

**University of**

**Université de**

# Balamand

**UOB**

**Catalogue 2006 - 2007**



# UNIVERSITY OF BALAMAND

## UOB

Catalogue  
2006 - 2007

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### **NOTICE**

**The University administration reserves the right to make any amendments to this catalogue without prior notice. Students should check with their respective departments for subsequent changes.**

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**FACULTY OF MEDICINE & MEDICAL SCIENCES**

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## **A MESSAGE FROM THE PRESIDENT**

18 September 2006

A new year is a new opportunity. If this is true in normal times, it is now truer than ever. The July War represents an axial event in the turbulent history of our country. As axial it deserves our full attention, how to avert another catastrophe, how to build a Lebanon secure in its environment, and what role should we, university students and faculty play.

An academic year following a devastating War is truly an opportunity to ponder ourselves, our society, our political system, and our moral imperatives. We should claim a stake in the process of political and economic reconstruction. In a way the best course we as students should follow is to excel in our studies, attain a high level of education and of professionalism that we may play leading roles in the future. The best course that we as faculty and administrators should follow is to provide a rigorous academic program, to open the Campus for sober dialogue, and to sharpen our message to Lebanon and to our Arab region.

For those of you who were harmed directly by the War we extend our empathy and our support. To all new comers, faculty, students, and staff I extend a warm welcome and wish you a successful year. The University of Balamand takes pride in its close association with Lebanon as people, as society, as state; and it was privileged to share during the War and its aftermath in helping out wherever its services were needed. We remain committed throughout this year to provide a forum on how best can universities contribute to the massive effort that awaits us. I am sure that one and all in our University community will do his/her best to give Lebanon if only a small fraction of what it gives us in culture, beauty, and generosity of spirit.

Cordially,

Elie A. Salem

## **ACADEMIC CALENDAR<sup>(\*)</sup> 2006 - 2007**

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### **2006**

Thursday, August 17.....	Fall Semester Pre-Registration for Medicine I & II
Monday, September 4.....	Fall Semester begins for Medicine I & II
Monday, September 25 to Friday, September 29.....	Fall Semester Pre-Registration <sup>1</sup>
Monday, October 2 to Tuesday, October 3.....	Fall Semester Late Registration <sup>1</sup>
Wednesday, October 4.....	Fall Semester begins <sup>1</sup>
Wednesday, October 4 to Friday, October 6.....	Fall Semester Drop/Add Period <sup>1</sup>
Monday, October 23 to Wednesday, October 25.....	Id al-Fitr, Holiday <sup>2</sup>
Wednesday, November 22.....	Independence Day, Holiday
Saturday, December 23.....	Christmas Vacation begins
Saturday, December 30 to Monday, January 1.....	Al-Adha, Holiday <sup>2</sup>

### **2007**

Wednesday, January 3.....	Classes Resume
Saturday, January 6.....	Christmas (Armenian), Holiday
Friday, January 19.....	Muslim New Year, Holiday <sup>2</sup>
Monday, January 22.....	Drop Period ends
Sunday, January 28.....	Ashoura, Holiday <sup>2</sup>
Monday, January 29 to Friday, February 2.....	Pre-Registration, Spring Semester
Saturday, February 3 to Monday, February 5.....	Reading Period <sup>1</sup>
Tuesday, February 6 to Wednesday, February 14.....	Fall Semester Final Exams <sup>1</sup>
Friday, February 9.....	Saint Maroun's Day, Holiday
Monday, February 19 to Tuesday, February 20.....	Spring Semester Late Registration <sup>1</sup>
Wednesday, February 21.....	Spring Semester begins <sup>1</sup>
Wednesday, February 21 to Friday, February 23.....	Spring Semester Drop/Add Period <sup>1</sup>
Friday, March 30.....	Prophet's Birthday, Holiday <sup>2</sup>
Thursday, April 5 to Tuesday, April 10.....	Easter Vacation
Tuesday, May 1.....	Labor Day, Holiday
Friday, May 25.....	Summer Semester Pre-Registration for Medicine I & II
Monday, June 4.....	Summer Semester begins for Medicine II
Monday, June 4.....	Drop Period ends
Wednesday, June 13 to Friday, June 15.....	Summer Semester Pre-Registration <sup>1</sup>
Wednesday, June 13 to Friday, June 15.....	2007-2008 Academic Year Pre-Registration for Medicine III & IV
Saturday, June 16 to Tuesday, June 19.....	Reading Period <sup>1</sup>
Wednesday, June 20 to Wednesday, June 27.....	Spring Semester Final Examinations <sup>1</sup>
Monday, July 2.....	2007-2008 Academic Year begins for Medicine III & IV
Monday, July 2 To Tuesday, July 3.....	Summer Semester Late Registration <sup>1</sup>
Wednesday, July 4.....	Summer Semester begins <sup>1</sup>
Wednesday, July 4.....	Summer Semester Add Period <sup>1</sup>
Monday, July 16.....	Summer Semester begins for Medicine I
Wednesday, August 15.....	Assumption Day, Holiday
Thursday, August 16.....	Fall Semester Pre-Registration for Medicine I & II
Monday, August 20.....	Drop Period ends
Monday, August 27.....	Reading Period <sup>1</sup>
Tuesday, August 28 to Thursday, August 30.....	Summer Semester Final Examinations <sup>1</sup>
Monday, September 3.....	Fall Semester begins for Medicine I & II
Monday, September 17 to Friday, September 21.....	Fall Semester Pre-Registration <sup>1</sup>

\* This is a Student-Based Calendar.

<sup>1</sup> For all Faculties except Medicine.

<sup>2</sup> Id al-Fitr, al-Adha, Muslim New Year, Ashoura, and the Prophet's Birthday are determined after sighting of the moon. Accordingly, the actual dates may not coincide with the dates in this calendar.

## **BOARD OF TRUSTEES**

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His Beatitude Patriarch Ignatius IV, Chairman.  
His Eminence Metropolitan Elias (Audeh), Vice-Chairman.  
His Eminence Metropolitan George (Khodr).  
His Eminence Metropolitan Philip (Saliba).  
His Eminence Metropolitan Elias (Korban).

Elias Abu-Shaheen  
Elias Arous  
Alexandra Asseily  
Tali' Bashour  
Antoine Bekhazi  
Youssef Choucair  
Jamal Daniel  
Robert Debbas  
Michel Fares  
Joseph Gholam

Ibrahim Haddad  
Makhluf Haddadin  
Jacques Hakim  
Farid Karam  
Samir Khairallah  
Salwa Khoury  
Alfred Matta  
Khalil Matta  
Loutfallah Melki  
Samir Mokbel

Elie A. Salem  
Paul Salem  
Nicolas Shahine  
Joseph Shikhani  
Philippe Skaff  
Adnan Takla  
Abdallah Tamari  
Samir Thabet  
Abdallah Zakhem  
George Zakhem

### **Executive Committee:**

His Eminence Metropolitan Elias (Audeh)  
Youssef Choucair  
Robert Debbas  
Makhluf Haddadin  
Samir Khairallah  
Paul Salem  
Adnan Takla  
Abdallah Tamari  
George Zakhem

### **Construction Committee:**

Elias Abu-Shaheen  
Antoine Bekhazi  
Jamal Daniel  
Samir Khairallah  
Alfred Matta  
Samir Mokbel  
Adnan Takla

### **Planning Committee:**

Youssef Choucair  
Robert Debbas  
Makhluf Haddadin  
Samir Khairallah  
Khalil Matta  
Paul Salem  
Joseph Shikhani

### **Secretary of the Board:**

Itamar N. Diab

### **Development Committee:**

His Eminence Metropolitan Philip (Saliba)  
Elias Abu-Shaheen  
Elias Arous  
Alexandra Asseily  
Tali' Bashour  
Antoine Bekhazi  
Jacques Hakim  
Farid Karam  
Nicolas Shahine  
Philippe Skaff  
Abdallah Zakhem

### **Academic Committee:**

His Eminence Metropolitan George (Khodr)  
Ibrahim Haddad  
Makhluf Haddadin  
Salwa Khoury  
Khalil Matta  
Loutfallah Melki  
Samir Mokbel  
Paul Salem  
Nicolas Shahine  
Samir Thabet

### **Finance Committee:**

His Eminence Metropolitan Elias (Korban)  
Youssef Choucair  
Michel Fares  
Joseph Gholam  
Joseph Shikhani  
Adnan Takla  
Abdallah Zakhem

## **UNIVERSITY ADMINISTRATION**

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### **Office of the President**

