculty of Engineering and Architecture (MSFEA), the Rafic Hariri School of Nursing (HSON), and the Suliman S. Olayan School of Business (OSB) offer more than 120 undergraduate and graduate programs. http://www.aub.edu.lb/academics/Pages/faculties.aspx

Title IX, Non-Discrimination, and Anti-Harassment

The Equity and Title IX Program provides an avenue for members of the AUB community who have experienced discrimination or discriminatory harassment to report and get help. The university maintains an Equity and Title IX coordinator based in the Office of the President at College Hall room 425 and extension number 2514. The program is supported by a network of faculty and staff volunteers including an Advisory Council, Deputy Title IX Coordinators, and qualified panel members for formal investigations.

AUB prohibits discrimination, including discriminatory harassment based on any personal characteristics such as sex, race, gender and gender identity, nationality, age, political affiliation, ethnic identity, religion, disability, citizenship status, genetic predisposition, marital status and carrier status. Other forms of harassment are also prohibited; if you think you have experienced discrimination or harassment, or that you have seen it happen to someone else, you have the right to report it and get help. These policies apply to all programs and activities of AUB and AUB Medical Center (AUBMC), on campus and off-campus, and online.

What are my rights?

- You have the right to report discrimination and harassment to AUB and to seek help.
- You have the right to submit an informal or formal complaint to AUB, and to file a complaint with local law enforcement if criminal conduct has occurred.
- You have the right to raise concerns and ask questions about AUB’s policies and processes.

AUB policy prohibits retaliation against a reporting party for filing a complaint of discrimination or discriminatory harassment, or against others involved in the investigation of the complaint.

Title IX of the US Education Amendments of 1972 is a gender equity law that prohibits discrimination on the basis of sex in all US federally-funded educational programs and activities. AUB participates in Title IX financial aid and other programs sponsored by the US government, and thus must follow this law. Title IX guidelines provide high standards and best practices for universities to follow in responding to sex/gender discrimination including harassment.

9 https://www.aub.edu.lb/nhm/Pages/about.aspx
Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

AUB’s Title IX Coordinator is based in the Office of the President, which is responsible for the overall administration of the University’s Title IX programs and compliance efforts. The Title IX Coordinator is a resource for all members of the community — students, faculty, staff, patients, and visitors. The Title IX office receives informal and formal complaints, and works with colleagues across the University to raise awareness and educate the AUB community on rights, resources, and obligations related to sex and gender-based discrimination.\(^\text{10}\)

**Security**

Beirut is a student-friendly city, where street crime is practically nil in comparison with major Western cities. Even with sporadic political tensions that take place, our AUB community have not been deterred or intimidated, in carrying out their normal everyday lives. On campus, AUB is prepared in the case of an emergency where an emergency response plan has been set up, with a supporting protocol for students you can also contact them on their extension number which is 2400.\(^\text{11}\)

Like any institution, AUB is subject to natural and man-made risks; accordingly, the University adheres to the highest standards for prevention and response. Related policies and procedures are administered by an emergency preparedness team of staff with broad representation from areas of operation within the university. The team is assembled to mitigate risk, to react and respond to real or potential emergencies, and to ensure that the campus community can make informed decisions about personal safety.

We are aware that there may be circumstances where external events could affect the quality of life and safety on our campus. Accordingly, AUB continuously monitors events in Lebanon and around the region. We are prepared to communicate immediately with our students, faculty and staff should any situation arise that would compromise the normal operations of the university or security of our community or campus.

Here are some easy tips everyone at AUB should follow to protect personal safety and security.

- Remain vigilant; avoid areas of active or frequent conflict
- Carry your AUB ID card, your residency permit (if you are international) and other identification
- Key into your smartphone emergency telephone numbers including the Office of Protection (01 353080)
- Read the advisory notices of various foreign governments – not just your own
- Be sure to avail yourself of all AUB communications – particularly its social media and SMS channels
- Follow local and regional developments in the news

Call local police at 112 if you are in immediate danger on- or off-the AUB campus.\(^\text{12}\)

**Useful Information**

**Climate**

Lebanon enjoys a Mediterranean climate, and for eight months of the year, light clothes may be worn. The winter rainy season from November to March, however, is at times damp and cold. Although most Beirut buildings are equipped with heaters, warm clothing is recommended for the winter months. The average annual rainfall of 86 cm (34 inches) comes chiefly in the winter when the temperature may drop to 10 degrees Celsius (50 degrees Fahrenheit). Except for this rainy season, the weather in Beirut is delightful.\(^\text{13}\)

\(^{10}\) http://www.aub.edu.lb/president/Pages/TitleIX.aspx
\(^{11}\) https://www.aub.edu.lb/nhm/Pages/about.aspx
\(^{12}\) https://aub.policytech.eu/dotNet/documents/?docid=148&public=true
\(^{13}\) http://www.aub.edu.lb/main/about/Pages/campus.aspx
What to pack?

- Rain Jacket during the rainy season in fall and winter
- Coat and Scarves for winter season
- Thick Hoodie/Sweater for the winter season
- Cardigan / Denim Shirt for the months cool breeze during fall season and spring season
- Pair Leggings
- Jeans / Trousers
- Singlets / T-Shirts for the beginning of the fall and summer season.
- Runners
- Pair Flip Flops
- Pair Evening Sandals / Flats

Languages

In Lebanon, Arabic is the official national language as stated in Article 11 of Lebanon’s constitution. However, there are several other languages that are also spoken in Lebanon such as French and English. These second and third languages are mainly spoken by the educated youth. Other languages such as Armenian and Kurdish are spoken by those of Armenian and Kurdish Descent respectively.

Transportation in Beirut

There are 2 forms of taxi services in Beirut.

All licensed Taxis have a red number plate. Please check the color of the number plate before getting into the car, even if they have a taxi sign on their car.

A red license plate means a car is a taxi and is licensed to pick-up customers.

If you say “Taxi” to any driver, that means you are automatically paying 10,000 LL for a private cab. If you are planning to take a taxi you might as well call ahead and they will come to you at the scheduled time. If you say “Service (pronunciation: servees)” it means 2,000 LL and if you say “Servicen” (pronunciation: serveesen) it means 4,000 LL.

