STUDENT HANDBOOK
2020 - 2021
www.pu.edu.lb
Important Telephone Numbers

Nationwide:

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Airport</td>
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<tr>
<td>International Calls</td>
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</tr>
<tr>
<td>Internal Security</td>
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<tr>
<td>Red Cross</td>
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University Emergency Extension Numbers:

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Nurse</td>
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<td>Office of Security and Protection</td>
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<tr>
<td>Reception</td>
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PU Campus Extension Numbers:

<table>
<thead>
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<tbody>
<tr>
<td>Career Center</td>
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</tr>
<tr>
<td>Counseling Service</td>
<td>1065</td>
</tr>
<tr>
<td>Finance</td>
<td>1012</td>
</tr>
<tr>
<td>Global Outreach and International Affairs</td>
<td>1355</td>
</tr>
<tr>
<td>IT Helpdesk</td>
<td>1113</td>
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<tr>
<td>Laboratories</td>
<td>1220</td>
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<tr>
<td>Library</td>
<td>1200</td>
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<tr>
<td>Office of Financial Aid</td>
<td>1007</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>1023</td>
</tr>
<tr>
<td>Office of Student Affairs</td>
<td>1030</td>
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<tr>
<td>Student Dormitory</td>
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# Academic Calendar 2020-2021

<table>
<thead>
<tr>
<th>Event</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline - Initial tuition payment for Fall 2020-21</td>
<td>Thursday, October 01, 2020</td>
<td></td>
</tr>
<tr>
<td>Deadline - Submission of financial aid application and official documents for 2020-21 (New Students)</td>
<td>Saturday, October 03, 2020</td>
<td></td>
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<tr>
<td><strong>Fall 2020-21 Semester begins</strong></td>
<td><strong>Wednesday, October 7, 2020</strong></td>
<td></td>
</tr>
<tr>
<td>Drop and add period</td>
<td>Wednesday, October 7, 2020</td>
<td>Thursday, October 8, 2020</td>
</tr>
<tr>
<td>Deadline - Submitting NSSF declarations for the academic year 2020-21</td>
<td></td>
<td>Friday, October 23, 2020</td>
</tr>
<tr>
<td>Deadline - Submission of applications for deferral of payments for Fall 2020-21</td>
<td></td>
<td>Saturday, October 24, 2020</td>
</tr>
<tr>
<td>Deadline - 1st Installment Payment &amp; Tuition without Installment (Applicable for students with 2&amp;3 payment installment plans)</td>
<td></td>
<td>Monday, November 16, 2020</td>
</tr>
<tr>
<td>Deadline - 2nd Installment Payment (Applicable for students with 3 payments installment plan)</td>
<td></td>
<td>Tuesday, December 15, 2020</td>
</tr>
<tr>
<td>Last day of withdrawal for Fall 2020-21</td>
<td>Wednesday, December 23, 2020</td>
<td></td>
</tr>
<tr>
<td>Christmas Vacation</td>
<td>Thursday, December 24, 2020</td>
<td>Friday, December 25, 2020</td>
</tr>
<tr>
<td>New Year Vacation</td>
<td>Thursday, December 31, 2020</td>
<td>Friday, January 1, 2021</td>
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<tr>
<td>Advising for continuing students Spring 2020-21</td>
<td>Thursday, January 7, 2021</td>
<td>Tuesday, January 12, 2021</td>
</tr>
<tr>
<td>Deadline - 2nd Installment Payment (Applicable for students with 2 payments installment plan)</td>
<td></td>
<td>Friday, January 15, 2021</td>
</tr>
<tr>
<td>Deadline - 3rd Installment Payment (Applicable for students with 3 payments installment plan)</td>
<td></td>
<td>Friday, January 15, 2021</td>
</tr>
<tr>
<td>Registration for continuing students for Spring 2020-21</td>
<td>Wednesday, January 20, 2021</td>
<td>Friday, January 22, 2021</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Thursday, January 21, 2021 (Included)</td>
<td></td>
</tr>
<tr>
<td><strong>End of Fall 2019-20 Semester</strong></td>
<td><strong>Friday, February 5, 2021 (Included)</strong></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Initial tuition payment for Spring 2020-21</td>
<td>Friday, January 29, 2021</td>
<td></td>
</tr>
<tr>
<td>Submission of application and official documents for Spring 2020-21</td>
<td>Monday, February 8, 2021</td>
<td></td>
</tr>
<tr>
<td>New Students Orientation</td>
<td>Wednesday, February 10, 2021</td>
<td></td>
</tr>
<tr>
<td>Submission of financial aid application and official documents</td>
<td>Friday, February 12, 2021</td>
<td></td>
</tr>
<tr>
<td>Spring 2020-21 Semester begins</td>
<td>Wednesday, February 17, 2021</td>
<td>Thursday, February 18, 2021</td>
</tr>
<tr>
<td>Drop and add period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitting NSSF declarations for the academic year 2020-21</td>
<td>Wednesday, February 24, 2021</td>
<td></td>
</tr>
<tr>
<td>Submission of applications for deferral of payments for Spring 2020-21</td>
<td>Friday, March 5, 2021</td>
<td></td>
</tr>
<tr>
<td>1st Installment Payment &amp; Tuition without Installment (Applicable for students with 2&amp;3 payment installment plans)</td>
<td>Monday, March 15, 2021</td>
<td></td>
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<tr>
<td>2nd Installment Payment (Applicable for students with 3 payments installment plan)</td>
<td>Thursday, April 15, 2021</td>
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<tr>
<td>Easter (Western Church)</td>
<td>Friday, April 2, 2021</td>
<td>Monday, April 5, 2021</td>
</tr>
<tr>
<td>Last day of withdrawal for Spring 2020-21</td>
<td>Wednesday, April 26, 2021</td>
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<tr>
<td>Easter (Eastern Church)</td>
<td>Friday, April 30, 2021</td>
<td>Monday, May 3, 2021</td>
</tr>
<tr>
<td>Eid Al-Fitr (Tentative)</td>
<td>Thursday, May 13, 2021 and Friday, May 14, 2021</td>
<td></td>
</tr>
<tr>
<td>Deadline - 3rd Installment Payment (Applicable for students with 3 payments installment plan)</td>
<td>Monday, May 17, 2021</td>
<td></td>
</tr>
<tr>
<td>Deadline - 2nd Installment Payment (Applicable for students with 2 payments installment plan)</td>
<td>Monday, May 17, 2021</td>
<td></td>
</tr>
<tr>
<td>Resistance and Liberation Day</td>
<td>Tuesday, May 25, 2021</td>
<td></td>
</tr>
<tr>
<td>Registration for continuing students for Summer 2020-21</td>
<td>Wednesday, June 2, 2021</td>
<td>Friday, June 4, 2021</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Thursday, June 3, 2021</td>
<td></td>
</tr>
<tr>
<td>End of Spring 2020-21 Semester</td>
<td>Friday, June 16, 2021</td>
<td></td>
</tr>
</tbody>
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About PU
Phoenicia University (PU) is a non-profit, private, and nonsectarian officially licensed institution of higher education. The University comprises six colleges: Architecture and Design, Arts and Sciences, Business, Engineering, Law and Political Science, and Public Health. PU campus is located in the District of Zahrani, in the Southern Governorate of Lebanon, only a 40-minute drive from Beirut International Airport. PU is currently deemed as one of the fastest growing higher education institutions in the country.

The University’s dedication towards educational equality and equity is underpinned by the University’s moral obligation to make quality education accessible to all. PU provides an outstanding level of education that values innovation in learning and teaching, thus preparing new generations of students to become job-ready graduates and lead in their chosen fields. This outstanding level of education is provided by faculty members and overseen by deans who have been selected for their distinguished academic backgrounds and international expertise.

**Vision**

PU aims to be recognized as one of the student-centered higher education institutions in Lebanon and the region, highly regarded for its commitment to excellence in learning and teaching.

**Mission**

The University is committed to preparing PU students to become job-ready graduates and professionals, capable of competing at national, regional, and international levels.

**Academic Scope**

PU offers a range of in-demand programs to match the real needs of the job market in Lebanon and the region. The University grants bachelor’s degrees in Engineering, Business, Arts and Sciences, Law and Political Science, Architecture and Design, Public Health, as well as a Master of Business Administration and a number of continuing education programs and diplomas.

**An Inclusive and Discrimination-Free Environment**

Phoenicia University is strongly committed to providing a safe, diverse, inclusive, friendly, discrimination-free, and violence-free environment for students, staff, faculty members, and PU community. In all its academic and administrative transactions, offerings, opportunities, and services, PU strictly forbids any type of discrimination, including—but not restricted to—race, color, religion, age, identity, preferences, marital status, and disability.
Office of Student Affairs
Mission

At Phoenicia University, we support and encourage students in getting the most out of their university experience. The Office of Student Affairs promotes students’ social life on campus; engagement with extra-curricular activities, events, and projects; and membership to various clubs and societies. By doing so, the University nurtures students’ academic journeys with rich, social experiences in an inclusive, student-centered environment.

