STUDENT HANDBOOK
2024 - 2025

PU-SH-0923-ED3

PU

PHOENICIA UNIVERSITY · جامعة فينيقية

Key Phone Numbers

Academic Calendar 2024-2025

Fall 2024-25	From	To
Admissions Deadline	September 2, 2024	
Deadline – Registration Fees/Initial Payment Continuing Students for Fall 2024-25	September 13, 2024	
Dorms - Deadline for Accepting Applications	September 13, 2024	
Dorms - Deadline for First Payment	September 13, 2024	
Deadline - Submission of Financial Aid Application and Official Documents for Spring 2024-25 (New Students)	September 13, 2024	
Prophet's Birthday (Tentative)	September 16, 2024	
New Students Orientation	September 23, 2024 - September 24, 2024 - September 25, 2024	
Drop and Add Period	September 26, 2024 - September 27, 2024 - October 2, 2024 - October 3, 2024	
Spring 2023-24 Semester Begins	February 12, 2024	
Deadline - Bus Fees Application & Payment	October 2, 2024	
Fall 2024-25 Semester Begins	October 2, 2024	
Deadline - Registration Fees USD - New Students	October 3, 2024	
Deadline - Submitting NSSF Declarations for the Academic Year 2024-25	October 9, 2024	
Deadline - Submission of Applications for Deferral of Payments for Fall 2024-25	October 16, 2024	
Deadline - 1st Installment Payment & Tuition without Installment	October 24, 2024	
Dorms - Deadline for Final Payment	October 30, 2024	
Independence Day	November 22, 2024	
Deadline – 2nd Installment Payment	November 25, 2024	
Last Day of Withdrawal for Fall 2024-25	December 6, 2024	
Deadline - 3rd Installment Payment	December 20, 2024	
Christmas Vacation and New Year Vacation	December 25, 2024	January 1, 2025
Advising for Continuing Students for Spring 2024-25	December 16, 2024	December 20, 2024
Armenian Christmas	January 6, 2025	
Registration for Continuing Students for Spring 2024-25	January 14, 2025	January 16, 2025
Last Day of Classes	January 15, 2025	
End of Fall 2024-25	February 5, 2025	
Saint Maroun's Day	February 9, 2025	

Spring 2024-25	From	To
Admissions Deadline	January 31, 2025	
Spring 2024-25 Semester Begins for MBA Students	February 6, 2025	
Deadline – Registration Fees/Initial Payment Continuing Students for Spring 2024-25	February 19, 2025	
Deadline - Registration Fees USD - New Students	February 24, 2025	
New Students Orientation	February 24, 2025	February 25, 2025
Drop and Add Period	February 26, 2025 - February 27, 2025 - March 3, 2025 - March 4, 2025	
Dorms - Deadline for Accepting Applications	February 24, 2025	
Dorms - Deadline for First Payment	February 24, 2025	
Deadline - Submission of Financial Aid Application and Official Documents for Spring 2024-25 (New Students)	February 24, 2025	
Deadline - Bus Fees Application & Payment	March 3, 2025	
Spring 2024-25 Semester Begins for Undergraduate Students	March 3, 2025	
Deadline - Submitting NSSF Declarations for the Academic Year 2024-25	March 10, 2025	
Deadline - Submission of Applications for Deferral of Payments for Spring 2024-25	March 26, 2025	
Deadline - 1st Installment Payment & Tuition without Installment	March 25, 2025	
Dorms - Deadline for Final Payment	March 24, 2025	
Annunciation Day	March 25, 2025	
Eid Al Fitr (Tentative)	March 31, 2025	April 1, 2025
Good Friday (Eastern and Western Church)	April 18, 2025	
Easter (Eastern and Western Church)	April 21, 2025	
Deadline - 2nd Installment Payment	April 20, 2025	
Labor Day	May 1, 2025	
Last Day of Withdrawal for Spring 2024-25	May 13, 2025	
Deadline - 3rd Installment Payment	May 20, 2025	
Resistance and Liberation Day	May 25, 2025	
Advising for Continuing Students for Summer 2024-25	May 12, 2025	May 16, 2025
Al Adha Holiday (Tentative)	June 7, 2025 - June 8, 2025 - June 9, 2025	
Graduation Clearance Advising	June 11, 2025	

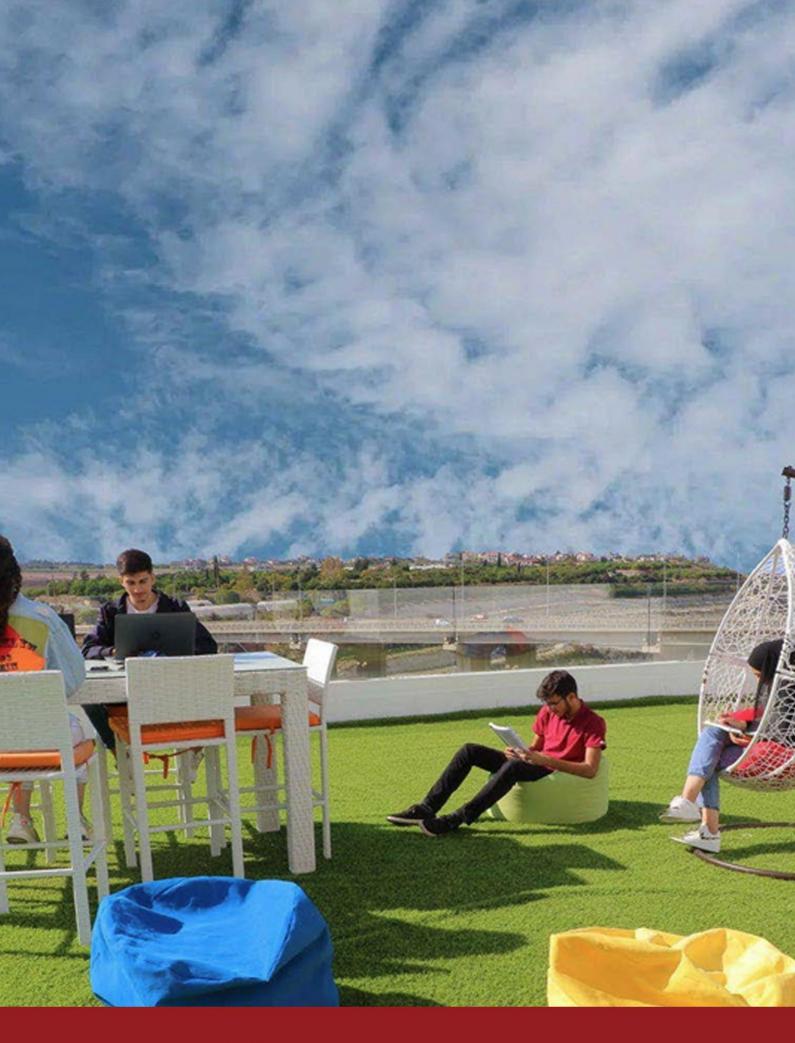| Spring 2024-25	From	To
Registration for Continuing Students for Summer 2024-25	June 12, 2025	June 14, 2025
Last Day of Classes	June 13, 2025	
Hijra New Year	June 27, 2025	
End of Spring 2024-25 Semester	July 4, 2025	

Summer 2024-25	From	To
Deadline - Registration Fees for Summer 2024-25	June 30, 2025	
Ashoura (Tentative)	July 6, 2025	
Deadline - Bus Fees Application & Payment	July 14, 2025	
Summer 2024-25 Semester Begins	July 14, 2025	
Drop and Add Period	July 9, 2025 - July 10, 2025 - July 14, 2025 - July 15, 2025	
Deadline - Tuition Payment	August 1, 2025	
Assumption of Virgin Mary Day	August 15, 2025	
Last Day of Withdrawal for Summer 2024-25	August 18, 2025	
Advising for Continuing Students for Fall 2025-26	August 11, 2025	August 14, 2025
Graduation Clearance Advising	September 1, 2025	
Last Day of Classes	September 2, 2025	
Prophet`s Birthday (Tentative)	September 5, 2025	
End of Summer 2024-25 Semester	September 12, 2025	
Registration for Continuing Students for Fall 2025-26	September 15, 2025	September 17, 2025

Table of Contents

About PU

Phoenicia University (PU) is a non-profit, private and nonsectarian officially licensed institution of higher education. The University comprises six colleges: Architecture and Design, Arts and Sciences, Business, Engineering, Law and Political Science and Public Health. PU campus is located in the District of Zahrani, in the Southern Governorate of Lebanon, only a 40-minute drive from Beirut International Airport. PU is currently deemed as one of the fastest growing higher education institutions in the country.