Some Taxi companies in Lebanon:

<table>
<thead>
<tr>
<th>Taxi Company</th>
<th>Telephone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lebanon Taxi</td>
<td>00961353153</td>
<td><a href="mailto:lebanontaxi1955@gmail.com">lebanontaxi1955@gmail.com</a></td>
</tr>
<tr>
<td>Allo Taxi</td>
<td>009611517030</td>
<td><a href="mailto:callcenter@allotaxi.com">callcenter@allotaxi.com</a></td>
</tr>
<tr>
<td>Charlie Taxi</td>
<td>009611285710 or Hotline: 1554</td>
<td><a href="mailto:operations@charlietaxi.com">operations@charlietaxi.com</a></td>
</tr>
<tr>
<td>Star Taxi</td>
<td>00961123023</td>
<td><a href="mailto:info@startaxilebanon.com">info@startaxilebanon.com</a></td>
</tr>
<tr>
<td>Uber</td>
<td>Download the mobile app or check the following website: <a href="https://www.uber.com/en-LB/cities/beirut/">https://www.uber.com/en-LB/cities/beirut/</a></td>
<td></td>
</tr>
<tr>
<td>Careem</td>
<td>Download mobile app or check the following website: <a href="https://www.careem.com/en-ae/how-it-works/">https://www.careem.com/en-ae/how-it-works/</a></td>
<td></td>
</tr>
</tbody>
</table>

Currency

The currency unit of Lebanon is the Lebanese Lira (LL) However, the US dollars can also be used interchangeably alongside the Lebanese Lira.

1500 LL is equal to 1 USD (this does not fluctuate.)

Coins and banknotes are demonstrated as follows:

Coins: 250 LL and 500 LL.

Banknotes: 1000 LL; 5000 LL; 10,000 LL; 20,000 LL; 50,000 LL; 100,000 LL.

Cost of living in Beirut depends on location and life choices. You can buy the things you need cheap-moderate-expensive; like in many other destinations, it depends on your choices.

The below table shows approximate sample prices from Beirut:

<table>
<thead>
<tr>
<th>Item</th>
<th>Average price in dollars</th>
<th>Average price in LL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water bottle 500 ml</td>
<td>0.33</td>
<td>500</td>
</tr>
<tr>
<td>Water bottle 1.5-2 L</td>
<td>0.66</td>
<td>1,000</td>
</tr>
<tr>
<td>Water Gallon SL - 10 L (Depending on the brand)</td>
<td>1</td>
<td>1,500</td>
</tr>
<tr>
<td>Bread (traditional) 800-1000g</td>
<td>1</td>
<td>1,500</td>
</tr>
<tr>
<td>AUB Cafeteria - Daily Dish</td>
<td>5</td>
<td>7,500</td>
</tr>
<tr>
<td>AUB Cafeteria - Salad</td>
<td>3.33</td>
<td>5,000</td>
</tr>
<tr>
<td>AUB Cafeteria - Fast Food</td>
<td>5</td>
<td>7,500</td>
</tr>
<tr>
<td>Sandwiches/ Burgers (regular restaurants)</td>
<td>5</td>
<td>7,500</td>
</tr>
<tr>
<td>“Mankoushe”</td>
<td>1</td>
<td>1,500</td>
</tr>
<tr>
<td>Soft drink can (330 ml)</td>
<td>0.66</td>
<td>1,000</td>
</tr>
<tr>
<td>Nestle Nescafe Gold (100 g)</td>
<td>4</td>
<td>6,000</td>
</tr>
<tr>
<td>Espresso coffee cup</td>
<td>0.66</td>
<td>1,000</td>
</tr>
<tr>
<td>Nestle Coffee Mate Regular 400g</td>
<td>2.33</td>
<td>3,500</td>
</tr>
<tr>
<td>Lipton Tea Bags 50’s</td>
<td>1.83</td>
<td>2,750</td>
</tr>
<tr>
<td>Soap bar</td>
<td>1</td>
<td>1,500</td>
</tr>
<tr>
<td>Liquid shower gel</td>
<td>4</td>
<td>6,000</td>
</tr>
<tr>
<td>Shampoo</td>
<td>4</td>
<td>6,000</td>
</tr>
<tr>
<td>Disposable cups or dishes</td>
<td>2</td>
<td>3,000</td>
</tr>
<tr>
<td>Item</td>
<td>Average price in dollars</td>
<td>Average price in LL</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Reusable plate or cup</td>
<td>1</td>
<td>1,500</td>
</tr>
<tr>
<td>Towel</td>
<td>12</td>
<td>18,000</td>
</tr>
<tr>
<td>Laundry detergent (4 kg)</td>
<td>10</td>
<td>15,000</td>
</tr>
<tr>
<td>Tissue box</td>
<td>2</td>
<td>3,000</td>
</tr>
<tr>
<td>Laundry basket</td>
<td>5</td>
<td>7,500</td>
</tr>
<tr>
<td>Light Blanket</td>
<td>30</td>
<td>45,000</td>
</tr>
<tr>
<td>Bed Sheets</td>
<td>20</td>
<td>30,000</td>
</tr>
<tr>
<td>Pillow</td>
<td>10</td>
<td>15,000</td>
</tr>
<tr>
<td>Shared taxi/ &quot;Servees&quot; (inside Beirut)</td>
<td>1.33</td>
<td>2,000</td>
</tr>
<tr>
<td>Taxi (inside Beirut)</td>
<td>6.66</td>
<td>10,000</td>
</tr>
<tr>
<td>SIM Card</td>
<td>3.33</td>
<td>5,000</td>
</tr>
<tr>
<td>Monthly prepaid student plan (up to 25 years old)</td>
<td>17</td>
<td>24,750</td>
</tr>
<tr>
<td>Movie ticket</td>
<td>12</td>
<td>18,000</td>
</tr>
</tbody>
</table>

For more prices, you can check the below link of a supermarket in Lebanon that has a range of Different prices:


Sim cards

During your orientation week it is important that you buy a Lebanese sim card. You will be shown where to get a sim card from during the neighborhood tour on the first day of the orientation. Different data plans are available for you to choose from.

