

I- INTRODUCTION

The University applies the credit-hour system across all its programs. According to the United Nations definition, the credit-hour system is one of the educational systems most aligned with basic human rights in that it offers students the freedom in course selection and workload through their enrollment. The credit hour system is a flexible system that allows students to extend or condense the time needed to acquire a degree in comparison with the standard duration according to their needs and in line with the university and faculty rules and procedures. This system also allows students to organize their own timetable under the supervision of the teaching staff represented by the academic advisor.

• The Credit Hour

The credit hour is a standard unit of measure used to specify the course load per semester. Each credit hour is equal to either:

- One contact hour of lectures per week, or
- Two or three hours of either tutorials, practical and/or clinical class contact per week.

• Academic Coordinator

The dean of each faculty chooses a staff member to be the academic coordinator and assigns him/her the responsibility of organizing the registration process as well as ensuring smooth communication between the faculty, the academic advisors and the university registrar office pertaining to all academic matters.

• Academic Advisor

Each department in the university's faculties assigns an academic advisor who provides council and guidance to a group of students. The academic advisor assists in course selection and helps solve any issues or problems his/her advisees might encounter throughout their enrollment.

II- UNDERGRADUATE ADMISSION

1• Required Documents for Admission:

- A Photocopy of the Lebanese Secondary School Certificate or its equivalent (if received) or a certificate of registration in Grade 12.
- Official high school transcripts of Grades 10 and 11 (transcripts should be submitted in a sealed and stamped envelope).
- SAT I scores (if applicable).
- A Photocopy of the Single Civil Status Record (for Lebanese applicants only).
- A Photocopy of the identity card or passport (for non-Lebanese applicants only).
- Two recent passport-size photos endorsed by the relevant authorities.
- Non-refundable application fee of L.L. 100,000.

Important Notes

- All required documents should be submitted to the admissions office and will become the property of BAU.
- Applicants holding the official Lebanese Secondary School Certificate (General Sciences, Life Sciences and Sociology-Economics) may apply to all majors in the sophomore class.
- The holders of Sociology and Economics certificate are asked to take additional courses if accepted in the faculties of Engineering, Science, Health Sciences, Medicine, Dentistry and Pharmacy.
- The holders of Literature and Humanities certificate may apply to the faculties of Human Sciences, Law & Political Science, Business Administration, Health Sciences and Design Programs at the faculty of Architecture – *Design and Built Environment*. They are asked to take additional courses if accepted in the faculties of Health Sciences and Business Administration.
- Applicants holding a non-Lebanese Secondary School Certificate (French Baccalaureate, Official Government Secondary School leaving Certificate from Arab countries, full IB diploma, IGCSE/GCE,...) should obtain an equivalence of the Lebanese Secondary School Certificate from the Equivalence Committee of the Lebanese Ministry of Education & Higher Education.

2• Admission Exams

Applicants must hold the official Lebanese Secondary School Certificate or an official equivalent. They should sit the admission exam relevant for each program as shown below:

Programs	Admission Exam Subjects
Architecture	English - Aptitude Test (Thinking Skills, Technical & Architectural Skills) - Interview
Design Programs: - Interior Design - Graphic Design - Fashion Design	English - Oral Exam (Thinking Skills, Technical & Design Skills)
Engineering	English - Aptitude Test (Thinking Skills, Scientific Knowledge: Math, Physics, Chemistry)
Pharmacy	English - Aptitude Test (Thinking Skills, Scientific Knowledge: Chemistry, Biology, Physics) - Interview.
Medicine & Health Sciences	English - Aptitude Test (Thinking Skills, Scientific Knowledge: Biology, Chemistry, Physics) - Interview.
Dentistry	English - Aptitude Test (Thinking Skills, Scientific Knowledge: Biology, Chemistry, Physics) - Practical Exam - Interview.
Science	English
Business Administration	English
English Language & Literature	Reading Comprehension - Writing - Grammar
Mass Communication	General Knowledge - Arabic, English/French Languages - Interview

- No admission exam is required for the Faculty of Law and Political Science and for some programs at the Faculty of Human Sciences (Arabic Language & Literature and Psychology).
- The number of accepted students depends on the capacity of each program.
- Accepted students will be asked to make a commitment to enroll with a **non-refundable** deposit.
- Acceptance is valid for one academic year only.
- Applicants can find the guidelines and the samples of admission exams on our website <https://www.bau.edu.lb/Admissions/ProspectiveStudents>

3• English Language Proficiency

All programs at the University are delivered in English Language except the programs of Law, Arabic Language & Literature, and Mass Communication that are delivered in Arabic Language. Thus, undergraduate applicants should show a level of proficiency in the English language by obtaining a minimum score on one of the following approved English language exams:

Exams	Minimum required score	
TOEFL (paper and pencil)	520	
TOEFL (internet- based)	68	
TOEFL (computer-based)	180	
New SAT I (reading & writing section)	480	
IELTS	5.5	
LCCI (for Business applicants only)	Pass Level 6	
University of Cambridge English Exams	CPE (Certificate of Proficiency in English)	Pass
	CAE (Certificate in Advanced English)	Pass
	FCE (First Certificate in English)	Pass
BAU English Language Admission Exam (administered at BAU)	60%	

- The BAU English Language Admission Exam is one of the tests approved by BAU when assessing candidates for admission.