Elie A. Salem, *President*

Itamar N. Diab, *Executive Assistant to the President*

Haissam Haidar, *Assistant to the President for Information Technology*

Karim Nasr, *Assistant to the President for Academic Advancement*

### **Office of the Vice-Presidents**

Tali' Bashour, *Vice President for Medical Studies*

Nadim Karam, *Vice President for Health Affairs and Community Development*

George Nahas, *Vice President for Planning and Educational Relations*

Michel Najjar, *Vice President for Development and Public Affairs*

### **University Attorneys**

Antoine Abboud & Associates

Rony Azar

### **Académie Libanaise des Beaux Arts**

George Haddad, *Doyen*

George Fiani, *Assistant Dean, Balamand Campus*

### **Saint John of Damascus Institute of Theology**

George Nahas, *Dean*

### **Faculty of Arts and Social Sciences**

Nadeem Naimy, *Dean*

### **Faculty of Business and Management**

Karim Nasr, *Dean*

### **School of Tourism and Hotel Management**

Hamid El-Debs, *Director*

### **Faculty of Sciences**

George Bahr, *Dean*

### **Faculty of Engineering**

Michel Najjar, *Dean*

### **Faculty of Health Sciences**

Nadim Karam, *Dean*

### **Saint George Faculty of Post Graduate Medical Education**

#### **Faculty of Medicine & Medical Sciences**

Camille Nassar, *Dean*

**Special Programs**

Diane Nauffal, *Director*

**The Atef Danial Library**

Sameera Bashir, *Librarian*

**Office of Admissions and Registration**

Walid Moubayed, *Dean*

**Office of Buildings and Grounds**

Philip Hawi, *Director*

**Office of the Comptroller**

George Dahdah, *Comptroller*

**Office of Personnel**

Rudolph Jabbour, *Director*

**Office of Public Relations**

George Dorlian, *Director*

**Office of Student Affairs**

Antoine Gergess, *Dean*

**Center for Christian-Muslim Studies**

George Massouh, *Director*

**Institute of the Environment**

Manal Nader, *Director*

**Institute of History, Archeology and Near Eastern Heritage**

Souad Slim, *Director*

**Information Technology Center**

Michel Habib, *Director*

## **BALAMAND: HISTORY AND EVOLUTION**

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### **DAYR AL-BALAMAND**

Dayr al-Balamand, or Belmont Abbey as it was named by the Cistercian monks who built it in 1175 AD, rises on a plateau which overlooks the Mediterranean to the West and the verdant olive groves of the al-Kurah district to the East. Belmont means “beautiful hill.” It is believed that the Belmont Abbey was constructed on the site of an ancient Byzantine Abbey.

The plan of the Abbey conforms to the communal life style of the Cistercian Order, with the main buildings surrounding the cloister in a concentric pattern. The size of the church indicates the presence at one time of a large community within the Abbey. The main hall, vaults of the capitulary halls, church gallery, kitchen, refectory, and cellars were all built in the Thirteenth Century. The western part of the church and the sacristies are probably the only sections that survive from the earlier Byzantine period. The stone bell tower with its four cornices, a typical mid-Twelfth Century design, still reigns over the Abbey and is the only such surviving tower in the East.

With the departure of the Cistercians from the region around 1289 the property reverted to the Greek Orthodox Church. The Abbey was rebuilt in 1603. The Abbey prospered and became an important center of Orthodox theology containing a vast library of manuscripts and religious books. The monks copied manuscripts for distribution to the other monasteries that proliferated in the al-Kurah district and its environs.

The Abbey became a sanctuary for the families of the region during times of political conflict, epidemics, or natural disasters. At the end of the Seventeenth Century and the beginning of the Eighteenth Century, the Abbey experienced a period of great prosperity, after which it suffered a decline in the wake of the schism that led to the rise of the Greek Catholic community.

The Greek Orthodox part of the complex, though relatively new, blends smoothly with the old Cistercian architecture, both in the building materials used and in the design. The church gallery was built in the Seventeenth Century, the capitulary hall was transformed into Saint George’s chapel, and the large entrance to the refectory made into a porch. The Church of Our Lady was enhanced with a new altar, a Seventeenth- Century iconostasis of sculpted wood, icons of great value, Persian tiles, and floors of white marble.

In 1833 a theological institute was established and authorized by the Ottoman authorities to offer instruction at elementary, secondary, and university levels. The institute adopted Arabic instead of Greek as the language of instruction. This resurgence alarmed those of the clergy who favored Greek hegemony, and the institute was closed down in 1840.

In 1921 the Abbey opened a high school for students of all persuasions who came from near and far away. It was closed down three years later, reopened in 1960, and remains to this day one of the finest educational institutions in the area.

In 1966 a building for the newly established Theological Institute was made possible through a grant from the Antiochian Orthodox Archbishop of North America, Metropolitan Antony Bashir. His successor, Metropolitan Philip Saliba, continues his generous support to the Institute.

In 1970 the Institute was renamed the Saint John of Damascus Institute of Theology after its patron Saint John of Damascus, an eminent eighth century theologian. In the 1970s, the Institute flourished under the leadership of Bishop Hazim, now His Beatitude the Greek Orthodox Patriarch of Antioch and all the East.

A massive restoration program has been undertaken in the Abbey leading to the restoration of the church, the icons, and the many magnificent halls that were, until recently, in utter disrepair. The Great Hall of the Abbey has now become the venue for lectures, concerts, and recitals, and a major center of cultural activity in North Lebanon. Work is proceeding on two important halls to serve as museums of anthropology and of archaeology.

The Abbey is now under the direction of His Eminence Bishop John Yazigi who is also the Dean of the Institute of Theology. It is in continuing interaction with the faculty and students of the University in the full belief that the Abbey and the University are as complementary to each other as faith is to reason.

In 1988, The University of Balamand was founded.

## **THE UNIVERSITY**

The birth of a University often depends on the fortunate confluence of a number of factors. Of these factors, perhaps the most important is the presence of one individual who acted as guide, goad, and catalyst.

Patriarch Ignatius IV, the Greek Orthodox Patriarch of Antioch and all the East, who had served previously as the Abbot of the Balamand Abbey, believed the time was opportune in 1988 to establish a University. By then, the events were calling for action. The Lebanese war was coming to an end, and concerned citizens were faced with the legacy of a war that had raged since 1975. Lebanese society was in disarray. North Lebanon, generally marginal in state planning, was further marginalized and impoverished during the long war. Confessional thinking and parochial loyalties were exacerbated, threatening future divisions in the society. Ethical standards and spiritual principles were greatly compromised.

The Patriarch, in consultation with his bishops and leading figures in the community, decided to establish a university that would issue forth from the Greek Orthodox community but would be a full-fledged university serving the cause of knowledge and the interests of the community, Lebanon, the Arab East, and Lebanese communities abroad.

As the extensive Balamand property in the al-Kurah district is under the direct administration of the Patriarchate, the Patriarchate allocated a scenic hill of 454,000-m<sup>2</sup> (45.4 Hectares) overlooking the Mediterranean to be used as a University campus. Construction began in 1988, the year the University was licensed by the Lebanese Government, and has continued at a rapid pace. Buildings accommodating the Faculties of Arts and Social Sciences, Engineering, Graphic Design, Interior Design, Sciences, Business and Management, Medicine and Medical Sciences, and the School of Tourism and Hotel Management have been completed. The Student Union building and the Administration building were completed in 2004. All buildings have been donated by Lebanese and Arab benefactors.

When it was founded, the University of Balamand incorporated two previously independent programs - the Lebanese Academy of Fine Arts (ALBA) and the Saint John of Damascus Institute of Theology. Alexis Boutros founded ALBA, the first exclusively Lebanese institute of higher learning, in the 1930s. It joined the University of Balamand in 1988 and brought with it rigorous and well-established programs in architecture, decorative arts, plastic arts, and urban studies.

Similarly, the Institute of Theology, founded in 1970 by Bishop Hazim (now Patriarch Ignatius IV), had enjoyed an established record for some two decades in graduating theologians and spiritual leaders before it joined the University. The Saint John of Damascus Institute of Theology is the Faculty through which the University delves into Orthodox theology, culture and history, and through it, the University hopes to further the revival of Balamand Abbey as a vibrant spiritual center.

The Government decree of 1988 authorized the establishment of a Faculty of Arts and Social Sciences in addition to ALBA and the Theology Institute. Five years later, four more Faculties were added. These are the Faculty of Sciences, the Faculty of Engineering, the Faculty of Business and Management, and the Faculty of Health Sciences. A Government decree of 1999 authorized the establishment of the Saint George's Faculty of Post Graduate Medical Education and the Government decree of 2000 authorized the establishment of the Faculty of Medicine & Medical Sciences.

The University follows the American educational model and teaches in the English language, but it also offers programs in French and Arabic. The entire program of ALBA, Sin el Fil campus, is taught in French, while its programs in Interior Design and Graphic Design at the Main Campus are taught in English.

A Board of Trustees made up of leading Lebanese and Arab personalities and chaired by His Beatitude the Greek Orthodox Patriarch of Antioch and all the East governs the University. The Board of Trustees elects the president of the University and, upon the recommendation of the president, appoints deans, directors, and faculty members in the ranks of associate and full professors.

The president and the deans, and directors, working as a University Council, manage the University by consensus. Similarly, each Faculty has its own council, thus involving faculty members in decision making.

The first president of the University was Dr. George Tohmeh (1988-1990), a Syrian professor of philosophy and history and a prominent diplomat. He was followed by His Excellency Mr. Ghassan Tuani (1990-1993), a leading Lebanese statesman, diplomat, and journalist. The current president, Dr. Elie A. Salem, served as Dean of the Faculty of Arts and Sciences at the American University of Beirut and as Deputy Prime Minister and Foreign Minister of Lebanon.

The immediate agenda of the University is to strengthen existing programs, expand existing Faculties, and attract highly qualified faculty and students. The University is new and it must proceed with innovation, fortitude, and determination, conscious always of its commitment to inspire the new generation and to better serve the needs of society.



## **MISSION STATEMENT**

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Founded in 1988, the University of Balamand is a non-profit institution of higher education in Lebanon that draws on the values of tolerance, openness and inquiry. Rooted in the Antiochian Orthodox Christian Church tradition, the University believes that serious and sustained dialogue among people of different faiths and beliefs promotes intellectual, ethical and spiritual understanding. The University strongly believes in its role in enhancing Christian-Muslim dialogue. The core curricula provide the cultural background that authenticates the students in their respective cultures and introduces them to the values inherent in world cultures.