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

Vision

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

Mission

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

Diversity and Equity

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

Student Affairs Office

Mission

At PU, we support and encourage students in getting the most out of their University experience. The mission of the Student Affairs Office is to promote holistic development of students and to create a supportive environment for growth and success. The office is dedicated to promoting the well-being of students by providing access to resources and enabling engagement with extra-curricular activities, events and projects. By doing so, the University nurtures students' academic journeys with rich, social experiences in an inclusive, student-centered environment.

Clubs and Societies

PU offers students the opportunity to become members of a wide variety of clubs and societies based on their interests. Such clubs and societies support students with their community building skills and in cultivating campus life. Clubs and societies are administered by students with the assistance of a faculty adviser.

Below are some examples of clubs and societies that students can join:

- Architecture Society
- Business Society
- Computer Science Society
- Communication and Social Media Society
- Dorms Society
- Engineering Society
- Human Rights Club
- Music Club
- MUN Club
- Law Society
- Public Health Society
- Reading and Writing Club
- Speech Therapy Society
- Women Empowerment Club
- We Connect Club

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

During the annual clubs and societies day, students are given the opportunity to promote their respective clubs and societies and recruit new members.

Elections of the cabinet of clubs and societies are conducted on annual basis, usually at the beginning of every Fall semester.

The board of each club and society comprises five members:

- President
- Vice President / Secretary
- Treasurer
- Public Relations Officer
- Social Media Representative

Clubs and societies can sponsor events, lectures, guest talks, workshops. A club or society that is interested in hosting any activity is required to submit an event proposal form to the Student Affairs Office at least two weeks prior to the anticipated event.

In recognition of the contribution students make to University Life, the Student Affairs Office also encourages students to become actively involved in responsible governance. Through their membership in different clubs and societies, students play an active role in the development of University policies and procedures and are able to voice opinions on critical issues, as well as participate in discussions with faculty, staff and the University administration.

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

The office is open during regular working hours.

University Athletics

The University Athletics Department provides students with recreational opportunities to enrich their student-life experiences. PU students have access to a range of sports facilities.

PU also offers students professional training and assistance from high-profile Lebanese athletic figures.

PU students compete in a variety of national sports competitions.

Sports activities that students can sign up for include

- Basketball
- Volleyball
- Football
- Track
- Padel
- Mini Football

All students who are enrolled in the University are eligible to participate in tryouts. Interested students must have a valid health clearance from the University's Health Services.

PU students interested in joining any of the above mentioned sports teams are required to attend the corresponding team's tryout sessions. The try out schedule is announced and communicated to students at the beginning of every academic year.

The tryout process will be conducted by the respective coaches for each sports team. The coaches will evaluate the candidates based on their performance in various skill tests, physical fitness and teamwork. Students who successfully meet the requirements, will be notified. Once notified, the student will be able to attend the team's training sessions.

The University Athletics Department is located at the Sports Center at PU campus. The daily opening hours are from 7:00 a.m. to 8:00 p.m.

Student Support Services

Counseling Service

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

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

Accessible and Inclusive Education: Differently-Abled Students

PU firmly believes that no student should be excluded from participation, denied the benefits of, or otherwise be subjected to discrimination in any University program or activity. In line with such belief, the University is committed to ensuring that differently-abled students have equal access to the offered educational opportunities, experiences and activities.

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

Peer Support Program

PU has initiated the Peer Support Program (PSP) in order to create a collaborative and student-centered learning and teaching environment.

The program is run by student mentors who dedicate few hours per week to help their peers, mentees, in a range of subjects, including freshman mathematics, calculus, chemistry, physics and English listening and speaking capabilities across intensive levels.

The aim of the program is not limited to knowledge exchange, but also help develop both mentors and mentees develop key generic skills such as active listening, confidentiality and problem-solving.

Student Dormitory

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

Dorm services:

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

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

A) Dormitory Application
guidelines:

- Application Deadline and Payment Schedule:

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

Action	Returning Students	New Students
Accepting Application	Ongoing throughout the year	Upon receiving University acceptance
Application Deadline	3 weeks prior to semester's start date	2 weeks prior to semester's start date
First Payment Deadline	Upon application submission	Upon application submission
Final Payment Deadline	Upon commencement of the semester	Upon commencement of the semester

- Application Procedure:
1. Interested students must go to the Dorm Administrative Adviser (DAA) to obtain the dorm application form and receive general information. They can also download the application from PU's website under "housing".
2. Prospective dorm students are offered a tour to introduce them to the dormitory and its services.
3. Applications must be completed by the student and their respective guardians.

4. Completed application forms are submitted to DAA for revision and confirmation of room availability.

5. Dorm rules and guidelines must be reviewed and signed for reference.

6. If desired, the room request form will be filled. It will be reviewed by the DAA for accommodation and final selection

7. First installment must be paid at the Finance Department and payment slip (pink copy) returned to DAA along with the application for processing room allocation.

8. Room check-in/check-out form must be completed upon arrival and signed.

9. Key will be issued and Key issuance/return form should be signed. Full payment arrangement must be provided for key to be issued.

10. Fingerprint is to be taken at the designated machine.

B) Final Release:

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

1. Resident final release form must be completed and signed by both the resident and DAA.

2. Check-in/check-out form will be retrieved from resident files to complete the check-out section.

In addition, key return form must be signed and key collected by DAA.

3. DAA will then send an email to the Finance Department for financial clearance and release of the insurance payment, provided the checkout was completed and the room is in good shape.

4. The Finance Department sends an email with regards to insurance payment status. This email is communicated back to the student by DAA.

Work-Study Program

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

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

Accepted students into the program need to sign a work-and-study agreement at the Financial Aid Office which details their assigned working hours.

Career Center

The Career Center at PU strives to help students identify their professional goals and provides them with the necessary skills to enter today's competitive job market. Our support to PU students starts with carefully assessing the needs of the job market and adapting the University's academic offerings accordingly. The center connects prominent local and international employers with qualified candidates—interns, graduates and alumni—who successfully meet the required qualifications.

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

- Advertising job and internship opportunities

- Offering one-on-one career guidance and counseling

- Guiding students through developing a professional CV and cover letter that would enhance their chances of getting selected for an interview

- Preparing students and graduates for job interviews

- Developing students' and alumni's skills and knowledge for the work environment

- Providing career orientation to help prospective graduates in making informed career choices mapped to their career goals

- Posting reading material, articles and videos on PU's internal online platform that would assist students in identifying their career objectives

- Supporting students and alumni in job and internship placement and following up with the different stages of the application process

- Facilitating networks with prominent local, regional and international companies and promoting the profiles of PU students to prospective employers

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

- Inviting employers to provide students with insights on possible career paths and opportunities in various fields and sectors

- Conducting a series of workshops and training sessions where students acquire workplace etiquette and proper conduct outside of the academic setting

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

Internship Testimonials - Career Center

During my internship at MBC Group in Dubai, I had the opportunity to immerse myself in the dynamic world of media and broadcasting. I gained valuable hands-on experience in several fields such as content production, distribution, and scheduling, in addition to working alongside experienced professionals in the field. The PU Career Center played a crucial role in facilitating this opportunity by providing career guidance, connecting me with the right contacts, and preparing me with the necessary skills and knowledge. This internship not only enhanced my academic learning but also helped me build a strong foundation for my future professional career.

Wassim Al Souki
Business Administration

During my internship as a Communication and Social Media intern at Middle East Airlines E-Commerce department, I gained valuable insights into digital marketing, communication, and social media strategies. My University background provided me with a strong foundation in communication and media studies, and enabling me to grasp the dynamics of the industry and apply my academic knowledge to real-world situations. This experience enhanced my skills in content creation, analytics, and community engagement.
My internship at MEA was made possible by the resources and assistance provided by the University's Career Center. They offered guidance on creating an effective resume, conducting practice interviews, and identifying suitable internships

Zeinab Diab Communication and Social Media

My time as an intern at the PHC Department of the Ministry of Public Health was an invaluable experience. I had the opportunity to work alongside an incredible team of professionals and grapple with a myriad of challenges facing the healthcare system in Lebanon. This hands-on experience allowed me to bridge the gap between theory and practice, solidifying my career path as a public health professional. I'm immensely grateful to the Career Center for guiding me through this transformative journey.

Milani Moussa
Public Health

My internship at the YTAA Office was truly exceptional. Working with a team of highly skilled and innovative individuals was not only inspiring but also enlightening. I was fortunate to have the opportunity to work in a collaborative and creative environment. The Career Center played a crucial role in connecting me with this valuable opportunity, acting as a bridge between us and the office. Their dedicated efforts and commitment to student progress and satisfaction were evident throughout the experience.