Your sim card will have to be recharged on a monthly basis regardless if you still have credit in it. This is because your sim card will expire and you will then have to buy a new one.

There are two mobile network companies in Lebanon that you can check to see which data plans suit you more:

1. **MTC**: https://www.touch.com.lb/autoforms/portal/touch/personal
3. **Student plan Link** (applicable for 25 year olds and below):

---

**Some Embassies in Lebanon**

<table>
<thead>
<tr>
<th>Embassy/ Consulate</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulate General of Benin</td>
<td>Ground floor, Radfar building, Damascus street, Forn El Chebbak, Raabdia</td>
<td>00 961 1 286372</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Iranian Embassy in Beirut</td>
<td>Jnah, Rue Zahtiy Salim Imn Twin Tower, Block A, 2° Etage, Bldg, 3° Etage, Ordre des Ingenieurs et Architectes, En Face de BLON Banque, Beirut, Lebanon</td>
<td>00 961 1 850484</td>
<td><a href="mailto:ambari@ihang.com">ambari@ihang.com</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Embassy of Ethiopia</td>
<td>Hadath’s Gallerie Seman, Intersection Michel Seman Building, 3° Floor Beirut</td>
<td>00 961 6 953 656</td>
<td><a href="mailto:general.beirut@mfa.gov.et">general.beirut@mfa.gov.et</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Ghana Consulate</td>
<td>Avenue Sami El Solh, Ghorayeb Bldg, 1° floor, Beirut</td>
<td>00 961 1 993946/8</td>
<td><a href="mailto:ghanaembey@gmail.com">ghanaembey@gmail.com</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Consulate of the Republic of Kenya</td>
<td>Charles Malek Ave., Roadster building, 3° Floor, Ashrafieh, Beirut</td>
<td>00 961 1 377106/6</td>
<td><a href="mailto:consula@kenyabeirut.com">consula@kenyabeirut.com</a></td>
<td><a href="http://www.kenyabeirut.com">www.kenyabeirut.com</a></td>
</tr>
<tr>
<td>Nigerian Embassy in Beirut</td>
<td>Al Ahir Bldg., 1° Floor Adnan Hafezim Street Bir Hassan, Beirut, Lebanon</td>
<td>00 961 1 850642/4</td>
<td><a href="mailto:chancery@nigeriabrit.org">chancery@nigeriabrit.org</a></td>
<td><a href="http://www.nigeriabrit.org">www.nigeriabrit.org</a></td>
</tr>
<tr>
<td>Somalia Honorary General Consulate</td>
<td>Selim Salam Blvd, Mazraa, Beirut, Lebanon</td>
<td>00 961 3 725680</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Embassy of Sudan</td>
<td>Minkara Center, Madame Curie Street, 2° Floor, Konayem</td>
<td>00 961 1 353270</td>
<td><a href="mailto:sudanbeirut@yahoo.com">sudanbeirut@yahoo.com</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Uganda Consulate</td>
<td>Bir Hassan, Beirut, Lebanon</td>
<td>00 961 1 834084</td>
<td>00 961 1 831950</td>
<td>N/A</td>
</tr>
<tr>
<td>Honorary Consulate of Tanzania</td>
<td>Sin el fil - Zakkum Plaza Bldg</td>
<td>00 961 1 5449057</td>
<td><a href="mailto:mail@zakkenlb.com">mail@zakkenlb.com</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Honorary Consulate of Senegal</td>
<td>6th Floor, Block C, Shabab building, Off General Charles de Gaulle avenue, Choufroune area, Rasoul nh, Beirut</td>
<td>00 961 1 863030</td>
<td><a href="mailto:moskalahgeri@africa.net.lB">moskalahgeri@africa.net.lB</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Consulate of Mozambique</td>
<td>Dora, CIT, P.O. Box 90318</td>
<td>00 961 1 257000/1</td>
<td><a href="mailto:consul-mozambique@cit-liban.edu">consul-mozambique@cit-liban.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Consulate of South Africa</td>
<td>Birri Building, 3° Floor, Takodline Sols Avenue, Konayem, Beirut</td>
<td>00 961 1 867808</td>
<td>00 961 1 860400</td>
<td><a href="mailto:salonconsultate@gleoba.com">salonconsultate@gleoba.com</a></td>
</tr>
</tbody>
</table>

15 https://www.embassypages.com/lebanon
Residency Permit and Requirements

All non-Lebanese students are required to apply for residency permits once in Lebanon. Kindly find the list of required documents for your residency permit below. However, no action is required on your part till after you come to AUB. The process will be explained to you in detail during the AUB orientation week.

All non-Lebanese students should keep their residency permit with them at all times.16

Link to Residence Permit Checklist:

Opening a Bank Account in Lebanon

Students should open a bank account in order to receive their monthly stipends. During orientation and after having gotten their residency permits, students will be taken to the bank by the program coordinator to open a bank account.

On Campus, there are 12 ATMs (2 in front of Jafet Library, 2 in the AUB Medical Center, 1 near Faculty of Agriculture and Food Science, 2 in Olayan School of Business, 1 in Diana Tamari Sabbagh Building, 2 near Women Dorms, 1 near Charles W. Hostler Student Center and 1 on Bliss IC (International College) gate.)

Student ID card

Once you have submitted your medical form, you will be asked to go to the ID Center (next to Fisk Hall) to issue an ID. You will have to renew your ID at the beginning of each semester.

Your student ID card should be kept with you on campus and outside the campus at all times.

Health and Safety

Medical Care

The University Health Services (UHS) provides comprehensive and quality primary health care to all members of the AUB community including students, faculty, staff, and their dependents. UHS is open Monday through Friday from 8:00 am until 7:00 pm and Saturday from 10:00 am until 2:00 pm and is located in Wassef and Souad Sawwaf Building on Clemenceau Street, second and third levels dedicated towards health services. Appointments can be made at the reception desk in advance either in person or by calling ext. 3000, 3030, and 3040 between 7:30 am and 4:30 pm. Same-day appointments can be made for urgent problems by calling ext. 3024 and 3027. For urgent assistance after working hours, patients should report directly to the Emergency Unit. The list of UHS doctors and their schedules is available at www.aub.edu.lb/~webuhs. Through the AUB Wellness Program which is intended to create a healthier study and work environment, UHS also organizes activities throughout the year to promote healthy living, including programs focusing on health maintenance, social lifestyle modification, targeting students, faculty, and staff. More information about the AUB Wellness Program and its agenda of activities is available at http://services.aubmc.org.lb/ext/wellness/index.html.

