

ULF General Academic Rules and Regulations

Academic Year 2021-2022

How to Apply

Applicants are required to complete and submit, in full, our application form which can be obtained from the Admissions Office.

This must be accompanied by a non-refundable Application Fee, advised upon application. Applications should be received at the Admissions Office at the dates announced by the university.

All applications must be supported with the documents stated in the application and must be handed in to the Admissions Office:

- A certified copy of the applicant's passport or identity card;
- A certified family identity record;
- Two passport size photos;
- Copies of the applicant's official certificates and /or diplomas;
- Employment letter (in case of full or part-time work);
- Internship or training letter, if available;
- Entrance examination results, or their equivalent, and any other test scores which may be required;
- Lebanese NHS fees, or an NHS membership proof or membership to the workers' co-op indicated that the student is covered through his family's membership.

Applicants may be required to obtain a recommendation letter from their secondary or technical school principals to be submitted directly to the Admissions Office. The university may provide a standard recommendation form for this purpose.

Applicants must spell their names, identify their nationalities as declared on the application form which may not be changed after enrolment except through a petition to the university's appropriate committee supported with the presentation of new documents; the university, then, may enter the new information under "remarks" on the transcript.

Application for admissions submitted by transfer students must be supported with:

- Items listed above;
- An official transcript of records and a catalogue from the previous school, college or university attended.

Application for admissions submitted by Master's students must be supported with:

- Items listed in entries above;
- An official transcript of records and a catalogue from the previous school, college or university attended;
- Up-to-date- Curriculum Vitae.

Applicants must be aware that undeclared transcripts on the date of Admissions may not be accepted after enrolment.

Applicants must be aware that all documents presented by them to complete a file for admission become the property of ULF. Accepted or rejected applicants may not be permitted to claim them back.

Students entering/ during their study at ULF must demonstrate high French or English language proficiency. Demonstrating proficiency skills in French or English language means that students should have the language level:

- DELF, B2, or
- The TOEFL with a score of 210 or higher, or
- IELTS with a score of 6.0 or higher, or
- Language Placement Examination (LPE) administered by ULF.

Depending on the score received, a student might be accepted. Students accepted should sit for the Language Placement Test which determines whether they should take the intensive / remedial French or English courses or not.

Requirements for Admission to the Sophomore Class (Year 1)

Holders of the Lebanese Baccalaureate II (Lebanese Baccalaureate), are required to sit for the Math, Physics (Engineering Faculty only) and French or English Entrance Examinations which is administered by ULF.

Students holding other official certificates or high school diplomas are eligible for entrance to the sophomore class if: their certificates are recognized by the Lebanese Ministry of Education as being equivalent to the Lebanese Baccalaureate, and provided they sit for the Math and Physics (Engineering Faculty only) and French or English Entrance Examinations which are administered by ULF.

Technical qualifications applications are considered on a case by case basis, depending on technical school case (license and specializations, and a minimum total score of 12 and above, with maximum transfer credits up to 90 ULF ECTS credits on a course by course basis).

For engineering faculty, students must take a placement language test and have an interview with the concerned chairperson.

Transfer Students from Another Higher Educational Institution

Transfer of credits are evaluated on course by course basis, subject that the students have passed the concerned courses at the other university and the university studies are licensed and approved by the MOHE, and the student program is offered at ULF or its equivalence. Students must however complete at ULF, at least 90 ECTS credits to obtain their BS/BA degree.

Students accepted as sophomores should sit for the French or English Placement Test which determines whether they should take the intensive / remedial French or English courses or not.

Language Placement Test

New students with the required LPE score, or its equivalent of DELF, B2, or 210 and/or above in the TOEFL, 6.0 or above in IELTS, may not sit for French or English Placement Test administered by ULF. Based on the results of LPE, students will be placed in the appropriate level of French or English courses. Students placed in French or English intensive / remedial courses are to pass these courses before joining the university sophomore programme.

