

Volume I

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I. Introduction

1. Historical Background and Evolution of the Faculty

The Faculty of Architectural Engineering, newly named Faculty of Architecture, Design and Built Environment was founded in 1962 as the fourth faculty at BAU. Since commencement, it has played a key role in addressing and serving the needs of students from Lebanon and the entire Middle East. The faculty started with 36 students in 1962 prospering to a total of 786 students in 2016, at various levels of Architecture program in Debbieh and Tripoli Campuses.

The faculty was initially located at the main building in Beirut campus. However, in 1987 and in order to accommodate the increasing number of students and facilities, it moved to the now labeled "Hariri Building" and occupied the top four floors. It remained there until October 2006 when it became the first BAU faculty to reside in the newly established Debbieh campus in the Shouf District in line with the University's expansion plans. Moreover, the Faculty has expanded to Tripoli Campus since 2010 and now it hosts around 206 students.

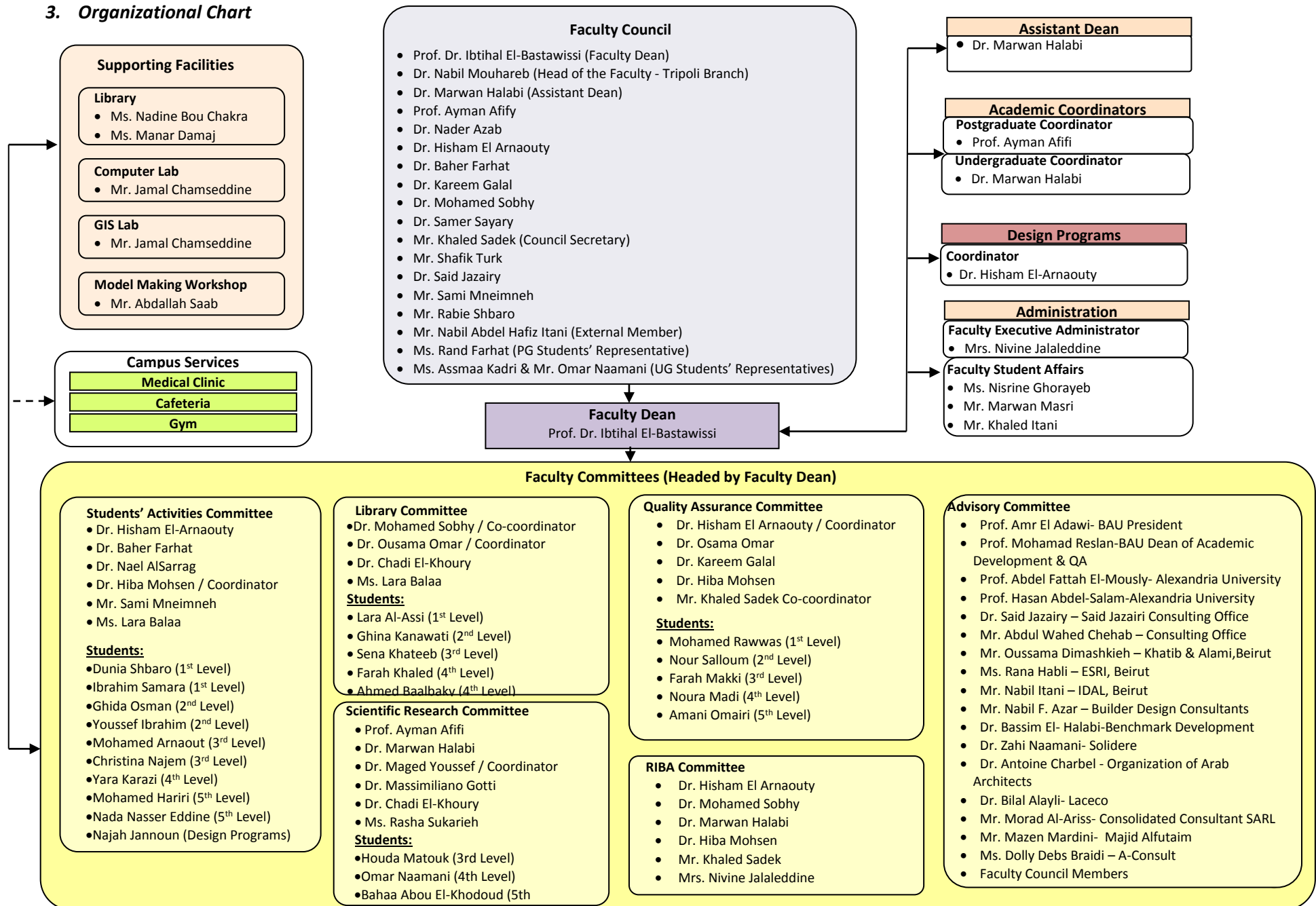
The faculty constantly updates its programs and associated structure, offering new programs and responding to the community needs and job market. In 2005, the faculty implemented the Credit Hour System instead of the two academic terms scheme, thereby offering students a more adaptable and responsive program spreading over a ten-semester period (minimum) for the program of Architecture. Lately, the Faculty has launched new 3-year programs in Design at Debbieh and Tripoli Campuses; the programs of Interior Design, Graphic Design and Landscape Design were firstly offered in Fall 2014/2015, and in Fall 2016/2017 the Fashion Design program has been also introduced. Today, the number of students registered in these programs is 117 students in Debbieh Campus and 32 students in Tripoli Campus.

In June 2012, the 5-year Bachelor program in Architecture has been awarded unconditional validation for RIBA Part 1. During the academic Year 2013/2014, the program structure has been revised and re-organized aiming that Part 1 to be met on completion of 4 years (140 credits taken over 8 semesters) and Part 2 after the completion of 2 additional years (58 credits taken over 4 semesters). Accordingly, the offered degrees are the Bachelor of Architecture by the completion of 170 credits taken over 10 semesters, and the Master degree in Architecture (March.) offered by the completion of 28 credits taken over 2 additional semesters. This restructuring started to be applied from Fall 2014/2015, and the RIBA Exploratory Visiting Board in November 2015 recommended that the candidate MArch course for recognition and that it has the potential to meet RIBA criteria. MArch program has been granted candidate course status for RIBA Part 2. A full RIBA recognition of Part 2 and continued recognition of Part 1 for the BArch and MArch programs in Architecture took place at the faculty in February 2017 and awarded the Faculty unconditional validation for both RIBA Part 1 and RIBA Part 2 until 2022.

2. Academic Programs

The Faculty offers a Bachelor of Architecture Degree where the standard duration of study is ten semesters, as well as Bachelor degrees in Interior Design, Graphic Design, Landscape Design, and Fashion Design where the duration of study is six semesters.