Health Insurance Plan (HIP)

The Health Insurance Plan is mandatory for all AUB students who are registered for at least six credits (graduates) and 12 credits (undergraduates). HIP covers medical expenses exclusively through University Health Services and the AUB Medical Center. Bills for medical emergencies in Lebanon

16 https://www.aub.edu.lb/oip/international/accepted/Pages/VisasandResidency.aspx
incurred at other medical centers are covered up to 80 percent of the AUBMC fee schedule during the fall and spring semesters only. During the summer, medical care to students is exclusively provided at AUBMC.

Personal therapy and counseling are offered to AUB students to help them identify and address any issues or problems they might have such as anxiety, depression, grief, substance abuse, eating disorders or any psychological problems. There are no restrictions as to what can be discussed in counseling, and it is free and confidential. Scholars can reach out to the Program counselor or to the AUB counseling center for support. Scholars going through some mental health issues also have access to seeing psychiatrists at the American University of Beirut Medical Center (AUBMC) for visits and follow-ups.

Health-Medical form

All New Students are required to submit a complete medical record form online, including vaccination records, to the University Health Services (UHS). The completion of this record is a prerequisite to issuance of AUB ID.

4. The form should be completed by your personal physician or a physician at the Family Medicine clinics of AUBMC.

Remark: you need to take your vaccination record with you to the physician’s visit.

Online Submission of the medical record:

5. Please DOWNLOAD the Entrance Student Medical Record Form: (pdf format)

6. The form should be completed by your personal physician or a physician at the Family Medicine clinics. Remember to take your vaccination record with you to the physician’s visit.

7. Activate your AUB net account. Complete the necessary information including immunization and other medical history filled by your physician using the link: http://uhs.aub.edu.lb and upload the form. You can scan or take a snapshot of the filled form using your phone. Make sure the document is readable.

8. The complete forms that include all the necessary requirements will be cleared and submitted by UHS Administration to the ID center for clearance.17

Guidelines for required vaccination

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus-Diphtheria vaccine (Td/Tdap)</td>
<td>Primary series of 3 doses Td/Tdap booster within the past 10 years</td>
</tr>
<tr>
<td>Measles, Mumps and Rubella (MMR)</td>
<td>2 doses are required 4 weeks apart from each other, if no dates available for the vaccines, please provide titers in case of negative result for titers, two doses of vaccine are requested</td>
</tr>
<tr>
<td>Varicella vaccine (chickenpox)</td>
<td>2 doses of varicella vaccine given at least 28 days apart, history of disease, if no dates available for the vaccines or history of disease, please provide titer in case of negative result for titers, two doses of vaccine are requested</td>
</tr>
<tr>
<td>Meningococcal (Meningitis) vaccine</td>
<td>Those who plan to live at AUB dorms, one dose and a booster dose every five years</td>
</tr>
<tr>
<td>Tuberculosis Screening</td>
<td>TST should be done within 12 months, if TST is positive (&gt;10mm), a chest x-ray is requested (result and treatment type and period if received) should be documented</td>
</tr>
</tbody>
</table>

Student Life at AUB

Student's participation in various organizations provides them with a great opportunity to develop leadership and communication skills, enrich their experience outside the classroom and foster personal as well as professional development. 18

The Office of Student Activities is dedicated to serve as an effective mean for students to find their proper niche and support students in their ongoing efforts to have a positive impact at AUB.

Student organizations at AUB are:

Student Clubs

Clubs are officially registered student organizations at AUB representing specific social and cultural student interests. Clubs are open to all AUB students in good standing without discrimination. Any current registered AUB student can join a student organization by registering using the online system through AUBsis. A nonrefundable membership fee will be billed directly to the student’s account. A student can be a member in three clubs and two societies only.

- At the beginning of each academic year, students can choose to join any three clubs of the various clubs available.
- A “Club’s day” is organized by student clubs at the beginning of the Fall semester to promote their clubs and recruit new members. (Please note that there is an African Club at AUB).
- Club cabinet members are responsible for reading and operating within the official clubs bylaws.
- All members are advised to familiarize themselves with the bylaws.

18 https://www.aub.edu.lb/SAO/activities/Pages/default.aspx

Student Societies

Societies are student organizations associated with the academic departments they belong to (i.e. Economics Student Society, Engineering Student Society,…). They are managed by the Office of Student Affairs/Student Activities in conjunction with the academic units. All activities organized by societies should be approved by the Office of Student Affairs/Student Activities. 20

The cabinet of a club consists of 5 members: President, Vice President, Secretary, Treasurer, and Member at Large. A student can be a cabinet member of maximum two clubs or two societies or one club and one society.

Clubs cabinets are elected every year in April. The election process follows the procedures of the Roberts Rules Order and is supervised either by the advisor or by a representative from the Office of Student Affairs. Clubs members and corresponding cabinets hold general meetings to prepare and organize relevant on/off campus activities, which require a prior approval from the office of Student Affairs. 19

Clubs Nomination form

https://www.aub.edu.lb/sao/activities/Documents/Nomination%20Form.pdf

Student Societies

Societies are student organizations associated with the academic departments they belong to (i.e. Economics Student Society, Engineering Student Society,…). They are managed by the Office of Student Affairs/Student Activities in conjunction with the academic units. All activities organized by societies should be approved by the Office of Student Affairs/Student Activities. 20

19 https://www.aub.edu.lb/sao/activities/Pages/StudentClubs.aspx
20 https://www.aub.edu.lb/sao/activities/Pages/StudentSocieties.aspx
Student Representative Committee (SRC)

The SRC is the student representative committee. Elections for choosing the SRC members are usually held in November.

Each of the University's seven faculties/schools elects a Student Representative Committee (SRC).