- Applicants, who do not successfully pass the BAU English Language Admission Exam, are required to take intensive English courses offered at the University.
- Applicants to the faculties of Medicine and Dentistry are required to pass the BAU English Language Admission Exam with ONE Intensive English Language course only otherwise, they won't be considered for admission.
- Applicants who successfully completed the IGCSE/GCE program are exempted from BAU English Language Admission Exam.

4• Undergraduate Programs & Campuses (Beirut:BEI., Debbieh:DEB., Tripoli: TRI.)

1. Faculty of Human Sciences (Beirut Campus)

- Arabic Language & Literature
- English Language & Literature
- Psychology
- Mass Communication

2. Faculty of Law & Political Science (Beirut Campus)

3. Faculty of Business Administration (Beirut, Debbieh and Tripoli Campuses)

- Accounting (BEI, DEB, TRI)
- Management (BEI, DEB, TRI)
- Management Information Systems (BEI)
- Banking & Finance (BEI, DEB, TRI)
- Marketing (BEI)
- Economics (BEI)

4. Faculty of Architecture (Debbieh and Tripoli Campuses)

Design and Built Environment

- Architecture (DEB, TRI)
- Design Programs
 - Interior Design (DEB, TRI)
 - Graphic Design (DEB, TRI)
 - Fashion Design (DEB)

5. Faculty of Engineering (Debbieh and Tripoli Campuses)

- Civil Engineering (DEB, TRI)
- Mechanical Engineering (DEB, TRI)
- Electrical Power & Machines Engineering (DEB, TRI)
- Communications & Electronics Engineering (DEB, TRI)
- Computer Engineering (DEB)
- Biomedical Engineering (DEB)
- Petroleum Engineering (DEB)
- Chemical Engineering (DEB)
- Industrial Engineering (DEB)

6. Faculty of Science (Beirut, Debbieh and Tripoli Campuses)

- Mathematics
- Physics
- Computer Science
- Biology
- Chemistry
- Biochemistry

7. Faculty of Pharmacy (Beirut Campus)

8. Faculty of Medicine (Beirut Campus)

9. Faculty of Dentistry (Beirut Campus)

10. Faculty of Health Sciences (Beirut and Tripoli Campuses)

- Nursing (BEI, TRI)
- Medical Lab Technology (BEI, TRI)
- Nutrition & Dietetics (BEI, TRI)
- Physical Therapy (BEI)

III- SEMESTER SCHEDULES

Fall Semester: Spans a period of 16 weeks including exams and starts on September.

Spring Semester: Spans a period of 16 weeks including exams and starts on February.

Summer Semester: Spans a period of 8 weeks including exams and starts on June.

IV- REGISTRATION PROCEDURES

1• Required Documents for Registration:

- Two photocopies of the Lebanese Secondary School Certificate (or its equivalent), one of which must be endorsed by the relevant authorities.
- An Equivalence Attest of non-Lebanese programs issued from the Equivalence Committee of the Lebanese Ministry of Education.
- Original Single Civil Status Record (for Lebanese only).
- High school diploma or Secondary School Certificate based on 12 years of school starting with Elementary 1 class.(only for freshman students)
- Permission issued from the Equivalence Committee of the Lebanese Ministry of Education & Higher Education allowing students to join the freshman class. (only for freshman students)

NSSF Declaration

- Accepted Lebanese students benefiting from the National Social Security Fund (NSSF) or any other relevant must provide documented evidence of their benefit as indicated below:
 - **NSSF (original statement)**
 - **Public Employees COOP (original statement)**
 - **National Security Authorities (photocopy of Health card)**
 - **Municipalities (original statement)**
 - **Judges Consolidation Fund (photocopy of membership card)**
 - **Lebanese University Faculty Consolidation Fund (photocopy of membership card)**
 - **Syndicate of Lawyers (photocopy of membership card)**
- Accepted Lebanese students who do not benefit from the NSSF or any other relevant are required to join the medical branch of NSSF (membership is mandatory). They should submit a photocopy of the secondary school certificate and a photocopy of the Single Civil Status Record to the admissions office and fill out the NSSF Form. A charge of L.L. 202.500 will be added to the statement of fees only once per academic year.

Freshman and students who are older than 30 years are not included.

2• Enrolment File

Each newly enrolled student is given an individual enrolment file, as per the relevant faculty, that contains the following documents:

- The Registration Form.
- The relevant Faculty Handbook.
- The booklet of the General Rules and Regulations of the Credit Hour system.
- The Student Contract Sheet relevant to the program.
- A list of all Mandatory and Elective Courses for the various academic levels within the relevant program.
- A course list and schedule for the first semester.

3• New Students Enrolment Procedure

- During the orientation day, new students collect their enrollment files.
- Students select their courses with the help of their academic advisors who will fill out and sign the registration form. Students must maintain a minimum of 12 and a maximum of 18 credit hours in the scientific faculties, and a minimum of 9 and a maximum of 18 credit hours in the humanities faculties.
- Students must present all the required documents to the Registrar's Office in order to register and obtain an invoice of the course fees.
- Students must then proceed to pay these fees as indicated on the invoice issued by the Registration Office at the university cashier or at a bank (designated by BAU) and obtain a valid receipt. Subsequently, this receipt must be presented to the Student Services Office in order to obtain a Student ID card.

4• Student Academic File

- Each faculty sets up individual Student Academic files for all its students. This file contains documents such as the semester enrollment forms, a copy of the Student Contract Sheet (signed by the student), the semester academic transcripts, and all other documents pertaining to the student such as medical reports, academic warnings, etc.
- The students' academic files should be kept at the Registration Office. A copy of these files will be provided to the academic advisors that are responsible for following up the students' progress in coordination with the students' academic coordinators.
- The academic advisor will follow up the students' academic files for his/her advisees at the end of each semester.