The University is dedicated to creating and communicating knowledge. It educates men and women to be successful in their chosen careers, active citizens in their societies, generous in their service to others and reflective lifelong learners. The University is committed to excellence in teaching, to rigorous research, and concern for the public good, within a context of inter-disciplinary openness and skills development. The University promotes interactive approaches to problem-based learning.

The University is committed to nation building, environmental responsibility, and the social and economic development of Lebanon and the region by committing the expertise and supporting the initiatives of its faculty, students and staff.

## **FACULTIES OF THE UNIVERSITY**

The University of Balamand has nine Faculties: Académie Libanaise des Beaux-Arts (Sin al-Fil campus and Balamand campus), Saint John of Damascus Institute of Theology, Faculty of Arts and Social Sciences, Faculty of Sciences, Faculty of Engineering, Faculty of Business and Management, Faculty of Health Sciences, the Saint George's Faculty of Postgraduate Medical Education (the last two Faculties are located in the Saint George's Health Complex in Achrafieh, Beirut). The latest is the Faculty of Medicine & Medical Sciences which was established in 2000.

The language of instruction in the various Faculties is as follows:

<b>Académie Libanaise des Beaux-Arts</b>	English/French
<b>Saint John of Damascus Institute of Theology</b>	Arabic, English, and Greek
<b>Faculty of Arts and Social Sciences</b>	English, French, and Arabic
<b>Faculty of Business and Management</b>	English
<b>Faculty of Sciences</b>	English
<b>Faculty of Engineering</b>	English
<b>Faculty of Health Sciences</b>	English
<b>Saint George's Faculty of Postgraduate Medical Education</b>	English
<b>Faculty of Medicine &amp; Medical Sciences</b>	English

**P.S. See other language requirements under the various Faculties.**

## **ACADEMIC OFFERINGS**

The degrees granted by the University of Balamand, like the degrees of all universities operating in Lebanon and licensed by its Government are recognized worldwide. The University of Balamand offers curricula leading to degrees in 50 undergraduate majors, 33 graduate majors, and 3 post-graduate programs. These degrees are distributed as follows:

<i>Programs</i>	<i>Degrees</i>
<b>Académie Libanaise des Beaux-Arts (ALBA) Sin el Fil Campus</b>	
Ecole d'Architecture	Licence, Master en Architecture
Ecole des Arts Décoratifs	Licence, Master en Architecture d'Intérieur
	Licence, Master en Publicité
	Licence, Master en Réalisation Audio Visuelle
Ecole des Arts Plastiques	Licence, Master en Arts Plastiques
Institut d'Urbanisme	Master en Urbanisme
<b>Académie Libanaise des Beaux-Arts (ALBA) Balamand Campus</b>	
School of Decorative Arts	BFA, MFA in Interior Design
	BFA, MFA in Graphic Design
	Art Teaching Diploma
<b>Saint John of Damascus Institute of Theology</b>	
Divinity	BD, Bachelor of Divinity, Master
<b>Faculty of Arts and Social Sciences</b>	
Translation	BA, Diplôme, MA
Arabic Language and Literature	BA, TD, MA
English Language and Literature	BA, TD, MA
	MA (Comparative Literature)
	MA ( English Language Teaching )
French Language and Literature	BA, TD, MA
Education	BA, TD, MA
	MA ( Multimedia Engineering for Education )
Physical Education	BA, TD, MA, MA ( Sports Management )
Library and Information Science	BA
Psychology	BA, MA, Practitioner Psychologist
Mass Communication	BA, MA
History	BA, MA
Philosophy	BA, MA
Political Science and International Affairs	BA
<b>Faculty of Business and Management</b>	
Business and Management	BBA, MBA
Economics	BS
Tourism and Hotel Management	BBA

<i>Programs</i>	<i>Degrees</i>
<b>Faculty of Sciences</b>	
Computer Science	BS, TD, MS
Mathematics	BS, TD
Physics	BS, TD
Chemistry	BS, TD, MS
Biology	BS, TD, MS
Information Systems	BS, MS
Environmental Sciences	BS
<b>Faculty of Engineering</b>	
Civil Engineering	BS, MS
Computer Engineering	BS, MS
Electrical Engineering	BS, MS
Mechanical Engineering	BS, MS
<b>Faculty of Health Sciences</b>	
Nursing	BS
Public Health and Development Sciences	BS
Medical Laboratory Sciences	BS, MS in Clinical Laboratory Sciences
Health Promotion	BS
<b>Faculty of Medicine</b>	
General Medicine	MD
Biomedical Sciences	MS
Cognitive Behavior Therapy	MCBT
<b>St. George's Faculty of Postgraduate Medical Education</b>	
Medical Specialties (Refer to Guide for Admission)	

**Abbreviations:** **BA:** Bachelor of Arts **BFA:** Bachelor of Fine Arts **BS:** Bachelor of Science  
**MS:** Master of Science **MA:** Master of Arts **MFA:** Master of Fine Arts **BBA :** Bachelor of Business Administration  
**DES:** Diplôme d'Etudes Supérieures **DESS:** Diplôme d'Etudes Supérieures Spécialisées **TD:** Teaching Diploma **MBA:** Master of Business Administration  
**MCBT:** Master in Cognitive Behavior Therapy **MD:** Doctor of Medicine.

## **ACADEMIC SUPPORT FACILITIES**

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### **LIBRARIES**

The University of Balamand Library system is a key resource and service gateway of the institution. It includes six libraries: the Atef Danial Library; two ALBA libraries, one in Sin-al-Fil and the other on the Main Campus; the Library of the Saint John of Damascus Institute of Theology; the Business and Hotel Management Library; and the most recent addition, the Habib and Fouad Abi Chahla Medical Library in Achrafieh. They all work to provide resources and assistance to students, faculty, staff and the UOB neighboring community in general.

Some of the sources available include books, magazines, newspapers, peer-reviewed journals, cassettes, videos, plus maps and multimedia resources. The Library, likewise, holds a series of Special Collections (including the Nour Fares Collection (18th and 19th century travels in the Middle East), the Scaife Collection (English literature and history), and the Technical Collection (the only one in the area that contains print and non-print materials for engineers and architects). Furthermore, the Theology Institute Library has a unique collection on Eastern Christianity and a valuable set of Arabic and Syriac manuscripts while the ALBA Library has the complete personal library of Alexis Boutros, the founder of ALBA.

Borrowing privileges, on-line searches, current awareness services, desktop database access, article delivery, and interlibrary loan are some of the many services provided. The Library also provides access to the Internet to search the Library Catalogue, on-line databases, electronic journals and the World Wide Web for relevant resources and information. The Library, likewise, offers a significant service of continuous instructional programs to all its users in order to enhance information literacy leading to a more efficient and effective use of information available both in the Library and on the Internet.

### **LABORATORIES**

Students have access to several laboratories (computer, physics, chemistry, electronics, and surveying) located in the various Faculties. Laboratory supervisors are available to assist students. Programs to establish networking for computer laboratories with other universities and access to data servers are in progress.

### **RESEARCH CENTERS**

The University of Balamand incorporates different research centers. The current centers in operation are the following:

#### **INSTITUTE OF HISTORY, ARCHEOLOGY AND NEAR EASTERN HERITAGE**

**Director: Souad Slim**

1. Established in 1980 and attached to the University in 1990, the objective of the Center is to assist in publishing anything related to the history of the Antiochian Orthodox Church: its people, relations, main figures, publications, institutions, etc.
2. The Center assists the dioceses, monasteries, and other institutions of the community in archiving and indexing their libraries.
3. Many documentalists are working on an exhaustive documentation of the archives and publications of Orthodox institutions.

4. The Center offers its academic expertise to researchers from other universities to prepare articles, theses, or books related to their subjects of interest.

#### **RESEARCH CENTER OF THE FACULTY OF ARTS & SOCIAL SCIENCES**

1. This research center, established in 1992 in the Faculty of Arts and Social Sciences, offers faculty members logistical support (secretarial work, research assistance, editing, and statistical software, etc.) in undertaking their research work within the Faculty.
2. An academic board discusses the research projects proposed and decides upon the priority for funding and the means of support.
3. Articles supported by the Center are usually published in the Faculty Review.

#### **CENTER FOR CHRISTIAN-MUSLIM STUDIES**

**Director: Georges Massouh**

1. Established in 1993, the Center of Christian-Muslim Studies became operational in October 1996.
2. The Center's main objective for the coming five years is to implement the policy decided upon during a consultation held in the spring of 1995.
3. Special donors finance the work of the Center.

#### **CENTER FOR PSYCHO-EDUCATIONAL SERVICES**

**Director: George Succar**

1. This Center was established in 1990 and is a joint effort between the Department of Education and the Department of Psychology of the Faculty of Arts and Social Sciences.
2. The objective of the Center is to give expertise to schools on the educational and psychological aspects of their work.
3. The Center plans and directs training sessions for teachers.
4. The Center helps schools to establish a "psychological consultancy" program to support instructors in their daily work based on information related to the school and to the individuals concerned. An exhaustive database has been developed for this purpose.

#### **CENTER FOR ENGINEERING AND ENVIRONMENTAL STUDIES**

**Director: Michel Najjar**

1. The Center's aim is to establish a strong relationship between the University and the community through community service projects.
2. The Center executes engineering projects emphasizing high academic and scientific standards.
3. It provides opportunities for faculty members to apply their engineering expertise and to do research in their areas of specialization.
4. It provides opportunities for students to acquire practical experience through community service projects.