Haydar Keserwan
Architecture

Student Conduct Policy

I. Purpose/Objectives

This policy expresses PU's commitment as a higher education institution that values equality, equity, fairness and transparency to:

- Encourage all students to excel in a friendly, peaceful, discrimination-free, violence-free, highly-ethical, diverse and inclusive environment;
- Set student behavioral standards and expectations and ensure they are met;
- Ensure the transparency of the student discipline procedures and that such procedures are consistent, fair and equitable, adhering to the principles of natural justice;
- Create a set of standards and principles which identify responsibilities and accountabilities to inform grievance procedures and disciplinary actions; and
- Set a proportionate, appropriate and consistent framework of penalties which may be imposed in cases of substantiated misconduct.

II. Scope/Application

This policy applies to:

- All members of the University community;

- Students alleged with general misconduct; and

- Students alleged with academic misconduct.

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

III. Accountability

Accountable/Responsible Officer	Role
Accountable Officers	The President and the Concerned Dean
Responsible Officer	The Director of the Office of the Registrar

IV. Definitions

General Misconduct describes unacceptable behavior and includes —but is not limited to — conduct by student who knowingly or recklessly:

- Causes harm of any kind (physical, psychological, other);

- Discriminates, threatens, attacks, harasses, intimidates, stalks, victimizes, vilifies and/or bullies another person both online and offline;

- Engages in any behavior that puts others at risk, such as violence, threats, or intimidation;

- Engages in consensual or non-consensual sexual activity on campus or during any University - related activities outside campus;

- Breaches the law or a University statute; and

- Disrupts the orderly conduct of the University.

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

- Cheats during exams, tests, or quizzes;

- Plagiarizes;

- Ghostwrites;

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

- Violates examination rules;

- Uses in an unauthorized manner or abuses course materials including:
  - Defacing, removing, or intentionally denying other student to access course/ library materials;
  - Contaminating laboratory samples or altering indicators during a practical exam; and/or
  - Publishes, distributes, posts, sells and commercially uses course lecture handouts, notes, readers, recordings and/or other information provided by an instructor without the permission of the instructor and the University.

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

- Damages or steals intellectual property including:
    - Stealing or sabotaging another person's book, assignment, project, notes, experiment, paper, electronic hardware and/or software;
    - Improperly accessing and/or electronically interfering with the property of another person or the University via digital or other means;
    - Obtaining a copy of an assessment task (e.g., assignment, quiz, or exam) prior to its approved release date and time by the instructor; and/or
    - Working with others to produce work that is not solely one's own, without permission or acknowledgement.
- Alters or amends University documents including:
    - Committing forgery of an instructor's signature on any document, including reference letters;
    - Submitting an altered transcript of grades to or from another institution or employer;
    - Inserting the student's name on another person's exam or assignment; and/or
    - Altering a previously graded assignment, report, paper, quiz, or exam for the purpose of gaining points in a grade appeal process.
- Causes classroom disruption including:
    - Interfering with the course of instruction, disadvantaging other students;
    - Disrupting classes, discussions and/or other academic activities, attempting to suppress others' views; and/or
    - Failing to abide with the instructions of the course instructor.

All complaints that emerge in the context of both General or Academic misconduct are addressed and investigated by the Student Discipline Committee (SDC). SDC is the committee that deals with all students' general and/or academic misconduct. It comprises three permanent members and one student representative:

- The President
- The concerned Dean
- The Director of the Office of the Registrar
- Student Representative (a student facing a hearing may request to proceed without one)

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

Students are expected to comply with all disciplinary rules from matriculation until the conferring of the degree.

Reporting Misconduct

- All members of PU are responsible for upholding the University's values and standards. Therefore, any allegations of student misconduct should be brought to the Office of the Registrar or the Dean of relevant college (preferably in a written report), describing with specificity the circumstances that gave rise to the allegation, along with any supporting information.

- If it is unclear whether an incident should be reported, or if the concerned individual requires guidance about the formal process for reporting, he/she shall consult with the Office of the Registrar, or the Dean of the relevant college.

Investigating Misconduct

- In many instances, allegations of misconduct can be dealt with informally, without proceeding with the disciplinary process. Upon receiving a report of potential misconduct, the Office of the Registrar promptly conducts a preliminary investigation for the purposes of determining whether the incident should be treated as a disciplinary case.

- If the preliminary investigation indicates that disciplinary action may be warranted, then the Office of the Registrar initiates formal disciplinary proceedings.

- Allegations of general and/or academic misconduct are initiated and investigated in accordance with the procedures prescribed in this policy. Investigation is initiated to gather evidence and determine the extent of the misconduct.

- The student suspected of academic misconduct is notified of the allegations.

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

- The SDC deliberates on the evidence and decides whether the student is guilty of academic misconduct.

  If the student is found guilty, the committee determines an appropriate penalty.

- The SDC may also undertake any other action it deems necessary to arrive at its conclusions, including consulting with senior faculty or administrators at the University when it feels additional expertise or advice would be useful.

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

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

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

V. Procedure

Committee Procedures

In determining an allegation of misconduct, the committee:

- May follow any procedure it considers fit;
- Is not bound by legal forms, technicalities, or the rules of evidence and may inform itself in relation to any matter in any manner it deems appropriate;
- Must act fairly in all the circumstances, endeavoring the requirements of natural justice; and
- Must give the student the opportunity to present his/her case and respond to any relevant evidence or allegations orally and/or in writing.

Outcomes of Investigations

The SDC may decide to either dismiss or uphold the allegation of misconduct.

Where the committee upholds an allegation of misconduct, an appropriate penalty will be imposed on the student.

Within three working days of any decision being made:

- The student must be provided with a notice of the terms of the decision and any penalty imposed; and
- The Office of the Registrar must be provided with a copy of the decision.

Notices and General Provisions

Any notice to a student for the purposes of this policy is sufficient if it is made in writing and is:

- Given to the student in person; or
- Emailed to the student via the University-assigned email account.

When communicated via email, a notice is considered received within 24 hours from the time it was sent.

Decisions/Penalties issued by the SDC should be referred to the Chancellor of the University for final approval, where the Chancellor has the right to revoke any issued decision and refer the matter back to the committee for reconsideration.

Penalties for Misconduct

The penalties for misconduct (general and/or academic) issued by the SDC must be appropriate, proportionate and consistent, ranging from:

- Imposing corrective education procedures (e.g., additional assignments);

- Denying the student to access certain facilities;

- Suspending the student's membership in the University's clubs and societies and/or associated extra - curricular activities;

- Reducing the student's grade on a specific assessment task or reducing the cumulative course average;

- Failing the student on a specific task, project, test and/or exam;

- Failing the student on a specific course (cumulative course average);

- Suspending the student's enrollment for one or two semesters; and/or

- Terminating the student's enrollment at PU.

The Disciplinary Committee hearing the given case may impose a penalty, or a combination of penalties, in accordance with the nature and seriousness of the offense, the motivation underlying the offense and precedent in similar cases.

No fees paid by a student shall be refunded to the student upon or by reason of termination.

Academic Information

The academic year at PU is divided into two regular semesters, fall and spring, followed by a summer session.

Colleges and Programs

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

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

1. College of Architecture and Design:
   - Bachelor of Architecture
2. College of Business:
   - Bachelor of Business Administration
   - Master of Business Administration

3. College of Arts and Sciences:
   - Bachelor of Arts in Communication and Social Media
   - Bachelor of Science in Computer Science
   - Freshman
4. College of Engineering:
   - Bachelor of Engineering in Petroleum Engineering
   - Bachelor of Engineering in Civil and Environmental Engineering
   - Bachelor of Engineering in Mechanical Engineering
   - Bachelor of Engineering in Electrical and Communication Engineering
5. College of Public Health:
   - Bachelor of Science in Public Health
   - Bachelor of Arts in Speech Therapy

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

Academic Regulations by College

1. College of Architecture and Design:

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

- Applicants to the Bachelor of Architecture program should:
    o Meet PU Undergraduate English Language Criteria as set in the admission policy.
    o Sit for the architecture math and advanced math placement tests.

- Satisfactory progress in the college is met with a program and cumulative GPA of 2.0 or above; no rounding (e.g. a GPA of 1.99) - whatsoever - will be applied.

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

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

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

- Students applying for extensions and/or replacement tests/exams must provide valid reasons and supporting documentation. Acceptable justifications are limited to:

    o Medical injury or illness that is severe or contagious;
    o Severe illness of an immediate family member: This provision applies strictly to extreme cases of illness within the immediate family;
    o Death of an immediate family member; and
    o Personal emergencies.

  Supporting Documentation:
    o Medical Certificate: The only accepted medical certificate is the unified medical prescription form, signed and stamped by the medical practitioner/specialist and the pharmacist, detailing the treatment/drug(s) given to the student. In the case of COVID-19 infection, a signed and stamped PCR test report with a QR code should be submitted. After quarantining for 10 days, a negative PCR test is required for a replacement exam.
    o Hospital Records or Healthcare Provider Report: Required for the severe illness of an immediate family member.
    o Death Certificate: Required for the death of an immediate family member.
    o Supporting Letter: A letter from the University Counsellor for personal emergencies.
    o Any other documentation presented by the student should be considered and approved by the Academic Committee.