A student placed in French or English intensive / remedial courses is allowed to take a maximum of 15 additional credits during the semester. Transfer students will be placed in the appropriate level of French or English either on the basis of the Language Placement Test results or of the credits accepted as equivalent to ULF's French or English courses. Should transfer students require remedial French or English courses, French or English for Special Purposes (FSP or ESP) is normally allocated to them.

- TPL tests are administered by the Language Center at ULF (Centre de Langues) and are designed to measure the students' level of proficiency in the English and French languages in order to place them in their appropriate language courses. Tests include sections on structure and language use, vocabulary, reading comprehension, and writing.
- All students (except for those at the Faculty of Sciences) are expected to complete four levels of English Language (A1, A2, A3, A4) and four levels of French Language (F1, F2, F3, F4).
- Upon completion of all English levels, all students at the Faculty of Engineering are required to enrol in an "Anglais Scientifique" course.
- Some students are exempted from this requirement, if they submit valid scores from one of several tests.

TOEFL Paper	TOEFL Computer	IELTS	ULF'S TPL
625 - 680	263 - 300	7.5 - 9.0	
600	250	7.0	
575	232	6.5	
550	213	6.0	
525	196	5.5	EXEMPT

* the test date must be recent enough.

- Students who hold a DELF/ B2 or TCF (400-499) or TEF (541-698) will be enrolled in F4.
- Students who hold a DELF/ B1 or TCF (300-399) or TEF (361-698) will be enrolled in F3.

Placement test results are valid for one academic year.

Intensive Language Regulations

A student who does not score the required average in French or English may apply for the Intensive French or English Programme.

The passing grade for the Intensive French or English Program is a “P” Pass—11/20 or “C” 12/20. Students who earn a “D” 10/20 may be placed in further French or English remedial courses. Students who receive an “I” Incomplete and do not satisfy the incomplete requirements as stated in these rules and regulations will receive and “F” Fail grade and must repeat the courses. Students with “I” grades will not be allowed to register in sophomore courses. Students with “F” result will be allowed to repeat the Intensive French or English Program only once. Those who fail must seek French or English instructions elsewhere.

The final exam grades in the Intensive French or English Programme will determine the placement of the students in the French or English course sequence.

Admission Requirements to Master’s Degrees

Students who wish to be admitted to a Master’s Degree Programme are expected to have satisfactorily completed an undergraduate degree from a recognised institution which is the equivalent of ULF undergraduate degree. Students who did not graduate from an undergraduate institution where French or English is the teaching media, must present a DELF, B2 level or 210 TOEFL or 2.10 IELTS score 6.0 or higher or attend special graduate French or English level as a second language course of study until the appropriate level of competency in English is established.

Master students transfer credits having a recognized degree university, will receive courses for a maximum of 1 academic year at ULF.

Master’s students must be subject to the following:

- 1- Bachelor degree recognized by MOHE in the field of study to what they are applying for.
- 2- Full updated CV
- 3- They must take an interview with the master admission committee to decide on their acceptance.

Students entering the Master’s Degree Programme must sit for an Admissions Interview conducted by a Jury of the Master’s Degree Administrators and Academics. The Jury’s Interview Recommendations will determine Admissions to the Programme.

Deferred Enrolment

A student who is admitted to ULF may choose to defer enrolment for up to one semester from the originally intended date of admission, otherwise a new application for admissions is required. Assigned faculty academic advisors provide guidance on academic matters and help students with the registration process.

Registration

Registration in ULF Programmes

Registration during the set registration period is required of all students in accordance with posted procedures and regulations.

Late registration is subject to seats availability and to payment of an additional late registration fee, except for students in Intensive French or English courses. Students are not allowed to register after the Late Registration and the Drop and Add Period as announced by the University.

Students must register in person. A separate registration is required for each of the semesters and for the summer session.

Assigned ID numbers are used on student records. Students must use their ID cards or numbers when registering.

Students are urged to plan their programmes carefully with their academic advisors before completing and submitting the registration form.

