

# STUDENT HANDBOOK

OFFICE OF STUDENT AFFAIRS | ACADEMIC YEAR 2017-2018





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## INTRODUCTION

The Office of Student Affairs (OSA) contributes to the educational mission of the University by offering services, programs and opportunities to students that **nurture personal growth** and **help them towards the fulfillment of their needs and ambitions**.

Above all, the Office provides an exemplary living and learning environment that fosters engagement and innovation, enabling students to have a positive impact and act as agents of change in their respective communities.

The OSA employs full-time and part-time dedicated people who serve student needs and support their activities. In addition to honoring the campus values of **knowledge, openness, excellence, collaboration** and **caring**, OSA staff and faculty members are guided by the following principles:

- Maintaining high standards of ethical behavior and personal integrity
- Respecting diversity and serving all students without discrimination
- Fostering innovation and leadership
- Encouraging teamwork, especially partnership with students
- Promoting civic engagement and supporting projects that increase public awareness

If you have questions or concerns that are not addressed in this handbook, call or visit the Office of Student Affairs at 06 930 250, ext. 3930, Zakhem Building (room 118). You may also consult with the coordinator at your respective campus:

- Sin El Fil - Beirut Campus: 01 566 781, ext. 123
- St. George Health Complex (Health Sciences) - Achrafieh Campus: 01 562 108, ext. 5120
- St. George Faculty of Postgraduate Medical Education - Achrafieh campus: 01 566 781, ext. 5174
- Beino - Akkar Campus: 06 931 972, ext. 5401
- Souk El Gharb - Aley Campus: 05 272 078, ext. 5540

Working hours are Monday – Friday from 8:00 a.m. to 4:30 p.m. (Fall/Spring schedule) and Monday – Friday from 8:00 a.m. to 2:00 p.m. (Summer schedule).

This handbook will:

- Give you an overview of your rights and responsibilities as well as University policies and regulations.
- Introduce you to the Office of Student Affairs (OSA), its services, and divisions.

# YOUR RIGHTS AND RESPONSIBILITIES

## STATEMENT

The University of Balamand (UOB) is a learning community designed to foster collaboration, open communication, mutual respect and inclusiveness among students, faculty and staff as they engage in the education process. As members of this community, all students are entitled to certain rights and privileges. In order to protect these rights and privileges, there are guidelines for conduct that are intended to create the environment and educational goals envisioned by the University and its students, and it is important that each student becomes familiar with them.

**Student rights** include, but are not limited to, the following:

1. The right of respect for personal feelings and individual dignity.
2. The right to participate in student committees, clubs and societies, in accordance with the University Policies and Regulations.
3. The right to an environment free from harassment, discrimination, and violence.
4. The right of due process in disciplinary procedures in accordance with the University policies and regulations.

**Student responsibilities** include, but are not limited to, the following:

1. The responsibility of assuming the consequence of one's actions.
2. The responsibility for knowledge of, and compliance with established University policies, procedures and regulations presented in official University publications.
3. The responsibility of insuring that the action of each student, committee, club or society does not infringe upon the spirit of the University and the moral imperatives of its community.
4. The responsibility of respecting the rights and privacy of others.

# UNIVERSITY POLICIES & PROCEDURES

## JURISDICTION OF THE UNIVERSITY

University jurisdiction extends to conduct occurring on University premises, which adversely affects the UOB community and/or the pursuit of its programs. A student who has submitted an application for admission, housing, or any other service provided by the University should not act in such manner that adversely affects the UOB community.

Any of the following actions, or the aiding or encouraging of any of the following actions, constitutes an offense for which a student, a group of students, a student committee, club or society may be subject to the student judicial process:

- **Misuse of keys:** Unauthorized possession or use of any key or key type device to any university facility or property.
- **Misuse of Identification:** The use of falsified identification documents or of another's identification card/document, including the use of another's computer account/password.
- **False Information:** Knowingly making a false oral or written statement to any office or member of the University faculty, administration, staff or student body.
- **Misuse of Materials:** Unauthorized reading, removing, duplicating, photographing, and/or forging, counterfeiting, altering or misusing of any University material, file document or record, computer records, software, data files and similar entities owned or maintained by the University.
- **Response to Notice:** Failure to make a timely response to any official request from a member of the faculty, administration, or staff. The University requires that each student maintain a University mailbox address. Official university correspondence mailed to that mailbox is deemed sufficient notice to the student.
- **Response to Instructions:** Failure to comply with authorized oral instructions from University officials, including student employees and assistants, acting in accordance with their assigned duties.
- **Misuse of Property:** Destruction, damage, misuse of property on the campus of the University, including but not limited to files, documents, records, research apparatus, or library materials, including computer systems and networks, owned or maintained by members of the faculty, administration, staff, or student body. Unauthorized entry into University buildings and intentional misuse of any University fire alarm or fire extinguisher or safety equipment is also misuse of property.
- **Theft:** The unauthorized taking, misappropriation or possession of any real,

personal, or intellectual property owned by the University personnel on campus.

- **Gambling:** Conducting or organizing any form of gambling which harms or exploits any member of the University community.
- **Weapons, Firearms, or Explosive Devices:** The unauthorized possession of weapon, firearm, or any incendiary, explosive or destructive device, including fireworks.
- **Non-Smoking:** The University of Balamand recognizes that smoking is harmful to the health of smokers and that passive smoking poses a health risk to non-smokers. In order to address these health concerns, the University prohibited smoking in all hallowed halls e.g. classrooms, hallways, corridors, atriums, classrooms, cafeterias, lounges, on-campus dormitories, etc. Smoking is only permitted in designated outdoor areas.
- **Illegal Use or Possession of Drugs:** The University of Balamand is committed to providing an orderly and safe environment for all students, faculty members and staff. To this end, the University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use drugs on its premises. Any violation will lead to strict disciplinary action and expulsion from the University.
- **Privacy:** Failure to respect the right to privacy of any member of the University community including accessing another's computer files and/ or e-mail.
- **Student Expression:** Students are encouraged to express themselves. However, any demonstrations or protests must be non-violent in nature, and must be conducted without endangering the safety, health, or life of themselves, other students, faculty members, staff or visitors. Students shall not knowingly damage any University or personal property. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of University facilities, or prevent the normal operation of the University, both inside and outside the classroom setting. Any violation will lead to strict disciplinary action/suspension from the University.
- **Sexual misconduct, including sexual harassment and public indecency:** The University of Balamand expects its students to treat other individuals with respect and human dignity in all interpersonal relationships. Any behavior that results in the harassment, intimidation or discrimination of another person will not be tolerated. Harassment and discrimination are prohibited on all UOB campuses whether on the basis of citizenship, color, religion, sex, national origin, age, physical disability, or marital status. Harassment is defined as conduct, which unreasonably interferes with an instructor, employee or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment.