## **CO-ACADEMIC PROGRAMS RUNNING AT THE FACULTY OF HEALTH SCIENCES**

Since its establishment in 1996, the Faculty of Health Sciences at the University of Balamand has embarked on a large number of co-academic activities rooted in the national developmental efforts of the country. A brief overview of some of the 2005 activities follows.

### **I- The Landmines Resource Center**

Established in 1997, the Landmines Resource Center (LMRC) operates with a grant from the United States Agency for International Development and the World Rehabilitation Fund. LMRC also receives funds for activities from Mines Action Canada, Norwegian People's Aid, the Swiss Confederation, the United Arab Emirates and, sometimes on occasion, the UN agencies like UNICEF and UNOPS. At the national level, LMRC works in the context of the Lebanese Mine Action Programs headed by the National De-mining Office of the Lebanese Army. At the international level, LMRC co-chairs the mine risk education working group of the international campaign to ban landmines, and has been appointed as a resource focal point for the Middle East and North African Region. LMRC is also a member of the research network of the global Landmine Monitor Report. LMRC activities are executed in partnership with the National De-mining Office of the Lebanese Army, the Ministry of Social Affairs, the Ministry of Education, concerned municipalities, concerned community based organizations and non-governmental organizations, affected communities, and affected individuals, UN Agencies, donor institutions and concerned international communities. LMRC activities include:

Data gathering and needs assessment: Survey design including appropriate tool development, testing and validation; Data collection, compilation, analysis and sharing of results; Database development and information management.

Training, capacity building and local community empowerment including development of training material; Implementation of local capacity building activities; Community mobilization; Resource mobilization; Coordination & networking.

Mine Risk Education including training of activists, development of awareness material and of public education campaigns; Implementation of face-to-face and of public educational activities including billboard campaigns; Development and implementation of community liaison activities.

Networking & coordination (including organization of national and international seminars, workshops and conferences, and of different community based activities).

Victim Assistance (including different post-war developmental interventions).

Advocacy & lobbying.

Monitoring & Evaluation.

### **II- "A HEALTHIER SCHOOL": The School Health Program**

Established in 1998, the School Health Program operates with funding from different sources. Since 2001, its operations have been expanded as a result of the initiation of the "Food for Education" project funded by the United States Department of Agriculture (USDA) through the International Orthodox Christian Charities (IOCC). The Food for Education Project is carried out executed in partnership with the Lebanese Ministry of Education. The project encompasses many details. To summarize:

Healthy meals are being distributed on 35,000 students in 180 public schools spread all over the country.

The direct benefit of this act is seen in 1) Fighting short-term hunger widely reported among children in of disadvantaged areas; B) Encouraging parents and children to never forget always having breakfast including with a special emphasis on the necessity of milk consumption; and C) Giving children and their parents an opportunity to build healthy food habits. However, the ultimate benefit has been noted in the improved performance of students at school, and in the increased enrollment rate. In addition, a positive shift in the attitudes of parents and their children has been recorded. More children are coming to schools after having breakfast. Parents are asking for more knowledge about the food pyramid. In fact, distribution of meals is being accompanied with activities for children and for parents through students' clubs and parents-teachers associations.

Schools are being provided with school equipment, furniture and stationary. Schools are also being refurbished, fixed up repaired, restored and sometimes reconstructed. The direct benefit of this act is seen in 1) Building a safe and adequate school environment; and 2) Establishing a good physical infrastructure for a sound school health program.

Health and Environmental Clubs are being operationalized established at the public schools. Students of the clubs and their teacher-mentors are offered training opportunities aiming at improving building their capacities knowledge. They are followed up so that at the beginning of each school year, they develop an action plan, and at the end of the year they evaluate what they have done, while being monitored throughout the process by the project team. The clubs have been very active and have executed introduced different activities including health fairs in addition to and they have tackled more than 55 topics related to health, environment, and life skills and civics. Students have been also trained in networking with the neighboring communities around and encouraged to engage them in activities and make use of available resources.

Parents-teachers associations are being activated established at their public schools. Parents are offered training opportunities aiming at empowering them and clarifying their role in the school and in the education of their children. They are also invited to thematic sessions to acquire knowledge and skills on nutrition and health food habits; and on children's mental health including how to recognize and deal with learning deficiencies, disruptive behavior, and other family (home) and class (school) related problems.

Schools are being provided with computers and the computer software "School Information System". School directors and others concerned from the school team including the teacher dealing with the health file are being trained on computer literacy and the "School Information System" software specifically developed for the public schools in Lebanon. The System also includes also the child health file. The team has put a special effort into on developing that part of the software, training public schools on it, facilitating related processes inside and outside the school, and starting related data entry. A national report on school health in the public schools of Lebanon is anticipated.

An advocacy campaign is being prepared aiming at sustaining developmental efforts of the Food for Education project and based on the declaration of the education for all.

In support of the different activities of the project and to reinforce the different messages of the project, a variety of different printed matter has been produced: A magazine entitled "Nour & Noura", and addressed to school students aged between eight and twelve years, treating varied themes (e.g. life skills, conflict resolution, stress management, friendship, and tolerance, etc.); an interactive calendar for parents focusing on healthy food habits; school agenda, newsletter for the clubs; parents' guides on different themes (e.g. household economics, how to avoid home accidents, healthy food habits, and mental health tips for a happy family, etc.); a theater play, an interactive video, different brochures treating different themes (e.g. dental care, breastfeeding and, iron deficiency, etc.), different a variety of posters treating different themes (e.g. biodiversity and the, importance of breakfast, etc.), etc.



### **III- UNILIT: University Students for Literacy**

With support from UNESCO, an illiteracy eradication project is being implemented in a remote area of North Lebanon involving students from different Faculties, in partnership with local communities and concerned non-governmental organizations,; with the collaboration of the Ministry of Social Affairs. In previous years, the University of Balamand has implemented such interventions in other areas. This summer the target is the AKKAR region AKKAR.

### **IV- Resource Center for the Promotion of Mental Health**

With support from Greece, the Faculty of Health Sciences of the University of Balamand started began a project in partnership with the Ministry of Education aiming at improving and building the skills capacities of the counselors in the public schools of Lebanon in order to manage mental health problems among school students and their parents while promoting mental health at the community level.

### **V- The Arab Forum for Social Sciences and Health**

Since its founding in June 1996, the “Arab Forum for Social Sciences and Health” (AFSSH or FORUM) has attempted to play an active role in bringing Arab professionals, academicians and practitioners, together for the purpose of mobilizing and integrating resources to improve the relationship between disciplines in social sciences, medicine and health. The FORUM has gained acceptance and credibility as a Pan- Arab, Non-Governmental Organization, which includes individuals and local grass-root organizations from all over the Arab World. Those participants come together to increase their knowledge, share experiences, and encourage collaboration in order to improve social and individual welfare and to integrate social sciences, medical sciences and health sciences on the practical and academic levels. The efforts of dedicated professionals and the donor support, mainly of the Ford Foundation, have made the development of the FORUM into a viable entity possible. Incremental achievements have included:

Preparatory pre-founding meetings and contacts.

Four scientific and organizational meetings: the first being the Founding Meeting in Lebanon in June 1996 followed by the Scientific Conference and General Assembly in Amman, Jordan in September 1997, the Third Scientific Conference and General Assembly held in Hammamat, Tunisia, in November 1999; the Fourth Scientific Conference and General Assembly held in Zahleh, Bekaa, Lebanon in November 2001. A fifth meeting was planned to take place in Kuwait in April 2003 but preparations were halted due to the war in Iraq.

Extensive networking among active members and friends and professional contacts of the FORUM,; leading to the setting up a significant data base of resource persons in the Arab World.

The construction of a Web page.

The publication of a newsletter named AKHBARANA.

The funding of research work in different Arab countries and the support of the publication of translated books.

The launching and implementation of a research competition on tobacco use and control in the Arab World in collaboration with Canadian counterparts (Research for International Tobacco Control (RITC) - a secretariat housed at the International Development Research Center (IDRC)).

The organization of roundtables on different themes including quantitative research methodologies and methodologies of tobacco research. The latter led to the development of a unified research tool that was used in at least three research projects funded by the Forum in three different countries.

The FORUM operates in accordance with by-laws approved by a General Assembly of 40 members convened in Amman, Jordan in September 1997 and amended by the General Assembly of 125 members convened in Hammamat, Tunisia in November 1999. The FORUM includes 200 active members. Leadership is provided by an 11-member steering Committee elected during the General Assembly meetings for 2-year tenure terms. Daily operations are handled by the Secretariat of the Forum hosted since the establishment of the Forum in 1996 at the Faculty of Health Sciences of the University of Balamand in Beirut, Lebanon.

## **VI- Other Community Health Programs:**

### **1- Professional Ethics in Community Work: Development of a Resource Document**

In February 2005, Partners for Development-Civil Group received a grant from AMIDEAST (through their TAG project: Transparency & Accountability Grant) to produce a resource document on professional ethics in community work in partnership with FHS-UOB. A team from the Faculty of Health Sciences of the University of Balamand has been established to develop the resource document. Work is underway.

### **2- Development of Systems and Professional Resources in Support of Home Care in Lebanon:**

The Italian Cooperation for Development is financing a project on Basic Health Services Reform (BHSR), which will provide support to the Lebanese Ministry of Public Health to strengthen Primary Health Care and reorganize ambulatory services in Health Centers. A pilot component of the project was initiated in two districts, Nabatieh & Tripoli, with the concerned deep involvement of the Faculty that is joining efforts with concerned stakeholders to meet the seven specific objectives proposed for the pilot. These are: 1) District Health Management, 2) Benefit Package, 3) Referral System, 4) Disease Management Program, 5) Healthy Communities, 6) Home Care, and 7) Health Information System. At the time being, the Faculty is executing implementing activities related to objective (6): Home Care. These include:

Outlining objectives, activities, and expected results of an integrated home care program; advising on a detailed organization of the program; and development of a detailed plan of action.

