

UNIVERSITY OF  
**BALAMAND**

**STUDENT HANDBOOK**  
ACADEMIC YEAR 2015 - 2016

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## GENERAL STATEMENT

In enrolling in the University of Balamand, students accept the rules and regulations of the University in general and the rules and regulations in the Student Handbook, in particular. While the University Catalogue defines most of the rules governing University academic life, the University, and the Faculties as well may be issuing new policies on a continuing basis. Students are advised to consult with the Office of Student Affairs (OSA) as they are responsible in compliance with them.

The University may reproduce or modify this handbook. As a result, students should consult with the Office of Student Affairs (OSA) and obtain an updated copy of this handbook at the beginning of each academic year.

## OVERVIEW

The University of Balamand (UOB) includes five campuses located in Balamand, Achrafieh, Sin-el-Fil, Akkar and Souk-el-Ghareb. The Balamand campus publishes a university-wide "handbook for students" that contains information for all UOB students. Policies and regulations set forth in this handbook are effective throughout the academic year. Changes in the content of the Student Handbook may be made at any time by the University. The Student Handbook can be conveniently carried for reference. It should be used in conjunction with - not as a substitute for - the latest UOB catalog. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the policies, regulations and procedures contained in it.

This handbook will:

- Give you an overview of student rights and responsibilities
- Give you a brief overview of UOB's administrative policies and regulations
- Acquaint you with the campus services, programs and activities
- Introduce you to the offices available to assist you

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, Monday – Friday from 8:00 a.m. to 5:00 p.m. (Fall/Spring schedule) and Monday – Friday from 8:00 a.m. to 2:00 p.m. (Summer schedule).

# STUDENT RIGHTS AND RESPONSIBILITIES

## STATEMENT

The University of Balamand 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 become 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.

## GRIEVANCES

Grievances related to academic processes, administrative processes, or other human relationships might arise. The best way to resolve a grievance is to discuss it with the student, faculty or staff member involved. If this has failed or is impossible to do, you may submit a petition in the Office of Admission and Registration or contact the Office of Student Affairs.

# 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, or 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 fighting 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:** Failure to respect the Non-Smoking policy enforced by the University and the Lebanese Law 174: <http://www.tobaccocontrol.gov.lb>

- **Illegal Use or Possession of Drugs:** Illegal possession, use, sale or attempt to obtain drugs. The term "drugs" includes any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or substances treated as such and defined by the law.

- **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, 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: Sexual harassment is conduct of a sexual nature or with sexual implications.

- **Threats of Violence:** A threat by word or act to do violence to another person, and doing some 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 and (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. Additional information on copyright may be obtained from the website: <http://www.economy.gov.lb/MOET/English/Panel/IPR/Copyright>. 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 for the University of Balamand is attached in Appendix A of this document.

## UOB'S DRUG - FREE POLICY

UOB is committed to providing an orderly and safe environment for all students, faculty 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.

## SMOKING POLICY

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 of Balamand prohibited smoking in all hallowed halls e.g. hallways, corridors, atriums, classrooms, cafeterias, lounges, on-campus dormitories, etc. Smoking is only permitted in designated outdoor areas.

## PROHIBITION OF HARASSMENT AND DISCRIMINATION

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 noise 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 C of this document.

## 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.

## 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

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:

- 1. 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.
- 2. 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.
- 3. 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.

**4. Expulsion:** Permanent termination of a student's privilege to attend the University. This includes the termination of campus visiting privileges.

## APPEAL

An appeal of disciplinary action should be made in writing to the Office of Student Affairs within 48 hours of notification of the hearing. A written decision will be provided within a reasonable amount of time from receipt of the appeal request.

## STUDENT SERVICES

### 1. THE OFFICE OF STUDENT AFFAIRS (OSA)

The Office of Student Affairs is administered by the Dean of Student Affairs. The office comprises eight divisions: (1) Career Services, (2) Counseling, (3) Student Housing, (4) International Students Office (ISO), (5) Campus Life and Student Development, (6) Athletics and (7) Highlights Newspaper, (8) Student Work Office. The office is located in Zakhem Building, room 118. Working hours are Monday to Friday 8:00 a.m. - 5:00 p.m. The telephone number is 06-930250 ext. 3930, Fax: 06-930247 and e-mail: [osa@balamand.edu.lb](mailto:osa@balamand.edu.lb).

An appeal of disciplinary action should be made in writing to the Office of Student Affairs within 48 hours of notification of the hearing. A written decision will be provided within a reasonable amount of time from receipt of the appeal request.