Course Load

A student can register for a maximum of 35 credits per semester providing the student is of a good academic standing. In summer sessions, and if the student is of good academic standing, he/she may register for a maximum of 15 credits.

Registration for Tutorial Courses

Offering tutorial courses for graduating students is possible in very specific cases and pending the nature of the courses demanded. These courses can be offered upon petition to senior students, if accepted by the university. These students must demonstrate that they are graduating and that they were unable to take these courses when they were offered earlier.

Changing Courses after Registration

Changes in registration are permitted under the following provisions:

To add or drop a course, or change a section, the student must obtain the proper form from the academic advisor's office and must get, in addition to his/her signature, the signature of the concerned academic advisor, chairperson, the accounting/students social services, the registrar's /the system record offices.

The late registration period is the ultimate deadline for changes in courses and sections. No courses changing are allowed after this period.

No grades such as F, or WF Withdraw Fail, or WP Withdraw Pass or W Withdraw will be recorded if the student drops a course officially within the late registration period.

Students, who officially withdraw after the late registration period and before the 10th teaching week of the semester, will receive one of the above "W" grades depending on their case.

No courses may be dropped during the last two teaching weeks of a semester. Students who do not abide by the withdrawal procedures will receive an "F" grade.

Students will not be allowed to withdraw from a course more than once. A second withdrawal from a course will be automatically recorded as an "F".

All course changes that increase the tuition obligation of the students will be noted by the accounting office and the added fee will be collected before the change is completed; changes decreasing the tuition obligation will be subject to Refund Policy.

Substitutions in required courses may be made under special circumstances before final registration for the course upon the recommendation of the concerned head of the academic department. All changes must be made at the beginning of the semester prior to graduation.

Unless otherwise announced by the University President, Drop & Add periods are set within the first teaching week; Late Registration period is set within the 2nd teaching week.

Cross Registration

Cross registration at one of ULF's campuses is permitted. Students may only register concurrently at one of ULF's campuses and receive transfer credits for work taken at the other institution providing that:

- the total number of cross-registered credits does not exceed 15 credits (for undergraduates) 10 credits (for graduates),
- the courses taken are needed for graduation and are not offered at the concerned ULF campus before students' graduation dates. However, only students with cumulative overall grade average of 10/20 for undergraduates will be allowed to cross register;
- the courses taken could allow students to accelerate graduation,
- the number of credits taken at both campuses does not exceed 30 credits per semester.

Procedure taken by students for enrolment at another ULF campus is as follows, students should:

- (i) Consult their academic advisor, fill out the cross-registration form obtained from the registrar's office, and have the form countersigned by the advisor, the concerned Department Chairperson or Director of the concerned Branch / Study Centre.
- (ii) Secure the signature of the registrar's office, the accounting office and the students' social services office at ULF's concerned campus on the form and submit it to the Registrar of the other campus,
- (iii) Make certain that the courses do not conflict,
- (iv) Return to the ULF registrar's office the copy marked "Registrar's Office, after completing registration at the other campus and securing an authorised signature in the space provided.

Class Size

Registration of students in a class in which the enrolment has reached the announced maximum capacity requires the approval of the concerned Department Chairperson. For ULF Branches / Study Centres, the signature of the Director will also be required.

Withdrawal from the University

To withdraw from the University, a student must complete the proper form available at the registrar's office and secure the signature of their academic advisor, the accounting office, the Registrar and the students' social services office. Formal withdrawal completed after the late registration period and before the withdrawal deadline will result in one of the "W" grade for all the courses in which the student is registered at the time of withdrawal.

Classification of Students

Degree Students

BA/BS students are classified as follows:

Classification	Credit Hours Completed
Year 1	30 - 60
Year 2	61 - 120
Year 3	121 - and above

Full-Time: Students carrying 30 or more credits.

Part-Time: Students carrying less than 30 credits.

Special Students

Students fulfilling admission requirements and not seeking a degree are classified as special students. These students follow all the rules and regulations applicable to regular students and the admissions requirements.