  Submission Deadline:
  It is essential that all requests for makeup exams are submitted within 48 hours of the exam date. Requests submitted after this deadline will be automatically rejected.

Approval Process:

- o For Assessments Below 20%: The instructor and the program coordinator can, at their own discretion, approve extensions and replacements for assessment tasks whose weight does not exceed 20% of the overall course average. This excludes term, midterm, and final exams.
- o For Major Assessments: For term exams, midterm exams, final exams, and assessment tasks exceeding 20% of the overall course weight, the approval of the Dean is required in addition to that of the instructor and the program coordinator of the concerned department.

Coordination:

The administration of all replacement exams shall be coordinated between the college and the Office of the Registrar.

2. College of Business:

- The College fully abides by the academic regulatory framework set by the Board of Deans and approved by the President and Chancellor of the University
- Applicants to the Bachelor of Business Administration program should:
  - o Meet the PU Undergraduate English language criteria as set in the admission policy.
  - o Sit for the general math placement test.
  - o Satisfactory progress in the college is met with a program and cumulative GPA of 2.0 or above; no rounding (e.g. a GPA of 1.99) - whatsoever - will be applied.
  - o Students applying for credit transfer will have their applications carefully considered by the

  Credit Transfer Committee as detailed in the Undergraduate Credit Transfer and Recognition of Prior Learning section.

- Applicants to the Master of Business Administration program should:
  - o Meet the PU Graduate English language criteria as set in the admission policy.
  - o A maximum of 12 credits may be considered for transfer from another institution of higher education that possesses academic standing equivalent to that of PU.

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

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

- Students applying for extensions and/or replacement tests/exams must provide valid reasons and supporting documentation. Acceptable justifications are limited to:

  - o Medical injury or illness that is severe or contagious;
  - o Severe illness of an immediate family member: This provision applies strictly to extreme cases of illness within the immediate family;
  - o Death of an immediate family member; and
  - o Personal emergencies.

Supporting Documentation:
- o Medical Certificate: The only accepted medical certificate is the unified medical prescription form, signed and stamped by the medical practitioner/specialist and the pharmacist, detailing the treatment/drug(s) given to the student. In the case of COVID-19 infection, a signed and stamped PCR test report with a QR code should be submitted. After quarantining for 10 days, a negative PCR test is required for a replacement exam.
- o Hospital Records or Healthcare Provider Report: Required for the severe illness of an immediate family member.
- o Death Certificate: Required for the death of an immediate family member.
- o Supporting Letter: A letter from the University Counsellor for personal emergencies.
- o Any other documentation presented by the student should be considered and approved by the Academic Committee.

Submission Deadline:
It is essential that all requests for makeup exams are submitted within 48 hours of the exam date. Requests submitted after this deadline will be automatically rejected.

Approval Process:
- o For Assessments Below 20%: The instructor and the program coordinator can, at their own discretion, approve extensions and replacements for assessment tasks whose weight does not exceed 20% of the overall course average. This excludes term, midterm, and final exams.
- o For Major Assessments: For term exams, midterm exams, final exams, and assessment tasks exceeding 20% of the overall course weight, the approval of the Dean is required in addition to that of the instructor and the program coordinator of the concerned department.

Coordination:
The administration of all replacement exams shall be coordinated between the college and the Office of the Registrar.

3. College of Arts and Sciences:

- The College fully abides by the academic regulatory framework set by the Board of Deans and approved by the President and Chancellor of the University.
- Applicants to the Bachelor of Arts in Communication and Social Media program should:
  - o Meet the PU Undergraduate English language criteria as set in the admission policy.
  - o Sit for the general math placement test.

- Applicants to the Bachelor of Science in Computer Science program should:
  - o Meet the PU Undergraduate English language criteria as set in the admission policy.
  - o Sit for the advanced math placement test.

- Satisfactory progress in the college is met with a program and cumulative GPA of 2.0 or above; no rounding (e.g. a GPA of 1.99) - whatsoever - will be applied.

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

- In terms of assessment practice, all faculty members of the College should not default to one method of assessment but employ a variety of methods to ensure that the students are properly and fairly

evaluated. Additionally, any assessment task must be constructively aligned with the course learning outcomes and content covered.

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

- Students applying for extensions and/or replacement tests/exams must provide valid reasons and supporting documentation. Acceptable justifications are limited to:

  o Medical injury or illness that is severe or contagious;
  o Severe illness of an immediate family member: This provision applies strictly to extreme cases of illness within the immediate family;
  o Death of an immediate family member; and
  o Personal emergencies.

  Supporting Documentation:
  o Medical Certificate: The only accepted medical certificate is the unified medical prescription form, signed and stamped by the medical practitioner/specialist and the pharmacist, detailing the treatment/drug(s) given to the student. In the case of COVID-19 infection, a signed and stamped PCR test report with a QR code should be submitted. After quarantining for 10 days, a negative PCR test is required for a replacement exam.
  o Hospital Records or Healthcare Provider Report: Required for the severe illness of an immediate family member.
  o Death Certificate: Required for the death of an immediate family member.
  o Supporting Letter: A letter from the University Counsellor for personal emergencies.
  o Any other documentation presented by the student should be considered and approved by the Academic Committee.

  Submission Deadline:
  It is essential that all requests for makeup exams are submitted within 48 hours of the exam date. Requests submitted after this deadline will be automatically rejected.

  Approval Process:
  o For Assessments Below 20%: The instructor and the program coordinator can, at their own discretion, approve extensions and replacements for assessment tasks whose weight does not exceed 20% of the overall course average. This excludes term, midterm, and final exams.
  o For Major Assessments: For term exams, midterm exams, final exams, and assessment tasks exceeding 20% of the overall course weight, the approval of the Dean is required in addition to that of the instructor and the program coordinator of the concerned department.

  Coordination:
  The administration of all replacement exams shall be coordinated between the college and the Office of the Registrar.

4. College of Engineering:

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

- Applicants to the Bachelor of Engineering in Civil and Environmental, Mechanical, Electrical and Communication and Petroleum Engineering programs should:

    o Meet the PU Undergraduate English language criteria as set in the admission policy.
    o Sit for the advanced math placement test.

- Satisfactory progress in the college is met with a program and cumulative GPA of 2.0 or above; no rounding (e.g. a GPA of 1.99) - whatsoever - will be applied.

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

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

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

- Students applying for extensions and/or replacement tests/exams must provide valid reasons and supporting documentation. Acceptable justifications are limited to:

    o Medical injury or illness that is severe or contagious;
    o Severe illness of an immediate family member: This provision applies strictly to extreme cases of illness within the immediate family;
    o Death of an immediate family member; and
    o Personal emergencies.

    Supporting Documentation:
    o Medical Certificate: The only accepted medical certificate is the unified medical prescription form, signed and stamped by the medical practitioner/specialist and the pharmacist, detailing the treatment/drug(s) given to the student. In the case of COVID-19 infection, a signed and stamped PCR test report with a QR code should be submitted. After quarantining for 10 days, a negative PCR test is required for a replacement exam.
    o Hospital Records or Healthcare Provider Report: Required for the severe illness of an immediate family member.
    o Death Certificate: Required for the death of an immediate family member.
    o Supporting Letter: A letter from the University Counsellor for personal emergencies.
    o Any other documentation presented by the student should be considered and approved by the Academic Committee.

    Submission Deadline:
    It is essential that all requests for makeup exams are submitted within 48 hours of the exam date. Requests submitted after this deadline will be automatically rejected.

Approval Process:
- o For Assessments Below 20%: The instructor and the program coordinator can, at their own discretion, approve extensions and replacements for assessment tasks whose weight does not exceed 20% of the overall course average. This excludes term, midterm, and final exams.
- o For Major Assessments: For term exams, midterm exams, final exams, and assessment tasks exceeding 20% of the overall course weight, the approval of the Dean is required in addition to that of the instructor and the program coordinator of the concerned department.

Coordination:
The administration of all replacement exams shall be coordinated between the college and the Office of the Registrar.

5. College of Public Health:

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

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

- Applicants to the Bachelor of Arts in Speech Therapy program should:
  - o Meet the PU Undergraduate English language criteria as set in the admission policy.
  - o Sit for the general math placement test.
  - o Sit for the biology placement test.
  - o Sit for the speech therapy Arabic placement test.

- Satisfactory progress in the college is met with a program and cumulative GPA of 2.0 or above; no rounding (e.g. a GPA of 1.99) **-** whatsoever **-** will be applied.

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

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

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

- Students applying for extensions and/or replacement tests/exams must provide valid reasons and supporting documentation. Acceptable justifications are limited to:

  - o Medical injury or illness that is severe or contagious;
  - o Severe illness of an immediate family member: This provision applies strictly to extreme

cases of illness within the immediate family;
- o Death of an immediate family member; and
- o Personal emergencies.