#### 1.1. CAREER SERVICES CENTER

The Office of Career Services provides career counseling and job search assistance. The center trains students to conduct a job search and secure employment. Career counseling, CV writing, job search and mock interview related workshops are available. The office hosts the "Annual Career Fair" during the Spring semester and an "Opportunity Day" during the Fall semester. A career resource library is also available on the website [www.balamand.edu.lb](http://www.balamand.edu.lb) (OSA, Student Services, Career Services). The Career Services Center is located in Zakhem building, Office of Student Affairs, ground floor, room 001. Working hours are from 8:00 a.m. to 5:00 p.m., Monday to Friday. Telephone: 06/930250, ext: 7801 or 7802 Email: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb)

#### 1.2. COUNSELING

The Counseling Center provides professional counseling services and related programs

to help students succeed and make the most of their total college experience personally, intellectually, vocationally, socially and physically. Through the Counseling Center, assistance is provided to students facing personal and educationally related problems.

### Women Student Counseling

Women students' needs and interests are also addressed through a professional Women Counselor who insures the creation of a community in which all women play a full part and on an equal basis. The Women Counselor also serves as a resource for the development of strategies and programs to provide involvement of women students in all university activities.

### Men Student Counseling

Men students may seek counseling for a variety of reasons including stress, study skills, substance abuse etc. To schedule an appointment for student counseling, please contact the Counseling Center.

The Counseling Center is located in Zakhem building, Second Floor, Room 212. Working hours are from 8:00 a.m. to 5:00 p.m., Monday to Friday. Telephone: 06/930250, ext: 3939 or 3937. Email: [rola.jadayel@balamand.edu.lb](mailto:rola.jadayel@balamand.edu.lb) or [florence.tawk@balamand.edu.lb](mailto:florence.tawk@balamand.edu.lb).

### 1.3. 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 where individual differences are appreciated and respected, in addition to providing students with intellectual and social experiences. A student housing agreement explaining the dormitory policies and regulations should be signed by all accepted students. The Resident Director coordinates the administrative processes of all on-campus housing. The Resident Director also provides rental information for off-campus housing. Nearby off campus dorms and apartments are available for UOB students. Some of these dorms provide free transportation to and from the campus.

On-campus student housing facilities are clustered in two buildings: Freij Building (men) and Beit-Al-Talibat (women). Each building provides a core of services for its residents including laundry facilities, kitchens, snack facilities, cable TV rooms, and study rooms.

### 1.4. INTERNATIONAL STUDENTS OFFICE (ISO)

The International Students' Office (ISO) caters the needs of students coming from abroad. Officers are present to offer guidance related to application requirements, offered programs, tuition fees, financial aid, health coverage, visa, and residency renewal. The

office also provides information about orientation, accommodation, adjusting to life in Lebanon, and helps in resolving problems. Moreover, the ISO organizes entertaining events and activities, thus ensuring that the international students are benefiting from their stay in Lebanon not only on the academic level, but also on the personal level. For this purpose an international students' club was formed. Activities organized by the club include trips to various regions in Lebanon so that students get a closer look on the Lebanese monuments and history. Moreover, an International Festival and a Lebanese Traditional Day, which are a yearly tradition at the University of Balamand, are organized in which international students introduce their culture and traditions to the UOB family and surrounding community.

The International Students' Office is located in Zakhem building, Office of Student Affairs, Room 126. Working hours are from 8:00 a.m. to 5:00 p.m., Monday to Friday. Telephone: 06/930250, ext: 3914. Email: [iso@balamand.edu.lb](mailto:iso@balamand.edu.lb)

### **Visas & Residency Cards:**

International students coming from abroad should present their official letter of acceptance from the University of Balamand at the Lebanese Embassy in their country in order to obtain an entrance visa. Upon arrival to Lebanon, they should apply for residency. Students should insure that they are holding a valid passport and that the residency is obtained before expiration of the visitor visa.

### **Equivalency of High-School Credentials:**

For equivalency of the high-school credentials, international students shall:

1. Certify all necessary documents (high-school diploma, transcripts, etc.) at the Ministry of Education, the Ministry of Foreign Affairs and the Lebanese Embassy of the country where the student has completed his high-school education.
2. Certify all necessary documents (diploma, transcripts, etc.) at the Ministry of Foreign Affairs in Lebanon.
3. Seek equivalency of the high-school credentials from the Ministry of Education in Lebanon by presenting the certified documents from (1) and (2) above, to the Equivalency Committee at the Ministry of Education. For further information, you may contact the Ministry of Education at 01-789582 or the Office of Student Affairs.