Students from their respective faculties vote by class for their representatives to serve their interest within the faculty. The number of representatives which each faculty may elect is roughly proportional to that faculty's enrolment and determined by the dean of Student Affairs.

University Student Faculty Committee (USFC)

Each of the five faculties of the University and the School of Business is represented in the committee by elected students (19) and faculty (6) members from that faculty or school. The USFC serves as the central student government.

The SRCs and the USFCs are the means for student voices to be heard and offer a mechanism for formal communication between the student body and the administration.

Outdoors

AUB Outdoors is an annual event, organized by the Office of Student Affairs/Student Activities, that takes place during two consecutive days towards the end of the Spring semester.

Outdoors is a tradition students have been holding on to for years. Students from different majors and faculties gather their experiences and work all year long to prepare an unforgettable weekend. Student clubs and societies make the best of their efforts and participate through different performances and activities. It is open for students to practice their skills and reveal their creativity. Some choose to sell food, others organize games. Many clubs carry out performances such as a fashion show, modern and cultural dances, and music performances. Outdoors is mainly centered towards the area of west hall and green oval, where food and game stands are set on the sides, whereas a stage that is actively crowded with performances is centered in the middle. Moreover, Outdoors hosts a lot of guests that are well known on a larger scale. The best bands that perform all around Lebanon take part of this event every year, and each year we can see innovation and improvement. Comedians also take part in this festival. Outdoors is based every year on a theme that the committee chooses and centers all the work (such decoration, music, costume...) around. The work is divided upon sub-committees that take care of each detail they are responsible for.

The Outdoors team encourages all AUB students to take part of this event because it gives them an experience to remember!

University Services

Dormitory Registration and Rules

On Campus Housing:

Please find below a list of items you may need in your room:

1. Bed linen (pillow, sheets, covers). Mattress size is single in all dorms.

2. Towels and bath accessories.

3. Kitchenware (plate, mug, pan, pot, utensils, etc.)

4. Detergents (laundry and dishwashing) / Cleaning Supplies

General Dorm Regulation: Residence halls general rules and regulations

21 https://www.aub.edu.lb/SAO/activities/Pages/default.aspx
Opening hours
Each residence has a reception desk coverage 24/7 shared between staff and students. A special set of rules governing the work and conduct of receptionists is available. If you have any complaints in this regard, please make sure to report it to the Head Resident.

Phone calls
The telephone is for the convenience of all residents.

Room Cleanliness and Personal Hygiene
Always maintain your room neat and clean. Living as part of a community makes personal hygiene a must and a necessity.

Sharing and Respecting Space
Dorm life is a unique experience for every student as they get the opportunity to meet and live with a team of people from different background and cultures. Living with a roommate involves a lot of compromising. When two individuals move in together even if was your best friend’s arguments can happen as routines may clash due to cleanliness or usage of the kitchen. Therefore, when you move in with a roommate and flatmates, the best thing to do is to be flexible, understanding and most importantly supportive of another as no individual are the same.

In order to pave the way by facilitating your journey one should think of the following: Always keep in mind that your dorm is not only yours. Prior to taking any step be it in messing things around, to cooking and so on think of your flatmates. For example, if you have used a pan to make any sort of food, make sure you wash your pan right away. Set a cleaning schedule with your roommate so you can take turn in cleaning and not one take the burden more than the other. Cooking is always considered as a double-edged sword especially when one is not familiar with the cuisines of other cultures. That said, one should think if the other would be bothered with the smell. One of the solutions could be, is to close the kitchen door and make sure that the fan is on. Make sure that no cooking is towards late at night. Whenever you are cooking, make sure you are always in the kitchen to avoid setting the fire alarm and eating burnt food as it not good for your health. While using the microwave, make sure you place the proper time you need to heat the food as it sets the fire alarm if is left for a long period of time. Always throw away your left over food in the outside trash and wash your bin with disinfectant wipes at all times Always after using the stove and sink wash them properly with sponge and soap and then wipe them with disinfectant wipes. Whenever the weather permits, always open the windows for fresh air to come in, When it comes to Laundry always wait for your turn. Always maintain the cleanliness of the bathroom Make sure after using the showers to clean up any hair falls and take keep your stuff close to you at all times.

Cleaning and maintenance services
Cleaning services are conducted by janitorial services department on campus and involve cleaning of rooms, common areas, hallways and bathrooms. For maintenance and repair works in the room, the resident must complete the “maintenance survey form” available on the Student Housing homepage under forms section.

Laundry Service
Every dorm has a free laundry service operated according to a weekly schedule. Use this service responsibly. The resident must present his/ her ID to the receptionist before taking the laundry key.
The room keys are handed in to the student upon check-in. Duplicating university keys is strictly prohibited. Room keys must be returned to the student housing staff upon check-out. A charge of 60,000 LBP will be imposed in the event of losing/not returning the keys.

**Electrical Equipment**

Students may have the following items in their rooms: fridge, radio/CD player, desktop or laptop, printer, hair dryer, microwave, TV, and percolator. Due to the limited space in the room, students occupying double rooms are required to consult with the roommate before they bring furniture or equipment that is likely to cause friction between them. Any equipment or item that may disturb the residents or may represent a safety hazard is not allowed including but not limited to electric heaters/skillets, toasters, fryers, grills, halogen lamps, gas containers, irons, sound system, and the like.

**Smoking**

In accordance with university policy, smoking is not allowed inside the buildings.

**Alcohol and Drugs**

The possession or consumption of alcohol is strictly forbidden. Storage of alcoholic beverages for collection/decoration purpose is not allowed. Involvement in illegal drugs or drug-related activity is strictly prohibited.

**Gambling**

All forms of gambling are prohibited in the residence halls. Harassment and Bullying Use of power and aggression to control and distress others is strictly prohibited.