Executing Implementing training workshops on concepts of home care and requirements for the managers of selected community health centers in the two districts of Nabatieh & Tripoli.

Reviewing, updating, and expanding on the document entitled "Home Care Guidelines and Training Manual" developed by the Lebanese Ministry of Public Health.

Executing Implementing a training course on home care (6 day training of health providers on policies, procedures and, guidelines, etc. encompassing occupational safety, communication venues, health education, home care medical management policies, medication guidelines for disease management, physical measurement procedures, caregivers health awareness, and psycho-social awareness of health workers.

## **VII- The Center for Women and Gender Sciences**

While addressing the complex issue of gender relations in Lebanon, this project presents an inter-sectoral multi-disciplinary approach that combines academic research, development of human resources, program planning and evaluation, and active communication on gender issues in an attempt to provide an appropriate gender analysis and understanding leading to the development of interventions targeting the state, market, community and gender specific oppression. The project has different objectives including 1) the development of a regional resource and training center on women and gender and their status and role in development, 2) the integration of gender and development related concepts and issues in existing

curricula, 3) the development of adapted and local educational and communication printed matter on women, gender and development, 4) the assistance in the development of local expertise in what relates to women, gender, and development, and 5) furthering understanding and expertise relevant to women, gender and development among faculty, students, NGO workers, concerned professionals, and selected structures within the public sector.

### **VIII- SALAMTAK, The Health Promotion Publication For Youth**

SALAMTAK is a monthly periodical produced in the Arabic Language as a health information link for the youth, and published as a joint venture between the Faculty and NAHAR AL SHABAB, a prominent Lebanese publication for the youth from young people by An-Nahar newspaper. The primary goal of this project is to increase awareness and advocate a healthier and more productive lifestyle among the literate youth in Lebanon. It also seeks to support knowledge development of a variety of health issues among the target population, and to transmit various health related information in the Arabic Language. It also aims at promoting and supporting a healthier environment and helping the target population to identifying personal health needs and responsible health behaviors.

## **STUDENT LIFE**

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### **STATEMENT OF POLICY FOR STUDENTS**

The aim of the University of Balamand is to create and maintain a community where each student may pursue studies in an atmosphere of academic freedom and co-operation in a climate of tolerance and mutual respect. Students are encouraged to express themselves and to pursue activities within the Policies and Regulations of the University. Activities of divisive partisan character that impair the spirit of the University are prohibited.

### **OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs is responsible for students' extracurricular activities. It coordinates a variety of social and athletic activities, enriching students' experiences in various areas.

The Office holds various events and functions throughout the academic year, bringing together faculty members, staff members, students, and often members of the community.

### **EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to participate in extracurricular activities by joining Clubs and Associations. A Music Club, University Choir, Oriental Choir, Sports Association, Ciné Club, Social Club, Photography Club, Green Club, Engineering Society, English Club, Folkdance Club, Human Rights Club, Internet Club, Medical Student Society, Health Care Club, Interactive Club, Mass Communication Club, Political Sciences Club are among the available choices. Members of each club and association enjoy the support, advice, and supervision of a faculty member who acts as an advisor.

Sport's activities of the University include Volleyball, Basketball, Judo, Taekwondo, Kung Fu, Bodybuilding, Aerobic, Table Tennis, Football, and Swimming, Badminton, Squash (Off-Campus), Tennis and Rugby. UOB varsity teams participate each year in the Lebanese Federation of University Sport Championships and in regional and international tournaments.

### **DISCIPLINARY PROBATION**

Illegal actions and misconduct such as cheating on tests, plagiarism, and disrupting classes and examinations are subject to disciplinary action. A student placed on disciplinary probation is not eligible to receive financial aid during the period of probation. Upon recommendation of the Faculty in which the student is enrolled, the student may be removed from disciplinary probation after one semester. In cases of severe or repeated infractions of University regulations, a student will be subject to suspension or dismissal from the University.

### **FINANCIAL AID**

The University of Balamand offers financial aid to qualified and needy students. University financial assistance may be scholarships (partial or full), student work, or deferred payment of tuition fees.

Students should submit an application for financial aid and/or student work to the Office of Student Affairs. Students should comply with the following:

1. Be enrolled as regular students
2. Have a good academic record
3. Be in financial need
4. Should not be on disciplinary probation.

Financial aid applications for continuing students may be obtained from the Office of Student Affairs in September and should be returned to the Office between October 15 and October 25 or as announced by the Office of Student Affairs.

New students may also apply for financial aid and submit the applications in November (for the Fall) or March (for the Spring) Student work opportunities are available on Campus. Jobs vary from clerical work to laboratory and library assistance. Student work applications should be completed and submitted to the Office of Student Affairs at the end of each semester. New students are not eligible for student work.

Deferred payment is handled during the registration process through the Comptroller's Office.

### **SIBLING GRANT**

A Sibling Grant (5% for second, 10% for third) is given when two or more brothers and/or sisters are registered at the University of Balamand. No application is needed to qualify for this Grant.

### **UNDERGRADUATE MERIT SCHOLARSHIP**

Full-time undergraduate students who demonstrate academic excellence by achieving a semester general grade average of at least 85 are eligible for a merit scholarship. For more details, contact the Office of Admissions & Registration. No application is needed to qualify for this scholarship.

### **STUDENT HOUSING**

Dormitory building accommodating 100 male students and another accommodating 50 female students are available. Additional 17 students (male or female depending on the demand) may be accommodated in a small building near the Monastery of Balamand. Each dormitory has single, double, and triple rooms with shared kitchens and bathrooms. Reservations should be made in July for the fall semester, in December for the spring semester, and in June for the summer semester. Reasonable rentals for students may also be found in nearby cities and villages.

### **FOOD SERVICE**

The Student Activities Center, opened in February of 2004, contains a cafeteria style restaurant offering quality food (hot and cold dishes and drinks) at low prices, and snack bars as well as recreational and cultural space, lounges, conference rooms, and other amenities. In addition there are privately-run, fast food takeaways in the commercial area found in the Parking Garage opposite the campus main gate.

### **SHUTTLE SERVICE**

A shuttle service (for free) is available on campus to facilitate transportation between different buildings. A bus commuting system is also provided to and from the University to the city of Tripoli at reasonable cost.

### **MEDICAL SERVICES**

The University offers medical services to students in an infirmary located in the Student Activities Center equipped to deal with minor medical problems. All students are insured against accidents that occur within the University or while using its facilities.

## **ADMISSIONS**

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The Office of Admissions and Registration processes admission to All University Faculties. All inquiries, requests for application forms, and correspondence must be sent to the Office of Admissions and Registration.

### **SELECTION OF APPLICANTS**

The University Admissions Committee, based on the recommendations of the Faculty sub-committees, selects applicants for admission. The Office of Admissions and Registration is responsible for handling admissions procedures.

#### **Admission Policy**

Applicants to the Sophomore Class must hold the Lebanese Baccalaureate or its equivalent.

The University admits qualified students without regard to race, color, sex, religion, age, physical handicap, or national origin.

The University receives applications on dates announced by the Office of Admissions and Registration. Applications are processed three times a year: twice for the fall semester and once for the spring semester. For the summer term, the only new admissions are students under the Continuing Education Program.

Application forms are obtained from the Office of Admissions and Registration.

The Office of Admissions and Registration provides notification of the time and place of the required entrance examinations.

#### **Record of Nationality**

The student's nationality as stated on the application form may not be changed after enrolment. Upon presentation of new, legally valid documents, an acquired new nationality will be entered under "remarks" on the transcript of records only if the student meets the admissions requirements of the University prior to change of nationality.

### **PROBATIONAL ADMISSION**

Applicants who do not meet University admissions requirements may be granted, upon the recommendation of the Admissions Committee, probational acceptance. This acceptance continues until the end of the first regular semester. The probation is removed when University admissions requirements are fully met.

(See requirements of appropriate Faculty).

### **ACADEMIC ADVISING**

Each department provides its students with a faculty advisor who helps students select their courses and work out their academic programs in the context of the requirements of the department concerned and the interests and capabilities of the student.

## **FEES AND EXPENSES**

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### **APPLICATION FEE**

Applicants must complete the University Application Admission Form and pay an application fee of L.L.75,000. This fee is not refundable.

### **ENTRANCE EXAMINATIONS FEES**

<b>Entrance Examination</b>	<b>Fees in <i>Lebanese Pounds</i></b>
Languages (per test)	20,000
Scientific Subjects (per test)	20,000
TOEFL	60,000
Interview	20,000
Medical Examination	50,000
Physical Examination (Sports)	20,000

### **TUITION FEES (IN LEBANESE POUNDS)**

<b>Faculty / Department</b>	<b>Undergraduate <i>Tuition/Credit Hour</i></b>	<b>Graduate <i>Tuition/Credit Hour</i></b>
Freshman	340,000	-----
Graphic Design/ Interior Architecture & Design	321,000	395,000
Arts and Social Sciences	312,000	515,000
Business and Management	384,000	520,000
Sciences	380,000	568,000
Health Sciences	376,000	563,000
Engineering	421,000	421,000
Architecture*/Interior Architecture*/ Publicity*/Audio Visual*/Plastic Arts*	175,000	
Architectural Project*	185,000	
Urbanism*		175,000
Medicine (per year)		US \$ 13,750

\*ECTS (European Credit Transfer System) offered at Sin el-Fil Campus where French is the language of Instruction.