3. Organizational Chart



II. Academic Regulations

1. *Students Rights and Responsibilities*

- Students have an obligation to confirm their loyalty to the University through upholding its core values and academic traditions.
- Students should support the University mission through:
 - Serious and responsible participation in university committees and activities;
 - Interaction with the society in accordance with the University's core values;
 - Keenness on promoting the University's high status within the community
- Students should show tolerance and acceptance of the Other.
- Academic freedom is an inherent right of students. They have an obligation to preserve it and ensure its continuity. This freedom is practiced through teaching as well as research and creative activities, and within the boundaries publically acceptable moral values and in accordance with the University standards in particular.
- Academic freedom guarantees academic independence for students who are committed to meeting its objectives through undertaking informed studies in the light of full respect for personal initiative, while adhering to the generally acceptable rules of behavior and ethical standards, as well as those stipulated in this code.
- Students at the University should use the facilities, equipment and tools that are in their care for the purposes they are designed for, in accordance with their nature, and not in violation of legally acknowledged requirements of general safety. They also have to use these resources wisely to ensure that the returns would benefit as many as possible of the University community members.

2. *Student Discipline*

The Dean of the Faculty issues a Misconduct Citation to students proven of breaching the university's customs and rules and/or performing prohibited acts mentioned in the code of ethics and conduct. If three misconduct citations are issued throughout the enrolment period, students may be suspended by the university council.

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 honour code, dignity or decent behaviour 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 are.
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 the obstruction of the educational process, or the intentional abstention from attending classes, lectures and other university activities.
11. Any organization 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 participating in protests on the premises or instigating thereof, 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 on campus and off.
16. Creating rumours and spreading them 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 course or two.
4. Cancelling the student exam in a course or two.
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 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 during an exam or attempting to cheat, is removed from the exam room by the Dean or his representative. The student is then will be interrogated and when necessary will go in front of 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 representative may annul the exam for the student(s) responsible for this 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 done by a faculty member.
3. The President of the University: All penalties except (7), (8) and (9) after reviewing the investigation done 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 done by the faculty member, who should not be a Disciplinary Board member, and after hearing the student side in 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 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.

3. Attendance, Absence and Withdrawals

Students may not be absent for more than 2 successive semesters. Otherwise, re-enrollment into the program is required. Course Transfer:

Upon the recommendations of the relevant department council and the approval of the faculty council, through the coordination with the student's affairs administration, students may be allowed to transfer some course(s) previously completed at other universities or faculties according to the following conditions:

1. Transferred course(s) is (are) part of the degree requirements.
2. The final course(s) grade must be "C+" minimum or equivalent.
3. The total credit hours of the transferred course(s) do not exceed 50% of the total credit hours for courses required to obtain the relevant degree.

4. The transferred course(s) have not been previously used to obtain a degree in the same field of specialization.
5. Whether completed at BAU or any other university, the course(s) completion date must not be in excess of 5 years.

4. Academic Advising

Academic advising aims at helping students in their academic development through useful educational plans that support their goals, and through providing the necessary information on academic requirements that need to be fulfilled towards an academic degree. Academic advising further helps in developing the student's decision-making skills, while encouraging him/her to complete the graduation requirements successfully and in time, to plan his/her postgraduate studies, and/or select a career.

The responsibilities of the academic advisor (whether an academic staff-member or an assistant) can be summarized in the following:

1. Providing students with accurate information on the academic requirements and the University policies and procedures to achieve maximum benefit.
2. Clarifying the rules applicable at the University.
3. Providing regular academic advising.
4. Assisting students in the following:
 - Reviewing the study plan for the offered courses.
 - Linking the offered courses with the student's study plan.
 - Developing and evaluating students' study plans to progress towards their goals.
 - Identifying and setting realistic study plans based on the actual course offerings.
 - Identifying and monitoring the academic goals and objectives and assist students in finding information on job opportunities.
5. Holding regular meetings with the students of the higher levels in each semester, planning for the following semester, and revising/editing the schedules for the academic program.
6. Notifying students of the academic advisor's working hours by announcing them in an adequate location at the beginning of the semester.

The student is an equal partner in the academic advising process, since s/he is ultimately responsible for his/her educational choices and relevant decisions. The student's responsibilities thus include:

1. To be fully aware of the University policies and procedures as well as the academic requirements.
2. To discuss his/her personal views concerning relevant academic and professional requirements with the academic advisor.
3. To pay close attention to the academic advisor's recommendations and advice.
4. To take responsibility for the academic decisions and the graduation requirements.
5. To be responsible for achieving academic success by relying on the data available in the University catalogues, academic records, the BAU web-site and the academic calendar.
6. To maintain a professional relationship with the academic advisor by being punctual, observing attendance and contacting the advisor in the case of any change in appointments.
7. To keep a copy of the academic file and act upon the academic advisor's recommendations.
8. To use the iConnect as a means to receive the latest academic updates and information concerning registration and other matters.
9. To regularly check the BAU email and other messages sent by the University and/or the academic advisor, such as receiving SMSs.
10. To request the assignment of another academic advisor when the student changes the major or adds a minor.

5. Assessment and Grading System

The faculty follows the University rules for continuous assessment. This is achieved by evaluating the performance of the student through a series of exams, assignments, projects, researches, etc, 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+	93 – 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	Weak
P / T	--	--	Transfer
F	0 - 54	0.00	Fail

6. Academic Probation

- At the end of any semester, students obtaining a SGPA and CGPA of less than 2.00 are issued with academic warnings and prevented from registering more than 12 credit hours in the subsequent semester.
- The following regulations will be strictly applied:
- Without breaking any of the following regulations, Students will be suspended if issued three consecutive warnings, even if they did not register for a semester or more in between.
- Unless the suspended students have a CGPA higher than 1.45, they are not allowed to register in the academic program of the faculty and remain under probation, but can register up to 12 credits in remedial courses provided that they are not summer courses. The academic advisor can select these remedial courses from those in which the students failed or got low grades.
- Students under probation who get a GPA less than 2.00 in the remedial courses and the cumulative GPA will be expelled from the faculty.
- If the students under probation get a GPA of 2.00 or more in the remedial courses and their CGPA is not less than 2.00, then they have the right to resume their academic program at the faculty and the remedial courses will be part of the credits that they have earned.
- If the students under probation get an SGPA of 2.00 or more in the remedial courses but their CGPA is less than 2.00, they will remain under probation. The academic advisor will select for the student 8 credit hours from the courses in which they have failed or have got a low grade provided that they are allowed to register for these courses as follows:
 - a. If the SGPA of the students is between 2.00 to 2.33, they are allowed to register for 12 credit hours.
 - b. If the SGPA of the students is between 2.34 to 2.66, they are allowed to register for 16 credits.
 - c. If the SGPA of the students is 2.67 or more, they are allowed to register for 18 credit hours.
 - d. If the CGPA and the SGPA of the students is not less than 2.00 in the second semester, they are allowed to continue their study in the faculty; otherwise, they may be suspended.