**Check in/out and storage policy**

Due to space restrictions, storage facilities are very limited in the dorms. However, the Student Housing Office provides this facility based on the following guidelines:

- Only AUB student residents are entitled to store their belongings in the residence halls.
- Residents are required to complete all the necessary arrangements prior to the check-out in coordination with the building supervisor and during the working hours.
- Storage is not available after working hours and on weekend days.
- No items may be stored unless there’s a tag-card identifying the name of the resident, dorm, room, AUB I.D., and a description of the contents.
- The tag-cards given to the resident are evidence of property. As such, all residents are required to keep a copy thereof. No personal belongings may be claimed unless these cards are submitted to the building supervisor.
- Only five pieces items (including solid containers, boxes, microwaves, and fridges) per resident will be allowed in the storage area.
- Do not leave your packed items in the room/hallway/down at the reception; you need to transfer them to the storage (laborers will be only available to assist with HEAVY items) in the presence of our day staff/RA before 2:00pm only. If you already have old items in the store you need to re-tag them in order to make sure that you still in need of these items; otherwise, the items will be removed.
• Return all the keys to the reception and sign a check-out card (keep 1 part with you as a proof that you have returned your keys).
• Sign out on the check-out folder at the reception desk before you leave.
• As per the above stated guidelines, the Student Housing Office reserves the right to dispose of any unclaimed/unlabeled/remaining baggage in the building.22

Sports and Recreation
The University offers a wide range of sports, athletics, educational, and recreational programs.

The Charles W. Hostler Student Center
The Charles W. Hostler Student Center includes many athletic and recreational facilities to invigorate athletic life at AUB. Between June and October, students may visit the AUB beach for swimming, water sports, recreation, or relaxation. On campus there are four lit tennis courts. Professional tennis lessons are available for a nominal charge. Classes as Yoga, Pilates, Power Pilates, Firming and Toning, Aerobics, Zumba, MMA, and Swimming for beginners are provided throughout the Fall and Spring semesters. IFPA certification courses are provided to all those interested in a fitness career. Opportunities for competitive (varsity) and team sports abound, as do options for individual recreational activities. The Office of University Sports is located at the Charles W. Hostler Student Center at AUB lower campus and can be reached by telephone at ext. 3200 or 3208. The daily opening hours are from 6:30 am to 10:00 pm Monday through Friday, Saturdays from 9:00 am to 10:00 pm, and Sundays from 9:00 am to 6:00 pm.23

Some courses are offered at the Charles W. Hostler Student Center for 50$ for one course, 20$ for each additional course. Payment is done at the CHSC front desk. Keep a lookout for their website for deadlines.

Varsity teams
AUB has several sports varsity teams listed below. Varsity teams are the teams representing AUB in official local and international tournaments while junior teams (include those who show potential but not quite yet up to varsity skill level) compete in local friendly tournaments. Members of the junior teams have the opportunity to improve their skills and join the Varsity team the following year. All students interested in joining a sports team should attend the junior tryout sessions that are held at the beginning of each semester. At the end of the tryout season the coaches will decide to which team each member will join.

22 https://www.aub.edu.lb/SAO/housing/Pages/default.aspx
23 http://www.aub.edu.lb/SAO/sports/Pages/CHSC.aspx
List of varsity teams at AUB (subject to change)

<table>
<thead>
<tr>
<th>Sport</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Women team, Junior Men team, Men team</td>
</tr>
<tr>
<td>Soccer</td>
<td>Junior team, Men team</td>
</tr>
<tr>
<td>Futsal</td>
<td>Women team, Men team</td>
</tr>
<tr>
<td>Handball</td>
<td>Women team, Men team</td>
</tr>
<tr>
<td>Rugby league</td>
<td>Women team, Junior Men team, Men team</td>
</tr>
<tr>
<td>Swimming</td>
<td>Women Team, Men Team</td>
</tr>
<tr>
<td>Table tennis</td>
<td>Men</td>
</tr>
<tr>
<td>Tennis</td>
<td>Women Team, Men Team</td>
</tr>
<tr>
<td>Track and field</td>
<td>Women Team, Men Team</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Women Team, Men Team</td>
</tr>
<tr>
<td>Water polo</td>
<td>Men Team</td>
</tr>
</tbody>
</table>

http://www.aub.edu.lb/SAO/sports/Pages/default.aspx

Counseling Center

Adjusting to university life can be a challenging and stressful transition for many students. Personal difficulties, whether of a recent or long-standing nature, can hinder academic success and seriously affect a student’s quality of life and well-being.

Personal therapy and counseling is offered to AUB students to help them identify and address any issues or problems they might have such as anxiety, depression, grief, substance abuse, and eating disorders or any psychological problems. There are no restrictions as to what can be discussed in counseling, and it is free and confidential.

As Scholars in the Mastercard Foundation Scholars Program, you have the option to reach the Program Counselor, by tel. +961-1-350000, ext. 4924; or you can contact the Counseling Center which is located in West Hall, 2nd floor, Room 210, by phone at +961-1-374374, ext. 3178, ext. 3152, 3158, and 3196, or by email Ruby Sawaya at rs163@aub.edu.lb, Ola Ataya at oa03@aub.edu.lb, or Chahla Kiblawi at ck05@aub.edu.lb. The office is open during regular working hours.24

Accessible Education: Disability Services and Learning Support

AUB is committed to building an inclusive university community that welcomes, respects, values, and accommodates students of diverse backgrounds and abilities. The University strives to continuously upgrade and improve facilities and programs so that they are accessible for all students. The Accessible Education Office is here to coordinate the accommodations and support that students with special needs may require during their time at AUB. In order to provide accommodations most effectively, the Accessible Education Officer will address student needs on case-by-case basis. If you are seeking additional supports and services at this time, please complete the Student Support Request Form available online at aub.edu.lb/SAO/ACCESSIBLE_EDUCATION and submit, along with any supporting documentation, to: West Hall, Room 314 or accessibility@aub.edu.lb.25

Writing Center

When you have something to write, consider meeting with a tutor in the Writing Center. The mission of the Writing Center is to enhance writing at AUB and to provide a collaborative environment for writers to talk about their work. Tutors listen to your ideas, offer their responses as readers, and respect your ownership of your writing. Individual tutoring is free.

Make an appointment online. Locations: Ada Dodge Hall Writing Center (Room 214) and the West Hall Writing Center (Room 336). Contact the Writing Center by phone at AUB ext. 4077 or by email at aubwrites@gmail.com

www.aub.edu.lb/fas/writing_center

Printing, Photocopying, Scanning

Network printers and photocopiers are available in all libraries. Users who have an active AUNet account can use the printers from any public computer in the libraries. The user also needs to have a printing/copying/scanning account with sufficient funds.