V- TUITION FEES

- Tuition fees should be paid at the beginning of each semester. In the event of the inability to pay the tuition fees all at once, it is allowed for the tuition fees to be paid in three installments each semester as follows: 1st installment deadline: as soon as the student registered the courses; 2nd installment deadline: end of 7th week; 3rd installment deadline: end of 12th week. otherwise a penalty shall be applied on the remaining fees
- The cost of each Credit Hour is determined yearly by the university administration and fees vary depending on the faculty.

VI- HONORS

1- Honor list (per semester):

- A- President's Honor list:** Students with an SGPA of 3.8 or higher and haven't earned an average less than C in any course or received any academic warning or violation of university regulations during their studies are included in the President's Honor list.
- B- Dean's Honor list:** Students with an SGPA of 3.5 or higher and haven't earned an average less than C in any course or received any academic warning or violation of university regulations during their studies are included in the Dean's Honor list.

VII- THE SYSTEM OF STUDY

1•Enrolment

Students may enroll in more than one major at the same time at the University with respect to the particularly of each faculty:

Minor Major

Minors enable students to pursue secondary areas of interest that complement their major. Students generally should complete a minimum number of 15 credits and a maximum of 18 credits from another major, taking into consideration the curriculum of the original major. Once the courses are completed, the minor major will be stated in the student's academic record and added on his/her transcript, and a separate certificate is done for the minor degree.

Double Major

Upon the recommendation of the concerned faculty, the student can earn a bachelor degree in two majors having the same degree structure in the same faculty. After completing all requirements, a degree in the two majors will be awarded in one academic record.

Second Major

A student who has earned a bachelor degree in a major, has the right to register for a second degree from the same faculty or another one. In this case, he must fulfill all the requirements of the second degree and complete a minimum of 30 credits according to the university rules. All common courses will be listed in one academic record and the student will be issued two certificates for these different completed majors.

If the student has earned his first degree after more than five years, then he should sit for an oral exam in order to evaluate his eligibility to be enrolled for the second degree.

2• Semester Registration

- At the beginning of the registration period, students should check with their academic advisors (during the allocated registration sessions) to select the courses they need to register for in the forthcoming semester. When the registration period is announced on iconnect, students should register their courses online. Afterwards, students need to go to the Registrar's Office to receive the tuition fees invoice and then pay it at a BAU designated bank.
- Students can register some courses in other universities as long as they fall within their academic study plan. This can be done after the approval of the academic advisor and the Dean of the faculty in coordination with the Department of Student Affairs. The GPA of these courses will not be included in the CGPA of the student.
- Students are not allowed to register in a course before successfully passing its prerequisite course(s).
- A student who has a CGPA of 3.33 or more, and has earned at least 34 credit hours, can register for 21 credit hours in the fall or spring semesters upon the approval of the academic advisor.
- A student who gets an SGPA less than 2.00 in the fall or spring semesters can only register for 12 credit hours in the subsequent spring or fall semesters. The registration will be done in the Registration Office upon the approval of the academic advisor
- Senior students may - with the approval of the academic advisor and the Dean of the faculty - register for 21 credit hours in the fall and the spring semesters of the graduation year provided that their cumulative and semester GPA are both not less than 2.
- Student's registration is canceled after the end of the second week, for students who have registered for less than 12 credits in the scientific faculties and 9 credits in the humanities faculties. And it may be allowed to register a number of credit hours less than what is required Upon the proposal of the academic advisor and the approval of Dean in the following cases:
 - o Students who are expected to graduate
 - o The lack of offered courses for registration
 - o Incompatibility of the offered courses for registration

- The student's health or Social status
- Students who are registered at other accredited universities can register for some courses at BAU as special students after bringing the required documents.
- Students may register and attend some courses as listeners only, without performing any of the duties of those courses, and would receive an AUD (Audit) grade on their transcripts which does not count in the SGPA or in the CGPA.

3• General Rules for the Summer Semester

- The summer session spans over the summer break of the academic year for a duration of 8 weeks including the final exam. The credit hour load per course is the same as that of the spring and fall semesters.
- The university usually offers some university courses and other courses for critical case studies during the summer semester. Also some faculty courses might be offered.
- After consulting with their academic advisors, students can register for a maximum of 9 credit hours during the summer semester.
- A minimum number of enrolled students, set by the university, is required per course for it to become active.
- Summer Semester Grades are calculated within the Spring Semester Grades of the same academic year.

4• Attendance

With the exception of the first week of the semester, the student receives a first attendance warning in any course if the absence percentage exceeds (10%), and a second warning in the percentage becomes (15%), and if this percentage exceeds (20%), student's registration is withdrawn upon the recommendation of the instructor and the approval of the Dean. In this case, a grade of "AW" will appear for that course on the student transcript and will not count towards the SGPA and the CGPA.

5• Add and/or Drop

Students may modify their registration by adding and/or dropping any courses before the end of the first week of each semester.

6• Withdrawal

Students can withdraw from any course before the end of the semester upon the recommendation of the academic advisor and the approval of the Dean. In this case, a grade of "W" will appear for that course on the student transcript and will not count towards the SGPA and the CGPA.

XI- UNDERGRADUATE FINANCIAL AID & SCHOLARSHIPS

1• SOCIAL FINANCIAL AID

A - Need Based

BAU provides a comprehensive need-based financial aid that makes it financially possible for its students to pursue their studies. In this case, financial support is embodied in the reduction of tuition fees with varied percentages depending on the student's financial status.