Harassment could be of verbal, written or physical nature. One of the most common forms of harassing behavior is sexual harassment. Sexual Harassment is considered as serious offense and consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact and other verbal conducts of a sexual nature. Examples of such conduct are:

- Physical assault and threatening
- Unwelcome physical contact of someone's body
- Gestures and noises of sexual nature
- Degrading words, remarks and jokes used to describe an individual
- Sexually orientated messages, pictures or videos sent via email or posted on the website and other social networking services
- Repeated requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome

Students who have experienced or witnessed any type of harassment should refer immediately to the Dean of Student Affairs to report the relevant facts. The Dean of Student Affairs will direct the complaint to the Chairman of the Administrative Committee of the University in order to initiate the investigation. If the complaint is substantiated, the Administrative Committee will institute disciplinary action against the offender by imposing sanction that can range from issuing a warning to expulsion from the University depending on the severeness of the situation.

In conducting its investigations, the Administrative Committee will strive to keep the identity of persons making reports as confidential as possible. In case the offender is an employee of the University, the person in charge of the offender will be informed and may be involved in the investigations (e.g. the Director of Human Resources in case the offender is a staff member or the Dean of the Faculty in case the offender is a faculty member). A copy of the Statement Policy on Harassment at the University of Balamand is attached in Appendix A of this document.

- **Threats of Violence:** A threat by word or act to do violence to another person, and doing an act, which creates a well-founded fear that such violence is imminent.
- **Inappropriate Conduct at University-Sponsored Events:** Students should govern their behavior at University-sponsored events and conduct themselves within the University policies and regulations.
- **Closing Hours:** No student is permitted to enter in any University building after normal closing hours, unless written approval has been obtained in advance.
- **Guests:** Students are welcome to bring guests to the campus, but must assume responsibility for their conduct.
- **Driving on Campus:** No student is permitted to drive on-campus unless



he/she has a UOB parking permit that is issued for on-campus dormitory buildings' residents only. This permit is issued by the Office of Student Affairs after presenting:

1. a valid driving license
2. a valid car registration
3. a valid insurance policy in the name of the student

Students shall park their cars in designated parking areas allocated in front of the dormitory building in which they reside. Students shall drive orderly, safely and slowly. Any violation will lead to strict disciplinary action.

- **Academic Integrity:** As a community committed to intellectual endeavor, the University of Balamand recognizes honesty as the foundation of the academic activities of its faculty members and students. Plagiarism, falsifying or fabricating the results of one's research, presenting the words, ideas, data, or work of another as one's own, or cheating on an examination will lead to any one or a combination of the following disciplinary actions that may be imposed by the Faculty or the administrative committee:
  1. Failure of the assignment, project or examination.
  2. Failure of the course with the offense documented in the student's file.
  3. Placement on academic probation.
  4. Suspension from the University for a Definite Period of time.
  5. Dismissal from the University.
- **Copyright:** The Lebanese Copyright Law endorsed on April 3, 1999 provides stiff penalties for offenders who may print, publish, or sell copies of someone's original work. That includes books, publications, computer software, video films and all kind of audio-visual work. Students caught on-campus violating the copyright law will be subjected to strict disciplinary action. A copy of the Academic Integrity and Copyright Policy at the University of Balamand is attached in Appendix B and is available on the website: [www.balamand.edu.lb](http://www.balamand.edu.lb) (Admissions and Registration, Academic Integrity and Copyright Policies).

## PUBLICITY AND POSTING POLICY

All public notices or publicity material posted on campus property shall be stamped by the Office of Student Affairs prior to posting.

## SANCTION

In case of misconduct or inappropriate behavior, any of the following sanctions may be imposed on a student, a group of students, or a student committee, club or society through due process:

- **Written/Verbal Warning:** A written/verbal warning issued to a student by a faculty/staff member that his/her behavior is inappropriate will be noted in the student's file.

- **Disciplinary Probation:** An official notice to a student that his/her behavior is in serious violation of University policies and regulations. Continued enrollment depends upon the maintenance of satisfactory behavior during the period of probation. When probation is imposed as a sanction, the student should be advised of the consequences of violation of probation, e.g. suspension. During the probation period, the student is deprived of University privileges e.g. student work, financial aid, assistantship and others.
- **Suspension:** Termination of a student's privilege to attend the University for a period of time specified in an order of suspension. This includes the termination of campus visiting privileges.
- **Expulsion:** Permanent termination of a student's privilege to attend the University. This includes the termination of campus visiting privileges.

## GRIEVANCE AND APPEAL

By definition, grievance is an official statement of a complaint over something believed to be wrong or unfair. The University maintains a Grievance Procedure by which UOB students may seek redress for what they believe to be unfair, improper, or discriminatory decisions, actions, or treatment contravening the established policies and procedures of the University. Grievance at UOB is related, but not limited to, academic processes, administrative processes and other human relationships. Grievances should not be confused with petitions related to academic issues (for more information on petitions, refer to the University Catalogue).

### Procedure for filing a grievance:

If a student believes that he/she is fronting grievance, they may immediately choose to file a formal grievance. However, informal procedures such as discussing the issue with the student, faculty or staff member involved and resolving it on the spot are preferred.