Supporting Documentation:
- o Medical Certificate: The only accepted medical certificate is the unified medical prescription form, signed and stamped by the medical practitioner/specialist and the pharmacist, detailing the treatment/drug(s) given to the student. In the case of COVID-19 infection, a signed and stamped PCR test report with a QR code should be submitted. After quarantining for 10 days, a negative PCR test is required for a replacement exam.
- o Hospital Records or Healthcare Provider Report: Required for the severe illness of an immediate family member.
- o Death Certificate: Required for the death of an immediate family member.
- o Supporting Letter: A letter from the University Counsellor for personal emergencies.
- o Any other documentation presented by the student should be considered and approved by the Academic Committee.

Submission Deadline:
It is essential that all requests for makeup exams are submitted within 48 hours of the exam date. Requests submitted after this deadline will be automatically rejected.

Approval Process:
- o For Assessments Below 20%: The instructor and the program coordinator can, at their own discretion, approve extensions and replacements for assessment tasks whose weight does not exceed 20% of the overall course average. This excludes term, midterm, and final exams.
- o For Major Assessments: For term exams, midterm exams, final exams, and assessment tasks exceeding 20% of the overall course weight, the approval of the Dean is required in addition to that of the instructor and the program coordinator of the concerned department.

Coordination:
The administration of all replacement exams shall be coordinated between the college and the Office of the Registrar.

6. College of Law and Political Science:

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

- Applicants to the Bachelor of Laws program should:
  - o Meet the PU Undergraduate English language criteria as set in the admission policy.
  - o Sit for the general knowledge Arabic placement test.

- Satisfactory progress in the college is met with a program and cumulative GPA of 2.0 or above; no rounding (e.g. a GPA of 1.99) - whatsoever - will be applied.

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

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

outcomes and content covered.

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

- Students applying for extensions and/or replacement tests/exams must provide valid reasons and supporting documentation. Acceptable justifications are limited to:
    o Medical injury or illness that is severe or contagious;
    o Severe illness of an immediate family member: This provision applies strictly to extreme cases of illness within the immediate family;
    o Death of an immediate family member; and
    o Personal emergencies.

    Supporting Documentation:
    o Medical Certificate: The only accepted medical certificate is the unified medical prescription form, signed and stamped by the medical practitioner/specialist and the pharmacist, detailing the treatment/drug(s) given to the student. In the case of COVID-19 infection, a signed and stamped PCR test report with a QR code should be submitted. After quarantining for 10 days, a negative PCR test is required for a replacement exam.
    o Hospital Records or Healthcare Provider Report: Required for the severe illness of an immediate family member.
    o Death Certificate: Required for the death of an immediate family member.
    o Supporting Letter: A letter from the University Counsellor for personal emergencies.
    o Any other documentation presented by the student should be considered and approved by the Academic Committee.

    Submission Deadline:
    It is essential that all requests for makeup exams are submitted within 48 hours of the exam date. Requests submitted after this deadline will be automatically rejected.

    Approval Process:
    o For Assessments Below 20%: The instructor and the program coordinator can, at their own discretion, approve extensions and replacements for assessment tasks whose weight does not exceed 20% of the overall course average. This excludes term, midterm, and final exams.
    o For Major Assessments: For term exams, midterm exams, final exams, and assessment tasks exceeding 20% of the overall course weight, the approval of the Dean is required in addition to that of the instructor and the program coordinator of the concerned department.

    Coordination:
    The administration of all replacement exams shall be coordinated between the college and the Office of the Registrar.

Admission Requirements

PU encourages qualified candidates with demonstrated achievements to embark on their academic journey through the university's diverse degree programs.

Admission requirements are as follows:

Undergraduate

For your undergraduate application, kindly ensure you include the following documents:

- One passport-sized photo
- A copy of your identity card or passport
- A sealed and stamped envelope from your school containing your official transcripts for grade 10 and 11
- Your official certificate for the Lebanese Baccalaureate or its recognized equivalent by the Lebanese Ministry of Education and Higher Education
- Official scores for internationally recognized English language proficiency examinations (IELTS, TOEFL, SAT, or Duolingo), if taken. Alternatively, you can opt to sit for the PU Undergraduate English Language Placement Test
- A non-refundable application fee of 800,000 LBP, which includes charges for the application, PU Undergraduate Major Placement Test(s), and PU Undergraduate English Language Placement Test

The Admissions Committee at PU will conduct a comprehensive review of each application, considering the following factors:
- Official transcripts for grade 10 and 11
- PU Undergraduate Major Placement Test(s) results, required for each specific major applied for
- Undergraduate English Language Placement Test results
- Lebanese Baccalaureate official exam results or its recognized equivalent by the Lebanese Ministry of Education and Higher Education

PU Undergraduate English Language Criteria

Prospective applicants to PU must fulfill the University's undergraduate English language proficiency requirements. This can be achieved by either participating in the PU Undergraduate English Language Placement Test or by submitting results from internationally recognized English language proficiency examinations (such as IELTS, TOEFL, SAT, or Duolingo).

Language assessments for Duolingo, TOEFL, SAT and IELTS:

PU English Level	PU English Placement Test	Duolingo	TOEFL (IBT)	SAT (Evidence-Based Reading and Writing)	IELTS (Academic)
PU-INEG 200	50-77	Between 80-100	Between 55-69	Needs to sit for PU EPT if scoring less than 540	Between 4.5-5
PU-INEG 300	78-103	Less than 115	Less than 90		Between 5.5-6

PU-ENGL 101	104-131	Less than 135	Less than 111	540-590 plus an interview is required	6.5
PU-ENGL 201	132-150	135 or higher	111 or higher	600 or higher plus an interview is required	7 or higher

Freshman

Additional required documents from candidates applying to the freshman program include:

- The official freshman permission from the Lebanese Ministry of Education and Higher Education
- Official SAT I or ACT result
- Official transcript for Grade 12

Additionally, the student should obtain a minimum SAT/ACT as follows:

- Science Track: A minimum score of 950 on SAT or 17 on ACT
- Arts Track: A minimum score of 870 on SAT or 15 on ACT

Important Note on SAT Scores:
To complete your application, you are required to send your official SAT scores through www.collegeboard.org using PU SAT Code 10332.

PU Freshman English Language Criteria

Prospective applicants to PU must fulfill the University's Freshman English language proficiency requirements. This can be achieved by either participating in the PU Freshman English Language Placement Test or by submitting results from internationally recognized English language proficiency examinations (such as IELTS, TOEFL, SAT, or Duolingo).

Language assessments for Duolingo, TOEFL, SAT and IELTS:

PU English Level	Duolingo	TOEFL (IBT)	SAT (Evidence-Based Reading and Writing)	IELTS (Academic)
PU-INEG 200	Between 80-100	Between 55-69	Needs to sit for PU EPT if scoring less than 540	Between 4.5-5
PU-INEG 300	Less than 115	Less than 90		Between 5.5-6
PU-ENGL 101	115 or higher	90 or higher	540 or higher plus an interview is required	6.5 or higher

It is important to note that Freshman students can only be placed in the following PU English Levels: INEG 200, INEG 300, or ENGL 101.

Graduate – Master of Business Administration

For your graduate application, kindly ensure you include the following documents:

- A photocopy of identity card or passport
- Completion of the online MBA admission application form
- Submission of one recent photograph
- Equivalency of the applicant's Bachelor's Degree from the Lebanese Ministry of Education and Higher Education
- Official transcripts from the University of origin, including the overall GPA
- Submission of a recommendation letter from a professor or employer
- An updated resume
- Additionally, candidates will participate in an interview with the Admissions committee
- Applicants from universities where English is not the language of instruction must provide
- evidence of English proficiency by taking either the IELTS, TOEFL, Duolingo, or undergoing the
- Graduate PU English Placement Test
- A non-refundable application fee of 1,000,000 LBP

PU Graduate English Language Criteria

Prospective applicants must fulfill the University's graduate English language proficiency requirements. This can be achieved by either participating in the PU Graduate English Language Placement Test or by submitting results from internationally recognized English language proficiency examinations (such as IELTS, TOEFL, or Duolingo).

Language assessments for Duolingo, TOEFL, and IELTS:

English Proficiency Assessment	Duolingo	TOEFL (IBT)	IELTS (Academic)

Meets English language proficiency requirements	135 or higher	111 or higher	7 or higher
Requires ENGL 501	Between 110-130	Between 90-110	6.5
Does not meet English language proficiency requirements	Less than 110	Less than 90	Less than 6.5

Enrollment Options:
The MBA program at PU provides two flexible enrollment options to suit your needs. Students can select between full-time enrollment or part-time scheduling for added flexibility. Full-time students have up to four years to meet their degree requirements, while part-time students can take up to five years to attain their degree.