Eligibility requirements

To be considered for a need-based financial aid, you should have fulfilled the following:

- Registered a minimum of 12 credit hours during the fall semester
- Got a cumulative GPA greater or equal to 2.0
- Disbursed 50% of the Fall 2020-2021 tuition fees
- Haven't benefitted from any siblings' discounts, grants, or scholarships from BAU
- Haven't benefitted from any external financial aid

Documents Required

- Family Civil Status Record

- Employment certificate of the provider's job(s) (applicant, father, mother or guardian) which states the job title, years of service and the monthly salary
- If the provider is self-employed or business owner, a Self-income Statement should be submitted.
- School statements or receipts of annual fees for each dependent child enrolled at a school or university
- A photocopy of any rental contract(s) and/or ownership of real estate
- A photocopy of car registration form(s) for every car owned by the family
- A photocopy of a loan agreement if applicable
- An academic transcript
- Any further documents that would support the application for a financial aid (e.g. medical reports, recent medical/hospitalisation bills, certificate of job termination or end of service, etc....).

Application Procedures

- Students who meet the required conditions must submit the application via the university portal iConnect and present a copy of this application together with the required documents to the Faculty Executive Administrator according to the deadlines assigned.
- The Financial Aid Committee examines all applications that meet the criteria, announces the students' names, and sets interview dates.
- Applicants who meet the required conditions will be interviewed by the committee to assess the applicants' financial and social status. Applicants might expect a home inspection by a social worker, if deemed necessary by the committee.
- Accepted applications are referred to the Financial Aid Committee who identifies the eligible applicants. The committee has the right to request any further information/documents if deemed necessary.

Disqualification

- A cumulative GPA less than 2.0.
- Any fraud information or a missing document

B. Child Aids for University Staff

BAU provides child aids for eligible staff out of its sense of responsibility towards them.

Eligibility requirements

- A maximum of three children are fully exempted from the fees of the registered courses.
- Full fees will be charged for repeated courses.

C. Athletic Scholarship

BAU sports teams have organized and participated in friendly matches and competitions with other faculties and universities and won hundreds of championships. Athletic scholarships are awarded to students with recognized athletics skills.

Eligibility requirements

- An athletic achievement: an award or a prize
- An athletic capability and talent
- A cumulative GPA greater or equal to 2.5
- Team Ranking (1st, 2nd, 3rd)

Application procedures

- Upon registration, the eligible student must fill in the application on iConnect and send it via email to activities@bau.edu.lb
- The student must submit all documents confirming his/her skills in the specified athletics field.
- The Athletic Scholarship Selection Committee evaluates applications and send confirmation letters to the selected candidates.

D. Siblings Discount

Siblings enrolled in the undergraduate studies during the same semester at BAU are granted a 12.5% off the total tuition fees each semester per sibling. Yet, the total deduction of all siblings shall not exceed any of the siblings' total fees.

Eligibility requirements

- Siblings must be enrolled in the undergraduate level at the university during the same semester.
- Siblings can benefit from the discount starting their first semester of enrollment at BAU.

Application procedures

- Applications must be submitted on iConnect.
- The discount is automatically applied upon the settlement of 50% of the tuition fees per sibling.

2. MAJOR-BASED SCHOLARSHIPS

A. New Students Scholarship (50% of Tuition Fees)

Newly admitted students in the programs below receive 50% off their tuition fees during their years of study as soon as the student maintains a minimum semester GPA of 2:

- Fashion Design at the faculty of Architecture – Design & Built Environment.
- Arabic Language & Literature and the Mass Communication at the faculty of Human Sciences.

B. New Students Scholarship (Up to 20% of Tuition Fees)

Newly admitted students at the Faculties of Science, Law & Political Science, Business Administration and Human Sciences (English Language & Literature, Psychology) are granted a discount on the tuition fees of the first semester based on the results of the Lebanese baccalaureate or its equivalent as follow:

Lebanese Baccalaureate Average	10.00 – 11.99	12.00 – 13.99	≥ 14.00
Scholarship %	10%	15%	20%

Starting from the second semester, the scholarship shall be based on the GPA of the previous semester:

SGPA	2 – 2.32	2.33 – 2.99	3 - 4
Scholarship %	10%	15%	20%

C. Nursing Scholarship (Up to 30% of Tuition Fees)

Newly admitted students in the Nursing program at the Faculty of Health Sciences are granted a discount on the tuition fees of the first semester based on the results of the Lebanese baccalaureate or its equivalent as follow

Lebanese Baccalaureate Average	10.00 – 11.99	12.00 – 12.99	13.00 – 13.99	≥ 14.00
Scholarship %	15%	20%	25%	20%

Starting from the second semester, the scholarship shall be based on the GPA of the previous semester:

SGPA	2 – 2.32	2.33 – 2.66	2.67 – 2.99	3 - 4
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Scholarship %	15%	15%	25%	30%
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3. MERIT SCHOLARSHIP

A. Lebanese Bacallaureate Scholarship

The top three students in each of the four branches of the Lebanese Bacallaureate are granted an annual full cost scholarship.

Eligibility requirements:

- Submit the official Bacallaureate certificate approved by the Ministry of Education and Higher Education.
- The scholarship is renewable every semester provided the student maintains a minimum SGPA of 3.5.

Application procedures:

- Upon registration, the eligible student must fill in the application iConnect.