1. A letter describing in details the issue should be submitted by the student to the Dean of Admissions and Registration.
2. The student shall sign the letter and attach to it any evidentiary or supporting materials.
3. The student should retain copies of the grievance letter and any other submitted materials.
4. The Dean of Admissions and Registration will discuss the issue with the student in the presence of his/her direct supervisor and will try to solve the issue informally. For academic grievance, the direct supervisor is the chairperson of the department or director of the program. For non-academic grievance, the direct supervisor is the Dean of Student Affairs.
5. The Dean of Admissions and Registration will then decide whether to forward the official grievance to the Administrative Committee (Standing University Committee that deals with such issues).
6. The Administrative Committee will meet with the student and concerned

personnel and will render its decision in writing and in a timely manner to the Dean of Admissions and Registration.

7. The Dean of Admissions and Registration will then inform the direct supervisor of the student (listed above) about the decision of the Administrative Committee and will ask him/her to convey the decision to the student.

**Grievance Appeal:**

In case the grievant is not satisfied with the taken decision, and wishes to appeal, the grievant should submit a petition form within 24 hours after the decision is received from the direct supervisor. Alternatively, within 48 hours, the petition will be forwarded to the appropriate division depending on the case. A reply to the petition has to be made within 5 working days after the petition is filed.

# THE OFFICE OF STUDENT AFFAIRS

## WHAT WE DO

The Office of Student Affairs is administered by the Dean of Student Affairs. The office comprises eight divisions:

1. Athletics Department
2. Campus Life and Student Development
3. Career Services Center
4. Counseling Center
5. International Students Office
6. Student Housing
7. Student Newspaper (Highlights)
8. Student Work Program Office

The Dean's office is located in Zakhem Building, room 118. Working hours are Monday – Friday from 8:00 a.m. to 4:30 p.m. (Fall/Spring schedule) and Monday – Friday from 8:00 a.m. to 2:00 p.m. (Summer schedule). For more information, please contact [osa@balamand.edu.lb](mailto:osa@balamand.edu.lb) or dial 06 930 250 ext. 3930.

## ATHLETICS DEPARTMENT

The Athletics Department offers a wide range of sports, varsity teams, and recreational programs. It creates a healthy and active learning community that complements and supports University's mission. The recreational facilities include an indoor gymnasium equipped with cardio-vascular machines, weight room, and a swimming pool. Moreover, the UOB campus includes basketball, futsal, volleyball, and tennis indoor and outdoor courts, a running track, and a green field. Students should present a valid student ID to access the recreational facilities as well as lockers and shower facilities. Tryouts for the various varsity teams are usually scheduled at the beginning of each fall and spring semester. Students are not allowed inside athletic facilities when reserved for Physical Education classes and varsity teams training.









The Athletics Department is located in the Gymnasium, first floor, rooms 112 and 113 and can be reached by phone at 06 930 250 ext. 1711 or 1712, or by email at [athletics@balamand.edu.lb](mailto:athletics@balamand.edu.lb). The office is open during regular working hours.

## **CAMPUS LIFE AND STUDENT DEVELOPMENT**

The Office of Campus Life and Student Development offers students opportunities to participate in co-curricular and extra-curricular activities and grow outside the classroom setting. The office serves as the administrative liaison to student clubs and societies and offers an assortment of educational, recreational and cultural programs for the campus community. Moreover, the clubs and societies provide opportunities to meet with others to pursue common social and cultural interests. The clubs and societies are managed by students with the assistance of staff and faculty members. On a yearly basis, a Club Fair takes place to introduce students to the available clubs and societies and allows them to join. To obtain a list of active clubs and societies, check with the coordinator of Campus Life and Student Development.

The Office of Campus Life and Student Development is located in Zakhem building, first floor, room 120 and can be reached by phone at 06 930 250 ext. 3935, or by email at [clubs@balamand.edu.lb](mailto:clubs@balamand.edu.lb). The office is open during regular working hours.

## **CAREER SERVICES CENTER**

The Career Services Center offers students and alumni proper career guidance by providing them with the right type of coaching and mentoring. The center aims to offer students assistance to develop career management skills and job search skills that will help them in their academic and career endeavors. In addition to their Annual Career Fair which hosts various companies where students meet with company representatives and submit their

resumes, the Career Services Center organizes leadership, public speaking, CV writing, and interview tips workshops. Moreover, the center organizes the Community Fair which hosts local and international Non-Governmental Organizations to promote opportunities for students through service to the community.

The Career Services Center is located in Zakhem Building, ground floor, room 001 and can be reached by phone 06 930 250 ext. 7801 or 7802, or by email at **career.services@balamand.edu.lb**. The office is open during regular working hours.

## COUNSELING CENTER

The Counseling Center at the OSA offers personal counseling to students to help them detect and address any personal or educational problems or issues that may seriously affect their quality of life and well-being. Students seeking to schedule an appointment should contact the center.

The Counseling Center is located in Zakhem Building, second floor, room 209 and can be reached by phone 06 930 250 ext. 3939, or by email at **counseling@balamand.edu.lb**. The office is open during regular working hours.

## INTERNATIONAL STUDENTS OFFICE

The International Students Office (ISO) caters the needs of students coming from abroad by offering them guidance related to application requirements, offered programs, tuition fees, financial aid, health coverage, visa, and residency renewal. Moreover, the office organizes entertaining events and activities to ensure that the international students are benefiting from their stay in Lebanon, both educationally and personally.

Moreover, the ISO encourages students to explore fellowship and exchange program opportunities with foreign institutions (e.g., NESAS, Fulbright, MEPI, EUROMED, and British Council).

The International Students Office is located in Zakhem Building, first floor, room 120 and can be reached by phone at 06 930 250 ext. 3935, or by email at **iso@balamand.edu.lb**. The office is open during regular working hours.

## STUDENT HOUSING

On campus housing is an integral part of the total educational experience offered to students. The dormitory buildings are staffed with supervisors and assistants who strive to promote a safe, secure, and healthy living-learning environment. A student housing agreement explaining the dormitory policies and regulations should be signed by all accepted students.

On campus dormitories are clustered in two buildings: Freij Building (Men dormitory) and Beit-Al-Talibat (Women dormitory). Each building provides laundry facilities, kitchens, vending machines, cable TV rooms, wireless internet,





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GET BLOOD  
FOR LIFE

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and study rooms. A list of the nearby off-campus dormitories is available at the Office of Student Affairs.