Clubs and Societies

PU students are able to join a wide variety of clubs and societies based on their interests. Such clubs and societies support students with their community building skills and in cultivating campus life. Clubs and societies are administered by students with the help of a faculty adviser. Below are some examples of clubs and societies that students can join:

- Astronomy Club
- Hult Prize Club
- Community Service Club
- Drama Club
- Events Mania – PU Events Club
- PAW – Phoenicia Animal Welfare
- PU Feminism Club
- Robotics Club
- Sarde Book Club
- SymPhoenicia – Music Club
- TEDxPhoeniciaU Club
- Architecture Society
- Business Society
- Communication and Social Media Society
- Computer Science Society
- Engineering Society
- Law Society
- Public Health Society
- Speech Therapy Society

To initiate a new club or society on campus, students are required to fill out a registration form at the Office of Student Affairs at the beginning of the academic semester (fall or spring semester).

Clubs and Societies Day is an annual event where students promote their respective clubs and societies and recruit new members.

Clubs and societies are encouraged to organize their own events on campus to support their goals. Any club or society can host their event on campus. To do so, the board members of the
concerned club or society are expected to submit their event proposal form for approval by the Office of Student Affairs at least two weeks prior to their anticipated event.

The board of each club and society comprises five members:

- President
- Vice President
- Secretary
- Treasurer
- Events Coordinator/Public Relations Officer

Club/Society members elect new board members every spring semester who serve for the next academic year.

The Office of Student Affairs is located in Block A, ground floor, and can be reached by phone at +961-7-420720, ext. 1030 or by email at studentaffairs@pu.edu.lb.

The office is open during regular working hours.

**PU Chronicles**

*PU Chronicles* is the digitized and electronic newsletter representing the University’s communicated account of events, experiences, and perspectives of both faculty and students. This platform aims to cover important events, features, research news, and relevant interests from around the PU campus and across the globe. *PU Chronicles* offers a platform that reflects the worthy accomplishments of its members and a peek into the fresh and diverse perspectives of its student body. All students and faculty are encouraged to take part in this initiative by contacting the Editor in Chief via newsletter@pu.edu.lb. The office for *PU Chronicles* is located on the first floor of Block A.
Phoenicia University’s Athletics Department provides students with recreational opportunities to enrich their student-life experiences. PU students have access to all sports facilities and activities. They can also seek professional training and assistance from high-profile coaches in the Lebanese scene. PU students compete in a variety of national sports competitions.

Sports activities that students can sign up for are:

- Basketball
- Volleyball
- Football
- Mini Football

PU students interested in joining one of the above sports teams should attend the team’s tryout sessions which are usually announced by the corresponding coach at the beginning of every academic semester. Once the students complete the requirements, they will be able to attend the team’s trainings.

The Office of University Athletics is located at the Sports Center at PU campus. The daily opening hours are from 7:00 a.m. to 8:00 p.m.
Student Support Services
Counseling Service

The University’s counseling service is a confidential, specialized service offered to PU students seeking support with a personal, developmental, academic-related, and/or mental health problem. The University Counselor provides students seeking support with short-term counseling and referral to other services through an active and collaborative process. The University aims through such a service to help students work through their challenges, understand themselves better, find ways of managing their situation, and maintain positive progress in their academic studies.

The Counselor’s office is located in Block A, 3rd floor, and can be contacted via email at counseling@pu.edu.lb. PU’s counseling service is a confidential service that is free of charge.

Accessible and Inclusive Education: Differently-Abled Students

Phoenicia University firmly believes that no student should be excluded from participation, denied the benefits of, or otherwise be subjected to discrimination in any university program or activity.

In line with such belief, the university is committed to ensuring that differently-abled students have equal access to the offered educational opportunities, experiences, and activities.

PU campus is equipped with all the needed facilities for a comprehensive access, such as wheelchair access ramps and specially-customized tables in the classrooms.

The Peer Support Program

Phoenicia University has initiated the peer support program (PSP) in order to create a collaborative and student-centered learning and teaching environment. The program is run by student mentors who dedicate few hours per week to help their peers, mentees, in a range of subjects, including freshman mathematics, calculus, chemistry, physics, and English listening and speaking capabilities across intensive levels.

The aim of the program goes beyond focusing on content to develop a range of generic skills for both mentors and mentees and boost their self-confidence.

Student Dormitory

The residential buildings are located at Phoenicia University’s main campus, only steps away from the University’s facilities and services. The residential buildings for students consist of single and multiple occupancy rooms at an affordable cost. There are two completely separate sections reserved for males and females respectively. Students have access to different facilities provided at the dormitory, such as a lounge, kitchen, laundry room, and bathrooms.

Dorm services:

- Housekeeping services – cleaning of rooms, hallways, bathrooms, etc.
- Self-service laundry area
- 24-hour security services
- Wi-Fi access
- Utilities
  - Water
  - Electricity
  - Heating
  - Air conditioning
- Fully equipped kitchen and appliances

For proper documentation and process control, the following document outlines all procedures and guidelines for PU dormitory services. This document serves as a guideline to map expected application procedures, final release, dorm forms, and control files.

A) Dormitory Application guidelines:

- Application Deadline & Payment Schedule:

  All interested PU students are eligible to apply to dormitory services per first-come-first-served basis following the schedule in the below table:

<table>
<thead>
<tr>
<th>Action</th>
<th>Returning Students</th>
<th>New Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepting Application</td>
<td>Ongoing throughout the year</td>
<td>Upon receiving university acceptance</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>3 weeks prior to semester’s start</td>
<td>2 weeks prior to semester’s start</td>
</tr>
<tr>
<td>First Payment Deadline</td>
<td>Upon application submission</td>
<td>Upon application submission</td>
</tr>
<tr>
<td>Final Payment Deadline</td>
<td>Upon commencement of semester</td>
<td>Upon commencement of semester</td>
</tr>
</tbody>
</table>

- Dorm Fee Structure:

  Fees for full semester enrollment are all paid in full at the start of the semester. Monthly pass fees are paid at the start of each month. In addition to dormitory fees, there is a $100 insurance payment to be made upon application submission. This one-time insurance payment will be returned upon dorm clearance, provided the room and other facilities are in good shape.
### Period Agreement

<table>
<thead>
<tr>
<th>Fee per Month ($)</th>
<th>3-Bed</th>
<th>2-Bed</th>
<th>1-Bed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Semester</strong> (Payment in full at the start of the semester)</td>
<td>195</td>
<td>295</td>
<td>695</td>
</tr>
<tr>
<td><strong>Monthly Pass</strong> (Payment at the start of every month)</td>
<td>250</td>
<td>350</td>
<td>750</td>
</tr>
</tbody>
</table>

- **Application Procedure:**

1. Interested students must go to the Dorm Administrative Adviser (DAA) to obtain the dorm application form and receive general information. They can also download the application from PU’s website under “housing”.
2. Prospective dorm students are offered a tour to introduce them to the dormitory and its services.
3. Applications must be completed by the student and their respective guardians.
4. Completed application forms are submitted to DAA for revision and confirmation of room availability.
5. Dorm rules and guidelines must be reviewed and signed for reference.
6. If desired, the room request form will be filled. It will be reviewed by the DAA for accommodation and final selection.
7. First installment must be paid at the Finance Office, and payment slip (pink copy) returned to DAA along with the application for processing room allocation.
8. Room check-in/check-out form must be completed upon arrival and signed.
9. Key will be issued and key issuance/return form should be signed. Full payment arrangement must be provided for key to be issued.
10. Fingerprint is to be taken at the designated machine.

- **B) Final Release:**

Resident wishing to terminate residency must contact DAA as soon as the decision is made. In addition, if termination was decided for a resident, communication to DAA is a must to initiate the release process as follows:

1. Resident final release form must be completed and signed by both the resident and DAA.
2. check-in/check-out form will be retrieved from resident files to complete the check-out section. In addition, key return form must be signed and key collected by DAA.
3. DAA will then send an email to the Finance Office for financial clearance and release of the insurance payment, provided the checkout was completed and the room is in good shape.
4. The Finance Office sends an email with regards to insurance payment status. This email is communicated back to the student by DAA.
Work-Study Program

PU provides its students with an opportunity to work for certain assigned hours in its various departments, for example, in the laboratories, library, gymnasium, etc.