24 https://www.aub.edu.lb/SAO/Pages/Our-team.aspx
25 https://www.aub.edu.lb/SAO/Pages/Accessible-Education.aspx
Smoking in AUB

On January 1, 2018, the American University of Beirut became tobacco-free. This presidential initiative brings AUB in line with thousands of universities around the world that promote health and wellbeing on campuses by prohibiting the use of tobacco products, indoors and out.26

Rules and Regulations at AUB

Academic Advisers

Each student will be assigned an adviser appointed by the dean of their respective faculty. Names of advisees and their respective advisers are available on the Student Information System (SIS). Students must consult their advisers first if they encounter academic problems. Advisers maintain their relationship with students until they graduate or change their majors.

Course Registration for New Students

The academic year at AUB is divided into two semesters, fall and spring, followed by a summer session.

Prior to the start of the academic year, all newly admitted students participate in the New Student Orientation Program (NSOP) to familiarize themselves with the University, the faculty, and each other. During this program, new students are required to meet their advisers before proceeding to registration. After meeting with their designated advisers, who assist in choosing the appropriate courses, students can web register from home via the internet, from campus public computer labs, or from assigned labs.

To register, students should

• Go to the AUB web page, www.aub.edu.lb
• Select the Student Life menu
• Select AUBsis Student Information System
• After activation of the pin code by the system, follow the instructions.

Web registration information sheets are available at the Office of the Registrar and on the Registrar’s Office web page.

The alternate PIN is provided for the following categories:

1. New graduate students from outside AUB in their first semester,
2. All new undergraduate students in their first and second semesters,
3. All major-less students until they join a major,
4. All freshman students until they join a major,
5. All graduate and undergraduate students who are not in good academic standing (Probation),
6. Old returning undergraduate students in their first semester
7. All intra/inter faculty transfer undergraduate students in their first semester.

Drop and Add

After the start of classes, at a date indicated in the university calendar, students may make changes to their schedules through a process known as Drop and Add. After obtaining the approval of their advisers, students may make changes in their courses on the web according to a pre-announced schedule. Students may need to settle their accounts at the Office of the Comptroller.

26 https://www.aub.edu.lb/tobaccofree/Pages/default.aspx
Grading System

For general AUB graduate students, please check the following link.
http://www.aub.edu.lb/Registrar/Pages/catalogue-graduate18-19.aspx

For undergraduate students, please check each faculty website for detailed information.

For each course taken, the student is given one of the following grades by the course teacher. The letter grades, coefficients and percentage equivalents are given below:

### Dean's Honor List

<table>
<thead>
<tr>
<th>CAV GPA</th>
<th>CAV GPA</th>
<th>CAV GPA</th>
<th>CAV GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;60</td>
<td>0</td>
<td>67</td>
<td>1.86</td>
</tr>
<tr>
<td>61</td>
<td>1</td>
<td>68</td>
<td>1.98</td>
</tr>
<tr>
<td>62</td>
<td>1.13</td>
<td>69</td>
<td>2.09</td>
</tr>
<tr>
<td>63</td>
<td>1.26</td>
<td>70</td>
<td>2.2</td>
</tr>
<tr>
<td>64</td>
<td>1.38</td>
<td>71</td>
<td>2.31</td>
</tr>
<tr>
<td>65</td>
<td>1.5</td>
<td>72</td>
<td>2.42</td>
</tr>
<tr>
<td>66</td>
<td>1.63</td>
<td>73</td>
<td>2.52</td>
</tr>
<tr>
<td>67</td>
<td>1.74</td>
<td>74</td>
<td>2.62</td>
</tr>
</tbody>
</table>

I: Incomplete
P: Pass
PR: Progress
W: Withdraw

Students are placed on the Dean’s Honor List for outstanding academic achievement. To be placed on the list at the end of the fall or spring semester, a student must 1) be enrolled for at least 12 credits, 2) not be repeating the semester, 3) not be on probation, 4) have passed all the courses during the semester and earned an overall average of 85 or more in the required courses, or of 80 or more while ranking approximately in the top 10 percent of the class, 5) not have been subjected to any disciplinary action at the University, and 6) be deemed worthy by the dean to be on the Honor List.27

Graduation with Distinction

Students who complete the last two years of study with a general average of 85.00 or above in all courses, including repeated courses, and who are recommended by their faculties, are awarded their degree with distinction. Students who complete the last two years of study with a general average of 90.00 or above in all courses, including repeated courses, and who are recommended by their faculties, are awarded their degree with high distinction.28

Probation for undergraduate students

A student is placed on academic probation if the student’s overall average is less than 68 at the end of the second regular semester; if the semester average is less than 69 at the end of the third or fourth regular semester; or if the semester average is less than 70 in any subsequent semester, excluding the summer term. It is to be understood that the semester in which the student is considered to be ‘on probation’ is the semester that immediately follows the semester in which the student has earned the grades leading to that placement.

27 https://www.aub.edu.lb/registrar/Pages/academic-information.aspx
28 https://www.aub.edu.lb/registrar/Pages/academic-information.aspx
For evaluation purposes, the minimum number of credits at the end of the second regular semester at the University should be 24, including all repeated courses, and 12 in each subsequent fall or spring semester, including all repeated courses. Courses/credits taken during a summer term are counted towards the semester average of the next regular semester. If the number of credits taken in any one regular semester is less than 12 (for approved reasons), courses/credits taken during that semester are counted toward the semester average of the next regular semester. Credit for incomplete courses will be included in the semester in which the incomplete courses were taken. The evaluation for that semester will be carried out as soon as the grades for the incomplete courses have been finalized.

For implementation purposes, the academic standing of a student is represented by two attributes (a, b).

The first attribute (a) represents the student’s current academic status as follows:

0: clear status
1: student is currently on probation but was not on probation in the immediately preceding regular term
2: student is currently on probation and was on probation in the immediately preceding regular term

The second attribute (b) represents the probation history of a student, i.e., the number of times the student has been placed on probation.