### **LIBRARY AND LABORATORY DEPOSIT FEE**

A library and laboratory deposit fee of L.L. 250,000 is required of every student enrolling in UOB. This deposit is held until the student graduates or discontinues his course of study, at which time the deposit, minus debts incurred, will be returned.

### **NATIONAL SOCIAL SECURITY FUND (NSSF)-MEDICAL BRANCH**

Lebanese Law requires Lebanese students to enroll in the NSSF medical branch. The fee for the year is L.L. 90,000.

### **RESIDENCE FEE**

The residence fee will be announced on semester basis.

### **STUDENT ACTIVITY FEE**

A fee of L.L. 100,000 is charged every semester to cover student activities.

### **LATE REGISTRATION FEE**

A L.L. 100,000 late registration fee is charged to all students who register during the late registration period.

### **DEFERRED PAYMENT**

Students who fail to honor a deferred payment arrangement are charged a late payment fee of L.L. 100,000.

### **METHOD OF PAYMENT**

Payment should be made by certified bank check or banker's check payable to the University of Balamand at the Cashier's Office or as a cash deposit in the University's bank accounts, which will be announced at a later date.

### **WITHDRAWALS**

If a duly registered student withdraws for justifiable reasons, the following refund schedule will be applied:

- |   |                |
|---|----------------|
| 1. Before the official beginning of classes | 75% of tuition |
| 2. During the first week of classes         | 50% of tuition |
| 3. During the second week of classes        | 25% of tuition |

**Refunds are not made for the summer session.**

**Note: The University reserves the right to change any or all fees at any time without prior notice. Such changes are applicable to students currently registered in the University as well as to new students.**



## **REGISTRATION**

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Registration at the appointed time is required of all students in accordance with announced procedures and regulations. Late registration is subject to a late registration fee.

New students must make sure that clearance for admission, as specified in the Letter of Admission, is made at the Office of Admissions and Registration before proceeding to registration. Identification cards are issued to all students upon completion of registration.

### **CROSS-REGISTRATION**

#### **A. Students enrolled at the University of Balamand may take courses at other Universities**

A student registered at the University of Balamand may be allowed to cross-register at other institutions if all of the following conditions are met:

1. The semester for which the course is to be cross-registered is the semester at the end of which the student expects to graduate.
2. The course in which the student intends to cross-register is equivalent to a course offered by the University of Balamand.
3. The course is required of the student by the University of Balamand.
4. The course is not offered at the University of Balamand during the semester at the end of which the student expects to graduate.
5. The Chairman of the Department in which the student is majoring sends the Office of Admissions and Registration a written statement confirming that all of the conditions listed above have been met.

#### **B. Students enrolled at other universities taking courses at the University of Balamand**

For purposes of cross-registration, students studying at other universities who wish to take courses at the University of Balamand should complete the following procedures:

1. Secure the permission of their institution to take specified courses at the University of Balamand.
2. Secure the permission of the Faculty concerned at the University of Balamand.
3. Present these written permissions to the Office of Admissions and Registration at the University of Balamand.
4. Register in accordance with the instructions specified in the registration procedure.

### **PASSPORTS AND VISAS**

Foreign students need to have passports that are valid for at least one year from the date of their joining the University. They should secure an entry visa to Lebanon from the Lebanese embassy or consulate in their home country. The Office of Admissions and Registration provides the necessary documents for admitted and registered foreign students to acquire Lebanese official residence permits.

### **NATIONAL SOCIAL SECURITY FUND (NSSF) MEDICAL BRANCH**

(Applicable to Lebanese students only) To facilitate enrollment in the NSSF medical branch, Lebanese students, whose membership in the NSSF is mandatory, must have the following items with them at registration:

1. A duly completed social security application form (this form will be distributed at the time of registration).
2. A photocopy of the Lebanese identity card or family record.

3. The NSSF number (if already registered).
4. The NSSF number of either parent.
5. 30% of the legal minimum salary as a fee for the year.

### **MEDICAL RECORD**

1. The Entrance Medical Record Form is sent only to new students who have already been accepted for admission to the University. It should be completed by the student's family physician and returned at the specified date. Information will be kept confidential.
2. Upon satisfactory clearance of the student's medical record by the University physician, the student receives a clearance slip to proceed with registration. Students submitting the medical record later than one week prior to the announced date of registration will be charged an additional fee. Continuing students are not required to complete medical forms.

### **PAYMENT OF FEES**

1. Fees must be paid in full at registration every semester. Deferred payments will only be agreed to under specific circumstances and must be arranged before registration.
2. Students who fail to honor a deferred payment arrangement forfeit the right to apply for deferred payment arrangements in future semesters. The Student's Accounts Office will notify the Office of Admissions and Registration to withhold grades, future registration privileges, transcripts, diplomas, and other academic information until the account is settled.

### **CHANGE OF MAJOR**

1. Students wishing to transfer from one major to another within any Faculty or from one Faculty to another may do so only after they have completed at least one semester of work in their current majors.
2. The transfer request should be submitted to the Office of Admissions and Registration during the month of November for the following spring semester and during the first half of the month of August for the Fall semester.
3. Students may change their major twice in the same Faculty.
4. Student requesting to shift to another major may stay in their Faculty as a majorless student for one semester only. A summer session in which the student registers for 6 credits or more is counted as one regular semester.
5. The departments and the Admissions Committee of the Faculty concerned must approve all transfers. Students are required to submit a transcript of grades with their petition for transfer.

### **NAMES ON DIPLOMAS AND DEGREES**

1. Names on degrees and diplomas will be spelled exactly as they appear on passports or identity cards. Lebanese law requires Lebanese students to write their first name, father's name, and family name in that order.
2. Names on the University of Balamand degrees and diplomas appear in Arabic and in English or French. If a name on a passport or an identity card does not appear in any of these languages, the name will be spelled on the University of Balamand degrees and diplomas according to the personal preference of the student concerned.

## **INFORMATION FOR UNDERGRADUATE STUDENTS**

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### **DEGREES**

Please refer to “Academic Offerings”.

### **UNIVERSITY ORIENTATION PROGRAM (UOP)**

The University of Balamand offers an Intensive Language Program and a Remedial Program that prepare students for the language aptitude entrance examinations required by the different departments at the University.

Failure to meet language requirements set by the University may place a student in the Intensive Language Program. This Program helps the student improve his/her language ability. Students have a period of one year to fulfill the language requirements and to join the regular program; otherwise they will have to reapply to the University.

The Remedial Program is designed to prepare students who completed their secondary education outside Lebanon and those who obtained the appropriate technical baccalaureate for the entrance examinations set by the University. Cases are studied individually and acceptances are issued upon the recommendation of the Admissions Committee. Students have a period of one year to finish this program. At the end of this year they must retake the required entrance examinations.

### **APPLICATION PROCEDURE**

An individual file is prepared for every applicant at the Office of Admissions and Registration. It includes:

- 1- Application form and a non-refundable fee of \$ 50 (L.L. 75,000).
- 2- Photocopy of the applicant’s identity card and passport, if available.
- 3- Three recent passport size photos.
- 4- Grades for the two years of schooling prior to the year in which the student is submitting the application. Average and rank in class are needed. School grades must be submitted in by the school administration in sealed envelopes.
- 5- SAT I is required of all the undergraduate applicants except for transfer students. Students are responsible for registering and taking the SAT I. Applicants planning to enroll in the spring semester, must take the SAT I by the December testing session of the previous year. Applicants planning to enroll in the fall semester must take the test by the December testing session of the year before their planned enrollment. For students who take the SAT I more than once, the University will use the highest score achieved in each section.
- 6- Applicants to the freshman class should:
  - a- Hold a secondary school certificate based on 12 years of schooling, starting with Grade One, awarded by government or private schools and recognized by the Lebanese Ministry of Education and by the University.
  - b- Obtain “permission” from the Equivalence Committee of the Lebanese Ministry of Education allowing them to pursue their higher education on the basis of a foreign program.

- c- Take, prior to their admission, the SAT (Reasoning Test). SAT II (Subject Tests) should be taken either prior to their admission to the freshman year or during the freshman year. The applicant should obtain a minimum total score of 2850 for freshman sciences and 2750 for freshman arts. Students who choose the sciences track should take the SAT II subjects as follows: Mathematics IIC (obligatory); plus two tests chosen from Biology, Chemistry, or Physics. Students choosing the arts track should take the SAT II subjects as follows: Mathematics I or IC (obligatory); one science from Biology, Chemistry or Physics; plus one elective subject.

\* *The attention of applicants is drawn to the following:*

- 1- Applicants, regardless of the outcome of the application process, may reclaim none of the documents mentioned above.
- 2- An application is valid only for the academic year for which a student has applied.
- 3- The name of the applicant will be recorded in University files as it appears on his/her identity card or passport.

## **ADMISSION PROCEDURES AND EXAMINATIONS**

### **Criteria and Admission Procedure**

The criteria for acceptance are the entrance examinations given by the University, the secondary-school grades, and the rank in class.

Priority of admission is generally given to the best-qualified applicants.

Students who are academically admissible but who fail to meet the University's language proficiency requirements set by the University may be placed in the University Orientation Program (UOP) for intensive language study.