III. National Authority for Quality Assurance and Accreditation of Education

The university as a whole and the faculty programs are supervised by the Lebanese Ministry of Education and Higher Education. However, regarding International accreditation, In September 2012, the Faculty has been accredited by the Royal Institute of British Architects “RIBA” for RIBA Part 1 upon the completion of 10 semesters and is now therefore supervised by the RIBA and the Order of Engineers and Architects.

IV. Laboratory Facilities

1. Current Facilities

The main facilities currently present within the faculty of Architecture – Design and Built Environment that support Architecture and Design Programs are:

- **Computer Labs:** equipped with latest hardware & software applications, continuously updated

Information Resources: IT Facilities			
1. Location	Ground Floor		
2. Opening hours	8:00 AM to 4:00 PM		
3. Number of subject specific PC's	89 PCs		
4. Number and type of plotters available to students	IPEX “ Facility Library”		
	Plotters	Width	Quantity
	Hp Design Jet 7100	107 cm	1
	Hp Design Jet 5500	150 cm	2
	Hp Design Jet 4500	107 cm	1
	Hp Design Jet 1100	107 cm	2
	Hp Design Jet 1200	107 cm	1
	Seiko Map &Scanner	91 cm	1
5. List of software available	AutoDesk AutoCAD 2015 AutoDesk 3Dmax Design 2015 AutoDesk Revit Arch. 2015 ESRI GIS 10.3.1 Adobe Photoshop CS6 Adobe Illustrator CC Adobe InDesign CC Rhinoceros 5		
6. Other equipment available for IT and digitally generated work	Scanners and Photocopiers		

- **Studios:** Studios represent an advantage, being spacious, organized, well equipped, and specific to each level, equipped with assigned lockers for each student. The faculty accommodates 6 studio for architecture students from level one to level six, and 3 studios for Interior Design and graphic design students, and a studio for Fashion design students.

- **Environmental Lab:** Environmental Laboratory An environmental laboratory was established aiming to support energy studies in the teaching and research strategies of the faculty. It includes a range of instruments in the area of buildings' energy efficiency, thermal comfort, and indoor environmental quality. Furthermore, software programs related to energy simulation, daylighting and CFD analysis to perform whole-building analysis during the design process are also included.

Objectives:

- Supporting faculty Mandatory courses such as Arch 298 Indoor Environmental Control and Arch339 Environmental Design and elective course such as Arch 463 Intelligent buildings and Arch 465 Building Information Modeling.
 - Using Simulation applications by analyzing projects performance and testing alternatives during the design process.
 - Providing space for researchers to find common ground and share interests in these areas: Reduction of energy consumption from heating, cooling, and ventilation, effective utilization of solar thermal energy and research on the heat performance of green buildings.
- **Digital Fabrication Lab:** Lab has been equipped with tools that include 3D printers, laser cutters, CNC machine & an industrial robotic arm, and various other tools, making it the first laboratory of its kind among national universities.
 - **Model Making Workshop**

The Model Making Workshop has been equipped with up to date model making tools, *both manual electric and digital tools (including a laser cutting machine)* which was highly beneficial to students in reducing both time and cost in producing the models of their design projects.

Production Resources: Modelling and Construction Workshop			
1. Location	Second Basement		
2. Opening hours	8:00 AM to 4:00 PM		
3. Timber working facilities	Name	Quantity	Brand
	Bench Grinder	1	Fujita
	Drill Press	1	Fujita
	Cut off Machine	1	Fujita
	Angle Grinder	1	Fujita
	Ting Hand	1	
	Riveter	2	Winnor
	Screwdriver Set	2	Winnor
	Diagonal Cutting	2	Winnor
	Plier	2	
	Combination	1	
	Plier	1	
	Wood Saw	1	Bosch
	Inverter Welder	2	Bosch
	Air Compressor +	2	Bosch
	Spray Gun	1	
	Circular Saw	9	
	Impact Drill	2	
	Jigsaw Tool	3	
	Caustic Welding	5	
	Vise	4	
	Hand Mitre Saw	4	

	Wood Craving Hand Tools Junior Hacksaw Machinist Hammer Glass Cutter Scissor	4
4. Metal working facilities	Yes	
5. CNC router	Yes	
6. Robotic Arm	Yes	
7. Laser cutter	Yes (2)	
8. List other equipment and facilities available for digital fabrication	Cube Pro 3D Printer CubeX Pro 3D Printer	

- **Storage Areas**

Storage areas and spaces have been enlarged to accommodate the students' projects, portfolios and physical models which were stacked on recently erected shelves enough to contain and store them. These storages are located in level B2.

- **Media Facilities**

Media facilities are present at the university campus in Beirut and equipped with latest technologies and could be used for all types of presentations, in addition to video and film facilities available at Omar Hourri Hall. Moreover, a semi professional camera and lenses are available for the faculty to be used in projects and architectural photography course.

2. Future Expansions

Faculty facilities are continuously updated with recent trends, especially computer labs which mainly undergo software updates to keep up with current releases. A new expansion will take place in the academic year 2017/2018 as new facilities for Design Programs will be introduced in the new building "A4", including studios, lecture rooms, computer lab, iMac Lab, Silk Screen Studio, Photography Studio,...etc

V. Libraries and Information Services Centre

1. Summary of Libraries in Debbieh Campus

As there is no central library on site, the Faculty of Architectural Engineering at BAU has a dedicated Architectural Library, stocked with books, journals, e-journals, and online database. In the year 2011, the Architectural Engineering Library held a total of 8,877 books & 6,929 Journals. There are currently 9,123 books, of which 688 are in the Arabic Language. Compared to the previous academic year 2012-2013, an increase of 117 books and 44 journals was registered. The following tables represent a Book Survey in the Architectural Engineering Library.

2. Number of Books, Periodicals, and Journals Available

Year	Publication Type	Number			Total
		Existing	New		
			Gifted	Purchased	
2016	English Books	8,737	441		9178
	Arabic Books	701	-	23	724
	Journals	7,135	-	-	7,135
	E-Journals	Access to Full text on Scencedirect.com			
	Database	Access to Full text			