Probation is removed when the student attains a semester average of 69 or more in the third or fourth regular semester, or a semester average of 70 or more in any subsequent regular semester. The student is off probation during the semester following the one in which such grades are earned. Probation should be removed within two regular semesters, excluding summer, after the student is placed on probation, or when the student completes her/his graduation requirements.29


Probation for graduate students

- A student is placed on probation if he/she 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 the course the next time it is offered and pass the course.

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. 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 the change of probation status to the graduate student with copies to the department chair, student advisor, and Registrar.

Plagiarism

What is plagiarism?

Whenever students draw on another’s work, they must specify what they borrowed, whether facts, opinions, or quotations, and where they borrowed it from. Using another person’s documented ideas or expressions in one’s writing without acknowledging the source constitutes plagiarism.
You can know when you have plagiarized if

- You took notes that did not distinguish summary and paraphrase from quotation and then you presented wording from the notes as if it were all your own
- While browsing the Web, you copied text and pasted it into your paper without quotation marks or citing the source
- You presented facts without saying where you found them
- You repeated or paraphrased someone’s wording without acknowledgement
- You took someone’s unique or particularly apt phrase without acknowledgement
- You paraphrased someone’s argument or presented someone’s line of thought without acknowledgement
- You bought or otherwise acquired a research paper and handed in part or all of it as your own

How to avoid plagiarism

You can avoid plagiarism by properly citing the ideas, words, expressions, and phrases that you are borrowing from another source.

(To know more about how you can avoid plagiarism, please refer to the following link: https://aub.edu.lb.libguides.com/c.php?g=276420&p=1842700)

How will my instructor know if I have plagiarized?

All course assignments (quizzes, papers, discussion postings, etc.) are subject to being tested for plagiarism. Your instructor may submit any of your assignments to an external company (e.g., http://www.turnitin.com) for plagiarism check or ask you to submit them yourself. For details check Turnitin at AUB: https://aub.edu.lb.libguides.com/c.php?g=276420&p=1842700

Disciplinary action in-case of plagiarism

The immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. A faculty member who has good reason to believe that a student has violated academic standards must give a zero on the exam or assignment where the violation occurred, and to report the incident. Disciplinary actions of a more severe nature are recommended by the Faculty Student Affairs Committee to the Dean who in turn may refer the case to the University Disciplinary Committee which is authorized to impose either suspension or expulsion from the University.30

Plagiarism Test

aub does not tolerate plagiarism and if you present plagiarized assignments you are jeopardizing your career, and going against the University’s regulations. You need to acknowledge other peoples’ ideas as their property. You must take the plagiarism test before finishing your first semester at AUB, or else you will not be able to register for the following semester. A practice test is available on this link: www.aub.edu.lb/it/services/students and click on “Plagiarism Prevention” and then “Plagiarism Tutorial and Test”. You will need to login with your AUB username and password to take it. You have unlimited attempts. Once you are ready, you can take the actual test, and repeat as many times as you want until you get the full score. The test is available on: https://plagiarism.aub.edu.lb/plagiarism/test.jsp. For more information, visit the website: www.aub.edu.lb/it/services/students and click on “Plagiarism Prevention”. To know more about the plagiarism test, contact: 358631

**Important Information in Preparation for your Arrival**

**Concerning ticketing**
The Office of International Programs is working on issuing your visa as soon as possible; once your visa is out, we are in charge of booking and issuing your tickets. Tickets will be shared via email.

**Concerning accommodation**
In order to facilitate transition especially during the first semester at AUB, we recommend that all Scholars of the Mastercard Foundation Program live on campus at least for the 1st semester of the graduate program. You will have the time later to look for an accommodation outside campus at your convenience.

For Scholars admitted to the undergraduate program, on campus dorm is your only option.

The program will be in charge of reserving your rooms for Fall 2019–20 semester for all new students. Starting the following semester, Scholars will have to fill out an online dorm application form.

Upon your arrival on campus, you might be placed in temporary rooms until the assigned room is ready.

Kindly note that you are responsible for getting all personal items such as bed sheets, pillows, kitchenware, bathroom and personal hygiene items, etc...

**Stipends**
You will receive your 1st monthly stipend during the 1st week of your arrival to AUB. The 1st stipend might get delayed, therefore you are advised to have some cash upon your arrival.

**Laptops**
Laptops are provided by the program and you will receive your laptop during the orientation.

Upon your arrival to Beirut airport, please make sure the following documents are with you and ready to show the immigration officer at the airport:

- Valid Passport
- Visa letter
- Acceptance letter printed out
- Ticket
- Small amount of money in cash ($34)

Please expect some waiting at the airport upon arrival, this is normal for all first time travelers to Beirut.

At the airport exit area, a taxi driver (from the company: Lebanon Taxi) will be holding a sign with your name on it and waiting for you. The cab will drive you to AUB directly. You do not need to pay for the taxi as it is covered by the program already.

**Textbooks**
All textbooks required for courses are covered by the Program. Upon showing your AUB ID and course syllabus at the AUB bookstore, you will receive your textbooks.

**General deposit**
All AUB students need to pay a general deposit of $200 which you will get back upon graduation. Please pay the deposit any time by end of November 2019.

**Academic Calendar**
The link for the academic calendar for the year 2019–20:
Map of the American University of Beirut

Alma Mater

Far, far above the waters
Of the deep blue sea
Lies the campus of the college,
Where we love to be.
Far away, behold Kanisah!
Far beyond, Sannin!
Rising hoary to the heavens,
Clad in glorious sheen.
From Iraq or from Arabia
From the banks so green
Of the Great Egyptian river
Or from Palestine;
From the waters of Abana
Lebanon serene,
We salute thee, Alma Mater!
Oriental Queen.
Hail to thee, our Alma Mater!
We would ever be
Worthy Children. Make us faithful,
Faithful e'er to thee!
Where so'er the land that calls us,
E'en across the sea,
We'll salute thee, Alma Mater,
Hail! O Hail! to thee.
Chorus: Look before us!
Shout the chorus!
See the banner wave.
AUB in thee we glory;
Make us true and brave.