Beit-Al-Talibat dormitory can be reached by phone at 06 930 250 ext. 5697, or by email at **nada.salem@balamand.edu.lb**. Freij Dorms can be reached by phone at 06 930 250 ext. 4310, or by email at **jad.bouchahine@balamand.edu.lb**.

## STUDENT NEWSPAPER (HIGHLIGHTS)

Highlights has been the University newspaper since 2009. It is the voice of the vibrant student community. As a part of the vast array of topics it covers, it sheds light on major events and issues of concern at the University. The Highlights teams also manages social media platforms that provide ideal spaces for videoblogging and interaction with the community. Highlights is open to all members of the university community and welcomes submissions at any time.

Highlights' office is located in Zakhem Building, first floor, Room 118 and can be reached by phone at 06 930 250 ext.3948, or by email at **highlights@balamand.edu.lb**. the office is open during regular working hours.

## STUDENT WORK PROGRAM

The Student Work Program offers students, mainly those in financial need, on-campus jobs which would allow them to earn income that will be deducted from their tuition fees and at the same time would help them achieve both professional and personal development skills.

Students willing to apply for the Student Work program should submit an electronic application using the following link **www.balamand.edu.lb/osa/studentwork** and pass by the Student Work Program office at the beginning of each semester to check for acceptance.

The Student Work Program office is located in Zakhem Building, first floor, room 118 and can be reached by phone at 06 930 250 ext. 3911, or by email at **studentwork@balamand.edu.lb**. The office is open during regular woking hours.





## MOBILE APPLICATION UOB-OSA



UOB-OSA is the OSA mobile portal. It is a mobile application created to assist students navigate the main campus through a map. In addition, the app keeps students up to date with club activities, events, sports games, and tournaments. It also features a directory of all the student clubs and societies. The app also facilitates a number of OSA services like applying for student work, international insurance, and housing applications.

The app is available on Appstore and Google Playstore.



QR Code  
for Android



QR Code  
for Appstore

## STUDENT LIFE IN 2016-2017

**193**  
events

**8**  
plays &  
concerts

**5**  
international  
trips

**43**  
clubs &  
societies

**10**  
sports tour-  
naments

**5**  
annual  
festivals

**25**  
sports  
teams

**16**  
workshops

## OTHER UNIVERSITY SERVICES

### 1. IDENTIFICATION CARD

Students must obtain and carry the UOB identification card while on campus. The card is primarily used for identification, for verification of UOB status, and for using University services such as the library, gymnasium, swimming pool and participating in University sporting and social events, and other related services. The card may be obtained from the Office of Admissions and Registration during the first month of the semester. The card is the property of the University of Balamand and must be returned on request.

Use of the card by anyone other than the person to whom it was issued is prohibited. The cardholder is subject to disciplinary actions or other penalties for improper use of the card. The cardholder is responsible for any and all losses associated with his/her card. In case the card is lost a replacement card may be obtained at a cost of LBP 30,000.

### 2. IT SERVICES

#### a. Office 365 Mailbox and OneDrive

The official method of communication between UOB and the student is the UOB e-mail. Steps to access your UOB Office 365 Mailbox:

- Go to [www.balamand.edu.lb](http://www.balamand.edu.lb)
- Click on **Imail** to access your e-mail.
- Username: `Firstname.lastname@std.balamand.edu.lb`
- Password: StudentID#

You will be asked to change your password after you first log in. Registered students may refer to the computer lab in their Faculty to reset the email password (as shown in section below).

Office 365 allows you to work with many Microsoft Applications from the web and offers cloud storage for a limitation of 1 TB. All Microsoft Office applications: Word, Excel, PowerPoint, etc. can be created online using Office 365 OneDrive and automatically backed up in your OneDrive space.

You can find instructions on how to use OneDrive in the link below: <http://www.balamand.edu.lb/IT/Services/>

For more information, please contact **su@alamand.edu.lb** or dial 06 930 250 ext. 4357.

#### b. Computer Labs

Registered students are requested to refer to the computer lab in their Faculty to reset their email and lab account password. For first time login, use the credentials below:

- Username (same as Imail): `Firstname.lastname`
- Password (same as Imail): `StudentID#`

Then you will be asked to register to Forefront Identity Manager to be able to reset your password anytime without contacting the IT Department as shown in the procedure in the web link below: <http://www.balamand.edu.lb/IT/Labs/> The Iml password will reset automatically.

For more information, please contact **su@balamand.edu.lb** or dial 06 930 250 ext. 4357 or contact the lab supervisor.

### **c. Wi-Fi Network**

Information and instructions for setting up your wireless internet connection:

- Enable Wi-Fi connection on your device
- Connect your device to the SSID : UOB-Student-WIFI and fill in the necessary information according to the procedure in the web link below: <http://www.balamand.edu.lb/IT/Services/>

You can also check your email for information and instructions for setting up your wireless internet connection.

For more information, please contact **nu@balamand.edu.lb** or dial 06 930 250 ext. 4357.

### **d. Online Library Services**

Online access to UOB libraries includes: Databases, E-Reference, and Journals/eBooks.

- Go to [www.balamand.edu.lb](http://www.balamand.edu.lb)
- Click on Library
- When trying to access resources online, a pop up window will appear asking for the user name and password: Use your account/Iml username and password (latest password).

For more information, please contact **uoblibraries@balamand.edu.lb** or dial 06 930 250 ext. 4077.

### **e. Student Information System (SIS)**

SIS is an online student application service used to register courses, check final grades, and perform administrative activities. Steps to access your UOB SIS account:

- Go to [www.balamand.edu.lb](http://www.balamand.edu.lb)
- Click on SIS to access your Student Information System. The username and password are provided by the registrar's office by email.

For more information, please contact **registrar@balamand.edu.lb** or dial 06 930 250 ext. 1213.

### **f. Moodle**

Moodle is the UOB official e-Learning tool used to deliver web-based online educational course's material. Steps to access your UOB Moodle:

- Go to [www.balamand.edu.lb](http://www.balamand.edu.lb)

- Click on Moodle you will get the UOB Moodle login page
- Username: StudentID (small A; ex: a17\*\*\*\*\*)
- Password: StudentID (small A; ex: a17\*\*\*\*\*)

You are highly advised to change your password after you first login.  
For more information, please contact **moodle@balamand.edu.lb** or dial 06 930 250 ext. 4099.