Students who are interested in working through the Work-Study Program are required to submit an application to the Financial Aid Office. Student selection for any vacancy is based on structured criteria that guarantee equal opportunity, equality, and transparency.

Accepted students into the program need to sign a work-and-study agreement at the Financial Aid Office which details their assigned working hours.
The Career Center at Phoenicia University strives to help students identify their professional goals and provides them with the necessary skills to enter today’s competitive job market. Our support to PU students starts with carefully assessing the needs of the job market and adapting the University’s academic offerings accordingly. The center connects prominent local and international employers with qualified candidates—interns, graduates, and alumni—who successfully meet the required qualifications.

The center offers employment services to currently enrolled students and PU alumni of all majors. These services entail the following:

- Advertising job and internship opportunities
- Offering one-on-one career guidance and counseling
- Guiding students through developing a professional CV and cover letter that would enhance their chances of getting selected for an interview
- Preparing students and graduates for job interviews
- Developing students’ and alumni’s skills and knowledge for the work environment
- Providing career orientation to help prospective graduates in making informed career choices mapped to their career goals
- Posting reading material, articles, and videos on PU’s internal online platform that would assist students in identifying their career objectives
- Supporting students and alumni in job and internship placement and following up with the different stages of the application process
- Facilitating networks with prominent local, regional, and international companies and promoting the profiles of PU students to prospective employers

The Career Center holds several events and activities on campus, mainly through:

- Inviting employers to provide students with insights on possible career paths and opportunities in various fields and sectors
- Conducting a series of workshops and training sessions where students acquire workplace etiquette and proper conduct outside of the academic setting

The Career Center is located in Block A, ground floor, and can be reached via phone at +961-7-420720, ext. 1060/1, or by email at careercenter@pu.edu.lb. The center is open during regular working hours.
Fields where PU Students were Placed for Internships

*(Summer 2019-2020)*
Section 1 - Purpose/Objectives

(1) This policy expresses Phoenicia University’s (PU’s) commitment as a higher education institution that values equality, equity, fairness, and transparency to:

a. Encourage all students to excel in a friendly, peaceful, discrimination-free, violence-free, highly-ethical, diverse, and inclusive environment;

b. Define student behavioral standards and expectations and ensure they are met;

c. Ensure the transparency of the student discipline procedures and that such procedures are consistent, fair, and equitable, adhering to the principles of natural justice;

d. Create a set of standards and principles which identify responsibilities and accountabilities to inform grievance procedures and disciplinary actions; and

e. Set a proportionate, appropriate, and consistent framework of penalties which may be imposed in cases of substantiated misconduct.

Section 2 - Scope/Application

(2) This policy applies to:

a. All members of the University community;

b. Students alleged with general misconduct; and

c. Students alleged with academic misconduct

(3) The scope of this policy covers students’ conduct on campus and online via distance education. The scope also covers students’ conduct outside the campus, as they engage with approved extra-curricular activities, internships experiences, field trips, and/or any other University-related academic or non-academic activities, including physical and virtual behaviors via electronic devices and across social media platforms.

Section 3 - Accountability

<table>
<thead>
<tr>
<th>Accountable/ Responsible Officer</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountable Officers</td>
<td>The President and the Concerned Dean</td>
</tr>
<tr>
<td>Responsible Officer</td>
<td>The Director of the Office of the Registrar</td>
</tr>
</tbody>
</table>

Section 4 - Definitions

(4) General misconduct describes unacceptable behavior and includes—but is not limited to—conduct by a student who knowingly or recklessly:

a. Causes harm of any kind (physical, psychological, other)

b. Threatens, attacks, harasses, intimidates, stalks, victimizes, vilifies and/or bullies another person

c. Engages in consensual or non-consensual sexual activity on campus or during any university-related activities outside campus
d. Breaches the law or a University statute

e. Disrupts the orderly conduct of the University.

(5) Academic misconduct describes any action or attempted action that may result in granting an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. It includes—but is not limited to—inappropriate and unacceptable academic conduct by a student who knowingly or recklessly:

a. Cheats during exams, tests, or quizzes

b. Plagiarizes

c. Free-rides on the efforts of others, particularly in group work and presentations

d. Uses in an unauthorized manner or abuses course materials:
   - Defacing, removing, or intentionally denying other students to access course/library materials
   - Contaminating laboratory samples or altering indicators during a practical exam
   - Publishing, distributing, website posting, selling, and/or commercially using course lecture handouts, notes, readers, recordings, and/or other information provided by an instructor without the permission of the instructor and the University

e. Provides false information and representation, fabricates data, and/or alters information:
   - Delivering false information in an academic assignment context
   - Failing to honestly identify himself/herself in an academic obligation context
   - Fabricating data or altering information and presenting it as legitimate
   - Furnishing misleading or false information to an instructor or other University personnel

f. Damages or steals intellectual property:
   - Stealing or sabotaging another person’s book, assignment, project, notes, experiment, paper, electronic hardware, and/or software
   - Improperly accessing and/or electronically interfering with the property of another person or the University via digital or other means
   - Obtaining a copy of an assessment task (e.g., assignment, quiz, or exam) prior to its approved release date and time by the instructor

g. Alters or amends University documents:
   - Committing forgery of an instructor’s signature on any document, including reference letters
   - Submitting an altered transcript of grades to or from another institution or employer
   - Inserting the student’s name on another person’s exam or assignment
   - Altering a previously graded assignment, report, paper, quiz, or exam for the purpose of gaining points in a grade appeal process

h. Causes classroom disruption:
   - Interfering with the course of instruction, disadvantaging other students
Disrupting classes, discussions, and/or other academic activities, attempting to suppress others’ views

Failing to abide with the instructions of the course instructor

(6) Student Discipline Committee is the committee that deals with all students’ general and/or academic misconduct. It comprises three permanent members:

⇒ The President
⇒ The concerned dean
⇒ The Director of the Office of the Registrar

The committee may include an additional member(s) (e.g., legal advisor, psychologists, etc.) as deemed necessary by the aforementioned permanent members of the committee or upon the request of the Chancellor of the University.

Section 5 - Policy Statement

Description

(7) This policy sets out key principles underpinning the relationship between students and the University.

(8) This policy aligns with the University's values in making certain that the rights and responsibilities of both the students and the University are acknowledged and respected.

University Commitment

(9) PU is an accessible and friendly higher education institution to students, faculty, and staff from diverse cultures, backgrounds, and socioeconomic status, as well as to our industry and community partners.

(10) PU is strongly committed to providing quality education, informed by research and best learning and teaching practices.

(11) PU is firmly committed to the ethical values of fairness, honesty, respect, trust, and responsibility.

(12) PU is strongly committed to providing a safe, diverse, inclusive, friendly, discrimination-free, and harassment-free environment for all students, staff, faculty members, and the entire University community.

Student Conduct

(13) It is expected that PU students:

a. Engage and participate actively with the rich academic and social life of the University;

b. Exercise their ownership in the learning and teaching process by fully committing to their own learning journey and monitoring their own academic progress;

c. Respect and cherish the diversity of the PU community (students, faculty, and staff) and actively support and contribute to an environment free from discrimination and harassment;
d. Acknowledge that membership of the Phoenicia University community demands a commitment to the ethical values of trust, honesty, fairness, responsibility, and mutual respect;

e. Respect and maintain a professional rapport with all University personnel;

f. Respect all University property and facilities;

g. Acquaint themselves with University policies and procedures relevant to their enrollment and course of study and adhere to the rules and regulations of the University as they apply to them;

h. Meet reasonable attendance requirements;

i. Keep their own record of submitted work;

j. Activate and utilize the PU student email account for the duration of enrollment to ensure timely and accurate communication;

k. Demonstrate respect for the natural environment;

l. Refrain from engaging in or committing any general misconduct; and

m. Refrain from engaging in or committing any academic misconduct.

Investigating Misconduct

(14) Allegations of general and/or academic misconduct are initiated and investigated in accordance with the procedures prescribed in this policy.

(15) In addressing allegations of misconduct, the University follows fair, transparent, and timely procedures to ensure the equal and fair treatment of all parties involved in compliance with principles of natural justice.

(16) The University grants the party who makes an allegation of misconduct the opportunity to present their cases, and the University will ensure that they will not be subject to any form of reprisal or discrimination as a consequence of raising—in good faith—an allegation.

(17) The Student Discipline Committee is responsible for handling and investigating allegations of general and/or academic misconduct. In doing so, the committee must reach conclusions based on a fair hearing of all parties involved and must—at all times—maintain their privacy and confidentiality.

(18) During and following the investigation process, the concerned student(s) can seek the support of the Student Counselling Service.

Penalties

(19) Penalties for misconduct issued by the Student Discipline Committee must be appropriate, proportionate, and consistent.