### **Health Insurance:**

Health Insurance is mandatory for all International Students registered on a full-time and part-time basis at the University of Balamand. The Office of the Comptroller will proceed in providing the Health Insurance coverage at a specified fee which will be added to the student account. The health insurance provided by the University can be waived and fees reimbursed only if the International Student provides proof of insurance within the first week of each semester. Health Insurances are issued at the beginning of each semester and are valid till end of the same academic year.

For further information, you may contact the International Students Office at 06-930250 ext. 3914, email: [iso@balamand.edu.lb](mailto:iso@balamand.edu.lb).

### **National Social Security Fund (NSSF) Medical Branch:**

The NSSF fund is only available to Lebanese students. To facilitate enrollment in the NSSF medical branch (enrollment is mandatory), students shall provide the following documents:

1. A duly completed application form (distributed to all students during registration)
2. A photocopy of the identity card and family record
3. An NSSF number (if already registered)

### **Accident Insurance:**

All students are insured against accidents that may occur on or off-campus during any University approved / organized activity. Insurance forms may be obtained from the Office of Student Affairs, Zakhem Building, Room 118, ext. 3930, email: [osa@balamand.edu.lb](mailto:osa@balamand.edu.lb).

## **1.5. CAMPUS LIFE AND STUDENT DEVELOPMENT**

Clubs and Societies represent a wide variety of interests in which students experience growth outside the classroom setting. Professional staff members and advisors are available to assist individuals forming a club or society, and to advise registered groups.

Students are encouraged to join clubs and societies and participate in social, cultural and athletic events. A current list of clubs and societies includes the following: : Adventure Club, AIN Society, ALBA Society, American Society of Civil Engineers, Bader Club, Balamand Animal Welfare Club, Balamand Institute of Aeronautics, Business Student Society, Cine, Club, Computer Science Club, Cultural Club, Debate Club, Dorms Club, Engineering Students Society, Engineers Without Borders, English Society, Folk Dance Club, Healthy, Minds Club, Horizon Club, Interactive Club, International Students Club, Knowledge Club, Leisure and Fun, Lebanese Medical Students International Committee, Live Love Balamand , Mass Communication Club, Medical Students Society, Mediterranean Development Forum, Music Club, Meaningful Youth Club, Nature Club, Nursing Society, Nutri Club, Oriental Choir, Parkour Freerun Club, Photography Club, Political Science club, Red Cross Youth Club, Social Club, Society & Community Club, Science Student Society, Skiing Society, Theater Club and 18+ Club.

The Student Activities' Center at Zakhem Building offers an assortment of educational, recreational and cultural programs for the campus community. It coordinates the facilities, services and programs designed to meet the campus out-of-classroom needs. The Center also serves as the administrative liaison to student clubs and societies.

Campus traditions include: a welcoming reception for new students at the beginning of the Fall semester, flag raising on Independence Day Celebration (November 22nd), a Halloween Party (December 4th), an Iftar the Holy month of Ramadan, a Christmas Festival (week of December 25th), teacher appreciation day, students appreciation day, a Spring Festival (last week of May), Founder's Day (June 4th), the Awards Ceremony (last week of the Spring Semester) and the Graduation Exercises (3rd week in July).

The Campus Life and Student Development Office is located in Zakhem building, Office of Student Affairs, Room 120. Working hours are from 8:00 a.m. to 5:00 p.m., Monday to Friday. Telephone: 06/930250, ext: 3935. Email: [clubs@balamand.edu.lb](mailto:clubs@balamand.edu.lb)

## 1.6. ATHLETICS (SPORTS & RECREATION)

Sports and recreational activities offer students the opportunity to improve their physical well-being as well as enhance their social lives. A coordinator for athletic activities is available to ensure that athletic programs are designed to meet the diverse needs of the UOB community.

The UOB campus has many professional instructors in leisure activities. Sports and recreational activities include Aikido, Karate, Kung Fu, Badminton, Yoga, Soccer, Rugby, Tennis, Table Tennis, Volleyball, Basketball, Aerobics, Swimming, Squash, Track and Field and Bodybuilding.

Recreational facilities include an indoor gymnasium equipped with cardio-vascular machines, weight room, swimming pool (heated at 28 degrees Celsius in the winter with no lifeguard on duty), basketball and volleyball indoor and outdoor courts as well as outdoor tennis courts, a jogging trail and a green field. Students shall present a valid ID to access the Campus recreational facilities. To accommodate all users, time on the cardiovascular equipment is limited to 25 minutes when others are waiting. All users must bring a towel to wipe the upholstery of each machine after use. Proper athletic shoes and attire are also required. Lockers and shower facilities are available and locker keys may be checked out at the Activities Center with a student ID.