VI. Administration, Faculty and Staff

1. Administration

Administrative Staff

Name	Nivine Jalaeddine
Date Appointed	16/08/2006
Grade/Post	Faculty Executive Administrator
Specific Responsibilities	<p>Supervise on:</p> <ul style="list-style-type: none"> ○ The faculty employees and labours and following up their work. ○ The Faculty library and providing it with the needed books in coordination with the Faculty Dean, library administrator, library committee, and University Libraries Department. ○ The work process in the computer lab and GIS lab and providing them with the needed equipment and required maintenance in coordination with the Faculty Dean and lab administrator. ○ The work in the Model Making Workshop and providing it with the required supplies and maintenance in coordination with the Faculty Dean and model making workshop administrator. ○ Write letters, documenting them and following up their process with the concerned parties. ○ Receive external mails (letters, posters, invitations, etc.), presenting them to the Faculty Dean and then following up related procedures (if any) as requested by the dean. ○ Coordinate with other faculties and departments to run certain faculty matters (president office, students' affairs, administrative affairs, information technology, public relations, general affairs, purchase affairs, etc.) ○ Coordinate with general affairs department in Debbieh Campus concerning matters related to cleaning, means of transportation for staff and students, maintenance, and any other faculty logistic needs. ○ Ensure faculty needs from stationery, printing supplies, rooms furnishing, etc. ○ Prepare Semester Schedules under the supervision of the Faculty Dean, manage the allocation of lecture rooms and studios for all courses according to capacities, calculate teaching load assigned to academic staff, in addition to reporting the monthly teaching hours attended by part-time academic staff in the faculty. ○ Prepare Exams' Schedules under the supervision of the Faculty Dean, and

	<p>manage exams' locations and invigilation personals, and follow up the process of exams' setting and final grades issuing.</p> <ul style="list-style-type: none"> ○ Follow up with the instructors the submission of the documents required for the Quality Assurance and RIBA Accreditation (Course Specification, Course Outline, Project Brief, Exams Question Sheets, Exams Answer Sheets, Tutorial Grades, Course Report, Exam Samples, and Final Exam Grades). ○ Fulfil the accreditation related administrative tasks requested by the dean. ○ Deal with the students' enquiries and coordinating with the Faculty Dean or teaching staff or student affairs regarding issues related to curriculum, academic situation, add and drop, schedule, exams, petitions, transfer, change of major, etc. ○ Attend Faculty Council meetings, writing the related letters and follow up the implementation of the council decisions. ○ Arrange for academic events within the faculty, i.e.: exhibitions, public lectures, workshops ○ Organize the storage rooms for the exams, samples, and documentation of course files.
Name	Eng. Jamal Chamseddine
Date Appointed	11/11/1996
Grade/Post	Computer Labs Head of Unit
Specific Responsibilities	<ul style="list-style-type: none"> ○ Administrate the work in the Computer Lab. and the Graphic / GIS Lab. ○ Install necessary software on all computers and laptops in the Faculty and update them on a regular basis. ○ Maintain the computers and printers available at the Faculty Dean's office, Teaching staff offices, and the Faculty Library. ○ Maintain and follow up the performance of the network connections and the Internet/Intranet services available in the Faculty Building. ○ Inspect regularly the operation of Laptops and Data shows available in all Faculty lecture rooms. ○ Update the Anti-Virus Software weekly on all the Computers available in Labs., teaching staff offices, and Laptops used for lectures ○ Assist in printing posters of the Faculty academic events. ○ Format and set-up all Desktop and Laptop Computers in the summer or as needed. ○ Coordinate with the Debbieh Site Management to assure good technical performance for seminars / lectures held at Omar Hourri Auditorium ○ Participate in administrating and invigilating written and oral exams of the Faculty, and the University admission exams.
Name	Nisrine Ghorayeb
Date Appointed	01/02/2007
Grade/Post	Faculty Head of Unit
Specific Responsibilities	<ul style="list-style-type: none"> ○ Provide secretarial support to the Faculty Dean and the Faculty Registrar: typing and printing internal and external correspondences, and answering telephone

calls.

- Update website of the faculty.
- Archive files and documents.
- Arrange transportation for Faculty members when needed.
- Help in the editing process of the Faculty Journal (Architecture and Planning Journal APJ).
- Access Banner system and iConnect (printing reports, make attendance warnings, sending emails).
- Assist students during registration period, filling contract sheets, and coordinating between students and other university departments
- Follow up the submission of Quality Assurance requirements and documents (Course outline, Project brief, course specifications...).
- Prepare, arrange and archive the files related to required documents.

Name **Nadine Abou Chakra**

Date Appointed **01/02/2007**

Grade/Post **Faculty Library Administrator**

- Specific Responsibilities**
- Search standard reference materials, including on-line sources in order to answer ' reference questions
 - Analyse users' requests to determine needed information, and assist in furnishing or locating that information.
 - Train library users to effectively search the Library catalogue.
 - Keep records of circulation and materials.
 - Check books in and out of the library.
 - Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
 - Review and evaluate resource material, such as book reviews and catalogues.
 - Respond to students complaints and take action as necessary.
 - Organize collections of books, publications, documents, audio-visual aids, and other reference materials for convenient access.
 - Prepare reports related to library and information services.

Name **Manar Damaj**

Date Appointed **01/09/2012**

Grade/Post **Administrative Staff at Faculty Library**

- Specific Responsibilities**
- Search standard reference materials, including on-line sources in order to answer ' reference questions
 - Analyze users' requests to determine needed information, and assist in furnishing or locating that information.
 - Train library users to effectively search the Library catalogue.
 - Keep records of circulation and materials.
 - Check books in and out of the library.
 - Explain use of library facilities, resources, equipment, and services, and provide

	<p>information about library policies.</p> <ul style="list-style-type: none"> ○ Review and evaluate resource material, such as book reviews and catalogs. ○ Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
Name	Abdallah Saab
Date Appointed	01/10/2012
Grade/Post	Model Making Workshop Administrator
Specific Responsibilities	<ul style="list-style-type: none"> ○ Maintain all equipment available at the model making workshop. ○ Assist students in cutting materials required for their models and using 3D printer. ○ Administer the model making workshop financially by issuing receipts of paid fees for laser cutting and 3D printer. ○ Archive and organize the storage of architectural models ○ Capture photographs of the models in the storage and archiving them. ○ Coordinate with maintenance company in case of any technical problems occur to the laser cut machine and 3D printer. ○ Participate in administrating and invigilating written and oral exams of the Faculty, and the University admission exams.
Name	Khaled Itani
Date Appointed	01/04/2015
Grade/Post	Student Affairs at the Faculty
Specific Responsibilities	<ul style="list-style-type: none"> ○ Provide administrative assistance to the Faculty Dean (typing letters, printing necessary documents). ○ Provide administrative assistance to the faculty registrar and the Academic staff as regards academics events, accreditation documents, etc. ○ Assist the academic staff in printing exam rosters, final grade reports, mid-term grade reports, etc. ○ Archive all Course files and administrative documents in the faculty. ○ Participate in administrating and invigilating written and oral exams of the Faculty ○ Assist students Registration and add/drop of courses. ○ Follow-up with courses' instructors' petitions submitted by students, and any consecutive procedures with the Faculty Dean the Registration Office (i.e. grades change forms, incomplete grade forms, etc). ○ Follow up with academic staff the submission of the Quality Assurance / RIBA Accreditation requirements and documents (Course outline, Project brief, course specification, exam sampling, etc.). ○ Archive Exams sampling in the storage of the quality assurance unit
Name	Marwan Masri
Date Appointed	01/04/2015
Grade/Post	Student Affairs at the Faculty
Specific Responsibilities	<ul style="list-style-type: none"> ○ Provide administrative assistance to the Faculty Dean (typing letters, printing necessary documents). ○ Provide administrative assistance to the faculty registrar and the Academic staff as regards academics events, accreditation documents, etc. ○ Assist the academic staff in printing exam rosters, final grade reports, mid-term

grade reports, etc.