(20) Decisions/Penalties issued by the Student Discipline Committee should be referred to the Chancellor of the University for final approval, where the Chancellor has the right to revoke any issued decision and refer the matter back to the committee for reconsideration.
Section 6 - Procedures

Committee Procedure

(21) In determining an allegation of misconduct, the committee:
   a. May follow any procedure it considers fit;
   b. Is not bound by legal forms, technicalities, or the rules of evidence, and may inform itself in relation to any matter in any manner it deems appropriate;
   c. Must act fairly in all the circumstances, endeavoring the requirements of natural justice; and
   d. Must give the student the opportunity to present his/her case and respond to any relevant evidence or allegations orally and/or in writing.

Outcomes of Investigations

(22) The committee must either dismiss or uphold each allegation of misconduct.
(23) Where the committee upholds an allegation of misconduct, it may impose a penalty on the student.
(24) Within three working days of any decision being made:
   a. The student must be provided with:
       notice of the terms of the decision and
       any penalty imposed or recommended.
   b. The Office of the Registrar must be provided with a copy of the notice.

Notices and General Provisions

(25) Any notice to a student for the purposes of this policy is sufficient if it is in writing and is:
   (a) given to the student in person or
   (b) emailed to the student’s University-assigned email account
(26) When communicated via email, a notice is deemed to have been received 24 hours after the time it was sent.

Penalties for Misconduct

(27) The penalties for misconduct (general and/or academic) issued by the Student Discipline Committee must be appropriate, proportionate, and consistent, ranging from:
   a. imposing corrective education procedures (e.g., additional assignments);
   b. denying the student to access certain facilities;
   c. suspending the student’s membership in the University’s clubs and societies and/or associated extra-curricular activities;
   d. reducing the student’s grade on a specific assessment task or reducing the cumulative course average;
   e. failing the student on a specific task, project, test, and/or exam;
   f. failing the student on a specific course (cumulative course average);
   g. suspending the student’s enrollment for one or two semesters; to
   h. terminating the student’s enrollment at PU.
(28) No fees paid by a student shall be refunded to the student upon or by reason of termination.
Academic Information
The academic year at Phoenicia University is divided into two regular semesters, fall and spring, followed by a summer session.

**Colleges and Programs**

PU is licensed by the Ministry of Education and Higher Education to offer a curriculum across six colleges. The academic curriculum offers a diverse choice of majors from the Colleges of Architecture and Design, Arts and Sciences, Business, Engineering, Law and Political Science, and Public Health. Through its academic offering, PU’s aim is to reflect the contemporary needs of the job market while giving its students access to a wide range of opportunities in a student-centered learning and teaching environment.

The respective degrees for each college are listed below. For further details, contact the Office of the Dean of each college.

1. **College of Architecture and Design:**
   - Bachelor of Architecture

2. **College of Business:**
   - Bachelor of Business Administration
   - Master of Business Administration (MBA)

3. **College of Arts and Sciences:**
   - Bachelor of Arts in Communication and Social Media
   - Bachelor of Science in Informatics/Computer Science

4. **College of Engineering:**
   - Bachelor of Engineering in Petroleum Engineering
   - Bachelor of Engineering in Civil and Environmental Engineering
   - Bachelor of Engineering in Mechanical Engineering
   - Bachelor of Engineering in Electrical and Communication Engineering

5. **College of Public Health:**
   - Bachelor of Science in Nursing
   - Bachelor of Science in Public Health
   - Bachelor of Arts in Speech Therapy

6. **College of Law and Political Science:**
   - Bachelor of Law

**Academic Regulations by College**

1. **College of Architecture and Design:**

   - The College fully abides by the academic regulatory framework set by the Board of Deans and approved by the President and Chancellor of the University.
   - Applicants to the College of Architecture and Design for the Bachelor of Architecture program should:
     - Meet the PU English language criteria as set in the admission policy
     - Sit for the architecture math and advanced math placement tests
• Satisfactory progress in the college is met with a cumulative GPA of 2.0 or above
• Warnings and/or disciplinary actions for academic and/or general student misconduct should fully abide by the Student Conduct Policy.
• In terms of assessment practice, all faculty members of the College should not default to one method of assessment but employ a variety of methods to ensure that the students are properly and fairly evaluated. Additionally, any assessment task must be constructively aligned with the course learning outcomes and content covered.
• Students applying for credit transfer will have their applications carefully considered by the Credit Transfer Committee as detailed in the Credit Transfer and Recognition of Prior Learning section.
• Students applying for extensions, re-sits, and/or retakes must provide valid reasons and supporting documentation such as a medical certificate, death certificate, and/or a supporting letter from the University Counselor. The only accepted medical certificate is the unified medical prescription form (الوصفة الطبية الموحدة) signed and stamped by the medical practitioner/specialist and the pharmacist after detailing the treatment/drug(s) given to the patient (the student in this instance). Any other documentation presented by the student should be considered and approved by the Academic Committee. The instructor and the chair of the department can at their own discretion approve extensions, re-sits, and/or retakes of assessment tasks whose weight does not exceed 20% of the overall average of the course, excluding term, midterm, and final exams. For term, midterm, final exams, and assessment tasks whose weight exceeds 20%, the approval of the Dean of the College is required in addition to that of the instructor and the chair of the concerned department.

2. College of Business:

• The College fully abides by the academic regulatory framework set by the Board of Deans and approved by the President and Chancellor of the University.
• Applicants to the College of Business for the Bachelor of Business Administration program should:
  o Meet the PU English language criteria as set in the admission policy
  o Sit for the general math placement test
• Applicants to the College of Business for the MBA program should:
  o Meet the PU English language criteria as set in the admission policy
  o Meet the requirements specific to the MBA program as detailed in the admission policy
• Satisfactory progress in the college is met with a cumulative GPA of 2.0 or above
• Warnings and/or disciplinary actions for academic and/or general student misconduct should fully abide by the Student Conduct Policy.
• In terms of assessment practice, all faculty members of the College should not default to one method of assessment but employ a variety of methods to ensure that the students are properly and fairly evaluated. Additionally, any assessment task must be constructively aligned with the course learning outcomes and content covered.

• Students applying for credit transfer will have their applications carefully considered by the Credit Transfer Committee as detailed in the Credit Transfer and Recognition of Prior Learning section.

• Students applying for extensions, re-sits, and/or retakes must provide valid reasons and supporting documentation such as a medical certificate, death certificate, and/or a supporting letter from the University Counselor. The only accepted medical certificate is the unified medical prescription form (الوصفة الطبية الموحدة) signed and stamped by the medical practitioner/specialist and the pharmacist after detailing the treatment/drug(s) given to the patient (the student in this instance). Any other documentation presented by the student should be considered and approved by the Academic Committee. The instructor and the chair of the department can at their own discretion approve extensions, re-sits, and/or retakes of assessment tasks whose weight does not exceed 20% of the overall average of the course, excluding term, midterm, and final exams. For term, midterm, final exams, and assessment tasks whose weight exceeds 20%, the approval of the Dean of the College is required in addition to that of the instructor and the chair of the concerned department.

3. College of Arts and Sciences:

• The College fully abides by the academic regulatory framework set by the Board of Deans and approved by the President and Chancellor of the University.

• Applicants to the College of Arts and Sciences for the Bachelor of Arts in Communication and Social Media program should:
  o Meet the PU English language criteria as set in the admission policy
  o Sit for the general math placement test

• Applicants to the College of Arts and Sciences for Bachelor of Science in Informatics/Computer Science program should:
  o Meet the PU English language criteria as set in the admission policy
  o Sit for the advanced math placement test

• Satisfactory progress in the college is met with a cumulative GPA of 2.0 or above

• Warnings and/or disciplinary actions for academic and/or general student misconduct should fully abide by the Student Conduct Policy.

• In terms of assessment practice, all faculty members of the College should not default to one method of assessment but employ a variety of methods to ensure that the students are properly and fairly evaluated. Additionally, any assessment
task must be constructively aligned with the course learning outcomes and content covered.

- Students applying for credit transfer will have their applications carefully considered by the Credit Transfer Committee as detailed in the Credit Transfer and Recognition of Prior Learning section.

- Students applying for extensions, re-sits, and/or retakes must provide valid reasons and supporting documentation such as a medical certificate, death certificate, and/or a supporting letter from the University Counselor. The only accepted medical certificate is the unified medical prescription form (الوصفة الموحدة) signed and stamped by the medical practitioner/specialist and the pharmacist after detailing the treatment/drug(s) given to the patient (the student in this instance). Any other documentation presented by the student should be considered and approved by the Academic Committee. The instructor and the chair of the department can at their own discretion approve extensions, re-sits, and/or retakes of assessment tasks whose weight does not exceed 20% of the overall average of the course, excluding term, midterm, and final exams. For term, midterm, final exams, and assessment tasks whose weight exceeds 20%, the approval of the Dean of the College is required in addition to that of the instructor and the chair of the concerned department.