The operating hours of the gymnasium are Monday – Thursday (8:00 a.m. – 10:00 p.m.), Friday (9:00 a.m. – 6:00 p.m.) and Saturday (10:00 a.m. – 5:00 p.m.). Holiday, semester break and summer semester hours vary. Students are not allowed inside athletic facilities when reserved for Physical Education classes and varsity teams training.

Students who are skilled in specific sports are strongly requested to join the varsity teams of the University. Those include: volleyball (men + women), basketball (men + women), soccer (men + women), table tennis (men + women), tennis (men + women), rugby (men), swimming (men + women), squash (men + women), track and field (men + women), badminton (men + women) and martial arts. Try-outs are usually scheduled at the beginning of each semester. For further information, you may contact the Athletics Department.

## 1.7. HIGHLIGHTS NEWSPAPER

"Highlights" is a newspaper that is issued by students on a monthly basis. It provides students the experience of the regular creation and publication of a newspaper. It also enlightens the University Community about issues and events relevant to it and improves reading habits, knowledge and awareness. Students may join the Highlights Team and are encouraged to write articles (articles can be submitted electronically to [highlights@balamand.edu.lb](mailto:highlights@balamand.edu.lb)). The Highlights office is located on the first floor of Zakhem Building (Zakhem 118), phone: 06-930250 ext. 3948.

## 1.8. STUDENT WORK OFFICE

Student work is considered to be an integral part of the daily operation of Faculties, Departments, Centers, Institutes and Offices at the University of Balamand. The mission of the Student Work Program (SWP) is to offer students, mainly those with 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.

The Student Work Program (SWP) at the University is managed by the Student Work Office (SWO) in the Office of Student Affairs (OSA), located on the first floor of Zakhem Building (Zakhem 118), email: [studentwork@balamand.edu.lb](mailto:studentwork@balamand.edu.lb), phone: 06-930250 ext. 3911

A Student Work Guide that provides information about eligibility, application procedure and responsibilities can be retrieved from the Student Work Office (Zakhem 118).

## 2. STUDENT FINANCIAL SERVICES

Financial services are provided through the Office of the Comptroller. Official documents such as transcripts and certificates of enrollments may be obtained from the Office of Admissions and Registration after submitting an official request to Office of the Comptroller. Balance sheets, deferred payments and statement of fees may be obtained from the SIS (Student Information System) account or through the Office of the Comptroller. Student work applications (only for undergraduate students) shall be submitted online. Assistantship applications (only for graduate students) shall be obtained from, and submitted to the Faculties. Financial aid applications shall be retrieved from, and submitted to the Office of Financial Aid.

### 3. UNIVERSITY HEALTH CENTER (INFIRMARY)

A University Health Center that provides primary health care and first aid services is located in the Ground Floor of Saliba Building, ext. 7777. The staff is comprised of general practice physicians from the Faculty of Medicine and Medical Sciences, nurses and assisting licensed students. For more serious medical problems and accidental injuries, health insurance plans that entitle students to report to the nearest hospital are available. Students are insured against injuries that occur on campus. Insurance forms may be obtained from the Office of Student Affairs.

### 4. INFORMATION DESK

An information desk operated by student employees is available at the main entrance of the administration building to assist students and visitors seeking help and information.

### 5. 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 mail room (ext. 3433) or the Office of Student Affairs (ext.3930).

### 6. BULLETIN BOARDS

There is at least one bulletin board in each faculty. Take a moment to check the bulletin boards as you pass them. If you cannot locate the information you need, don't hesitate to ask. You'll find that no matter where you are on campus, students, faculty and staff are willing to take the time to help you. Approval for posting on bulletin boards is required in advance from the Office of Student Affairs.

### 7. 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
- FHS Library, Faculty of Health Sciences – Achrafieh

The University Libraries provide students, faculty, alumni, and visitors access to more than 100,000 print books, 50,000 ebooks, over 90,000 ejournals, and 80 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;
- 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:

- Make the work openly accessible to the public for research and non-commercial purposes only;
- Copy, reproduce, translate, and/or distribute the work without changing the content to any formats for preservation and access purposes;
- Deposit a copy of the work in the institutional repository or any not-for-profit database and to supply copies to other libraries when needed for research and non-commercial purposes only.