Auditors

Students wishing to attend courses without earning credits must fulfil admission requirements.

Auditor's class(es) performance will be monitored by the course instructor(s). The Student Social Services Office will forward a copy of relevant progress reports to the academic advisor who will advise the concerned department chairperson accordingly.

Attendance Regulations and Make-up Policy

Attendance Regulations

Students are held responsible for all material presented in the classroom and are not entitled to a make-up test during the class, except in the case of verified illness or emergency validated by the concerned academic department head.

Students cannot miss more than the equivalence of three weeks of instruction in any course and receive credit for the course. However, instructors have the right to impose specific attendance regulations in their courses provided that they adhere to the University attendance policy.

Students are entitled to make-up examination after their course(s) final grade(s) are issued. The make-up final examinations dates will be announced by the university. Students can only take make-up exams in courses registered during the current or previous semester. Make-up test grade will replace the final examination grade and the concerned course overall final grade will be re-computed accordingly.

Make-up Policy

When the lost teaching days (resulting from suspension of classes for any reason) in any one semester sums up to three, they are to be made up as rescheduled by the concerned Academic Chairperson and approved by the Dean of Faculty.

Faculty Absences

Instructors who fail to meet with their classes due to illness or emergency should notify the Chairperson of the Department and /or the Branch/ Study Centre Director (where applicable) prior to class time, and reschedule a make-up session. In case the instructor is late or absent, students are expected to wait ten minutes before leaving the class. Instructors must hold make-up sessions for classes in which they arrived late but held the class; this will be organised with the concerned department head.

Tests and Examinations

Regulations and Procedures

Final examinations are held during the last two weeks of each semester and the last week of the summer session. Final examinations should not account for more than 40% of the course final grade. At least two tests or graded projects/experiential exercises, attendance and participation should account for the remaining 60% of the grade. The following indication to this grading system could be applied among taught courses at ULF:

<i>Attendance and Participation</i>	<i>10-15%;</i>
<i>Tests / Midterms</i>	<i>30-40%</i>
<i>Final Examination</i>	<i>40-45% (for Engineering, Finals are between 40%-50%)</i>
<i>Others</i>	<i>10%-0%</i>

Permission to be absent from the final examination is given by an approved petition only and after the instructor's approval only for legitimate reasons. The instructor, however, must consult with the Department's Chairperson and /or the Branch/Study Centre Director (where applicable) who will inform the Student Social Services of such an absence. Normally, absence from final examinations should be secured prior to the exam. Any deficiency must be made up within the first 8 weeks of the following semester in which the student is in residence at the University, or else an "F" is given. In no case may such work be made up after a lapse of one academic year. Final written examinations are normally required in all courses except in field work, internship programs, senior projects, special topics, kitchen courses (Hospitality Department) and courses with studio teaching. Any instructor who does not want to give a final written examination must secure the permission of the Chairperson of the Department and the Branch/Study Centre Director (where applicable). Where applicable all multi-sectional courses shall have common examinations. Final examinations shall not be scheduled before the stated examination period except for the Intensive French or English language final examination which can be given on the last day of class.

When there are examination conflicts between an ULF class and another class at ULF branches, the cross-registered students must resolve the conflict in advance with the instructors, chairpersons and Branch Directors concerned. Students may review their final examination paper in the instructor's office (or in the Chairperson's office in case the instructor is absent). The examination paper, final projects and /or reports, should be retained by the Chairperson of the Department or the Branch Director for a period of one academic year.

Scholastic Standing

Grading System

The University employs the European Credit Transfer System (ECTS) and a workable part version of the Universal Standard Grading System (USGS), in which letter grades are given. Fractions are not used within the current grading system.