### 4. College of Engineering:

- The College fully abides by the academic regulatory framework set by the Board of Deans and approved by the President and Chancellor of the University.

- Applicants to the College of Engineering for the Bachelor of Engineering in Civil, Mechanical, or Electrical Engineering program should:
  - Meet the PU English language criteria as set in the admission policy
  - Sit for the advanced math placement test

- Applicants to the College of Engineering for the Bachelor of Engineering in Petroleum Engineering program should:
  - Meet the PU English language criteria as set in the admission policy
  - Sit for the advanced math placement test
  - Sit for the chemistry placement test

- Satisfactory progress in the college is met with a cumulative GPA of 2.0 or above

- Warnings and/or disciplinary actions for academic and/or general student misconduct should fully abide by the Student Conduct Policy.

- In terms of assessment practice, all faculty members of the College should not default to one method of assessment but employ a variety of methods to ensure that the students are properly and fairly evaluated. Additionally, any assessment task must be constructively aligned with the course learning outcomes and content covered.
• Students applying for credit transfer will have their applications carefully considered by the Credit Transfer Committee as detailed in the Credit Transfer and Recognition of Prior Learning section. Students applying for credit transfer to the College of Engineering will have their applications carefully assessed by the Credit Transfer Committee based on academic performance and demonstrated abilities.

• Students applying for extensions, re-sits, and/or retakes must provide valid reasons and supporting documentation such as a medical certificate, death certificate, and/or a supporting letter from the University Counselor. The only accepted medical certificate is the unified medical prescription form (الوصفة الموحدة) signed and stamped by the medical practitioner/specialist and the pharmacist after detailing the treatment/drug(s) given to the patient (the student in this instance). Any other documentation presented by the student should be considered and approved by the Academic Committee. The instructor and the chair of the department can at their own discretion approve extensions, re-sits, and/or retakes of assessment tasks whose weight does not exceed 20% of the overall average of the course, excluding term, midterm, and final exams. For term, midterm, final exams, and assessment tasks whose weight exceeds 20%, the approval of the Dean of the College is required in addition to that of the instructor and the chair of the concerned department.

5. College of Public Health:

• The College fully abides by the academic regulatory framework set by the Board of Deans and approved by the President and Chancellor of the University.

• Applicants to the College of Public Health for the Bachelor of Science in Public Health program should:
  o Meet the PU English language criteria as set in the admission policy
  o Sit for the general math placement test
  o Sit for the chemistry placement test
  o Sit for the biology placement test

• Applicants to the College of Public Health for the Bachelor of Arts in Speech Therapy program should:
  o Meet the PU English language criteria as set in the admission policy
  o Sit for the general math placement test
  o Sit for the biology placement test

• Applicants to the College of Public Health for the Bachelor of Science in Nursing program should:
  o Meet the PU English language criteria as set in the admission policy
  o Sit for the general math placement test
  o Sit for the chemistry placement test
  o Sit for the biology placement test
• Satisfactory progress in the college is met with a cumulative GPA of 2.0 or above
• Warnings and/or disciplinary actions for academic and/or general student misconduct should fully abide by the Student Conduct Policy.
• In terms of assessment practice, all faculty members of the College should not default to one method of assessment but employ a variety of methods to ensure that the students are properly and fairly evaluated. Additionally, any assessment task must be constructively aligned with the course learning outcomes and content covered.
• Students applying for credit transfer will have their applications carefully considered by the Credit Transfer Committee as detailed in the Credit Transfer and Recognition of Prior Learning section. Students applying for credit transfer to the speech therapy program will have their applications carefully assessed by the Credit Transfer Committee based on academic performance and demonstrated abilities.
• Students applying for extensions, re-sits, and/or retakes must provide valid reasons and supporting documentation such as a medical certificate, death certificate, and/or a supporting letter from the University Counselor. The only accepted medical certificate is the unified medical prescription form (وصفة الطبية الموحدة) signed and stamped by the medical practitioner/specialist and the pharmacist after detailing the treatment/drug(s) given to the patient (the student in this instance). Any other documentation presented by the student should be considered and approved by the Academic Committee. The instructor and the chair of the department can at their own discretion approve extensions, re-sits, and/or retakes of assessment tasks whose weight does not exceed 20% of the overall average of the course, excluding term, midterm, and final exams. For term, midterm, final exams, and assessment tasks whose weight exceeds 20%, the approval of the Dean of the College is required in addition to that of the instructor and the chair of the concerned department.

6. College of Law and Political Science:
• The College fully abides by the academic regulatory framework set by the Board of Deans and approved by the President and Chancellor of the University.
• Applicants to the College of Law and Political Science for the Bachelor of Law program should:
  o Meet the PU English language criteria as set in the admission policy
  o Sit for the Arabic language placement test
• Satisfactory progress in the college is met with a cumulative GPA of 2.0 or above
• Warnings and/or disciplinary actions for academic and/or general student misconduct should fully abide by the Student Conduct Policy.
• In terms of assessment practice, all faculty members of the College should not default to one method of assessment but employ a variety of methods to ensure that the students are properly and fairly evaluated. Additionally, any assessment task must be constructively aligned with the course learning outcomes and content covered.

• Students applying for credit transfer will have their applications carefully considered by the Credit Transfer Committee as detailed in the Credit Transfer and Recognition of Prior Learning section.

• Students applying for extensions, re-sits, and/or retakes must provide valid reasons and supporting documentation such as a medical certificate, death certificate, and/or a supporting letter from the University Counselor. The only accepted medical certificate is the unified medical prescription form (وصفة الطبية الموحدة) signed and stamped by the medical practitioner/specialist and the pharmacist after detailing the treatment/drug(s) given to the patient (the student in this instance). Any other documentation presented by the student should be considered and approved by the Academic Committee. The instructor and the chair of the department can at their own discretion approve extensions, re-sits, and/or retakes of assessment tasks whose weight does not exceed 20% of the overall average of the course, excluding term, midterm, and final exams. For term, midterm, final exams, and assessment tasks whose weight exceeds 20%, the approval of the Dean of the College is required in addition to that of the instructor and the chair of the concerned department.

Admission Procedures

PU aims to attract students who demonstrate promising academic merit and are motivated towards a rich learning experience.

Admission requirements are as follows:

Undergraduate:

In addition to your application form, you will need to submit:

• One passport-sized photo
• A copy of your identity card or passport
• A sealed and stamped envelope from your school that includes the official transcripts of your 10th and 11th grades
• Your official certificate for the Lebanese Baccalaureate or its equivalent as recognized by the Lebanese Ministry of Education and Higher Education
• Your official scores for the PU Placement Test and/or SAT, TOEFL, or IELTS
  o You will be placed in an English level based on the University’s English language criteria
• A non-refundable application fee of 75,000 LBP ($50) (The $50 admission fee is required to cover the application and PU Placement Test).
The Admissions Committee at PU will assess each individual application on a case by case basis, informed by the applicant’s secondary school grades, the PU Placement Test results, and the Lebanese Baccalaureate official exam results or equivalent (once available).

**Freshman:**
Additional required documents from applicants applying for the freshman program include:

- Equivalence from the Lebanese Ministry of Education and Higher Education to enroll in the freshman program
- Official SAT I score (SAT II score is also a requirement; however, SAT II can be completed during the freshman year)

**PU English Language Criteria:**
Applicants to PU are required to meet the University English language requirements. They can do so by either sitting for the PU English Placement Test (PU EPT) or taking one of the internationally recognized English language tests (TOEFL/SAT/IELTS).