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 (<http://www.balamand.edu.lb/english/Library/index.asp>) or scan the following QR Code:



## 8. 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.

Students have a variety of options for parking/getting around campus premises. There is a three-story parking building structure for students facing the main gate that can accommodate up to 300 cars. A new extension for the parking (adjacent structure) is under planning. Other parking facilities are available next to ALBA (Khazan Building). These facilities are free of charge.

Parking is also available in the in the 3rd basement floor of the Medicine and Health Sciences Building and students can access it from the entrance to the ALBA parking. It can accommodate 80 cars distributed on a first-come-first-serve basis at the rate of US\$125 per semester. A copy of the Policies and Regulations for Students' Circulation On-Campus at the University of Balamand is attached in Appendix B of this document.

## 9. PARKING SERVICES

Students have a variety of options for parking/getting around campus premises. There is a three-story parking building structure for students facing the main gate that can accommodate up to 300 cars. A new extension for the parking (adjacent structure) is under planning. Other parking facilities are available next to ALBA (Khazan Building). These facilities are free of charge.

Parking is also available in the in the 3rd basement floor of the Medicine and Health Sciences Building and students can access it from the entrance to the ALBA parking.

It can accommodate 80 cars distributed on a first-come-first-serve basis at the rate of US\$125 per semester. A copy of the Policies and Regulations for Students' Circulation On-Campus at the University of Balamand is attached in Appendix B of this document.

## **10. 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.

## **11. PAYPHONES**

A telephone has been installed next to the security gate at the main entrance to the University, next to the cafeteria in Zakhem building, at the parking, and in the main lobby of the dormitory buildings. Any malfunction of the telephone should be reported to the Office of Student Affairs.

## **12. FOOD SERVICES**

The Cafeteria located in Zakhem Building is a great place to go for everything from a quick snack to breakfast, hot meals, soup and sandwiches, munchies, fresh fruit, salads and hot and cold beverages. In addition to the many items on its regular menu, the cafeteria features daily specials and special holiday meals. A Kiosk that serves quick snacks and sandwiches is located in Khoury Building. Operating hours are Monday - Friday (8:00 a.m. -5:00 p.m.). Other dining services are also available in the parking building facing the UOB main gate.

## **13. 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.

## **14. BANKING**

A branch of the IBL (Intercontinental Bank of Lebanon) Bank is located in the parking garage 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.

## **15. BOOKSTORES**

There are two bookstores located in the Parking building facing the UOB main gate.

## **16. 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 that circulate around campus are available.

## **17. OFF-CAMPUS BUS SERVICE**

To accommodate students coming from different regions, a free shuttle (operated by the University) is provided Monday to Friday from the bus stop at 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 and Zgharta are also available at a designated fee. Additional information can be obtained from the Office of Student Affairs.

## **18. COMPUTER LABORATORIES**

There are eight computer laboratories used by UOB students in addition to four teaching labs and seven multipurpose labs. These laboratories are located in the Faculty of Engineering and Sciences, Faculty of Business and Management, School of Tourism and Hotel Management, Faculty of Arts and Social Sciences (languages laboratory), ALBA, library (multimedia) and on-campus dormitory buildings.

## **19. ELECTRONIC MAIL COMMUNICATIONS**

Students are provided with one official computer account that is used to access electronic mail. This address may be obtained from the networking division (Administration Building).

## TELEPHONE RESOURCES

### University of Balamand

Phone: 06-930250, press 0 for the Operator.

Fax: 06-930278

Website: [www.balamand.edu.lb](http://www.balamand.edu.lb)

### Emergency Resources

Emergency Number	112
Fire Department	175
Civil Defense	125
Red Cross	140
Phone Directory Information	120
Airport	150

### Faculty Listings

St. John of Damascus Institute of Theology	06 - 930305 ext. 101
Académie Libanaise des Beaux-Arts (Balamand Campus)	06 - 930250 ext. 2744
(Sin el Fil Campus)	01 - 480056 ext. 100
Faculty of Arts and Social Sciences	06 - 930250 ext. 2055/2056
Faculty of Business and Management	06 - 930250 ext. 3851
School of Tourism & Hotel Management	06 - 930250 ext. 4522
Faculty of Sciences	06 - 930250 ext.
3779/3780	
Faculty of Engineering	06 - 930250 ext.
3222/3022	
Faculty of Health Sciences (Balamand Campus)	06 - 930250 ext. 5209
(Achrafieh Campus)	01 - 562108 ext. 12
Faculty of Medicine & Medical Sciences	06 - 930250 ext. 3802/3830
St. George Faculty of Postgraduate Medical Education	01 - 566781 ext. 1291
Isam Fares Institute of Technology (Balamand Campus)	06 - 930250 ext. 3327
(Akkar Campus)	06- 931972 ext. 5401
Souk Al Gharb Campus	05-272078