B. Ranking Scholarships

The top five students at each level of all undergraduate programs receive reductions on the tuition fees of the subsequent semester as follows:

Rank of student	Percentage received
1st	80%
2nd	50%
3rd	30%
4th	25%
5th	15%

The number of scholarships is selected according to the number of students as shown in the following table:

Number of students per level/ per program	Maximum Number of scholarships
15 - 25	1
26 - 50	2
51 - 75	3
76 - 99	4
> 99	5

Eligibility requirements:

- A minimum of 15 credit hours should be registered per semester.
- A minimum SGPA of 3.5.
- Having successfully passed all course(s) during the semester
- In the senior year, a minimum of 10 credit hours should be registered per semester.

Application procedures

No application is required; the scholarship is automatically dispensed upon enrollment in the subsequent semester.

4. AWARDS

- **Jamal Abdul Nasser Award**

Upon graduation, the top student at each faculty with a minimum CGPA of 3.33 receives Jamal Abdul Nasser Award for Academic Distinction together with a cash prize.

- **Issam Houri Award**

In the honour of Mr. Issam Houri, BAU's Late Secretary General, the top student in Accounting at the Faculty of Business Administration receives Issam Houri Award together with a cash prize.

Application procedures

No application is required; award is automatically dispensed upon graduation.

5. WORK STUDY PLAN

Undergraduate students facing financial difficulties are offered paid part-time jobs at the various BAU faculties, offices and departments. This will help them improve their work, communication and academic skills. Each applicant shall be assigned a limited number of hours per semester.

Eligibility requirements

- Applicants must demonstrate financial need and their financial aid applications must be accepted.
- Applicants must register a minimum of 12 credit hours per semester (except for senior students) with a CGPA ≥ 2.0 .
- The financial aid will be cancelled for applicants who fail to work satisfactorily and/or complete the scheduled hours for no valid reasons.

Application Procedure

- The Work Study Plan application form must be filled on iConnect

6. STUDENT ON-CAMPUS ACCOMMODATION GRANT

Starting Fall 2020-2021, students willing to stay in the dorms of the Debbieh campus can apply to the annual Student On-campus Accommodation grant which covers part of the BAU dorm fees.

Eligibility requirements

- All students are eligible to annually apply for the grant as long as they are willing to stay at the BAU dorms in Debbieh.
- Students willing to move and live at the BAU dorms in Debbieh away from their families are eligible for the grant.

Application procedure

- Students must fill in the application every academic year and submit it along with the required documents within the set deadline.
- The deadline for the submission of the application for the academic year 2020/2021 shall be announced in due time.
- The student is responsible for keeping a copy of the application and the required documents for future reference.
- Only complete applications, with the required documents, will be considered.
- Required documents: A photocopy of any rental contract(s) and/or ownership of real estate (issued within 1 month).
- Applications should be filled in on iConnect and sent to housing@bau.edu.lb.

7. BANK LOANS

Byblos Bank, in collaboration with BAU, is offering a Student Loan Package in LBP for students with a guarantor (father, mother, close relative or guardian) in order to cater to the needs and aspirations of the Lebanese students while helping them get a brighter future. The loan offers up to 50% of the tuition fees at the medical faculties and 75% at other faculties while the remaining 25% shall be funded either by the student/guarantor or through the university grants, scholarships, or a combination of both.

Note that loan amount is a maximum of 15,000,000 LBP per academic year with a very low interest rate of 4% paid by the student during loan period which is maximum 18 years defined as follows:

- Under graduation period: max. 7 years
- Grace period: student can benefit from a grace period of 1 year before starting principal repayment.
- Post graduation period: student will benefit from a monthly repayment schedule up to 10

years; covering both principal and interest starting the 1st month after the grace period.

Eligibility requirements

- Enrolled at BAU
- Holding the Lebanese citizenship or a permanent residency in Lebanon for a minimum of 10 years
- Aged between 18 and 35
- Must be referred by the university
- Junior students must get a minimum of 12/20 in the official Lebanese Baccalaureate or its equivalent.
- Students enrolled in the 2nd year or above must get a minimum GPA of 2.3.
- Having an eligible guarantor: parent, relative or guardian must be Lebanese with a satisfactory credit history and net worth (income, assets, etc...)
- Some rules must be followed if guarantor is an employee, self-employed or retired.

Application Procedure

Students who meet the criteria above must contact Byblos Bank and follow the required instructions.

IX- UNDERGRADUATE TUITION FEES (NEW STUDENTS ONLY)

Faculty	Minimum No. of Credits Required for Graduation			Faculty Fees Per Credit (\$)	Minimum No. of Years Required for Graduation	Minimum Fees Until Graduation (\$)			Average Fees Per Year (\$)
	Faculty	University	Total			Faculty	University	Total	
Human Sciences									
Arabic Language & Literature English Language & Literature Psychology	83	16	99	170	3	14,110	2,720	16,830	5,610
Mass Communication	83	16	99	180		14,940	2,720	17,660	5,887
Law & Political Science	126	12	138	170	4	21,420	2,040	23,460	5,865
Business Administration	84	16	100	220	3	18,480	2,720	21,200	7,067
Architecture – Design & Built Environment									
Architecture	158	12	170	334	5	52,772	2,040	54,812	10,962
Graphic Design Interior Design Fashion Design	90	18	108	260	3	23,400	3,060	26,460	8,820
Landscape Design	93	18	111						
Engineering	134	16	150	334	5	44,756	2,720	47,476	9,495
Science									
Physics Mathematics Chemistry Biology Biochemistry	81	16	97	234	3	18,954	2,720	21,674	7,225
Computer Science	84	16	100			19,656	2,720	22,376	7,459
Pharmacy	168	12	180	400	5	67,200	2,040	69,240	13,848
Medicine	190	14	204	596	6	113,240	2,380	115,620	19,270
Dentistry	168	12	180	572	5	96,096	2,040	98,136	19,627
Health Sciences									
Nursing	90	16	106	220	3	19,800	2,720	22,520	7,507
Medical Lab	84	16	100	237		19,908	2,720	22,628	7,543
Nutrition	85	16	101			20,145	2,720	22,865	7,622
Physical Therapy	114	16	130	4		27,018	2,720	29,738	7,435
Freshman	30			244	1	7,320			7,320