### **Language Proficiency Requirement**

#### **English Language Examination:**

Prior to registration at the University, students admitted to UOB must demonstrate a level of English proficiency consistent with the demands of a program carried on almost exclusively in the English language. This may be done in any one of the following ways:

<b><u>Test</u></b>	<b><u>Minimum Score Required</u></b>
TOEFL (Internet-based),	71 Or
TOEFL (Computer-based),	197 Or
TOEFL (paper and pencil),	527 Or
SAT I (Reasoning Test),	500 Or
IELTS	6.5

Institutional Paper and pencil TOEFL can be taken at UOB three times per year on published entrance exam dates at a cost of 60,000 L.L. (\$40 USD).

Information and application forms for each of the above-mentioned tests can be obtained at the following addresses:



## **ACADEMIC REGULATIONS**

### **Grading system**

The “Rules and Regulations” section of this Catalogue contains detailed information regarding the academic regulations of the University.

### **Transfer credit**

Transfer credit is awarded on a course-for-course basis. Credit is allowed for courses completed with satisfactory grades in other universities (see departmental regulations), provided the courses correspond in duration and content to courses offered at the University of Balamand. The University will not accept credit (except by examination) for courses successfully completed at other institutions but previously failed at the University of Balamand. The student must request an official transcript of transferred courses before the University can award credit.

Students may not enroll at the University of Balamand and at the same time at another institution without the specific approval of the Dean of Admissions and Registration and the appropriate academic Faculty committee.

## **GRADUATION REQUIREMENTS**

Students are advised to check, by themselves and with their respective advisors, that all graduation requirements are fulfilled. Failure to do so may mean a longer period is needed to complete graduation requirements. To graduate with a bachelor’s degree, a student must complete the following:

### **Residency requirements**

1. A minimum of six semesters of residence beginning with the sophomore year, at recognized institutions of higher education, provided that:
  - at least the final three semesters and forty-five credits are completed at the University of Balamand.
  - Two regular summer sessions are considered equivalent to one semester.
2. A maximum of ten semesters is allowed for the graduation of students who begin with the sophomore year, and six semesters for those beginning with the junior year. A student who fails to complete a degree within these specified times must petition the Dean for an extension of residence.

### **Number of credits required**

Generally, a minimum of 90 credits for a BA or BS, 26 credits for a TD, and 30 credits for MA or MS programs are required.

See departmental regulations for the exact number of credits.

### **Academic performance required**

1. A cumulative average of 70 major courses.
2. A passing grade in all courses.
3. A general cumulative average of 67 or above.
4. Students already holding a bachelor’s degree who wish to obtain another bachelor’s degree must complete all the requirements of the department for that second degree.

### **Graduation with Honors**

1. A student achieving a cumulative average of 90 or above at the University of Balamand will receive his bachelor’s degree with high Distinction.
2. A student achieving a cumulative average of 85 or above at the University of Balamand will receive his bachelor’s degree with Distinction.

## **INFORMATION FOR GRADUATE AND POST-GRADUATE STUDENTS**

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The University of Balamand offers:

- Graduate degrees in: Applied Theology; Architecture; Decorative Arts: Interior Design, Graphic Design, Advertising, and Audio-Visual; Plastic Arts; Theology; Languages; Language and Literature: Arabic, English and French; Education; Physical Education; Psychology; Philosophy, Comparative Literature; English Language Teaching; History; Mass Communication; Computer Science; Information Systems; Biology; Chemistry; Engineering: Computer, Electrical, Civil, and Mechanical; Medical Laboratory Sciences; Business Administration; Biomedical Sciences; Cognitive Behavior Therapy and in General Medicine.
- Post-Graduate degrees in Urban and Regional Planning, Psychology, and Medical Education.

### **DEGREES**

#### **Graduate and Post-Graduate Programs**

Please refer to “Academic Offerings”.

### **POLICIES AND REGULATIONS**

Each Faculty reserves the right to change requirements for degrees as it deems appropriate. Students are subject to the rules of the University at the time of enrollment.

#### **Graduate Student Work Load**

Full-time students must enroll for at least 9 credit hours and a maximum of 15 credit hours.

(See appropriate Faculty regulations)

Part-time students are those who enroll for less than 9 credit hours.

### **ADMISSION INFORMATION**

Admission to a degree in the graduate and post-graduate programs is granted through the Office of Admissions and Registration, which receives and processes all applications, evaluates credentials, and issues notification letters. Standards under which students are admitted for study in these programs are established and monitored by the departments and Faculties concerned.

#### **Admission Requirements**

Applicants to graduate studies must hold a bachelor’s degree from a recognized institution of higher learning with an undergraduate general average of at least 80 in the last two years of undergraduate study. The candidate’s file should contain the following documents:

- a- An application for graduate admission.
- b- Three recent passport-size photographs.
- c- A certified copy of the Lebanese Baccalaureate Certificate or its equivalent.
- d- Official transcript(s) from the university(ies) attended during the last three years, and the corresponding course descriptions.
- e- Two letters of recommendation.

f- A non-refundable application fee of L.L.75,000.

The acceptances are decided upon the recommendation of the Faculty Graduate Committee.

Students who fail to fulfill certain requirements may be admitted on probationary status to the graduate program. A student admitted on probation must achieve an average of 80 or above during the first semester of graduate study with a full-time load.

**Transfer Credit**

Students accepted in a Master's program may be given the equivalence of or exemption from a maximum of 2 courses taken at another institution at the graduate level if a grade of 80 or above (or its equivalent) is achieved per course. The relevant department decides on the equivalency of courses.

Students accepted in the Engineering Master's program should check the regulations in the corresponding chapter.

**Readmission**

Students in good standing who break the continuity of their graduate programs for one year must reapply through the Office of Admissions and Registration.

**Reactivation of Application**

Students admitted to the graduate program who do not enter in the semester for which they applied and subsequently wish to be considered for a later semester must reactivate their application for the new semester.

**Undergraduate students**

Seniors with a cumulative general average of 82 or above may be permitted to register for a maximum of 2 graduate courses. Senior Engineering students should refer to the Faculty of Engineering.

**Pre-requisites**

Each department specifies the conditions for joining its graduate program (undergraduate prerequisite courses, language and aptitude tests and interviews)

**The Master's Thesis**

(See appropriate Faculties)



## **ACADEMIC RULES AND REGULATIONS**

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### **A. CREDIT LOAD**

1. To be considered as a regular student, a student must register for 12 credits or more per semester. No minimum credit load is required during a summer session.
2. Students may be required by the Faculty Council to drop the credit load below 12 by reason of excessive absence in one or more courses (See "Attendance at and Withdrawal from Courses" below).
3. University Orientation Program students may not register for more than 15 credit hours per semester.
4. The credit load for sophomore, junior, and senior students is cited under the "Credit Load" of the appropriate Faculties.
5. Students on Faculty probation are allowed a maximum load of 16 credit hours during their probational period. Students who continue on probation beyond one semester may register for a maximum of 13 credit hours per semester.

### **B. CATEGORIES OF STUDENTS**

Students will be classified according to the following categories:

<b>Category</b>	<b>Year</b>	<b>Number of credits earned or Status</b>
Regular	Preparatory	University Orientation Program students
	Freshman	See "Academic Support Facilities," "Freshman Program" section
	Sophomore	Students who have earned less than 27 credits and are taking more than the minimum credit load.
	Junior	Students who have earned between 27 and 56 credits and are taking more than the minimum credit load.
	Senior	Students who have earned 56 credits or more and are taking more than the minimum credit load (except graduating students).
	Majorless	Students who do not study any particular major. Only students attempting to transfer from one major to another may remain for one semester as a majorless student.
Special	Part-Time	See below.
Continuing Education Program (CEP)	Non-degree option	See "Academic Support Facilities," "Continuing Education Program" section
	Non-credit option	See "Academic Support Facilities," "Continuing Education Program" section

Classification in a given class does not necessarily imply that the requirements of the previous class have been completed. A student requesting a certificate stating that he/she has completed a given class must have completed all of the requirements for that class.

**Special Students:**

Part-time students may be classified in two categories:

- 1- Full-time students who, under pressing circumstances, cannot take the required full-load. Such students may register for fewer than 12 credits after getting the approval of the Dean and the Advisor of the Faculty and department concerned.
- 2- Persons interested in rejoining the University after a lapse of time. The majors offered are those in humanities, social sciences, sciences, business and management. The requirements to join this program are the Lebanese Baccalaureate or its equivalent and the placement test in the corresponding languages. Interested candidates must also have an interview with the Dean of Admissions and Registration and a representative of the department concerned.

The academic rules and regulations for special students are the same as for full-time students.

The Office of Admissions and Registration receives and processes applications of regular and special students and the CEP office handles the applications of its students.

**C. CORRECT USE OF THE LANGUAGE**

Good command of the language of instruction is a basic requirement for graduation. Grades on papers (theses, term papers, essays, or examinations) and oral presentations will take into account language proficiency.

**D. GRADING SYSTEM**

1. All final course grades are expressed in numbers ranging from 40 to 100.
2. The Dean of the Faculty concerned must approve transferable courses from other institutions.
3. The grading system is as follows:

<b>Graded</b>	<b>Notation</b>
95 to 100	Outstanding
85 to 94	Excellent
80 to 84	Very Good
75 to 79	Good
70 to 74	Fair
60 to 69	Weak
40 to 59	Fail

<b>Non-Graded</b>	<b>Notation</b>
Aud	Audit
CBE	Credit by Examination
F	Fail
I	Incomplete
M	Graduate course
N	Non-credit, not counted in average
P	Pass
R	Repeated course for raising average
S	Satisfactory
T	Counted after a change of major
U	Counted in number of credits but not in average
V	Non-credit, counted in average
W	Withdrawal
WF	Administrative Withdrawal
Y	Final grade issued on an annual basis
Z	Counted toward a degree (in the case of year to be repeated)

#### **E. INCOMPLETE GRADES AND MAKE-UP EXAMINATIONS**

1. Course work must be completed by the date on which the semester ends. In exceptional cases, and with the approval of the instructor, the chairman of the department, and the Dean, a student may be allowed to make up incomplete work within a period of one month after the beginning of the next regular semester.
2. The time and date of make-up tests within the period specified in (1) above will be set by the instructor concerned with due consideration for the student's schedule. Approval of the head of the department is required for setting the time and date.
3. Failure to complete the requirements for incomplete courses within the periods specified above will result in a grade of zero for the missing work with the course grade computed accordingly. Failure to make-up a missing final examination will result in a final grade of 40 on the course.