### 3. UNIVERSITY HEALTH CENTER (INFIRMARY)

A university health center that provides primary health care and first aid services is located on the Ground Floor of Saliba Building. The staff is comprised of general practice physicians from the Faculty of Medicine and Medical Sciences, nurses and assisting licensed students.

Students are insured against injuries that occur on campus. Insurance forms may be obtained from the Office of Student Affairs.

### 4. MAILROOM

The mailroom is located in Zakhem building. A courier delivers mail daily to the mailboxes. Students should check their mailboxes on a regular basis for University – related communications. Mailboxes are shared by three or four students and each student shall insure that he/she is taking only his/her designated mail from the mailbox. Destruction, damage or misuse of keys in the mailroom will lead to strict disciplinary action. If you do not have the key to the mailbox, please contact the Office of Student Affairs (ext. 3930).

### 5. LIBRARIES

The University of Balamand library system consists of:

- Main Library, the Issam Fares Library Learning Center (IFLLC)
- Theology Library, Saint John of Damascus Institute of Theology
- ALBA Libraries, Académie Libanaise des Beaux-Arts – Main Campus and Sin El-Fil Campus
- FHS Library, Faculty of Health Sciences – Achrafieh Campus
- SEG Library, Souk El Ghareb Campus

The University Libraries provide students, faculty members, alumni, and visitors access to more than 87,000 print books, 279,331 ebooks, over 87,000 ejournals, and 88 online databases.

In addition to the collections, the libraries offer many **services**:

- Open stacks and borrowing services
- Interlibrary loan and document delivery services for materials that are not available in the libraries
- Graduate services (theses formatting)
- Printing and photocopying services; (photocopying quota should be

purchased from the Comptroller's Office, as well as refilling the printing quota upon expiry)

- Computer labs
- Group study rooms
- Facilities reservation
- Off-campus access to materials
- Citation, plagiarism and other workshops and training sessions
- Research and reference help

And above all, the libraries offer users a pleasant study environment.

Users must abide by the libraries **code of conduct** when fulfilling their education and research needs:

- Good order and quiet should be maintained in all public reading areas
- Users should respect the sound level policy and abide by the signs available on each floor
- Group work is allowed only in specified areas
- Smoking is not allowed at any time or in any area of the library
- Food and beverages are not allowed in the library to avoid damage to library collections. Exception is made for drinks in non-paper spill-proof containers
- Books and materials charged to a user's record are the user's responsibility. It is expected that books will be returned in good condition, unmarked, and without evidence of damage. Borrowers will be held responsible for materials returned damaged. If the book to be checked out is already damaged, this should be brought to the attention of the Circulation Assistant who will make a note of the damage so that users will not be held responsible
- ID cards are not transferable and should not be loaned to other people. Missing or stolen cards should be reported to the Office of Admissions and Registration.

#### **Library resources use:**

The usage of any resources and services made available to users by the University of Balamand Libraries are subject to the following conditions:

- Adhere to the regulations governing the use of any service involved in the provisions of access to the resources whether these services are controlled by the Library, the University or any other organization.
- Not to remove or alter the copyright statements on any copy of or output from resources used by the user.
- Ensure the security and integrity of any copy released to him/her, and commit to not making any further copies from it.
- Use the resource only for research and education purposes, and only on computer systems or network covered by agreement, contract or license.
- Not to reverse, engineer or decompile the software products or attempt to do so unless this is explicitly permitted within the terms of the agreement for the use of the resources.

For the above defined purposes, the user shall refer to or use the resource or



part of it in any work produced by him/her, to the extent authorized by law or with the express permission of the licensor or unless this is permitted under the agreement.

### **Library Copyright Policy:**

Graduate students are required to submit a copy of their original theses/ dissertations to the University of Balamand Libraries for preservation and research purposes where it will be made available to the public. Students will be required to sign a non-exclusive copyright release form that gives the university the right to:

- Deposit a copy in the UOB Libraries and in not-for-profit repositories when required
- Make the work openly accessible to the public in any medium for research and educational purposes only
- Reproduce, copy, and/or translate the work in print or electronic formats without changing the content for preservation and access purposes.

Any subsequent agreement including publishing agreements should take into consideration the above mentioned rights and respect the eligibility of the university to exercise these rights as permitted by the laws.

For more information about the libraries collections, services, and operating hours please visit the website [www.balamand.edu.lb/Library/Main/Pages/default.aspx](http://www.balamand.edu.lb/Library/Main/Pages/default.aspx))

## **6. UNIVERSITY COMMITTEES**

The University of Balamand (UOB) is an institution of higher learning that encourages the intellectual and personal growth of its students. As members of the University, the students are encouraged to participate in the life of the University through various means, from serving as members on University Committees to consultations with University Officers.

There are two types of committees in which students participate:

- **Faculty Committees:**
  - Curriculum Committee
  - Library and Information Technology Committee
- **University-Wide Committees:**
  - Campus Life
  - Social and Cultural
  - Curriculum
  - Library and Information Technology
  - Orientation
  - Administrative

Elections for student representatives are held once a year, on the second Wednesday of the month of November. Elected students hold office for one year starting on December 1st and ending on November 31st. By-laws for Student

Representation in University Committees may be obtained from the Office of Student Affairs.

## **7. PARKING SERVICES**

Free of charge parking facilities are available facing the UOB main gate on the Main Campus (accommodating up to 300 cars) and next to ALBA (Kazan Building). Parking is also available in the 3rd basement floor of the Medicine and Health Sciences building (accommodating 80 cars distributed on a first-come-first-served basis) for a specific fee per semester. A copy of the Policies and Regulations for Students' Circulation On-Campus at the University of Balamand is attached in Appendix C of this document.

## **8. BUS SERVICES**

- **On-Campus Bus Shuttle**

To accommodate students from Freij dormitory building and Beit-Al-Talibat, the Faculty of Business and Management, School of Tourism and Hotel Management and the Maroun Semaan Chemical Engineering Building, two campus shuttles circulate around campus.