- Archive all Course files and administrative documents in the faculty.
- Participate in administrating and invigilating written and oral exams of the Faculty
- Assist students Registration and add/drop of courses.
- Follow-up with courses' instructors' petitions submitted by students, and any consecutive procedures with the Faculty Dean the Registration Office (i.e. grades change forms, incomplete grade forms, etc).
- Follow up with academic staff the submission of the Quality Assurance / RIBA Accreditation requirements and documents (Course outline, Project brief, course specification, exam sampling, etc.).
- Archive Exams sampling in the storage of the quality assurance unit.

Technical Staff

Deliver the requirements of the dean, academic staff, and administrative staff.

Follow up the cleaning of staff rooms, lecture rooms, studios, and labs.

Report to faculty registrar in case of any maintenance needed in the faculty facilities.

Name	Date Appointed	Grade/Post
Hatem Hajj Shehade	01/04/1992	Services Assistant
Issam Hajj Shehade	01/04/1992	Services Assistant at the Faculty Library
Akram Al-Saleh	01/04/1996	Services Assistant
Marwan Oueidat	01/09/1996	Services Assistant
Rami Hajjar	01/11/2007	Services Assistant
Ali Daher	01/01/2008	Services Assistant
Naser Abou Daher	01/01/2008	Services Assistant

2. Faculty

	Academic Year 2016/2017
Number of Full-Time Staff	18
Number Part-Time Staff Teaching hours. vary between 2 to 16 hours per week	54

3. Staff

Full-Time Academic Staff

Name	State	Qualification	Date of appointment	Grade/Post	Academic specialism
Ibtihal El Bastawissi	Full Time	Ph.D. in Architecture, , Alexandria University, 1980	Feb 2015	Prof. Dean	Planning and Urban Design
Ayman Afifi	Full Time	Ph.D. in Urban Planning, Cairo University,1997	Sept 2013	Prof.	Urban Planning
Nader Azab	Full Time	Ph.D. in Environmental planning and design. Portland state univ OR, Usa ,1997	Sept 2016	Assoc. Prof.	Environmental Planning
Hisham El-Arnaouty	Full Time	Ph.D. in Architecture, Alexandria University, 2003	Sept 2007	Assoc. Prof.	Architecture
Baher Farhat	Full Time	PhD in Urban Planning, Faculty of Engineering, in Shams University,2007	Sept 2013	Assoc. Prof.	Urban Planning
Sawsan Saridar	Full Time	Ph.D. in Architecture, University of Newcastle, 2004	Sept 2005	Assist. Prof.	Environmental studies
Karim Galal	Full Time	Ph.D in Environmental Studies, Alexandria University,2005	Sept 2009	Assist. Prof	Environmental studies
Marwan El- Halabi	Full Time	PhD in Architecture, ESARQ, UIC (International University of Catalonia), Spain	Sept 2014	Assist. Prof Assist. Dean	History and Technology
Masimiliano Gotti	Full Time	PhD in Architectural Theory and Design , "La Sapienza" University of Rome ,2012	Sept 2016	Assist. Prof	Architectural Theory and Design
Mohamed Sobhy	Full Time	Ph.D. in Architecture, Cairo university, Egypt, oct. 2011	Sept 2014	Assist. Prof	Architecture
Samer El Seyary	Full Time	Ph.D. in Architecture, Digital Trends,	Sept 2014	Assist. Prof	Architecture, Digital Trends
Osama Omar	Full Time	Ph.D. in Architecture, Alexandria University, 2012	Sept 2013	Assist. Prof	Environmental applied studies
Majed Youssef	Full Time	Ph.D. in Architecture, Cairo University, 2012	Sept 2014	Assist. Prof	History and theories of architecture
Nael AlSarrag	Full Time	Ph.D. in Interior Architecture, Alexandria University, 2014	Sept 2016	Assist. Prof	Interior Architecture
Shady Khoury	Full Time	PhD in Architectural Theory and Design Department: "La Sapienza" University of Rome, 2015	Sept 2016	Assist. Prof	Architectural Theory and Design
Hiba Mohsen	Full Time	PhD in Urban Design and Planning, Beirut Arab University, 2016	Sept 2014	Assit. Prof.	Environmental design Urban Design
Khaled Sadek	Full Time	M.Sc. in Architecture, Beirut Arab University, 2007	Sept 2014	Senior Lecturer	Planning and Urban Design
Lara Balaa	Full Time	M.Sc. in Masters of International Communication Management,2009	Sept 2016	Senior Lecturer	Graphic Design
Rasha Sukarrieh	Full Time	M.Sc. in advanced Architecture, IAAC, Barcalona, 2015	Sept 2016	Senior Lecturer	Advanced Architecture