## Offices, Centers & Institutes

Office of the President 06 - 930250 ext. 1033

### Offices of the Vice Presidents

Vice-President (Planning and Educational Relations) 06 - 930250 ext. 1511

Vice-President (Health Affairs & Community Relations) 01 - 562108 ext. 12

Vice-President for Development and Public Relations 06 - 930250 ext. 3000

### Other Offices

Office of Human Resources 06 - 930250 ext.1466/1100

Office of the Comptroller 06 - 930250 ext. 1155/1166

Office of Admissions & Registration 06 - 930250 ext. 1244/1277

Office of Student Affairs 06 - 930250 ext. 3930

Office of Public Relations 06 - 930250 ext. 1322

Procurement and Campus Services 06 - 930250 ext. 1452

Construction and Maintenance 06 - 930250 ext. 1357

Center for Christian – Muslim Studies 06 - 930250 ext. 4199

Institute of History, Archeology & Near Eastern Heritage 06 - 930250 ext. 4177

Information & Communication Technology Center 06 - 930250 ext. 3400/3422

Networking and E-mail 06 - 930250 ext. 3555/3566

Library Learning Center 06 - 930250 ext. 4066/4044

Alumni Center 06 - 930250 ext. 3910

Help Desk 06 - 930250 ext. 4357

Institute of the Environment 06 - 930250 ext. 3936

Archaeology and Museology 06 - 930250 ext. 1460/1462

## On-Campus Housing

Freij Dormitory 06-930250 ext. 4310/1711

Beit-Al-Talibat 06-930250 ext. 5697/5698

## Hospitals

EL-NINI 06 - 442283

HAYKAL 06 - 411111/2

AL-KOURA 06 - 930981/5

MONLA 06 - 600111

BORGI 06 - 950530 / 950150

N.D. ZGHARTA 06 - 663575/6 - 660575/6

CENTRE HOSPITALIER DU NORD 06 - 555230

## Banks:

Mediterranean Bank	Tripoli Maarad	06 - 629435
	Tripoli Mina	06 - 226700/1
	Amioun	06 - 950957/8
Audi Bank	Al-Mina, Tripoli	06 - 205100
	Azmi Street, Tripoli	06 - 448808
	Al-Mitein Street, Tripoli	06 - 448840
	Amioun	06 - 955600
	Chekka	06 - 545379
Byblos Bank	Kousba	06 - 510160
	Al-Tell, Tripoli	06 - 430650
	Al-Mina, Tripoli	06 - 205943
	Boulevard, Tripoli	06 - 442153
Fransabank	Al-Mina, Tripoli	06 - 611249
	Al-Tell, Tripoli	06 - 441881
	Gemmayzate Street, Tripoli	06 - 430011/12/13
IBL	Balamand	06 - 933041/42
SGBL	Amioun	06 - 950962
	Boulevard, Tripoli	06 - 432403
	Al-Mina, Tripoli	06 - 442594
Banque du Liban et d'Outre Mer	Abou Samra, Tripoli	06 - 423565/6/78/9
	Azmi Street, Tripoli	06 - 443550/1/2
	Al - Zahrieh, Tripoli	06 - 430150/1/2/3
	Al - Tell, Tripoli	06 - 628201
Arab Bank	Al - Tell, Tripoli	06 - 430120

## Resorts

Miramar	Kalamoun	06 - 400702/3
Las Salinas	Enfé	06 - 540970

Marina Del Sol	Enfé	06 - 541301/2
Ehden Country Club	Ehden	06 - 560652

## Theatres & Cinemas

Association Culturelle, Theatre	Tripoli, Sakafeh Street	06 - 626700
Beit el Fan	Tripoli	03 - 387714
Empire, Cinema (Las Salinas)	Tripoli	06 - 540970
Planet Tripoli, Cinema	Tripoli, Al- Tell	06 - 442471

## Dormitories

With transportation:

Atatina	06 - 930104
El Koura Residence	06 - 931200/266/277
La Maresa	06 - 933444 or 06 - 931831
MJM	06 - 931847 or 03 - 341803
Chidiac Residence	06 - 931888 or 06 - 933888
Dedeh Student Residence	03 - 860978 or 76 - 691119

Others:

Mr. Tamer Nasr	01 - 586077
Mr. Jalil Nehmeh	06 - 930802
Mr. William Nasr	06 - 930086 or 76 - 347764
Mr. Naja Nasr	06 - 930372
Mr. Adam Haydar	06 - 930155
Mr. Hady Nasr	03 - 868078
Georges Abboud	03 - 305418
Kourina's Residence	03 - 565257
Two Apartments Near the University	70 - 692619
Three Apartments Near the University	03 - 229 149

## Off- Campus Buses:

Tripoli Bus	03 - 112628
Zghorta Bus	70 - 118056

APPENDIX A

**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

UNIVERSITY OF BALAMAND

# 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 3, 1999, and entered into force on June 6, 1999 “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 25 & 26 on the Protection of

Literary and Artistic Property (No. 75 of April 3, 1999) 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:

1. A maximum of three (3) chapters from a book (never the entire book);
2. An article from a periodical or newspaper;
3. A short story, essay, or poem. One work is the norm whether it comes from an individual work or an anthology;
4. 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?

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

### 2.5 WHEN IS PERMISSION REQUIRED?

1. When the material is used for commercial purposes
2. When the material is used repeatedly
3. 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 3, 1999) can be found at the following website:

<http://www.economy.gov.lb/MOET/English/Panel/IPR/Copyright/>

## APPENDIX B

### POLICIES AND REGULATIONS FOR STUDENTS' CIRCULATION ON-CAMPUS

#### 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 not entitled to enter to the campus by car except if:

- They reside in the on-campus housing and they have a valid parking permit signed and sealed by the Office of Student Affairs (in order to secure the parking permit, students should present valid car registration, valid car insurance and valid driver license).
- They have a special temporary permit issued by the Office of Student Affairs for delivering items for extracurricular purposes.
- They are participating in extracurricular activities after 5:00p.m. during the weekdays and after 10:00a.m. on weekends (e.g. athletics, clubs, varsity teams). Note that for this purpose, a list of students will be issued by the Office of Student Affairs and given to the Office of Procurement and Campus Services at least 24 hours in advance.

## 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).

## CIRCULATION OF STUDENTS RESIDING IN ON-CAMPUS UNIVERSITY

### HOUSING:

#### 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 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 and driver license. 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: 8:00a.m. – 5:00p.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 5:00p.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.

Visitors with cars (including UOB students dropping resident students at the dormitories) shall keep the car registration with the security guard at the main gate of the university. During working hours (Monday to Friday: 8:00a.m. – 5:00p.m.), visitors are not allowed to enter the campus by car. Dorm residents and their visitors are strongly advised to use the buses that circulate on-campus. Only parents and direct relatives dropping students and their luggage in the on-campus dormitory buildings are allowed to enter the campus by car during working hours (Mondays to Fridays from 8:00a.m. till 5:00p.m.) for a maximum of 20 minutes after leaving proof of identification with the security guard at the main gate.

After 5:00p.m. (Monday to Friday) and on weekends, visitors to the on-campus housing residents may enter the campus by car if: (1) the dorm resident notifies the security guard at the main entrance gate about the name of the visitor and (2) the visitor presents proof of identification to the security guard at the main entrance gate. The security guard has the right to keep the identification card of the visitor with him until he leaves the campus.

## 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.

**APPENDIX C**

**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.



UNIVERSITY OF  
**BALAMAND**

**MAIN CAMPUS MAPS**  
**ACADEMIC YEAR 2015- 2016**



# University Of Balamand Koura Campus

To Highway

Main Gate

Secondary Gate

To Koura

## Legend

- Landmarks
- Olive Trees
- Oak Trees
- Inside Roads
- Buildings
- Outside Roads
- Stadium
- Parking Layout
- Balamand Roads