- **Off-Campus Bus Service**

To accommodate students coming from different regions, a free shuttle is provided Monday to Friday from the bus stop on the Balamand road to the University. The schedule of the shuttle may be obtained from the Office of Student Affairs. Other independent bus providers from Tripoli , Zgharta, Enfeh and Chekka are also available at a designated fee.

Additional information can be obtained from the Office of Student Affairs.

## **9. BOOKSHOP**

A bookshop for copying and buying stationery supplies is located in the ground floor of the Student Services Building (Zakhem Building), room 007, ext. 3934. Two additional bookstores are located in the Parking building facing the UOB main gate.

## **10. FOOD SERVICES**

Located in Zakhem building, the cafeteria opens weekdays from 8 am to 4:30 pm, providing breakfast, snacks and lunch, these including hot meals, soup and sandwiches, salads and beverages. A kiosk that serves quick snacks and sandwiches is located in Khoury building.

Other dining services are also available in the parking building facing the UOB main gate.

## **11. ALUMNI ASSOCIATION**

The UOB Alumni Association gives alumni opportunities to build relationships, receive special benefits and extend a hand to recent UOB graduates. Graduating students are strongly encouraged to join the Alumni Association.

## **12. BANKING**

A branch of the IBL (Intercontinental Bank of Lebanon) is located in the parking facing the UOB main gate. The Bank offers students the options to open personal accounts, pay tuition fees, apply for student loans and withdraw money through an ATM machine.

## **13. MINI-MARKET**

Two mini-markets are conveniently located in the parking building in front of the UOB main gate.

## **14. SECURITY AND SAFETY**

On-campus security is handled through the Office of Protection, located at the main entrance. Security officers are available 24 hours a day and may be called for emergencies such as personal security, theft, burglary, or assault. Note that a UOB ID card is required to enter the campus and its facilities.

The Office of Student Affairs makes sure that students and organizers of activities carry out their events safely. Some activities (especially out-of-campus activities) will require obtaining insurance in advance of the event and therefore should be planned ahead of time.

Security and safety measures also ensure handling emergencies involving harmful materials such as chemicals, radioactive or bio-hazardous material spills, and toxic gas releases especially in laboratories (detailed safety measures are available in the Catalogue).

## **15. LIBAN POST OFFICE**

The Liban Post office in UOB collects, processes, and delivers interdepartmental mail two times on a daily basis; It assembles all outgoing mail from faculty members, staff, and students to distribute their courier to the public.

Liban Post provides the Governmental and Mailing services as follows: Postal services (Parcels services, Postal transfers service, PostXpress Network, etc., Stamps, Traffic Formalities, Cooperative of Government Employees, Real Estate Formalities, Certification and Equivalence, Pension Formalities, Servitude and Planning Formalities, Statements and Documents, General Security Services, Tax Declarations, and Official Gazette).

The office is located in Zakhem Building, ground floor facing Issam M. Fares Library Learning Center (IFLLC). Contact number 06 930 250 ext. 3924.

# **APPENDIX A**

## **STATEMENT POLICY ON HARASSMENT AT THE UNIVERSITY OF BALAMAND**

### **Introduction**

The University of Balamand (UOB) is an academic institution with a distinguished intellectual background, as stated in the Mission Statement of the University. This background is rooted in an environment of dependence and trust, in which students, faculty and staff from different social groups and from various regions in Lebanon, the Arab world and foreign countries, are able to meet. The University is committed to the values of human dignity and equality, offering a climate that supports its academic mission and moral approach.

The University issues on a continuous basis, policies, regulations and declarations that define ethical standards and the disciplinary principles that members of the UOB community are expected to follow in their personal and work relationships. With its commitment to morality, the University is particularly concerned about the issue of Harassment and is keen to interpret it in the context of our Eastern culture that is open to global influence.

### **Definition**

There is no one definition of Harassment but all agree that such behavior creates an atmosphere of tension among students, faculty and staff members, violating human rights and the fundamental freedom of the individual. Harassment can be identified as an abusive act of a moral or physical nature, intended to:

- obtain a service that does not fall within usual functional responsibilities (such as personal administrative services).
- initiate unacceptable behavior (such as sexual Harassment).
- make a statement or adopt a position that is not related to job responsibilities.

Discrimination on the basis of sex, national origin, citizenship, age, personal status, religion, health or social status is also considered to be a form of Harassment.

Acts of Harassment may take one of the following forms:

- Verbal abuse: abusing an administrative or educational official by issuing threats, repetition of undesirable and unjustified requests, swearing, yelling, vulgar insinuations, comments, jokes of a sexual nature and unwanted requests for a meeting.
- Non-verbal abuse: suggestive sounds like whistling, offensive gestures, physical gestures of a violent or sexual nature.

- Physical abuse: bullying, undesired physical contact, assault or other forms of physical aggression.
- Social Media abuse: emails or postings on the Internet or social networking sites containing a clear threat of a sexual nature, in the form of writing, pictures or videos.
- Note: These comments do not apply to those participating in courses requiring physical contact or unusual department such as the theater, physical education or medical treatment.

### **Concerned Groups**

When the relationship between a student and a staff member or faculty member, or between a staff member and a faculty member, or between faculty members, is characterized by any one of the above forms of behavior, it will be considered Harassment. The University strictly forbids any such form of Harassment in daily relationships, and in particular:

- when accepting new students at the University, or during registration, or in classrooms, or during a particular activity.
- in grading and evaluating students' academic performance.
- in the recruitment process (student workers, faculty members, staff members and workers).
- in the promotion process in Faculties and Administrative Offices.

### **Filing a Complaint**

In all cases of Harassment, the harassed person should discuss the matter with his direct supervisor. If the harassed person is a student, the direct supervisor is the Dean of Student Affairs; if the harassed person is a staff member, the direct supervisor is the Director of Human Resources; if the harassed person is a faculty member, the direct supervisor is the Dean of the Faculty.