* The Credit Hour Fees for University Requirements (Mandatory & Elective) are 255,000 L.L. (170\$).

* Health Care fees: 40,000 L.L per semester.

* Technology fees: 200,000 L.L. per academic year to cover IT services.

* Book fees for selected courses: 50,000 L.L – 230,000 L.L.

* Transportation to / from Debbieh Campus: TBA

* The credit hour fees are subject to change every year.

X. PAYMENT OF TUITION FEES

Students should settle all tuition fees at the start of the semester. In the event of canceling the registration of any course during the first 2 weeks of the fall and spring semesters and the first week of the summer session, students are entitled to a full refund. Otherwise, the following rules apply:

Fall & Spring Semesters	
Time Frame	Deducted Amount
End of 3 rd week	20 %
End of 4 th week	30 %
End of 5 th week	50 %
After 5 th week	100 %

Summer Session	
Time Frame	Deducted Amount
End of 2 nd week	25 %
End of 3 rd week	40 %
End of 4 th week	50 %
After 4 th week	100 %

Enrollment Suspension

Students may put their enrollment for one or two consecutive semesters on suspension, **after filling out a Leave of Absence Form**. If the leave is longer than that, a re-enrollment request should be submitted to the faculty. Re-enrollment is dependent upon the approval of the Faculty Council.

XI. FINAL EXAM

- The final exam is held in the last two weeks of each semester in coordination with the Registrar's Office.
- Students who were not able to attend the relevant final course examination or fulfill some of the course requirements because of conditions beyond their control can apply to receive an Incomplete grade "I" for that course no later than a week from the date of the course's final exam. This is only feasible if they have attended and completed at least 80% of the course requirements and after the approval of the course instructor. The unfinished course requirements (examination, etc...) must be met by the end of the first week of the following semester. Otherwise, a failing grade "F" will appear for that course on the student transcript.
- Students may petition to have their final exam booklet re-corrected, within a period up to one week from the date of announcement of the exam result and with a maximum of two courses, after payment of the prescribed fee.

XI. VIOLATION OF THE UNIVERSITY'S CODE OF ETHICS

The Dean of the Faculty issues a Misconduct Citation to students breach of the University's customs and rules, and/or performing prohibited acts as mentioned in the Code of Ethics and Conduct. If three misconduct citations are issued throughout the enrollment period, students may be suspended by the University Council.

1- Infractions that entail accountability

1. Any action that is considered a breach of the University's regulations or its reputation, whether on or outside the premises.
2. Any action in violation of the code of honor, dignity or decent behavior on or outside the University premises.
3. Any deliberate damage of facilities, equipment, materials, university books, etc.
4. Any deliberate endangerment, arson or damage to the personal belongings of any member of the Beirut Arab University community.
5. The misuse of computers in any shape or form, whatever these acts may be.
6. Committing acts of discrimination against individuals or groups.
7. Assaulting individuals, where the assault can be for example, beating, swearing, threatening, physical violence, harassment, etc.
8. Committing acts of dishonesty or fraud or forgery or distortion or deception.
9. Unlawful entry to unauthorized locations on campus.
10. Obstruction of or instigation of the obstruction of the educational process, or the intentional

abstention from attending classes, lectures and other University activities.

11. Any establishment of societies inside the University, or becoming a member in such organization without prior permission from the University administration.
12. Distribution of pamphlets, putting up posters or issuing wall-magazines on the premises without prior permission from the University administration.
13. Holding sit-ins or participation in or instigation of protests on the premises, and attempts to disrupt any ongoing activity on campus.
14. Possessing any items that are prohibited by law on campus, like drugs and guns.
15. Committing acts that are in violation of common decency both and off campus.
16. starting and/or spreading rumors throughout the university community.
17. Spreading chaos or collusion to do so on campus.
18. Any action that is a breach of examination-regulations or discipline.
19. Any collusion that may aid in acts of cheating in exams.
20. Any form of cheating or attempt thereof in exams.

The disciplinary penalties are:

1. An oral or written citation.
2. A warning.
3. Denial of sitting for the final exam in a One or two courses.
4. Canceling the student exam in a One or two courses.
5. Suspending the student for a period not exceeding a week.
6. Suspending the student for a period not exceeding a month.
7. Denial of sitting for the final exams.
8. Dismissal from the faculty for a semester or more.
9. Final dismissal from the u University.

The implementation of Penalty (8) leads to the denial of the student's enrollment in any of the other University faculties within the same period.

Any student found cheating or attempting to cheat during an exam, is removed from the exam room by the Dean or his/her representative. The student then will be interrogated and, when necessary, will be referred to the Disciplinary Board which will issue the appropriate penalties as per the rules present here. In the case of disturbing the exam procedure and/or atmosphere, the Dean or his/her representative may annul the exam for the student(s) responsible for the disturbance.