Courtesy of GIS Center  
UOB

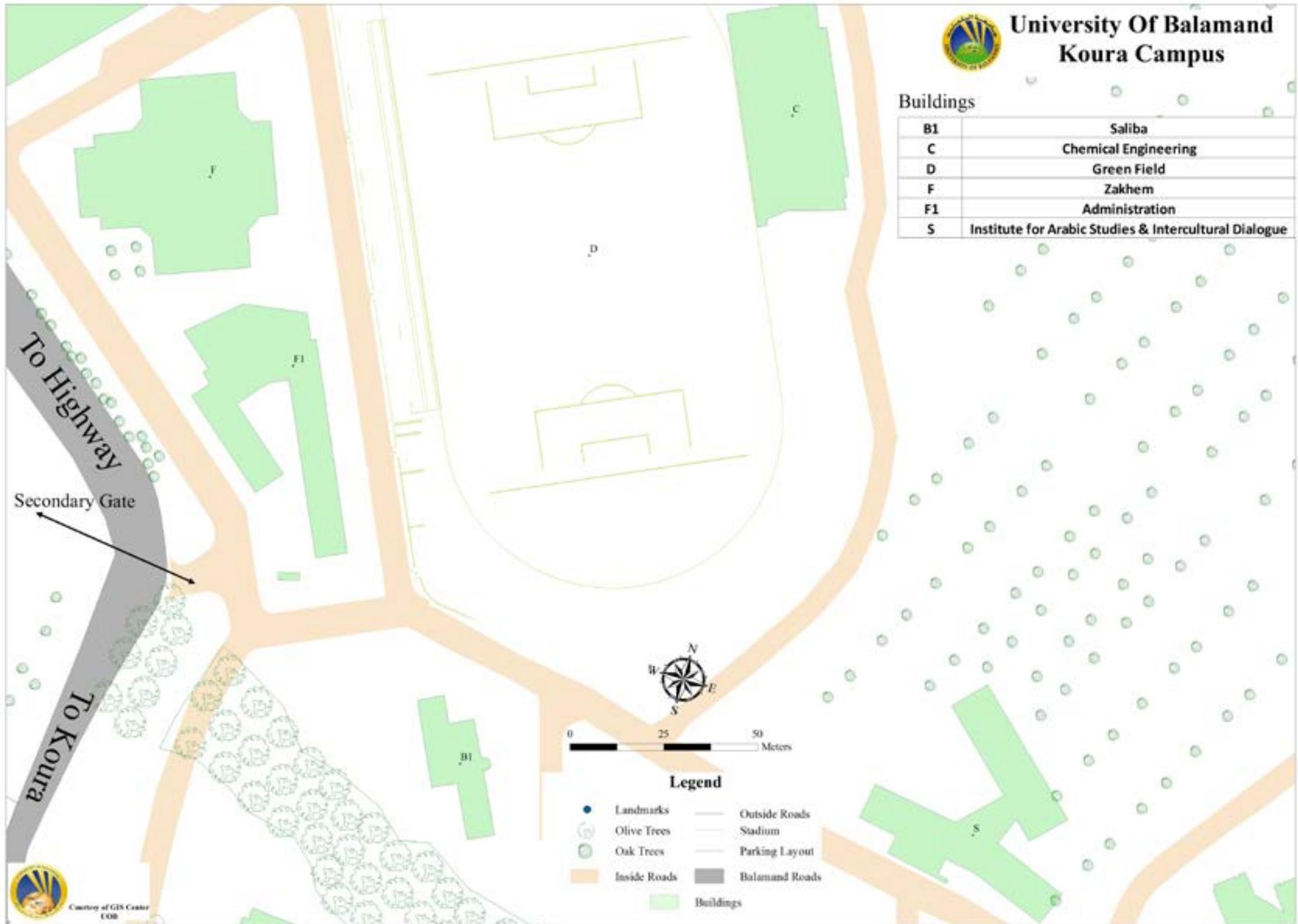


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## Buildings

A1	Faculty of Business & Management
A2	School of Tourism & Hotel Management
A3	Goat House
A4	Salem House
A5	Faculty Housing
B1	Saliba Building
B2	Freij Dormitory (Men)
B3	Belt Al Talbat (Women)
C	Chemical Engineering
C1	Civil Engineering
D	Green Field
E	Atef Daniel
F	Zakhem
F1	Administration
F2	Faculty of Medicine & Medical Sciences
G1	Faculty of Engineering
G2	Faculty of Sciences
G3	Faculty of Arts & Social Sciences
G4	ALBA
G5	Indoor Gymnasium
G6	Library Learning Center
G9	Engineering Laboratories
H	AOMC
I	Patriarch House
J	Balamand High School (French)
K	Lady of Balamand Monastery
L	Balamand High School (English)
M	Institute of Theology
N	Athletics Complex
N1	Tennis Court
N2	Outdoor Basketball Court
P	Student Parking
S	Institute for Arabic Studies & Intercultural Dialogue







# University Of Balamand Koura Campus

Secondary Gate

### Buildings

A1	Faculty of Business & Management
A2	School of Tourism & Hotel Management
A5	Faculty Housing
B1	Saliba
B2	Freij Dormitory (Men)
B3	Beit Al Talibat (Women)
S	Institute for Arabic Studies & Intercultural Dialogue

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Meter



Country of GIS Center  
COB



# University Of Balamand Koura Campus