Part-Time Academic Staff

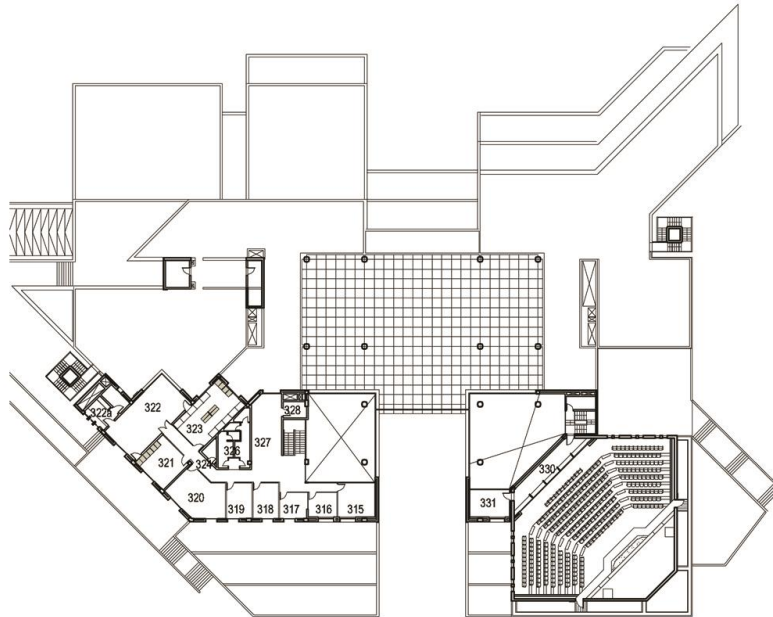
Name	State	Qualification	Date of appointment	Grade/Post	Academic specialism
Shafik Turk	Part Time	Diploma of Architecture, A.A. U.K., 1966	1974	Senior Lecturer	Architecture
Mohammad Said Jazairi	Part Time	D.P.L.G., Paris, 1974	1974	Senior Lecturer	Architecture
Mohamed Saidi	Part Time	D.P.L.G., Paris, 1974	1978	Senior Lecturer	Architecture
Abdel Razzak Balaa	Part Time	B.Sc. Arch, Beirut Arab University, 1967	1968	Senior Lecturer	Architecture
Refaat Saad	Part Time	B.Sc. Arch, Ain Shams University, 1971	1973	Teaching assistant	Architecture
Sami Mneimneh	Part Time	D.E.E.S.S. (Landscape), Lebanese University, 1989	1975	Teaching assistant	Landscape
Mohamed Yassin	Part Time	Ph.D in Architecture, Beirut Arab University, 2013	1986	Senior Lecturer	Architecture
Ashraf Saadeh	Part Time	M.S.A. Monterial University, Canada, 1993	1988	Teaching assistant	Architecture
Nabila Gabrah	Part Time	M.Sc. in Architecture, Beirut Arab University, 2006	1988	Teaching assistant	Architecture
Youssef Soubra	Part Time	B.Sc. in Architecture, Beirut Arab University, 1968	1968	Teaching assistant	Architecture
Marwan Turk	Part Time	B.Sc. in Architecture, Beirut Arab University, 1980	1980	Teaching assistant	Architecture
Rabee Shbaro	Part Time	M.Sc. in Architecture and Urban design, Beirut Arab University, 2013	2005	Teaching assistant	Architecture
Bassam Chehade	Part Time	B.Sc. in Architecture, Beirut Arab University, 1997	1997	Teaching assistant	Architecture
Iman Kibbeh	Part Time	B.Sc. in Architecture, Beirut Arab University, 1981	1998	Teaching assistant	Architecture
Mohamed Gazal	Part Time	M.Sc. urban and regional planning, Beirut Arab University, 2014	1989	Teaching assistant	Architecture
Hoda Alwan	Part Time	B.Sc. in Architecture, Beirut Arab University, 1983	1984	Teaching assistant	Architecture
Mohamed Kassir	Part Time	M.Sc. in architecture and urban Design , Beirut Arab University, 2008	2008	Teaching assistant	Architecture
Mazen Mrad	Part Time	M.Sc. in Architecture, Beirut Arab University, 2013	2007	Teaching assistant	Architecture
Mohamed Shatila	Part Time	B.Sc. in Architecture, Beirut Arab University, 2007	2007	Teaching assistant	Architecture
Amjad Chamseddine	Part Time	M.Sc. in Engineering Management, AUB, 2010	2010	Teaching assistant	Architecture
Ziad Chaaya	Part Time	M.Sc. in Architecture, Beirut Arab University, 2013	1997	Teaching assistant	Architecture
Daoud Badran	Part Time	M.Sc. in Architecture, Beirut Arab University, 2006	2011	Teaching assistant	Architecture
Aly Rashid	Part Time	MArch, Beirut Arab University, 2015	Sept 2014	Teaching assistant	Architecture
Roua El-Ghosh	Part Time	B.Sc. in Architecture, Beirut Arab University, 2009	Sept 2011	Teaching assistant	Architecture
Grace Araj	Part Time	M.Sc. in Architecture, University of Oregon, USA, 2014	Sept 2015	Teaching assistant	Architecture
Shirine Khalil	Part Time	M.Sc. in Architecture, Beirut Arab University, 2015	Sept 2012	Teaching assistant	Architecture
Rabie Borji	Part Time	B.Sc. in Architecture, Beirut Arab University, 2012	Sept 2013	Teaching assistant	Architecture

Salah El-Missi	Part Time	MArch, Beirut Arab University, 2016	Sept 2015	Teaching assistant	Architecture
Farah El-Zayat	Part Time	MArch, Beirut Arab University, 2016	Sept 2015	Teaching assistant	Architecture
Roua Ghosh	Part Time	B.Sc. in Architecture, Beirut Arab University, 2012		Teaching assistant	Architecture
Israa Sammoura	Part Time	B.Sc. in Architecture, Beirut Arab University, 2015	2016	Teaching assistant	Architecture
Bassam Ali Hassan	Part Time	Diploma in Architecture and Urban Planning, Beirut Arab University, 2004	1990	Teaching assistant	Urban Planning
Alaa Jazari	Part Time	M.Sc. in Architecture, institute for advanced architecture of Catalonia, Spain University, 2013	Sept 2015	Teaching assistant	Urban Design
Nahed Hamwi	Part Time	M.Sc. urban and regional planning., Beirut Arab University, 2012	2005	Teaching assistant	Arab Arch
Abdel Wahed Chehab	Part Time	Diploma in Arab Arch., Beirut Arab University, 1997	1977	Teaching assistant	Arab Arch
Adnan Khojah	Part Time	Ph.D in Plastic Arts - University of Paris VIII	2009	Main instructor	Plastic Arts
Garo A vessian	Part Time	M.Sc. Of Composition, Yerevan State Conservatory, 2006 M.Sc. Of Opera Symphonic, Yerevan State Conservatory, 2007	2010	Main instructor	Music
Ghina Fallah	Part Time	M.Sc. Of Musicology, University of Kaslik, Lebanon, 2009	2011	Main instructor	Music
Mahmoud Rehabi	Part Time	B.Sc. of Civil Engineering, Beirut Arab University, 1986	1986	Main instructor	Civil
Khodor Yassine	Part Time	B.Sc. of Civil Engineering, Beirut Arab University	2016	Main instructor	Civil
Therese Yared	Part Time	Master Degree in Graphic Design, USEK, 2006	2014	Main instructor	Graphic Design
Tarek Khoury	Part Time		2016	Main instructor	Graphic Design
Ibtissam Rifai	Part Time	Postgraduate Diploma in Painting and Painting - Lebanese University, 1995	2016	Main instructor	Graphic Design
Lamia El-Sayed	Part Time	2002: BE Graphic Design, AUB, Lebanon.	2017	Main instructor	Graphic Design
Sana Abbasi	Part Time	PhD. Design & Communication Management - Banasthali University Jaipur, Rajasthan, India. Bachelor Degree in Fashion Design/Merchandising and Marketing – University of Nebraska, Lincoln, 1996.	2017	Main instructor	Fashion Design
Jana Halawani	Part Time	ESMOD Beirut, 2005: Stylisme, Modelisme.	2017	Main instructor	Fashion Design
Rita Salameh	Part Time	Master in Industrial Design, Scuola Poltecnica di Design & IULM University, Milan-Italy, 2012 BSc. In Interior Design – Lebanese American University, 2005	2017	Main instructor	Interior Design
Salah AlShami	Part Time	B.Sc. in IT, Beirut Arab University, 2008	2015	Main instructor	IT