ULF GRADE		ULF Points	Intl' System (%)
A+	=	18 - 20	90 - 100
A	=	16 - 17.8	80 - 89
B	=	14 - 15.8	70 - 79
C	=	12 - 13.8	60 - 69
D	=	10 - 11.8	50 - 59
F	=	Below 10	Below 50

“W” Grade

The “W” grade means that the student officially withdrew from the course. The “W” grade is given when a student withdraws (through a signed and approved Drop & Add form by the concerned Instructor and Chairperson) from the course after the drop and add's period and before the last 2 weeks of the concerned semester. The “W” grade will not be counted in the student's Total Final Grades.

Repeating Courses

Students are advised to repeat, as soon as possible, a course in which an "F" has been received. Though the two grades may remain on the student's record, only the higher grade is considered in the cumulative overall final grade.

Students must enter an "R" in the space provided on the Registration Form. "R" grade must appear on the student's transcript for all repeated courses.

Grades and Progress Reports

Semester grades are due to the concerned Department's Chairperson, Branch/Study Centre Director's Office not later than 72 hours from the completion of the particular final examination. Grades could be changed by the instructor due to miscalculation within three weeks from the reporting date upon the approval of the Chairperson of the concerned Department and the Branch/ Study Centre Director. A grade may not be changed after the lapse of two semesters.

Official grade reports are posted at the University and may be sent to students and to parents or guardians at the end of each semester upon request in writing. By the end of each semester, the registrar's office provides the student social services, the student's academic advisor and concerned chairperson, with copies of the grade reports for the purpose of advising and controlling. Progress reports on weak and failing students are submitted to the academic advisor and students' social services office on a regular basis. Where applicable, the students' social services office will forward a copy of those progress reports to the academic advisor, chairperson concerned and the branch/study centre director.

Academic Recognition

Students who have obtained an overall cumulative average final grade between 14/20 and 15/20 at the end of a semester are placed on the Dean's List, provided they have completed a minimum of 30 credits and they have no incomplete, AW, W, or IP grades in that semester. Students who have 16/20 and have met the same conditions above, will be placed on the Distinguished List.

Probation and Suspension

A student whose cumulative final average grade is below 10/20 is automatically placed on academic probation. If he/she fails to raise the cumulative average to 10/20 in two subsequent semesters of enrolment, he/she will be placed on academic probation and be subject to restricted advising (focusing on the repeat of weak courses) and registration until the cumulative average is corrected and the condition is satisfied. Such advising and registration restrictions will be determined by the concerned department chairperson. Placing a student on an academic probation could lead to his/her suspension from the department/faculty and /or the University for Poor Academic Achievement. When a student is placed on probation, letters from the Registrar are sent immediately to the student, parents or guardians, students' social services office and to the student's academic advisor. Students will not be placed on probation until they have already attempted 30 credits at the University. The course load for students placed on probation should not drop below 15 credits.

Suspension

Suspension for students from the department or faculty or the university takes place at the end of each semester on the basis of the criteria listed in "Probation and Suspension". Suspension must be implemented as soon as possible but not later than the first six class days of the semester. Students on scholastic probation are not suspended at the end of any semester in which they achieve a semester average grade of 11/20 or above, even though the cumulative overall average grade is still below 10/20. Students who have received two consecutive probations will not be entitled to register in further courses after the concerned grades are published.

Suspended students from the university may reapply for admission. He/she will be readmitted if the following conditions are met: If the student has spent at least one semester at another university, completing the equivalence of ULF 30 credits with an average corresponding to 10/20 at ULF. If the student has spent at least six months of employment with at least supervisory levels and has obtained a good recommendation. If it could be ascertained that a medical, family or any other problem had previously prevented the academic achievement of the student and that this problem is resolved. All readmitted students are placed on probation and are given two semesters to raise their cumulative average grade to 10/20, provided that the first semester average grades are 11/20 or above. If they fail to meet these conditions their registration at the university will be permanently terminated. Readmitted students are permitted to transfer the courses they have passed at another approved University in lieu of the same courses they have failed at ULF. Neither the transfer grade nor the failing grade at ULF will be counted toward graduation. Students who are readmitted after a lapse of two academic years must follow the current academic programme and department's regulations.