Probationary Admission
Applicants accepted by the Admissions Committee on a probationary basis must complete their first semester with a minimum grade in accordance with our academic criteria in every course, without any repeats, and with a minimum GPA that meets our academic standards. Otherwise, they will be dismissed.

Foundation Courses
Applicants who possess non-bachelor degrees in Business Administration may be required to complete a specified number of foundation courses with a maximum of 15 credits. The foundation courses are designed to provide applicants who come from non-business academic backgrounds with essential knowledge in the field of business studies. It is worth noting that the grades acquired in these foundation courses will not be factored into the calculation of the GPA.

Transfer Credits
A maximum of 12 credits may be considered for transfer from another institution of higher education that possesses academic standing equivalent to that of PU.

Acceptance Validity

The acceptance of admission remains valid only for one academic year to which the applicant has been accepted.

Academic Advisers

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

Course Registration for New and Continuing Students

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

Deferred Registration of Admitted Students

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

Readmission

Readmission is a process that allows undergraduate students to rejoin PU based on the duration of their withdrawal. The rules for readmission are as follows:

- Students with a strong academic record, who voluntarily withdrew for a valid reason, will be automatically reactivated to their former college if the period of withdrawal and readmission falls within two years (equivalent to 4 regular semesters).

- Students who have been away from the University for more than two years (equivalent to 4 regular semesters) must complete the readmission form at the Office of the Registrar. Approval from the Readmission Committee is required in order to proceed with the readmission process.

- Students being suspended from the University for academic deficiencies can be readmitted if the student has spent at least one semester at another institution of higher education recognized by PU and completed a minimum of 12 credits with a satisfactory average and recommendation. Exceptions may be made for students who left the University for personal or health reasons. It is solely up to the discretion of the Academic Progress Committee (APC) to grant such exceptions.

Double Major

Students may, upon approval of the relevant college, earn one degree with a double major within the same college as long as both majors share the same degree structure (e.g. both majors leading to a BA, BS, or BE degree). If approved, the student will earn one degree and receive a single diploma mentioning both majors. However, the student must complete the requirements for both majors before the degree can be awarded. If a course fulfills a requirement for both majors, it may count towards both majors.

To be eligible to apply for a double major, the applicant must:

- Have completed at least 24 sophomore credits from the first major;
- Be in good academic standing (not on probation).

To pursue a double major, students must submit an application to the Office of the Registrar. The Admission Committee shall review the application and make a decision. Completion of a double major requires a minimum residency of eight regular semesters beyond the freshman year. The same credit load rules apply in this context.

Secondary Major

Students with a bachelor's degree may pursue a second degree as follows:

For PU students who have graduated within the last two academic years (equivalent to four regular semesters):

- Credits may be transferred in accordance with the internal credit transfer policy.
- Exemption from the PU English assessment is granted.
- A minimum of 30 additional credits, including the credits required for the new secondary major, must be completed.
- Admission requirements for the chosen major must be satisfied.

For Non-PU students who have graduated within the last two academic years (equivalent to four regular semesters):

- A maximum of 30% of credits from their previous major can be transferred.
- Exemption from the PU English assessment is not granted.
- Admission requirements for the chosen major must be satisfied.

Secondary major is not available to both Non-PU and PU students who have graduated more than two academic years

(equivalent to four regular semesters).

Auditing Courses

Students who wish to attend individual classes without receiving credit can apply as audit students and must satisfy the following conditions:

An applicant is eligible to audit a course if he/she meets the following requirements:

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

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

Undergraduate Credit Transfer and Recognition of Prior Learning

Internal Credit Transfer Applications

PU students who wish to apply for an internal transfer will have their applications assessed by the Internal Credit Transfer Committee (ICTC) informed by their GPA, academic performance and the nature of courses completed. Since Fall 2021-2022 Semester, if an internal transfer application is rejected, the student has the opportunity to apply two more times, subject to a maximum of three transfer applications to a specific major, unless otherwise determined by the ICTC. After the approval of an internal transfer application, students have the right to petition the ICTC to waive any foundation courses that may not apply to the newly transferred major. The ICTC will assess these requests on an individual basis, considering the content and relevance of the courses in question.

External Credit Transfer Applications

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

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

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

The following procedures apply to all external credit transfer applications:

- Each external credit transfer applicant should submit their "Admission Application" along with certified copies of their transcripts and course descriptions (related to the externally completed credits) at the Admissions Office.
- The Admissions Office sends copies of the transcripts and course descriptions to the respective colleges to check which courses can be waived.
- The colleges advise the Admissions Office of the waived courses, which in turn refers the application to the ECTC for final approval, ensuring that the principles, procedures and processes for recognizing prior learning and waiving courses are aligned across all colleges.
- Once assessed, the ECTC informs all the concerned departments (College, Admissions Office, Office of the Registrar and IT Department) of the final decision for reference and implementation.

Drop and Add

During the first week of the semester and as set by the announced deadlines (drop/add period), students may modify their registration by completing an online petition at designated times to request changes to

their schedule (i.e., add and/or drop a course(s)). Adding and dropping courses are subject to conditions. After the drop/add period, no changes—whatsoever—can be made to a student's schedule.

Attendance Policy

Student Attendance is Mandatory. Students are expected to attend all classes, laboratories, or required field work. Adequate measures will be taken concerning unjustified attendance as per the University's rules and regulations.

- No student is allowed to attend a class if his/her name does not appear on the class roster.
- If a student is absent for more than 25% of the class sessions, he/she will be withdrawn from the class and will receive a 'W (Withdraw)' grade for the course. If a student misses 25% percent of class sessions after the withdrawal deadline, he/she will receive an 'F (Failed)' grade for the course.

The Academic Progress Committee (APC) has the sole discretion to grant exceptions for students whose attendance has been significantly impacted by exceptional circumstances. The Office of the Registrar will require supporting and credible evidence before any exceptions can be considered.

Grading System

Effective Spring 2023-2024, minor amendments to the grading system at Phoenicia University were implemented. Pursuant to these adjustments, the numerical range and quality points remained unchanged, with only the equivalence of letter grades being revised.

Letter Grade	Quality Points	Percentage
A	4	$A \geq 90$
A-	3.66	$87 \leq A\text{-} < 90$
B+	3.33	$83 \leq B\text{+} < 87$
B	3	$80 \leq B < 83$
B-	2.66	$77 \leq B\text{-} < 80$
C+	2.33	$73 \leq C\text{+} < 77$
C	2	$70 \leq C < 73$
C-	1.66	$67 \leq C\text{-} < 70$
D+	1.33	$63 \leq D\text{+} < 67$
D	1	$60 \leq D < 63$

Letter Grade	Quality Points	Percentage
F	0	F < 60
P	Pass	
P*	Credit Binary Grading Pass	
R	Repeat	
W	Withdrawal	
WF	Withdrawal/Fail	
WP	Withdrawal/Pass	
I	Incomplete	
T	Transfer	

Prior to Spring 2023-2024, Phoenicia University utilized a grading system, as detailed in the below table.

Letter Grade	Quality Points	Percentage
A	4	A ≥ 96
A-	3.82	90 ≤ A- < 96
B+	3.66	87 ≤ B+ < 90
B	3.33	83 ≤ B < 87

Letter Grade	Quality Points	Percentage
B-	3	$80 \leq$ B- < 83
C+	2.66	$77 \leq$ C+ < 80
C	2.33	$73 \leq$ C < 77
C-	2	$70 \leq$ C- < 73
D+	1.66	$67 \leq$ D+ < 70
D	1.33	$63 \leq$ D < 67
D-	1	$60 \leq$ D- < 63
F	0	F < 60
P	Pass	
P*	Credit Binary Grading Pass	
R	Repeat	
W	Withdrawal	
WF	Withdrawal/Fail	
WP	Withdrawal/Pass	
I	Incomplete	
T	Transfer	

Grade Amendment

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

Wall of Honor

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

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

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

Probation

Academic Probation P1:

1- If a student has attempted 30 institutional GPA credits by the end of a regular semester and their overall GPA is below 1.67.
2- If a student has attempted 30 institutional GPA credits by the end of a regular semester, with an overall GPA above 1.67, but later achieve a semester GPA below 1.67 in a subsequent regular semester.
3- P1 students are recommended to register a maximum of 16 credits.

Academic Probation P2:

1- If a student has attempted 30 institutional GPA credits by the end of a regular semester and has an overall GPA below 1.67 and both their overall GPA and semester GPA in the immediate subsequent regular semester are below 1.67.
2- If a student has attempted 30 institutional GPA credits by the end of a regular semester with an overall GPA above 1.67; but then gets a semester GPA below 1.67 in the next two regular semesters.
3- P2 students are recommended to register a maximum of 12 credits.