VII. Debbieh Campus – Master Plan

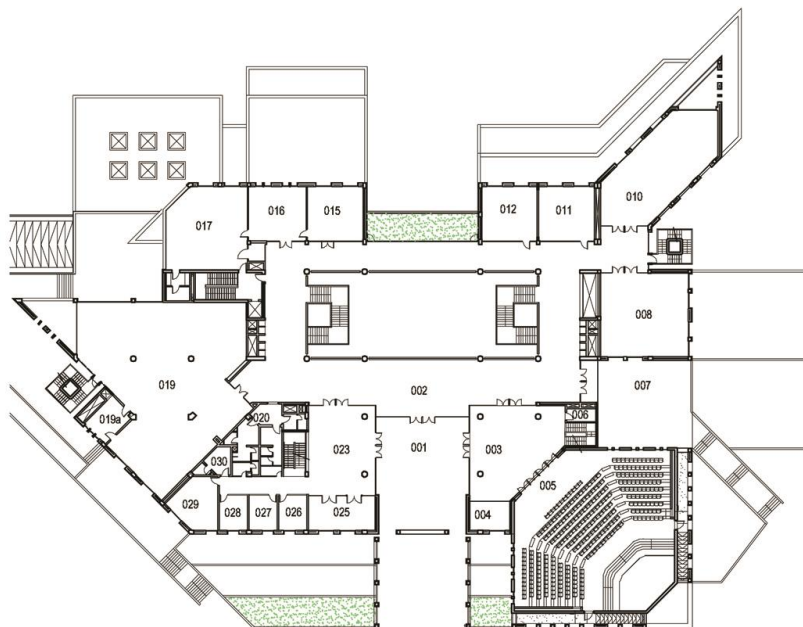


Room Locations (Faculty of Architecture – Design and Built Environment))



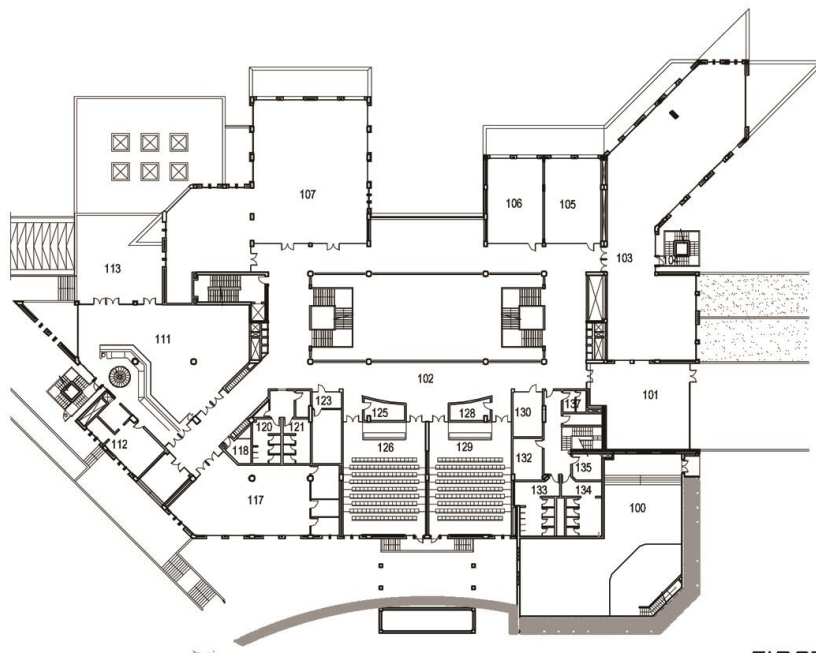
● FIRST FLOOR PLAN

ROOM REF.	ROOM NAME
315	OFFICE
316	OFFICE
317	OFFICE
318	OFFICE
319	OFFICE
320	RIBA OFFICE
321	QUALITY ASSURANCE DOCUMENTS
322	MEETING ROOM
322A	STORAGE
323	CURRENT YEAR STORAGE
324	KITCHENETTE
326	TOILETS
327	ASSISTANTS' LOUNGE
328	STORAGE
330	AUDITORIUM CONTROL
331	STORAGE ROOM



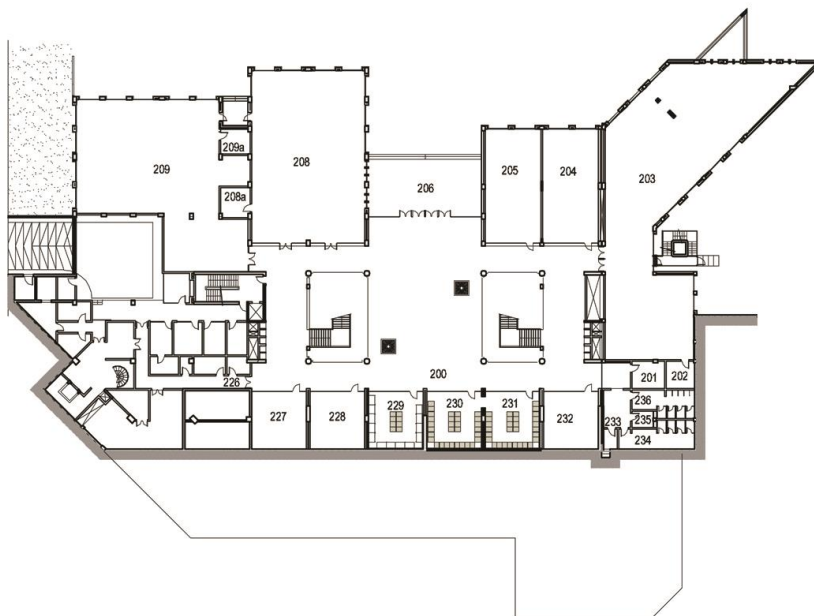
○ GROUND FLOOR PLAN

ROOM REF.	ROOM NAME
001	ENTRANCE HALL
002	PASSAGE
003	AUDITORIUM LOBBY
004	LOUNGE
005	AUDITORIUM
006	KITCHENETTE
007	TERRACE
008	GIS & GRAPHIC DESIGN LABORATORY
009	FIRE EXIT
010	COMPUTER LAB.
011	SECRETARY OFFICE
012	DEAN OFFICE
013	GREEN AREA
015	OFFICE
016	OFFICE
017	PRESIDENT OFFICE
019	LIBRARY
019A	LIBRARY STORE
020	TOILETS' LOBBY
021	TOILETS
022	TOILETS
023	LOBBY
024	OFFICE
026	OFFICE
027	OFFICE
028	OFFICE
029	OFFICE
030	KITCHENETTE