Academic Dishonesty

ULF considers that cheating in examinations, quizzes and /or deliberate plagiarism are serious offenses and contrary to the values upheld at the university. When such academic dishonesty is confirmed, it shall result in the loss of credit for the course when the offense is reported, the Academic Advisor and Student Social Services Office issue an official warning to the student involved, and parents or guardians are notified in writing. The Academic Advisor and Students Social Services Offices will also recommend that appropriate disciplinary action to be by the chairperson / Dean or concerned university's committee.

Change of Major

Providing that the student has not completed more than 120 credits at ULF, a student may petition to change his/her major. He/she must fulfil the admission requirements of the new major. In the case where a student has taken 120 credits or more, the change of major petition will be restricted and requires the pre-approval of the student's academic advisor and department's chairperson.

Graduation Requirements

To graduate, a student must complete the degree and admissions requirements. This will include: successful completion of assigned remedial courses; successful completion of the graduation requirements in the respective Faculties; a cumulative overall all average grade of 10/20 and above in all courses taken at ULF. That there are no courses with a grade below 10/20 despite the overall average grade. A cumulative major average of less than 12/20 in all engineering majors in the student's major field of study, is required for graduation. A cumulative combined average of not less than 10/20 in all courses taken at ULF and other institutions. Settlement of all financial, library, laboratory and other administrative obligations to ULF. Fulfilment of the residency requirements of ULF which amount to a minimum of two regular semesters (summers excluded). Transfer students must complete the minimum of 50% of the total number of credits as required by the Lebanese Ministry of Education. Students coming from and having passed their Technical Education are entitled to 50% transfer credits of our degree programmes; students coming from other Higher Education Institutions are subject to course by course transfer evaluations pending courses compatibility and their grades, but the general rule is that these students must complete at least one academic year at ULF regardless of their brought in transfer credits, and two minimum academic years for engineering students; one minimum academic year for Master students.

Graduation Procedure

To be eligible to participate in the graduation ceremony, the student is required: to get a clearance from his / her advisor concerning the fulfilment of the graduation requirement, during the semester prior to graduation; to obtain the academic clearance from the concerned Department / Faculty; to complete and submit a Graduation Application Form to the Registrar's Office during the semester prior to graduation; to obtain a final clearance from the Registrar's Office; to settle the Graduation Fee and to obtain clearance from the Library and the Accounting Office.

Recognition of Academic Achievement

A student with high academic achievement will graduate with:

Distinction: Cumulative Average Final Grade 14/20 and above

High distinction: Cumulative Average Final Grade Cumulative 16-17/20 and above

Honor: Cumulative Average Final Grade Cumulative 18/20 and above

Credits

Semester credit hours are the core of the European Credit Transfer System and other International Credit Systems in the academic life. Each course carries a stipulated number of credits. Most courses at ULF carry 3 credits. In successfully completing a course, a student earns the respective number of credits for the course and accumulates credits toward the degree completion.

Advising Policy

All students must be interviewed and coached by an advisor before enrolling in specific courses. The advisor's assistance in providing information about the courses and schedules can be valuable. A student is expected to see an advisor at least once each term. Academic Advisors coach student through planning their course registrations and respective loads.

Tuition and Fees

ULF tuition and fees are set in Lebanese currency. Minor fees are charged for matriculation, graduation, laboratories, late registration, special examinations, transcripts, and other documents are not included in tuition. The cost of books and lecture handouts complementing the course are not included in tuition.

Financial Aid

ULF offers unbiased financial aid service to students who qualify. In order to qualify for ULF financial aid, an applicant must be a degree-seeking student at the University. Applications are available early in the calendar year and should be completed before the 6th teaching week of the current semester if the award is for the next semester or academic-year. Students whose application for financial aid is pending should inform the financial aid office/ student social service offices of their address and how they can be reached at all times. Financial aid is usually granted for students with social and or financial needs. Financial aid continuation is subject to academic achievements.