Academic Probation P3:
1- If a student completes 30 institutional GPA credits by the end of a regular semester, with an overall GPA below 1.67, and also has a semester GPA below 1.67 in the two consecutive regular semesters that follow.
2- If a student has completed 30 institutional GPA credits by the end of a regular semester with an overall GPA above 1.67; but then gets a semester GPA below 1.67 in the following three regular semesters.
3- P3 students are usually expelled from the University, but they have the option to appeal the dismissal if they can provide evidence of exceptional circumstances that may have affected their academic performance adversely.

Significant Notes:

1- Summer is not a regular semester, and its GPA is included in the semester GPA of the following regular semester.
2- If a student is allowed to register for less than 12 credits in a regular semester for approved reasons, the GPA for that semester is considered in the next regular semester.

All students enrolled from the academic year 2023-2024 and beyond will adhere to a new Probation Policy

outlined below:

Academic Probation P1:

1- If a student has attempted 30 institutional GPA credits by the end of a regular semester and their overall GPA is below 2.00.
2- If a student has attempted 30 institutional GPA credits by the end of a regular semester, with an overall GPA above 2.00, but later achieves a semester GPA below 2.00 in a subsequent regular semester.
3- P1 students are recommended to register a maximum of 16 credits.

Academic Probation P2:

1- If a student has attempted 30 institutional GPA credits by the end of a regular semester and has an overall GPA below 2.00 and both their overall GPA and semester GPA in the immediate subsequent regular semester are below 2.00.
2- If a student has attempted 30 institutional GPA credits by the end of a regular semester with an overall GPA above 2.00; but then gets a semester GPA below 2.00 in the next two regular semesters.
3- P2 students are recommended to register a maximum of 12 credits.

Academic Probation P3:

1- If a student completes 30 institutional GPA credits by the end of a regular semester, with an overall GPA below 2.00, and also has a semester GPA below 2.00 in the two consecutive regular semesters that follow.
2- If a student has completed 30 institutional GPA credits by the end of a regular semester with an overall GPA above 2.00; but then gets a semester GPA below 2.00 in the following three regular semesters.
3- P3 students are usually expelled from the University, but they have the option to appeal the dismissal if they can provide evidence of exceptional circumstances that may have affected their academic performance adversely.

Significant Notes:

1- Summer is not a regular semester, and its GPA is included in the semester GPA of the following regular semester.
2- If a student is allowed to register for less than 12 credits in a regular semester for approved reasons, the GPA for that semester is considered in the next regular semester.

Academic Deficiencies and Dismissal

Students who have reached or exceeded "Probation Level 3" (P3) and/or have failed any one course four times will be dismissed from the University. Exceptions may be made for students whose academic deficiencies have been primarily affected by personal or health reasons. It is solely up to the discretion of the Academic Progress Committee (APC) to grant such exceptions

Undergraduate Graduation Requirements

- Students need to complete all their academic degree requirements

- Students obtain a minimum "Program GPA" of 2.0; no rounding (e.g., GPA of 1.99)—whatsoever—will be applied.

- Students obtain a minimum "Cumulative GPA" of 2.0; no rounding (e.g., GPA of 1.99)—whatsoever—will be applied.

- Students obtain "Graduation Clearance" as detailed in the following section.

- Additional requirements might be demanded for specific majors. Please refer to your degree plan for further information.

Graduation Clearance

Upon reaching senior-level status, students must fill out the graduation clearance form after completing all their degree requirements. The graduation clearance form should be signed by the following personnel: Departmental Coordinator/Chairperson, Dean of College, Director of the IT Department, Library Coordinator, Director of the Finance Department, Director of the Office of the Registrar, Director of the Career Center, Chair of the Exit Interview Committee, President and Chancellor. Failure to do so will delay graduation.

Graduating with Distinction, High Distinction and Highest Distinction

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

- Distinction: Cumulative GPA 3.5 – 3.81

- High Distinction: Cumulative GPA 3.82 – 3.91

- Highest Distinction: Cumulative GPA 3.92 – 4.0

Tuitions and Fees

Tuition payments deadlines are available on PU website under the calendar section (https://www.pu.edu.lb/pu-calendar).

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

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

Students must be fully aware of the deadlines for the payments, otherwise a non-refundable late payment fee will be charged to students' accounts.

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

All unsettled accounts will be blocked (financial block), whereby the student will not be able to view their final grades, register their courses for the coming semester, or release their transcripts and enrolment certificates.

Financial Aid and Scholarship Program

With its comprehensive financial aid and scholarship programs, PU makes sure that qualified students can pursue an outstanding University education, regardless of their financial situation.

This fits with PU's aim to create greater access to learning for all and to develop the leaders of tomorrow, who, as PU alumni, will give back to society through their chosen career paths.

PU grants Financial Aid in the form of:
- Need-based financial aid grants
- Loans
- Work-study program
- Merit Scholarships

Applications for financial aid and scholarships are open to all, but will be carefully considered by a committee tasked with objectively selecting the most deserving cases. For more information, please write to financialaid@pu.edu.lb

Library

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

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

The library is divided into several sections including:

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

The library also offers borrowing services as well as reserved desktop spaces to those interested in completing their work at University. Additionally, the library is equipped with a wide range of printers and photocopy machines. PU Library opens Monday to Friday from 8:00 a.m. till 5:00 p.m.

IT Department

The IT Department at PU offers a number of services and support to PU students staff and faculty members. The department is located in Block A, first floor and can be reached via phone at +961-7-420720, ext. 1119, or by email: it@pu.edu.lb. The department is open during regular working hours.

Account Management

PU Account

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

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

PU Office 365 Mailbox (Students Email):

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

Example: if your PU username is xyz001, your PU Office 365 email address would be xyz001@pu.edu.lb. Afterwards, enter your PU password and "Sign In". For first time login, Office365 provides a setting page to choose the main language used on this Mailbox and the default time zone (Default is Beirut +2).

PU App

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

PUSIS Account

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

Wi-Fi Access

Wi-Fi coverage is available throughout the campus. No quota is currently being applied to the internet usage by students and faculty. All you need is to connect to "PU_WiFi" network as follows:

A. For IOS phones:
   1. Go to Wi-Fi settings.
   2. Choose "PU_WiFi".
   3. Use your PU account credentials and press on "connect".

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

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

E-learning

Learning Management System (Moodle)

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

PU Surveys

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

Plagiarism (Turnitin)

As detailed in the Student Conduct Policy, plagiarism is a very serious breach of academic conduct that attracts prompt and disciplinary actions. PU employs Turnitin to assess the originality of the submitted work (e.g., assignments, projects, essays, etc.).
Turnitin checks the originality of the students' work using the world's most effective plagiarism detection methods, highlighting similarities between the submitted work and the world's largest

collection of internet, academic and student paper content.

Computer Labs

Student computer labs are located in the following blocks:

1. Block A:
   - Room A108
   - Room A109

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

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

Students who require technical support with matters related to the computer labs should directly contact the IT Department.
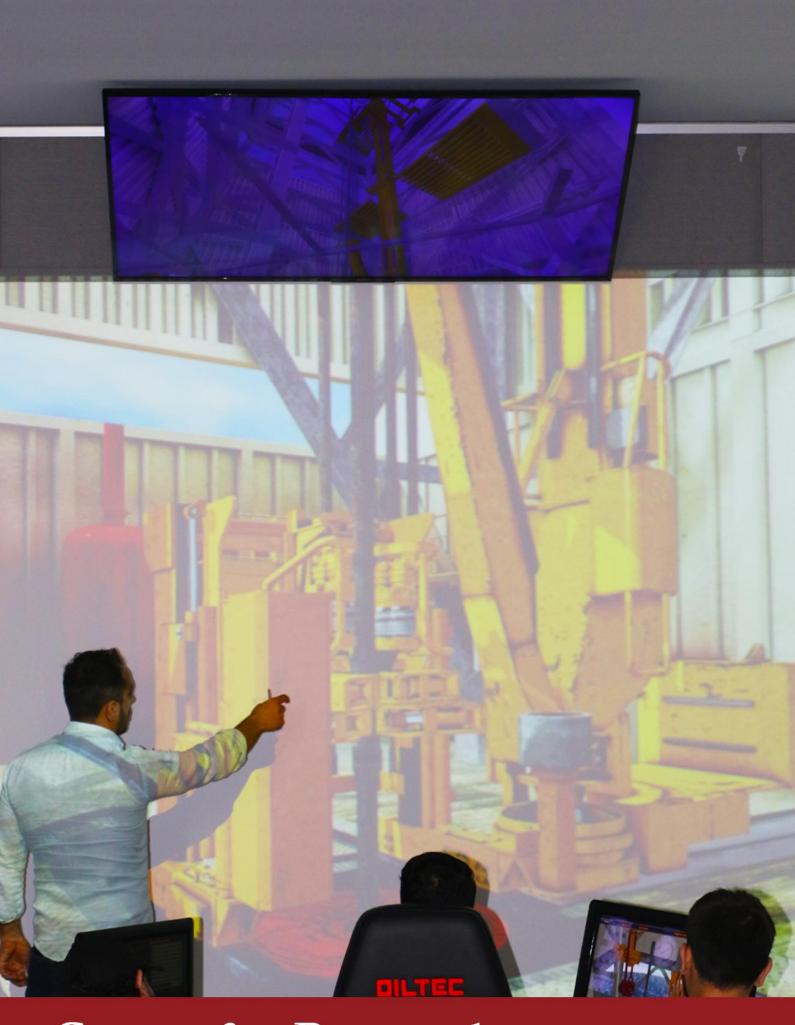
Global Outreach and
International Affairs Office

The Global Outreach and International Affairs Office (GOIA) focuses on building, strengthening and sustaining international relationships with higher education institutions across the globe. Such international relationships and agreements will be of immense benefit to our PU community: students, faculty and staff.