- **PU English Placement Test:**
  
  o Applicants who obtain at least 132 out of 150 are exempted from any intensive/remedial English courses and are admitted into ENGL 201.
  o Applicants who score between 102 and 131 out of 150 with at least a “34” on each of speaking, writing, and grammar & vocabulary are required to take remedial English 101 (ENGL 101) course.
  o Applicants who obtain between 75 and 101 out of 150 with at least a “25” on each of speaking, writing, and grammar & vocabulary are required to take intensive English 300 (INEG 300) course.
  o Applicants who obtain between 45 and 74 out of 150 with at least a “15” on each of speaking, writing, and grammar & vocabulary are required to take intensive English 200 (INEG 200) course.
  o Applicants who score less than 45 out of 150 and/or obtain a mark of less than “15” on any of the components are denied admission into PU.
• TOEFL/ SAT/ IELTS language assessment:

<table>
<thead>
<tr>
<th>PU English Level</th>
<th>TOEFL (IBT)</th>
<th>SAT (Evidence-Based Reading and Writing)</th>
<th>IELTS (Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PU-INEG 200</td>
<td>55-69</td>
<td>Needs to sit PU EPT if scoring less than 540</td>
<td>Overall band of 4.5-5.5</td>
</tr>
<tr>
<td>PU-INEG 300</td>
<td>70-89</td>
<td>Needs to sit PU EPT if scoring less than 540</td>
<td>Overall band of 6-6.5</td>
</tr>
<tr>
<td>PU-ENGL 101</td>
<td>90-110</td>
<td>540-590 plus an interview is required</td>
<td>Overall band of 7-7.5 with a minimum of 7 on each skill</td>
</tr>
<tr>
<td>PU-ENGL 201</td>
<td>111 or higher</td>
<td>600 or higher plus an interview is required</td>
<td>Overall band of 8 or higher with a minimum of 8 on each skill</td>
</tr>
</tbody>
</table>

MBA Admission Requirements:

• Completion of the “MBA Admission Application Form”;
• Equivalency of the applicant’s Bachelor’s Degree from the Lebanese Ministry of Education and Higher Education;
• Official Transcript(s) from all universities attended;
• Official GMAT or GRE score report
• Certified copies of all educational certificates, degrees, and/or diplomas
• A recommendation letter from a professor or employer;
• A certificate of current and/or previous employment, if applicable;
• Resume;
• One recent passport-size photograph;
• A non-refundable fee of 50 USD (75,000 LBP);
• An interview, if required.

For more information, please email admissions@pu.edu.lb.
Academic Advisers

An academic adviser will be appointed for each student upon registration to guide her/him through the academic years at PU. Advisers are appointed by the Dean of College. The Dean of the College of Arts and Sciences appoints advisers for the freshman program, who continues to advise freshman students until they are accepted into a major. Names of advisees and their respective advisers will be made available on the University’s learning management system (LMS).

Course Registration for New and Continuing Students

Following the advising period, specific dates for online registration are posted on PU website. Students can petition to register courses that have reached full capacity based on necessity and the availability of alternative courses. For students to meet full-time status in a regular semester, they should register a minimum of 12 credit hours. The maximum number of credits that a student can register for is 17 credit hours in a regular semester. Exceptions to the aforementioned conditions should be petitioned to the Office of the Registrar and approved by the concerned college.

Deferred Registration of Admitted Students

Undergraduate applicants who are granted admission for the fall semester and who do not register for that semester may be eligible for admission to the spring semester of the same academic year, depending on the availability of places. A petition should be submitted to the Admissions Office within the same academic year.

Double Major

Students may, upon approval of the relevant college, earn one degree with a double major within the same college as long as both majors share the same degree structure (e.g., both majors leading to a BA, BS, or BE degree). In such a case, one diploma will be issued, mentioning both majors. The student must complete the requirements for both majors before the degree can be awarded. To be eligible to apply for a double major, the applicant must:

- Have completed at least 24 sophomore credits
- Be in good academic standing (not on probation)
- Have successfully completed at least 15 credit hours over and above the requirements of the first major

Students who are interested in earning a double major must complete the application form at their college within the specified deadlines for change of major and transfer applications for fall or spring semesters. The application must be approved by the Admissions Committee of the concerned college.
Auditing Courses

Students who wish to attend individual classes without receiving credit can apply as audit students and must satisfy a number of conditions. An applicant is eligible to audit a course if he/she meets the following requirements:

- Have a Lebanese Baccalaureate II or equivalent to audit an undergraduate course
- Have a Bachelor’s degree or equivalent from a recognized academic institution to audit a graduate course
- Be granted approval from the Dean of the college offering the course
- Register as a “Student Audit” at the Admissions Office
- Pay the tuition fees for the course

Permission to audit a course is subject to the availability of places. Hence, applicants are not permitted to register until the registration period for regular students has concluded.

Credit Transfer and Recognition of Prior Learning

Internal Credit Transfer Applications

Phoenicia University students who wish to apply for an internal transfer will have their applications assessed by the Credit Transfer Committee informed by their GPA, academic performance, and the nature of the completed courses.

External Credit Transfer Applications

Phoenicia University accepts a diverse range of qualifications; this includes recognizing prior learning as credit towards your PU degree. PU will accept courses successfully completed at other higher education institutes subject to:

- Being evaluated by the concerned department
- Being recognized by the Credit Transfer Committee that will assess each individual application on a case-by-case basis informed by the education background of the applicant and the university offering/awarding the courses/degree

A final decision on each individual transfer application will be made at the sole discretion of the Credit Transfer Committee. This decision will then be communicated to the applicants by the Admissions Office.

Drop and Add

During the first week of the semester and as set by the announced deadlines (drop/add period), students may modify their registration by completing an online petition at designated times to request changes to their schedule (i.e., add and/or drop a course(s)). Adding and dropping courses are subject to conditions. After the drop/add period, no changes—whatsoever—can be made to a student’s schedule.
**Attendance Policy**

Attendance is mandatory, and students are only allowed a specific number of absences related to each course and instructor.

- Students are expected to attend all classes, laboratories, and required fieldwork. Students are responsible for the work covered and any announcements made during their absence.
- Students who miss more than one-fifth of the sessions of any course can be dropped by the instructor of the course, following the Dean’s approval.
- Students who withdraw from a course or are dropped as a result of excessive absences receive a “W” on their transcript.
- Students can withdraw from registered courses by no later than ten weeks (five weeks in the summer term) from the start of the semester, provided that their credit load during the semester does not drop below 12 credits. The course withdrawal deadline is regularly updated for each semester on the University website (Academic Calendar).

**Grading System**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>A ≥ 96</td>
</tr>
<tr>
<td>A-</td>
<td>3.82</td>
<td>90 ≤ A- &lt; 96</td>
</tr>
<tr>
<td>B+</td>
<td>3.66</td>
<td>87 ≤ B+ &lt; 90</td>
</tr>
<tr>
<td>B</td>
<td>3.33</td>
<td>83 ≤ B &lt; 87</td>
</tr>
<tr>
<td>B-</td>
<td>3</td>
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</tr>
<tr>
<td>C+</td>
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<td>77 ≤ C+ &lt; 80</td>
</tr>
<tr>
<td>C</td>
<td>2.33</td>
<td>73 ≤ C &lt; 77</td>
</tr>
<tr>
<td>C-</td>
<td>2</td>
<td>70 ≤ C- &lt; 73</td>
</tr>
<tr>
<td>D+</td>
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<td>67 ≤ D+ &lt; 70</td>
</tr>
<tr>
<td>D</td>
<td>1.33</td>
<td>63 ≤ D &lt; 67</td>
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<tr>
<td>D-</td>
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<td>60 ≤ D- &lt; 63</td>
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<td>F</td>
<td>0</td>
<td>F &lt; 60</td>
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<td>P</td>
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<td>P*</td>
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</table>

**Grade Amendment**

Grade appeal requests will only be accepted when substantiated evidence is provided and/or valid reasons apply (e.g., marking error, a wrong mark entry, etc.). Grade amendment requires the approval of the concerned faculty and head of the department, in addition to the approval of the Office of the Registrar. Once approved, the Office of the Registrar will process the grade change.
**Wall of Honor**

Students are placed on the Wall of Honor for outstanding academic accomplishment. To be placed on the Wall of Honor at the end of each semester excluding summer, a student must: 1) have a minimum of 12 GPA credits registered in the concerned regular semester, 2) neither be on probation nor have incomplete grades in the given regular semester, and 3) not have been subjected to any disciplinary action(s) for a general and/or academic misconduct during the semester. 

Students should have the following regular semester GPA in order to be placed on the Wall of Honor:

- Distinction: 3.5 – 3.81
- High Distinction: 3.82 – 3.91
- Highest Distinction: 3.92 – 4.0

**Graduating with Distinction, High Distinction, and Highest Distinction**

Upon successfully completing all their degree requirements, students with a cumulative GPA of 3.5 or higher will receive the following recognitions:

- Distinction: Cumulative GPA 3.5 – 3.81
- High Distinction: Cumulative GPA 3.82 – 3.91
- Highest Distinction: Cumulative GPA 3.92 – 4.0

**Probation**

A student is placed on academic P1, if the student has attempted 30 institutional GPA credits by the end of a regular semester and has an overall GPA below 1.67. Also, a student can be placed on P1 if the student has attempted 30 institutional GPA credits by the end of a regular semester with an overall GPA above 1.67; however, the student obtains a semester GPA below 1.67 in a succeeding regular semester. Usually P1 students are recommended to register a maximum of 16 credits.