#### **F. ATTENDANCE AT AND WITHDRAWAL FROM COURSES**

##### **1. Class Attendance**

1. Students are expected to attend all classes and laboratory sessions.
2. Absence, whether excused or not, from any class or laboratory session does not excuse students from their responsibility for the work done or for any announcements made during their absence.
3. A student who misses more than one-sixth of the course sessions will be dropped from the course. In such a case, a final grade of WF is given. A WF grade is counted as a 40 in computing the student's averages.

## **2. Withdrawal from Courses**

1. Students are permitted to withdraw from courses not later than 10 weeks after the start of the semester (four weeks in the case of the summer session).
2. Students withdrawing from a course will receive a grade of “W” for this course. A “W” grade and the corresponding course credits are not included in computing the semester or the cumulative average.
3. The student’s academic advisor must approve all withdrawals. Withdrawing from an entire semester requires the approval of the Faculty Council.
4. If a student withdraws or is dropped (for any reason) from one course or more resulting in a credit load below 12 credits, the case will be reviewed by the Faculty Council. The Council will determine:
  - \* The eligibility of the student to continue the semester
  - \* The withdrawal of the student from that semester
  - \* The dismissal of the student from the Faculty

## **G. REPEATING COURSES**

1. A student may repeat a course only once to achieve its required grade; a W or a WF on a transcript is counted, for this purpose, as a grade.
2. Students may not repeat a course in which they have already achieved a grade of 70 unless the department rules require a higher score.
3. A student repeating a course more than once must seek the approval of the Dean.

## **H. STANDARDS OF ACADEMIC BEHAVIOR**

The University of Balamand is committed to a policy of honesty in academic affairs. Examples of conduct for which students may be subject to academic and/or disciplinary penalties including expulsion are:

1. Cheating, whereby non-permissible written, visual, or oral assistance, including that obtained from another student, is utilized on examinations, course assignments, or projects. The unauthorized possession or use of examination or course-related material may also constitute cheating.
2. Plagiarism, whereby another person’s work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own.

Note: A student who has assisted another student in any of the aforementioned breaches of standards shall be considered equally culpable.

In case of cheating or plagiarism, the instructor may take appropriate academic action ranging from loss of credit for a specific assignment, examination, or project to removal from the course with grade of 40. Additionally, the instructor may request disciplinary action through the Disciplinary Committee as outlined in the Student Life section.

## **I. SCHOLASTIC STANDING**

### **1. Dean’s Honor List**

To be placed on the Dean’s Honor List at the end of a given Fall or Spring Semester, a student must:

- . Be regular full-time students registered for at least 12 credits.
- . Have a semesterial general average of at least 80.
- . Rank in the top 10% of their class.
- . Have no failing, withdrawals, or incomplete grades.
- . Have no disciplinary action in their record.
- . Be deemed worthy by the Dean to be placed on the Honor List.

## **2. Evaluation of Academic Performance**

*(These rules apply in the following Faculties: Arts and Social Sciences, Business & Management, Sciences, and Health Sciences. For other Faculties, refer to the appropriate sections of the Catalogue.)*

The evaluation of the academic performance of a student begins when a regular student has reached at least the level of ENGL 101 or FREN 003 and has registered for a minimum of 6 of the required credits from his/her plan of study.

Students transferring from another institution of higher education or from another department at UOB receive a written statement from their new department showing their academic status is in conformity with the faculty and department rules.

### **A. THE DEPARTMENT**

#### **A.1 Department Requirements**

Students joining a department must pass the courses indicated in the University Catalogue as department requirements with a minimum grade of 70 or higher for each course in the specified period of time.

Students who fail to fulfill the department requirements within the specified period of time will have one regular semester to pass the required courses with a minimum grade of 70 or higher for each course. If they fail to do so, they will be dropped from the Department. Dropping any of these required courses is not recommended.

#### **A.2 Academic Probation**

If a student enters the University with a probational acceptance, the conditions for its removal must be fulfilled by the end of the first semester. Starting from the second semester, a student must maintain a cumulative major average of 70 or above. Failure to do so by the end of a semester places the student under academic probation. Under such circumstances, the student may be required to take a lighter credit load, which may result in a delay in graduation.

Such students will not be allowed to take more than 12 new credits in the semester during which they are on probation and will also be required to retake the courses they had failed the next time they are offered. Such students will be encouraged by their advisor to take courses in the Summer Semester.

#### **A.3 Removal of Probation**

A student placed on probation will be given the opportunity to achieve a cumulative major average of 70 or above in one semester in order to remove the probation.

#### **A.4 Continuing Probation**

Students placed on probation for the first time because of their failure to achieve the required cumulative average in major courses will have one semester to meet these requirements. If they fail to do so they will be granted another semester on continuing probation only if they had registered for at least nine major credits for the first semester on probation and had a semester average of 70 or above in major courses. Removal of continuing probation depends upon the student achieving a cumulative average in major courses of 70 or above by the end of the second semester on probation.

A Continuing Probation is considered as a second probation.

#### A.5      Strict Probation

A student placed on probation or continuing probation and who fails to remove it is placed on strict probation for one semester under the following conditions:

1. The student is allowed to register for a maximum of 12 credits.
2. The student registers only for courses in which the grade earned was less than 70.

To remove the strict Probation the student must:

1. Not fail any course.
2. Obtain a semester average of 70 or above in major courses.
3. Obtain the required cumulative major average.

#### A.6      Dropping from the Department

Students will be dropped from the Department for any of the following reasons (other than those mentioned in paragraph A.1 above) if:

- a. They are subject to probation for a third time.
- b. They are on Strict Probation and are not able to remove the probation by the end of the next semester.

### **B.      THE FACULTY**

#### B.1      Faculty Warning

Unless students have a conditional acceptance they will receive a faculty warning if, at the end of any semester following the first, they fail to achieve a cumulative general average of 67 or above.

#### B.2      Strict Probation

Students who receive two successive faculty warnings have one semester to achieve a cumulative general average of 67 or above. If they fail to do so, they will be placed on strict probation.

#### B.3      Dropping from the Faculty

Students placed on strict probation due to their cumulative general average have one semester to remove it under the following conditions:

1. Register for a maximum of 12 credits.
2. Register only for courses in which they had scored less than 70.
3. Does not fail any course.
4. Obtains the required cumulative general average.

Students who fail to meet the requirements mentioned above will be dropped from the Faculty.

### **C.      DISMISSAL FROM THE UNIVERSITY**

Students dropped from a Faculty or a Department have one semester as a majorless student to meet the transfer requirements to other Faculties or other Departments. If, at the end of the semester, they fail to meet these requirements, they will be dropped from the University.

After spending a minimum of one year at another recognized institution of higher education, where they achieve a satisfactory record (general average of 80 that includes courses relevant to the major to which they are applying), they may seek readmission to the University.

Depending on the student's record and the Admission Committee's recommendation, the Faculty Council decides whether the student will be allowed readmission to the Faculty or to the Department

#### **D. READMISSION TO THE UNIVERSITY**

1. When a student is dismissed, the implication is that the student is not qualified to continue at the University. Consideration for readmission is given for one of the following reasons:
  - a. If the student was not able to do work efficiently because of health reasons. In such cases, the University is to be notified promptly by the student and will require a medical report from the University Physician. The report is to be presented to the Dean's Office within 30 days after the student is dismissed.
  - b. If, after spending a minimum of one year at another recognized institution of higher education, a satisfactory record is achieved (a general average of 80 that includes courses relevant to the major), the student may seek readmission to the University.
2. If a student is on probation and leaves the Faculty after the tenth week of the semester, the Faculty Council decides whether such a student may be allowed readmission.

#### **J. SUMMER SESSION**

The summer session extends over eight weeks of teaching in July and August of each year. The maximum academic load during the summer session is 10 credits (7 credits for students on probation).

The courses offered during the summer session are identical in scope and content with those offered during the regular academic year. A summer session in which the student is registered for at least 6 credits is considered as a regular semester.

#### **K. ADMISSION OF TRANSFER STUDENTS**

Candidates transferring from recognized institutions of higher education are eligible for consideration for admission subject to the following conditions:

- . They hold the Lebanese Baccalaureate or its official equivalent.
- . They had met the requirements for admission to the University of Balamand prior to their admission to the institution from which they are transferring.
- . They successfully completed at least 20 credits in the institution from which they are transferring.
- . They pass language entrance examination(s) and/or any other tests required by the Faculty to which they are applying.
- . Such candidates may be given credit for courses completed in other institutions if they have passed these courses with a grade equivalent to 70 or above, and if these courses are approved for a degree from the University of Balamand. Candidates who believe that their previous academic training entitles them to advanced status may present their cases in writing to the Office of Admissions and Registration together with official transcripts of their records.

The Admissions Committee will approve transfer cases on an individual basis.