Depending on the particular case, the direct supervisor of the harassed person, after consultation with the direct supervisor of the harassing person, will decide if the case has to be referred to the University Administrative Committee or if the direct supervisor can take the appropriate cautionary or punitive measures. If the case is referred to the Administrative Committee of the University, sanctions that can be imposed range from a verbal warning, to suspension for a period of time from the University, to expulsion from the University, depending on the severity of the case and the extent of its recurrence. In all cases, a detailed report describing the matter and sanctions imposed should be sent to the President of the University by the direct supervisor of the harassed person or the Chairman of the Administrative Committee.

In the case of a student, a staff member or a faculty member being harassed

by a person visiting the University, the direct supervisor of the person who was harassed should consult with the person hosting the visitor to decide on the action to be taken. If deemed necessary, the direct supervisor may file a complaint under the applicable laws.

# **APPENDIX B**

## **ACADEMIC INTEGRITY AND COPYRIGHT POLICIES FOR THE UNIVERSITY OF BALAMAND**

*REVISED ON MAY 11, 2009*

*BASED ON AN INITIAL DOCUMENT PREPARED BY:  
JONATHAN HALL, RANDA AL-CHIDIAC, AND SUHEILA SALEM*

### **1. Academic Integrity Policy**

#### **1.1 Introduction**

As a community committed to intellectual endeavors, the University of Balamand recognizes honesty as the foundation of the academic activities of its faculty members and students. UOB strives to provide students with the knowledge, skills, and judgment they need to function in society as educated adults. Falsifying or fabricating the results of one's research, presenting the words, ideas, data, or work of another as one's own, or cheating on an examination corrupts the essential process of higher education.

#### **1.2 Guidelines for Academic Integrity**

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise asked by the instructor. Students are urged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations if instructed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

#### **1.3 Forms of Academic Dishonesty**

Academic dishonesty includes, but is not necessarily limited to, the following:

a. **Plagiarism** is intentionally or carelessly passing off another person's work as one's own. It is taking and using information, ideas, opinions, theories or another

person's actual words or source without acknowledging the source, thereby creating the impression that the work is one's own.

Plagiarism can occur in the following ways:

- Using text from another source (e. g. books, journals, newspapers, web sites, etc.) without documenting the source
- Using direct quotation (the exact words or verbatim) from a text without quotation marks, even if the source has been cited correctly
- Paraphrasing or summarizing the ideas or text of another work without documenting the source
- Substituting a word or phrase for the original while maintaining the original sentence structure or intent of the passage with or without citing the source
- Using graphics, visual imagery, video or audio material without permission of the author (or publisher) or acknowledgment of the source
- Translating text from one language to another without citing the original work
- Obtaining packaged information, foreign language translation or a completed paper from an on-line source and submitting it as one's own work without acknowledgment of the source
- Presenting the work of another as one's own.

b. **Cheating** is giving or receiving, or attempting to give or receive any unauthorized aid during an examination to improve a grade or obtain course credit. Cheating is not limited to examination situations alone, but arises whenever students attempt to gain an unearned academic advantage.

c. **Duplicate Use of Written Work** is the submission of the same paper, or substantially similar papers for two different courses without the consent of the instructors.

#### **1.4 Penalties for Academic Dishonesty**

1.4.1 If a student is found **guilty of violating academic integrity policies**, any one or a combination of the following penalties may be imposed:

- Failure of the assignment, project, or examination on which the student was found to be academically dishonest.
- Failure of the course in consultation with the Dean. Such offense will be documented in the student's record to note repeat offenders.

1.4.2 Any case of **cheating** will automatically result in a grade of zero on the assignment in question. Repeat offenders must be administratively dropped from the course, with a grade of 40, and referred to the University Disciplinary Committee which will consider suspension or expulsion from the university.



1.4.3 The Faculty Dean may also raise the case to the University Disciplinary Committee where the latter may issue the following disciplinary sanctions after a hearing, in accordance with the Academic Integrity and Copyright Policies:

- Placement on Academic Probation
- Suspension from the University for a definite period of time ranging from a semester to a full academic year
- Dismissal from the University.

## **1.5 Encouraging Responsible Work**

Faculty members should encourage students to do responsible work. This is best accomplished by designing assignments, which require students to draw on their personal skills and do their own work. Lists of possible assignments duplicated/little changed from year to year should be avoided.

## **1.6 Plagiarism Statement for Syllabus**

Faculty members are requested to include a statement on plagiarism in the syllabus of each course and make reference to the UOB Policy on Academic Integrity and Copyright.

## **2. Academic Copyright Policy**

### **2.1 Definitions**

According to the Oxford English Dictionary, copyright is “the exclusive right given by law for a certain term of years to an author, composer, designer, etc. (or his assignee), to print, publish, and sell copies of his original work.”

The Lebanese Copyright Law endorsed on April 1999 ,3, and entered into force on June 1999 ,6 “has now extended to computer software, video films and all kinds of audio-visual works. The law now provides stiffer penalties for offenders and better compensation to the persons whose rights have been infringed. The manner in which the copyright is breached has also been extended.” (as stated on the website of the Ministry of Economy and Trade).

The Lebanese Copyright Law makes it illegal to import, make, distribute, sell, or rent copies of copyrighted materials without authorization from the owner. No copies except one backup copy are allowed without the specific authorization of the copyright owner.

### **2.2 Fair Use**

“Fair use,” a concept embedded in the law, recognizes that certain uses of copyright-protected works do not require permission from the copyright holder or its agent. These include instances of minimal use that do not interfere with the copyright holder’s exclusive rights to reproduce and reuse the work.

The Lebanese law does allow the practice of “fair use,” a legal concept that

allows the reproduction of copyrighted material for certain purposes without obtaining permission and without paying a fee or royalty. Purposes permitting the application of “fair use” generally include reviewing, news reporting, teaching, and scholarly research.

Chapter VI of the Lebanese Copyright Law (Exceptions) Item 26 & 25 on the Protection of Literary and Artistic Property (No. 75 of April 1999 ,3) states that 25. “... It shall also be permitted, without the authorization of the author and without obligation to pay him compensation, to use a limited part of any legally published work for purposes of criticism, argumentation or citation or for an educational purpose, provided that the part used does not exceed what is necessary and customary. However, the name of the author and the source shall always be indicated, if the name of the author is included in the work.