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

GOIA ensures that the PU community and partner universities are fully supported with their queries and requests. As part of its responsibility, GOIA facilitates the student exchange and study abroad program, faculty and staff mobility program, visiting scholars program and the research exchange program.

The GOIA office is located in Block A (ground floor) and can be reached by phone at +961-7-420720, ext. 1023 or by email at goia@pu.edu.lb.

Center for Research and Advancement

Research

The center will focus on several key areas that have significant potential to drive innovation across various sectors:

- Artificial Intelligence, Data Science and Cybersecurity: Developing innovative algorithms, models, and systems to tackle complex challenges related to artificial intelligence, data analysis and safe guarding digital systems.
- Education and Learning Technologies: Investigating innovative approaches, technologies and practices that enhance teaching and learning experiences.
- Entrepreneurship and Innovation: Studying the dynamics of entrepreneurial ecosystems, the development of new ventures and fostering innovation within organizations.
- Global Health and Disparities: Seeking to address health inequities and improve health outcomes to promote health equity on a global scale.
- Health and Biomedical Sciences: Advancing our understanding of the human body, diseases and healthcare practices, with the ultimate goal of improving human health and well-being.
- Humanities and Cultural Studies: Exploring the diverse expressions of human creativity, the complexities of human experiences and the ways in which culture shapes our understanding of the world.
- Social and Economic Policy Studies: Investigating various aspects of social and economic policies to understand their impacts, effectiveness and implications for individuals, communities and societies as a whole.
- Sustainable Development and Environmental Sciences: Understanding the complex interactions between human activities and the environment to develop innovative solutions for a more sustainable and resilient future.
- Urban Planning and Infrastructure: Studying, designing and managing the built environment in cities and urban areas to promote sustainability, accessibility and quality of life for residents.

Academic Profiles and Research Interests

Dr. Mageda Sharafeddine

- Interim-Dean of the College of Arts and Sciences

- PhD in Electrical and Computer Engineering, American University of Beirut

- Publications in the areas of Computing Education, High Performance Computing, Pattern and Voice Recognition, Operating System Design and Computer Architecture

Dr. Ahmad Smaili

- Dean of the College of Engineering

- PhD in Mechanical Engineering from Tennessee Technological University, USA

- Publications: "Applied Mechatronics", a textbook by Oxford University Press

Professor Sinan Hassan

• Dean of the College of Architecture and Design

• Master of Architecture from the University of Southern California and a Master of Arts in Architectural History, Theory and Criticism from UCLA, USA

• Publications in the areas of architectural design, Islamic architecture and architecture and society

Dr. Zahi Abdul Sater

• Interim-Dean of the College of Public Health

• PhD in Biochemistry and Molecular Biology from Indiana University, USA

• Dr. Abdul Sater has recently co-authored a number of research papers on the scope and challenges related to cancer registration in the MENA region and Turkey (*JCO Global Oncology*) and on cancer research capacity building in the Middle East (*eCancer Medical Science and Annals of GlobalHealth*).

Dr. Diana Hatoum

• Coordinator of the Basic Sciences Department

• PhD in Cancer Research, University of Technology Sydney, Australia

• Publications in the areas of Cancer Research, Medical Biotechnology, Molecular Biology, Biochemistry and Cell Culture

Dr. Dima Basma

• Interim-Dean of the College of Law and Political Science

• PhD in Law from University of Manchester, UK

• Publications: "Dilution Versus Unfair Advantage: Myths and Realities". Her article has been published in *IIC-International Review of Intellectual Property and Competition Law*

PU's Center for Research and Advancement Center is located in Block A, third floor and can be reached by phone at +961-7-420720, ext. 1360 or by email at cfra@pu.edu.lb

Other Services

Environmental, Health and Safety Policy (EHSP)

The Environmental, Health and Safety Policy (EHSP) at PU embodies an unwavering commitment to continual improvement. Our foremost objective is to ensure the environment, health, safety and overall well-being of all individuals affiliated with PU, including staff, faculty, students and visitors. This policy reflects PU's dedication to not only create a secure and risk-aware environment but also to foster a culture where risks are comprehensively assessed, understood and effectively managed.

Cafeteria

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

Transportation

PU provides students with a Transportation Service that covers most areas in the South and Beirut.
Interested applicants should visit PU's Cashier before the beginning of every semester to apply and complete the transportation application form. The fees should be settled by the specified deadlines before the start of the semester.

Medical Insurance

The Medical Insurance Plan for students covers all accidents that may take place on campus and during any activities off campus under the supervision of the University. This plan is mandatory for all students.

Security

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

Smoke-Free Campus

PU campus is a Smoke-Free Campus. Smoking indoor is strictly prohibited and compliance with the policy is mandatory. Smoking is allowed only in the smoking zone which is in the commercial area.

Student Health Care Center

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

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

National Social Security Fund

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

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

- Freshman Students
- Non-Lebanese (Syrian, Palestinian)
- Registered via Another Institution (Declaration Evidence needed)
- Dual Nationality (French, Italian, British, Swiss and Belgian)
- Students Above 30 years

Students who hold dual citizenship can choose to not be registered in the NSSF if they have applied to the University using their foreign passports.

Alumni Office

The Alumni Office aims to strengthen connections and develop a lifelong relationship between PU community, alumni and friends. The goal of the Alumni Office is to convey the mission and vision of PU, supporting our service to the greater community through coaching, mentoring, volunteering and networking. The Alumni Office can be contacted via the following email address: Alumni@pu.edu.lb.

Benefits

Access to PU Facilities

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

- Library
- Computer labs
- Athletics facilities

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

Lifelong Email Service

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

Career Services

Career Services include:

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

Getting Involved

PU Alumni Association (PUAA)

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

The goals of PUAA are to:

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

Alumni Spotlight

Maya Safieddine

"Studying law at PU was instrumental in preparing me for my career journey in the UK as a Team Leader and Senior support advisor at CMA CGM, one of the biggest shipping companies worldwide. The University's emphasis on critical thinking, research, problem-solving, and exposure to various legal disciplines empowered me to engage with a diverse range of legal matters in the shipping industry." - Maya Safieddine - Class of 2019-20

Maya Safieddine is a Team Leader and Senior Support Advisor at CMA CGM. She holds a Bachelor's degree in Law from Phoenicia University.

Mahdi Bahsoun

"Living in Luxembourg and working at KPMG, one of the Big Four firms, provides access to a diverse, multilingual culture and abundant opportunities. My success can be attributed to PU, which played a vital role during my Bachelor's studies, guiding me to integrate engineering and soft skills while developing expertise in data science for the digitized world." – Mahdi Bahsoun – Class of 2020–21

Mahdi Bahsoun is a Data Scientist in the Tax Support Team at KPMG Luxembourg. He holds a Bachelor's degree in Engineering from Phoenicia University and pursued his Master's studies at the Burgundy School of Business in France.

Farah Saleh

"My current role does not directly relate to engineering; however, the combination of my business courses, engineering mindset, and my expertise in data science and analysis, which I cultivated during my time at PU, have been crucial in shaping my professional journey." - Farah Saleh - Class of 2020–21

Farah Saleh is a Data Scientist specializing in Audit Data Innovation at PwC Luxembourg. She obtained her Bachelor's degree from Phoenicia University and pursued her Master's studies at the Burgundy School of Business in France.

Ibrahim Sbeity

"PU played a crucial role in my academic journey, providing me with a solid foundation for success and developing essential skills such as critical thinking, communication, and presentation abilities." Ibrahim Seity – Class of 2019-20

Ibrahim Sbeity is a second-year PhD student at the French Commission of Atomic Energy (CEA-Leti) in the field of Wireless Communications and Artificial Intelligence. He obtained his Bachelor's degree in Electrical and Communication Engineering from Phoenicia University and pursued his Master's studies at Paris Saclay. Living in France has broadened his perspectives and provided opportunities to network with professionals from diverse backgrounds in his field.