The disciplinary penalties taken can be publicized on campus.
The disciplinary penalties are kept in the student's file.

The authorized entities that decide on disciplinary penalties are:

1. Faculty members: Penalty (1)
2. The Dean of the Faculty: Penalties (1), (2), (3), and (4) after reviewing the investigation conducted by a faculty member.
3. The President of the University: All penalties except (7), (8) and (9) after reviewing the investigation conducted by a faculty member.
4. The Disciplinary Board which is commissioned by the President of the University: All penalties without exceptions. This is done after reviewing the investigation conducted by the faculty member, who should not be a Disciplinary Board member, and after hearing the student's statement on what is attributed to him/her.

The student is entitled to appeal the Disciplinary Board's decision through a petition submitted to the President of the University, within one month from the date of being notified of the decision. The President refers the appeals to the Disciplinary Board's of appeal.

The University Council is entitled to review the final dismissal decision after the lapse of a period of minimum three years from the date of issuance.

XII. EVALUATION AND GRADING SYSTEM

The University uses a continuous assessment process to ensure the quality of education for its students and graduates. This is achieved by evaluating the performance of the student through a series of exams and tests that are scheduled during the academic semester. The total reported grade is over one hundred marks. The table below shows the relation between the letter grade, the percentage grade, the GPA, and the grade rank:

Letter Grade	Percentage	Grade Point Average	Grade
A+	95 - 100	4.00	Excellent
A	90 - 94	4.00	
A-	86 - 89	3.67	Very Good
B+	83 - 85	3.33	
B	80 - 82	3.00	
B-	76 - 79	2.67	Good
C+	73 - 75	2.33	
C	70 - 72	2.00	PASS
C-	65 - 69	1.67	Marginal
D	60 - 64	1.33	
D-	55 - 59	1.00	
P / T	--	--	Transfer
F	0 - 54	0.00	Fail

* The minimum passing grade for faculty and university requirement-courses is “D”, Such courses will be included in the CGPA.

In case of having a grade “D-“ the student must repeat the course.

The following table shows grades that do not count towards graduation:

Letter	Meaning	Explanation
I*	Incomplete	No credit awarded- Not counted in GPA
W	Withdrawal	No credit awarded- Not counted in GPA
AW	Automatic Withdrawal	No credit awarded- Not counted in GPA
INTF INTP	Replaced	No credit awarded- Not counted in GPA
AUD	Audit	No credit awarded- Not counted in GPA
INP	In progress	No credit awarded- Not counted in GPA

I Students must fulfill the course requirements by the end of the first week of the subsequent semester.*

- Calculating the GPA: (Grade Point Average)

To determine the Course Grade Point:

Grade Point Average = Grade Point GP x Number of the Course Credit hours

For example, if the letter grade for the course is C+ and the course is 3 credit hours then:

$$\text{the Course Grade Point} = 2.33 \times 3 = 6.99$$

- Calculating the SGPA: (Semester Grade Point Average)

The Semester Grade Point Average is calculated using the following equation:

$$\text{SGPA} = \frac{\text{Summation of the GPA of all courses taken in a semester}}{\text{Total number of credit hours taken per semester}}$$

- Calculating the CGPA: (Cumulative Grade Point Average)

The Cumulative Grade Point Average is calculated using the following equation:

$$\text{CGPA} = \frac{\text{Summation of the GPA of all courses taken over all semesters}}{\text{Total number of credit hours taken over all semesters}}$$

XIII. REPEATED COURSES

- In the case of repeating any failed mandatory course, the highest grade will be included in the CGPA.
- A student receiving a low or failing grade on an elective course or transferring from faculty to another can replace it by another elective course, after the approval of the academic advisor and the Dean of the faculty. The higher GPA of the two courses is counted in the CGPA, and the lower grade course will have a grade of INTF (F: Fail) shown next to it on the student's transcript.
- Students may repeat any course(s) they passed one time only to improve their CGPA. The grade calculation for the repeated courses is as follows:

Reason(s) for Repeating	Grades Applied
Failed course(s)	The passing grade obtained is counted for the CGPA.
Elective Course(s) Substitution	The higher grade is counted for the CGPA.
Grade Enhancement	The higher grade is counted for the CGPA.

XIV. ACADEMIC PROBATION

Starting from the 2nd semester, students receiving an SGPA and a CGPA less than 2.00 will receive an academic warning and become under probation, they are prevented from registering for more than 12 credit hours in the subsequent semester. In case of having two consecutive academic warning, the University Council can dismiss the student according to the following rules:

Students under probation having a CGPA less than 1.60 will be dismissed.

Students under probation having a CGPA higher than or equal to 1.60 are not allowed to register as normal students. They have the chance only once to register 12 credits in fall/spring semester and 6 credits in the summer semester in remedial courses, selected by the academic advisor from those in which the students failed or got low grades or in university courses.

Students in the remedial stage, who get an SGPA and a CGPA less than 2.00, will be dismissed from the faculty.

Students in the remedial stage who get an SGPA higher than or equal to 2.00 and a CGPA less than 2 will be allowed to register 12 credits in fall/spring semester and 6 credits in the summer semester. Students will be allowed to resume their normal enrolment in their academic programs in the subsequent semester after receiving an SGPA > 2 and a CGPA > 2, and in case of having any other academic warning, the student will be dismissed.