26. It shall be permitted, without the authorization of the author and without obligation to pay him compensation, to copy or reproduce articles published in newspapers and magazines or short excerpts of a work, provided that it is done solely for educational purposes and within the necessary limits of such purpose. If the names of the author(s) and the publisher appear on the original work, they shall be mentioned in each and every use of the copy of the article or work.”

### **2.3 What Can Be Photocopied?**

A single photocopy of a portion of a copyright-protected work, such as:

- A maximum of three (3) chapters from a book (never the entire book);
- An article from a periodical or newspaper;
- A short story, essay, or poem. One work is the norm whether it comes from an individual work or an anthology;
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

However, in all cases, the name of the author and the source should always be indicated.

### **2.4 What Should Be Avoided?**

- a. Making multiple copies of different works that could substitute for the purchase of books, publisher’s reprints, or periodicals
- b. Copying the same works from semester to semester
- c. Copying the same material for several different courses at the same or different institutions.

### **2.5 When Is Permission Required?**

- When the material is used for commercial purposes
- When the material is used repeatedly
- When a work longer than 2,500 words is used in its entirety

## **2.6 What Are The Penalties?**

The University of Balamand does not condone nor tolerate the unauthorized copying of licensed material by staff, faculty, or students. The University shall adhere to its contractual responsibilities and shall comply with all copyright laws, and expects all members of the University community to do so as well. Members of the University community who violate this policy may be subject to discipline through standard University procedures. It falls on the Dean and faculty members to report such cases. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability.

## **2.7 For Further Info**

Complete version of the Law on the Protection of Literary and Artistic Property (No. 75 of April 1999 ,3) can be found at the following website:  
<http://www.economy.gov.lb/MOET/English/Panel/IPR/Copyright/>

# **APPENDIX C**

## **POLICIES AND REGULATIONS**

### **FOR STUDENTS' CIRCULATION ON-CAMPUS**

#### **Statement of Purpose**

It is the philosophy of the University Of Balamand (UOB) to provide safety, comfort and support to students during their enrollment at the University. For this purpose, Policies and Regulations for Students' Circulation On-Campus is provided. It is important that each student become familiar with these policies and regulations, comply with them and be fully cooperative with concerned University Officials.

#### **Main Gate**

UOB has two main gates: entrance and exit main gates. Students should park their cars in the parking garage and walk into the entrance main gate. Students should present a valid UOB identification card (UOB ID) upon the request of security guards at the main gate. In case the student does not have a valid UOB ID, he will be requested to present other proof of identification and consult immediately with the Office of Students Affairs. Note that the security guard has the right to keep the identification card with him until the student obtains his UOB identification card (UOB ID).

For safety purposes, students are requested to leave the campus through the entrance gate as the exit gate is for cars only.

Students are entitled to enter to the campus by car if:

- They reside on-campus and have a valid parking permit card signed and sealed by the Office of Student Affairs (in order to secure the parking permit, students should fill a Parking Permit Form and present valid car registration, valid car insurance and, valid driver license and a passport size photo).
- They have a special temporary permit issued by the Office of Student Affairs for delivering items for extracurricular purposes.
- They have a special temporary permit issued by the Office of Student Affairs for serious physical injuries or disabilities.
- They obtained a parking permit to access the 3rd basement floor of the Medicine and Health Sciences Building.

#### **Circulation On-Campus**

There are two buses that circulate around the campus every 10 minutes from 7:30 a.m. till 5:30 p.m. (during the weekdays) and one bus from 5:30 p.m. till 8:00 p.m. (during the weekdays). After operating hours of the buses, security guards

are willing to drop students residing in on-campus dormitories or participating in extracurricular activities.

Security guards and officials from the University have the right to ask students on-campus at any time to present their identification card (UOB ID).

### **On-Campus University Housing Residents**

Students residing on-campus (Freij building and Beit-Al-Talibat) have the right to enter to the campus by car. However, they should secure a valid parking permit card signed by the Office of Student Affairs and display it properly so it can be easily seen by the security guard at the main gate. In order to secure the parking permit, students should present valid car registration, car insurance, driver license and a passport size photo. Parking permits are issued per semester and a list of students will be provided to the Office of Procurement and Campus Services and updated regularly. In case of misunderstanding, students are requested to park their cars in the parking garage (off-campus) and refer immediately to the Office of Student Affairs in order to resolve the issue.

During university administration working hours (Monday to Friday: 8:00 a.m. – 5:00 p.m.), students are requested to park their cars in front of the dormitory building they reside in, and walk or use the buses in order to circulate on-campus. After 5:00 p.m., and on weekends and holidays, students can park on-campus in designated areas.

Students residing in on-campus dormitories are requested to abide by the University Housing Policies and Regulations. They should present a valid UOB ID card at the main entrance of the dorm building they reside in upon the request of the security guard. They should also comply with university housing closing hours (refer to University Housing Policies and Regulations). For legitimate reasons, they can secure a special permit from the Office of Student Affairs for entering the on-campus dormitories after closing hours. These students will be requested to present a valid UOB ID at the main gate of the University.

### **Visitors to University Housing Residents**

Visitors are allowed to enter on-campus dormitories within designated areas and hours (refer to University Housing Policies and Regulations). No visitors are allowed inside the rooms. The assigned rooms should be strictly used by the registered students. No guests are allowed to reside in the dormitories. In case of misbehavior, the security guard has the right to ask the visitor to leave the dorm. Violation of University Housing Policies and Regulations and verbal assaults on the security guard will lead to strict disciplinary action such as (but not limited to) dismissal from the dorm. You may refer to Student Handbook for Jurisdiction of the University.

### **Students with Physical Injuries or Disabilities**

Students sustaining personal injuries that prevent them from walking on-campus will be allowed to be dropped off by car. For this, the student shall present a medical report signed and sealed by a medical doctor to the assigned UOB medical doctor in the infirmary for approval. The person who is dropping the student on-campus will be allowed to enter the campus for a period of 5 minutes after presenting proof of identification to the security guard at the main gate.

Students with permanent physical disabilities will be allowed to enter to the campus by car and park in designated areas after obtaining a special permit from the Office of Student Affairs.





**UNIVERSITY OF BALAMAND**

**OFFICE OF STUDENT AFFAIRS**

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