ROOM REF.	ROOM NAME
100	IPEX PRINTS CENTER
101	CLASSROOM
102	PASSAGE
103	FOURTH YEAR STUDIO
104	FIRE EXIT
105	CLASSROOM
106	CLASSROOM
107	FIRST YEAR STUDIO
111	CAFETERIA
112	KITCHEN
113	OUTDOOR TERRACE
117	ADMINISTRATION
118	KITCHENETTE
120	TOILET
121	TOILET
122	TOILET
123	CONTROL ROOM
125	OFFICE
126	AUDITORIUM
128	STORAGE

FIRST BASEMENT PLAN

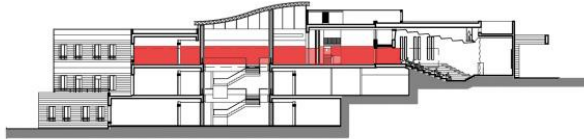


ROOM REF.	ROOM NAME
200	PASSAGE
201	KITCHENETTE
202	STORAGE
203	FIFTH YEAR STUDIO
204	CLASSROOM
205	CLASSROOM
206	OUTDOOR TERRACE
208	THIRD YEAR STUDIO
208A	STORAGE
209	SECOND YEAR STUDIO
209A	STORAGE
210	LOADING AREA
227	CLASSROOM
228	CLASSROOM
229	STUDENTS' STORAGE
230	STUDENTS' PORTFOLIOS
231	STUDENTS' PORTFOLIOS
232	BUILDING MATERIALS & MODELS MUSUEM
233	STORAGE
234	TOILET
235	TOILET
236	TOILET

Layout and Room Allocation

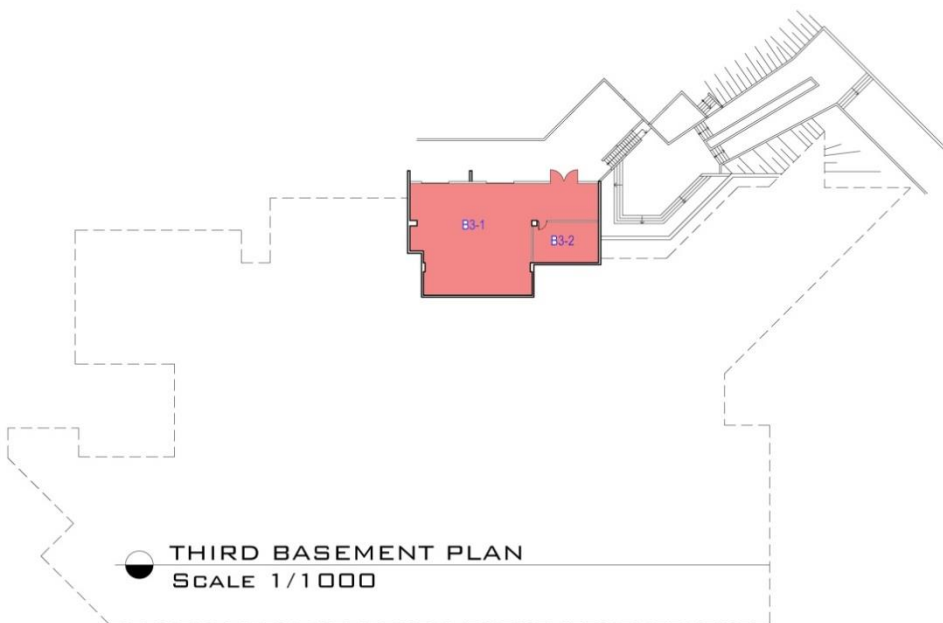


● **GROUND FLOOR PLAN**
 SCALE 1/1000



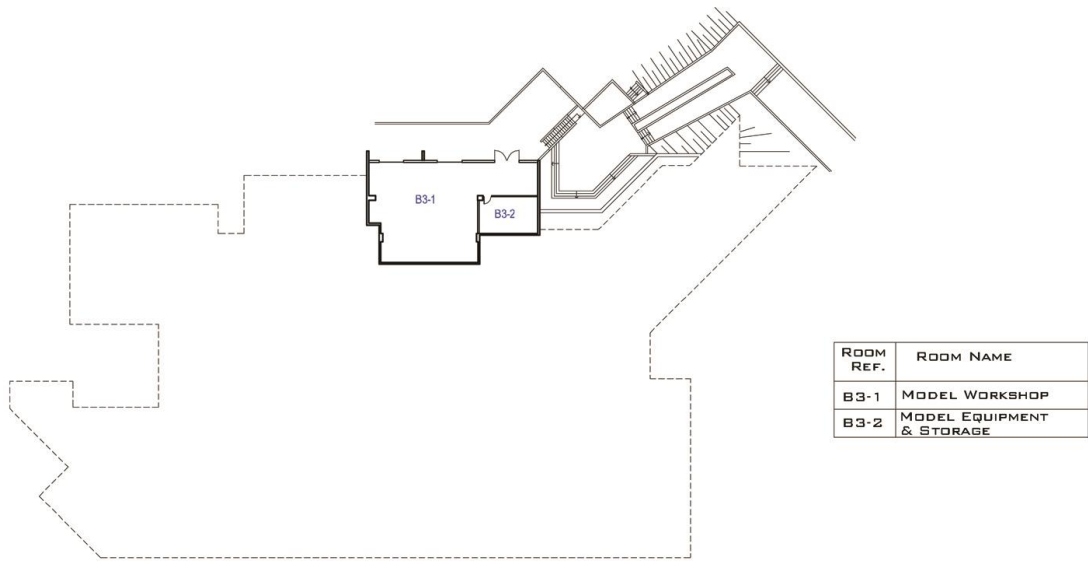
● **KEY SECTION SHOWING FLOOR LOCATION**

ROOM REF.	ROOM NAME
001	ENTRANCE HALL
002	PASSAGE
003	AUDITORIUM LOBBY
004	LOUNGE
005	AUDITORIUM
006	KITCHENETTE
007	EXIT
008	GIS AND GRAPHIC DESIGN LABORATORY
009	FIRE EXIT
010	COMPUTER LABORATORY
011	SECRETARY OFFICE
012	DEAN OFFICE
013	GREEN AREA
015	OFFICE
016	OFFICE
017	PRESIDENT OFFICE
019	LIBRARY
019A	LIBRARY STORE
020	TOILETS' LOBBY
021	TOILETS
022	TOILETS
023	LOBBY
024	OFFICE
026	OFFICE
027	OFFICE
028	OFFICE
029	OFFICE
030	KITCHENETTE



● **THIRD BASEMENT PLAN**
 SCALE 1/1000

ROOM REF.	ROOM NAME
B3-1	MODEL WORKSHOP
B3-2	MODEL EQUIPMENT & STORAGE



ROOM REF.	ROOM NAME
B3-1	MODEL WORKSHOP
B3-2	MODEL EQUIPMENT & STORAGE

THIRD BASEMENT PLAN