A student is placed on academic P2 if the student has attempted 30 institutional GPA credits by the end of a regular semester and has an overall GPA below 1.67 and in the first regular semester that immediately succeeds the semester, in which 30 credits were completed, also obtains a semester GPA below 1.67. Also, a student can be placed on P2 if the student has attempted 30 institutional GPA credits by the end of a regular semester with an overall GPA above 1.67; however, the student obtains a semester GPA below 1.67 in two succeeding regular semesters. Usually P2 students are recommended to register a maximum of 12 credits.

A student is placed on academic P3 if the student has attempted 30 institutional GPA credits by the end of a regular semester and has an overall GPA below 1.67 and in the first and second regular semesters that immediately succeed the completion of 30 credits also has a semester GPA below 1.67. Also, a student can be placed on P3 if the student who has attempted 30
institutional GPA credits by the end of a regular semester with an overall GPA above 1.67; however, the student obtains a semester GPA below 1.67 in three succeeding regular semesters P3 students are normally dismissed from the University; however, P3 students can appeal a dismissal decision given that they provide evidence for exceptional circumstances that might have negatively impacted their academic performance.

Summer is not considered a regular semester and its GPA is counted towards the semester GPA of the succeeding regular semester. If, for approved reasons, a student is permitted to register less than 12 credits in a regular semester, the given semester GPA is counted towards the next regular semester.

**Graduation Requirements**

- Students need to complete all their academic degree requirements
- Students obtain a minimum “Program GPA” of 2.0; no rounding (e.g., GPA of 1.99)—whatsoever—will be applied.
- Students obtain a minimum “Cumulative GPA” of 2.0; no rounding (e.g., GPA of 1.99)—whatsoever—will be applied.
- Students obtain “Graduation Clearance” as detailed in the following section.
- Additional requirements might be demanded for specific majors. Please refer to your degree plan for further information.

**Graduation Clearance**

Upon reaching senior-level status, students must fill out the graduation clearance form after completing all their degree requirements. The graduation clearance form should be signed by the following personnel: Departmental Coordinator, Dean of College, IT Director, Library Coordinator, Finance Director, Registrar Director, Career Center Director, Head of the Exit Interview Committee, President, and Chancellor. Failure to do so will delay graduation.
Tuition payments deadlines are available on PU website under the calendar section (https://www.pu.edu.lb/pu-calendar).

The initial tuition payment amounting to $800 for new students and $500 for continuing students must be paid by the set deadlines before the beginning of each semester. For the remaining tuition amount, students must log in to their PUSIS accounts to check their balance due.

Students who demonstrate financial need may apply for deferred payments of tuition fees only (net of the initial tuition and any discount, such as financial aid, work aid, and scholarships). The related application fees are $25, and the request must be submitted before the pre-set deadline.

Students must be fully aware of the deadlines for the payments, otherwise a non-refundable late payment fees will be charged to students’ accounts: $50 for initial tuition fees, $100 for each deferred payment instalment, and $200 for tuition fees.

All students can settle their tuition payments at the University’s cashier or any of the designated banks.

All unsettled accounts will be blocked (financial block), whereby the student will not be able to view their final grades, register their courses for the coming semester, or release their transcripts and enrolment certificates.
Financial Aid & Scholarships Program
PU ensures that qualified students can pursue an outstanding higher education regardless of their financial status. The financial aid and scholarships program reflects the University’s mission to support access to quality education for all.

88.56% of the total number of enrolled students benefited from our financial aid program in Spring 2019-2020. Of the total number of financial aid applications submitted for Spring 2019-2020, 97.89% of the applications were accepted. These figures indicate that students’ socioeconomic status would never hinder their progress throughout their academic journey.

The University offers numerous scholarships and financial aid to undergraduate and graduate students who are in good academic standing and financial need. The financial aid and scholarship program includes:

- Financial Aid
- Merit Scholarships
- Work-Study Arrangements

Financial Aid is granted on the basis of need and academic merit.
Phoenicia University Library is the hub and academic town square of the University. The library’s mission is to collect, preserve, and provide access to various scholarly and educational resources (library collections and online resources) in a welcoming and comfortable physical environment, fostering an atmosphere that encourages diversity and excellence. The library is located on the second floor of Block A.

The library contains a wide range of more than 14,000 books related to the learning, teaching, and research interest of students and faculty members. The material at the library is relevant to various fields of specializations at PU and a wide range of other domains.

The library is divided into many sections including:

- Book collections related to all university majors
- Reference section that includes reference books, encyclopedias, and dictionaries
- Journals section that includes various journals, publications, and newspapers

The library also offers borrowing services as well as reserved desktop spaces to those interested in completing their work at university. Additionally, the library is equipped with a wide range of printers and photocopy machines.

Phoenicia University Library opens Monday to Friday from 8:00 a.m. till 5:00 p.m.
The IT Department at Phoenicia University offers a number of services and support to PU students, staff, and faculty members. The department is located in Block A, first floor and can be reached via phone at +961-7-420720, ext. 1113/4/7/8/9, or by email: it@pu.edu.lb. The department is open during regular working hours.

**Account Management**

**PU Account**

The PU account provides access to email, PUSIS, e-learning system (LMS), and internet in addition to other services such as Wi-Fi access and roaming storage space. Once you are registered as a PU student, your PU account will be automatically activated.

If you have forgotten your PU account password, you can reset it by sending an email to the IT Service Desk (it@pu.edu.lb) or pass by the IT Department.

**PU Office 365 Mailbox (Students Email)**

To login to your PU Office 365 Mailbox, go to [https://login.microsoftonline.com/](https://login.microsoftonline.com/) and enter your PU email address which consists of your PU username followed by @pu.edu.lb.

**Example:** if your PU username is xyz001, your PU Office 365 email address would be xyz001@pu.edu.lb. Afterwards, enter your PU password and “Sign in”. For first time login, Office 365 provides a setting page to choose the main language used on this Mailbox and the default time zone (Default is Beirut +2).

**PU App**

The PU App provides the user with an effective way to connect with PU community and to get access to course schedules, important news and events, as well as other services provided by the university.

**PUSIS Account**

The PUSIS account provides a self-service access to the PU Student Information System. Go to [www.pu.edu.lb](http://www.pu.edu.lb) and click on the “PUSIS” link in the top menu, either from a web browser or through the “PU App”. PUSIS is a web-based application designed to provide the following online self-services to students and faculty over the intranet and internet: online registration, Drop and Add, class schedules, grades, student transcripts, address information, and billing statements.

**Wi-Fi Access**

Wi-Fi coverage is available throughout the campus. No quota is currently being applied to the internet usage by students and faculty. All you need is to connect to “PU_WiFi” network as follows:
A. For IOS phones:
   1. Go to Wi-Fi settings.
   2. Choose “PU_WiFi”.
   3. Use your PU account credentials and press on “connect”.

   After you connect to “PU_WiFi”, you will be redirected to a page to trust this Wi-Fi network by pressing on “Trust”.

B. For Android phones:
   1. Go to Wi-Fi settings.
   2. Choose “PU_WiFi”.
   3. Change the Phase 2 authentication to “MSCHAPv2”.
   4. Use your PU account credentials and press on “connect”.

**E-learning**

**LMS**

LMS is PU’s official learning management system. LMS is a web-based application designed to provide the following online learning management services to students and faculty over the intranet and internet: announcements, course content (e.g. documents and syllabus), discussion board to make comments for specific topics as instructed by the faculty, a chatting platform between all registered members in the course, quizzes, assignments, and attendance.

**PU Surveys**

PU Surveys is the official online survey management tool at PU. By completing the surveys and evaluating the instructor, course content, teaching methods, and support provided, PU students exercise their ownership of the learning and teaching process as being one of the major stakeholders of such a process.

**Plagiarism (Turnitin)**

As detailed in the Student Conduct Policy, plagiarism is a very serious breach of academic conduct that attracts prompt and disciplinary actions. PU employs Turnitin to assess the originality of the submitted work (e.g., assignments, projects, essays, etc.).

Turnitin checks the originality of the students’ work using the world’s most effective plagiarism detection methods, highlighting similarities between the submitted work and the world’s largest collection of internet, academic, and student paper content.

**Computer Labs**

Student computer labs are located in the following blocks:

1. Block A:
   a. Room A108
   b. Room A109
2. Block B:
   a. Advanced Computer Lab: This lab is equipped with high specs and infrastructures and is used for courses related to drawing and design, petroleum, rendering, etc.

Access to PU’s computing facilities is restricted to registered PU students.

Students who require technical support with matters related to the computer labs should directly contact the IT Department.
The Global Outreach and International Affairs Office (GOIA) focuses on building, strengthening, and sustaining international relationships with higher education institutions across the globe. Such international relationships and agreements will be of immense benefit to our PU community: students, faculty, and staff.