XV. DEGREE REQUIREMENTS

To be eligible for graduation, students complete a "Degree Plan form" during the semester prior to the graduation semester. The Degree Plan form maps out all the completed courses as well as the remaining courses relevant to the chosen major. This ensures that all the degree requirements have been met. The Degree Plan form must be completed under the supervision of the academic advisor with copies supplied to the Registrar's Office and the faculty academic coordinator.

The student must also provide a student clearance statement and should meet the following requirements:

1. The completion of his/her studies within a period not exceeding double the standard study duration to receive a degree in the chosen major.

2. Students must fulfill the minimum credit hour requirements for all types of courses including Mandatory Courses, Elective Courses, University Courses, Free Courses etc. required in the major as specified in the curriculum of the relevant faculty. Student must also fulfil the university requirements by earning the ICDL certificate within the first four semesters of his study.
3. The final CGPA grade must be at least 2.00 in order to attain the relevant academic degree. Otherwise, students must repeat one or more courses to get their CGPA up to at least 2.00.
4. Each faculty or department reserves the right to impose added requirements for specialized courses, or getting a higher GPA.
5. In order to graduate with Honor, students must attain a CGPA of at least 3.67, and should not have received a grade less than C in any course or received any warnings for violating the university regulations during their enrolment.
6. Students must obtain the International Computer Driving License (ICDL).

XVI. TRANSFER TERMS

A student may transfer to one of the University's faculties from an equivalent faculty. The Faculty Council decides which courses the student could be exempted from in coordination with the Student Affairs, according to the following conditions:

- The student has already successfully passed two academic semesters at least (for the Scientific Faculties). Otherwise, the transferring student has to pass the required admission exams and join B.A.U as a first year student. Credits taken before can be transferred after admission has been decided.
- The student has the right to enroll in the faculty.
- The student has passed the TOEFL Exam with a minimum score of 500, the IELTS Exam with a minimum score of 5, the SAT I writing with a minimum score of 380, or the BAU English Language Entrance Exam with a grade not less than 60%, except for the Faculty of Human Sciences and the Faculty of Law and Political Science.
- The student meets the requirements set by the faculty (if any).

XVII. COURSES TRANSFER

Based on the recommendations of the Department and the Faculty Councils, in coordination with the Student Affairs Department, and upon the University Council's approval, the student is exempted from any courses previously taken in another university or faculty provided that:

- The transferred courses are comparable in scientific content and in the number of credits to the BAU courses which are required to attain the desired degree.
- The student has already passed these courses with a GPA not less than C or its equivalent percentage in the yearly system.
- General knowledge courses can be transferred from other universities, without being compared with equivalent BAU University Elective courses, as long as their credit count does not exceed 50% of the required BAU University Elective credits.
- Whether completed at BAU or at any other university, the course(s) completion date(s) must not exceed 5 years, otherwise: interview.
- The total transferred credit hours should not exceed 50% of the total number of credit hours required to obtain the relevant major degree.

XVIII. COURSES

Every faculty defines, according to its internal rules and regulations, the minimum number of credits required for graduation. These credits consist of the following courses:

1) **Faculty courses**

The faculty courses are of three kinds:

- **Mandatory Courses:** These are a set of designated courses (may include courses from other faculties) that *must be completed* by all students in the faculty as part of their graduation requirements.
 - **Elective Courses:** These are a set of designated courses that students can select from in order to fulfill the number of elective credits required in the program. They include:
 - **Departmental Electives:** courses designated and offered by the relevant department.
 - **Faculty Electives:** courses designated and offered by the faculty.
 - **Free Elective Courses: courses that students can select from any faculty.**
- 2) **University Requirement Courses:** These are a set of courses designated by the University to ensure that all students acquire a broader knowledge. Students must complete from 13 to 20 credits as university courses according to the faculties' own regulations. These courses include:
- **Mandatory Courses (5 credits) :** A set of mandatory courses: Human Rights (1 cr.) – Arabic Language (2 Crs.) – English Language (2 Crs.). For non-Arabic speakers, it is possible to replace the Arabic Language Course, one of the mandatory university requirements, with an optional course in another foreign language (FREN 001), ITAL 001 or SPAN 001.
 - **Elective Courses (from 7 to 11 credits) :** A set of courses offered by all faculties in the university for all students to choose from. Students may not register in university elective courses offered by their own faculty in the same major.

Free Courses:

Courses offered by all programs in all faculties of the university, the number of the credit hours of these courses are determined in the study plan of each program

XIX .MINIMUM NUMBER OF CREDIT HOURS REQUIRED FOR GRADUATION

The minimum number of credit hours required for graduation is specified in the curriculum of each faculty in terms of Mandatory, Elective and University Courses and is as follows:

FACULTY	No. of Credit Hours
Human Sciences	99
Law and Political Science	138
Business Administration	100
Architecture – <i>Design and Built Environment</i> Design Programs	170
- Interior Design	108
- Graphic Design	108
- Landscape Design	111
- Fashion Design	108
Engineering	150
Science	
- Computer Science	100
- Other Departments (Math, Physics, Chemistry, Biological Sciences)	97
Pharmacy	180
Medicine	204
Dentistry	180
Health Sciences	
- Nursing	106
- Human Nutrition & Dietetics	101
- Medical Laboratory Technology	100
- Physical Therapy	130

Minimum Number of Credit Hours Required per Semester

Students are allowed to register, per semester, a number of credit hours that vary between:

- A maximum of 18 and a minimum of 12 credit hours in the scientific faculties, and
- A maximum of 18 and a minimum of 9 credit hours in the humanities faculties in the fall and spring semesters.