Reflecting its strong commitment towards internationalization of the curriculum and excellence in learning, teaching, and research, PU has established—and continues to work on—agreements with a number of the top universities worldwide, including summer sessions programs (e.g. UCLA and UC Berkeley) and memoranda of understanding (e.g. MSU and UIC). These agreements support the University’s mission, where PU students develop international and intercultural skills and knowledge (IAISK) as they positively connect with cultural others and become capable of thinking locally, nationally, and globally.

GOIA ensures that the PU community and partner universities are fully supported with their queries and requests. As part of its responsibility, GOIA facilitates the student exchange and study abroad program, faculty and staff mobility program, visiting scholars program, and the research exchange program.
Research
All members of the PU community share the responsibility for promoting and maintaining the highest ethical standards when proposing, conducting, reviewing, and reporting research.

Research conducted at PU and/or carried out by PU faculty, students, and staff must fully abide by the Charter of Ethics and Guiding Principles of Scientific Research in Lebanon. Additionally, research activities that include human subjects must be carried out in compliance with the ethical principles set forth in the Belmont Report.

Some recent examples of research activities carried out by PU academics are:

- **Dr. Ahmad Samarji (Assistant Dean of the College of Arts and Sciences)**

  Few weeks after the WHO had declared COVID-19 a pandemic, Dr. Samarji published on April 09, 2020, an article titled “Overloaded Morgues, Mass Graves and Infectious Remains: How Forensic Pathologists Handle the Coronavirus Dead” in *The Conversation*. The article has been translated from English to Arabic, Spanish, German, and Hungarian and has been republished—under Creative Commons license—by a number of news agencies and sites (e.g., *Yahoo News, Idaho Press-Tribune, San Francisco Chronicle*, and *Medical Xpress*).

  Recently, Dr. Samarji authored a book chapter titled “The PBL Approach in an EFL Setting: Maximizing Students’ Engagement and Humanizing their Experiences”. The chapter has been published in Volume 27 of the international series: *Innovations in Higher Education Teaching and Learning* by Emerald Publishing. The chapter showcases the “Project-Based Learning” approach adopted by the English Department, where PU students apply their English language capabilities to real-life settings in a creative and highly engaging manner.

- **Dr. Mohamad Zbib (Coordinator of the Mechanical Engineering Department)**

  Dr. Zbib is the leading author of a research paper titled "The Mechanical Response of Arrays of Carbon Nanotubes Coated with Metallic Shells" along with scholars from Purdue University, University of Kentucky, University of Idaho, and Imperial College London. The article has been recently published in *Materials Research Society Advances*. The paper reports a synthesis method to fabricate a new nano-metallic carbon composite material, with enhanced mechanical behavior, that can be used in applications such as heat exchangers, actuators, and sensors.

  Currently, Dr. Zbib is investigating the microstructural and elemental characterization of copper particles in treated wood used in construction, railroads, and residential applications. This project focuses on the transformation analysis of copper particles from a crystalline to an amorphous structure. The research project is carried out in collaboration with a research team in the School of Materials Engineering at Purdue University.
- **Dr. Manar Riman (Faculty Member in the College of Arts and Sciences)**

Dr. Manar Riman has recently written an article about the vanishing of the Brauer group of a del Pezzo surface of degree 4. Her article has been published in *Journal of Number Theory*, one of the top journals in the area of algebra and number theory worldwide. In her article, Dr. Riman generates insights into computing Brauer groups which will be of particular interest to professionals and researchers in the field of arithmetic geometry.

- **Dr. Mariam Itani (Faculty Member in the Department of Mechanical Engineering)**

Dr. Mariam Itani has recently co-authored two articles. The first one focuses on “Bioheat Modeling of Elderly and Young for Prediction of Physiological and Thermal Responses in Heat-Stressful Conditions” and has been published in *Journal of Thermal Biology*, a Q1 journal in this subject area. This article revealed that the average elderly is characterized by metabolic rate and cardiac output, which are lower than those of the young by 21% and 14.4%, respectively. The second article inquires into “Hybrid Cooling System Integrating PCM-Desiccant Dehumidification and Personal Evaporative Cooling for Hot and Humid Climates”. The article has been published in *Journal of Building Engineering*, a Q1 journal in this subject area. In this paper, Dr. Itani and her colleagues designed and implemented a feasible hybrid cooling system that can achieve acceptable thermal comfort levels in the space, reducing the total energy cost by 87% compared with a conventional air conditioning unit.
Services
Cafeteria

The cafeteria at Phoenicia University provides students, staff, and faculty members with a wide variety of meals, refreshments, and quick snacks at affordable prices. Vending machines are also available in several areas on campus.

Transportation

Phoenicia University provides students with a transportation service that covers most areas in the South and Beirut.

Interested applicants should visit PU’s Cashier before the beginning of every semester to apply and complete the transportation application form. The fees should be settled on specified deadlines before the start of the semester according to the below plans:

- Fees/Month: 100,000 LBP
- Fees/Semester: 318,000 LBP
- Fees/Semester for Students in Dorms (2 Days/Week): 100,000 LBP

Medical Insurance

The medical insurance plan for students covers all accidents that may take place on campus and during any activities off campus under the supervision of the University. This plan is mandatory for all student and only costs $12 per year.

Safety and Security

On campus security is managed through the Office of Safety and Security, located in Block A, ground floor. The office is open 24 hours a day and may be reached for any emergency at extension 1112. The PU student ID card is a mandatory requirement for entrance to the campus.

Smoke-Free Campus

Phoenicia University campus is a smoke-free campus. Smoking indoor is strictly prohibited and compliance with the policy is mandatory. Smoking is allowed only in the smoking zone which is in the commercial area.

Student Health Care Center

The Student Health Care Center (SHCC) aims to maintain the wellbeing of the PU community through creating a healthier study and work environment. The SHCC provides an effective primary aid assistance for students, staff, and faculty. The mission of the SHCC is to be fully prepared for responding to all health emergency and non-emergency situations. Our health services include primary care for injury or sudden illness prior to medical intervention. The health service practitioner in the center is qualified and trained to deliver initial medical
emergency procedures using primary equipment to perform assessment and intervention while awaiting the arrival of the emergency medical service personnel to transfer the patient to a hospital and inform their family. Additionally, the health service practitioner in the center is trained to ensure occupational health and safety (OHS) standards are met on campus.

The SHCC is located in Block A, ground floor, and can be reached by phone at +961-7-420720, ext. 1911, or by email at nurse@pu.edu.lb. The center opens Monday – Friday from 8:00 a.m. – 5:00 p.m.

**National Social Security Fund**

New and continuing students will be advised about the deadline for collecting NSSF certificates via the PU website. Students who are already registered in the NSSF via another institution should present a valid certificate. The Lebanese baccalaureate or its equivalent and the PCSR or Lebanese ID of the student should be attached to the social security application which is presented to the NSSF.

The below students cannot be registered via PU in the NSSF:

- Non-Lebanese students (with the exception of French citizens)
- Freshman students
- Students who are 30 years of age or above

Students who hold dual citizenship can choose to not be registered in the NSSF if they have applied to the University using their foreign passports.
The Alumni Office aims to strengthen connections and develop a lifelong relationship between Phoenicia University community, alumni, and friends. The goal of the Alumni Office is to convey the mission and vision of Phoenicia University, supporting our service to the greater community through coaching, mentoring, volunteering, and networking. The Alumni Office can be contacted via the following email address: Alumni@pu.edu.lb.

**Benefits**

**Access to PU Facilities**

All alumni are granted access to Phoenicia University campus and are allowed to use the below facilities:

- Library
- Computer labs
- Athletics facilities

Access is only granted upon presentation of the PU Alumni Card which identifies you as a member of Phoenicia University.

**Email Service**

Phoenicia University is pleased to provide all alumni with an email to keep them updated on all relevant announcements, news, and events.

**Career Services**

All Phoenicia University alumni can access “Career Services” through the PU Alumni Portal. Career Services include:

- Searching for job opportunities
- Participating in networking events and opportunities
- Providing assistance in developing your CV, completing application forms, and preparing for job interviews

**Getting Involved**

**Phoenicia University Alumni Association (PUAA)**

The Phoenicia University Alumni Association is a member-focused organization that is dedicated to developing strong bonds of loyalty between alumni and the University. By enhancing alumni engagement, PUAA strengthens the relationship, communication, and support towards Phoenicia University while enriching the experiences and improving the lives of the alumni.
The goals of PUAA are to:

- Establish and maintain a strong mutually beneficial relationship between alumni, students, friends, and Phoenicia University
- Guarantee that the association is well structured and organized