

# SCHOOL OF MEDICAL LAB TECHNICIANS (ETLAM)

## **HISTORY**

The School of Medical Lab Technicians (ETLAM) was founded in November 1946 by Prof. Marcel Advier and trained lab technicians until its temporary closure in 1976. It resumed its activities in October 1995 within higher education. In September 2003, it became affiliated with the Faculty of Pharmacy.

## **MISSION**

The School of Medical Lab Technicians trains professionals who prioritize patient care. We equip them with comprehensive competencies, including cognitive skills, soft skills (ethics), practical skills (know-how), and performance skills.

Our school guarantees high-quality training, preparing students to assume responsibilities in medical biology laboratories, hospitals, clinics, blood transfusion centers, etc.

## **ADMINISTRATION**

**Dean:** Hayat AZOURY TANNOUS

**Director:** Marianne ABI FADEL

**Coordinator of Practical Training and Internships:** Sabine ASMAR (EL) SAAD

**Laboratory Assistant:** Rabha RAHBANY

**Laboratory Technician:** Joy GHANEM

## **FACULTY**

### **Professor**

Nayla SARGI

### **Lecturers**

Abir KHADDAGE, André ADAIMÉ, Carole KESROUANI (EL) ABOU NADER, Carole MOUKAWAM DIB, Hussein NASSEREDDINE, Marie-Hélène GANNAGÉ YARED, May GERGES HARFOUCHE SAMAHA, Racha (EL) AARAJ, Sabine ASMAR (EL) SAAD.

## **DEGREES, DIPLOMAS AND CERTIFICATES AWARDED**

Bachelor in Medical Laboratory Analysis

## **JOB OPPORTUNITIES**

A medical lab technician works in medical biology laboratories in hospitals or urban settings, in university research centers, in quality control in the pharmaceutical industry, as well as in the agri-food sector and insurance companies.

## **TUITION FEES**

131 Fresh US Dollars and 5,011,000 Lebanese Pounds (for semester 1), equivalent in Fresh US Dollars to 187 (exchange rate = 89,500 LBP)

## **SPECIFIC PROVISIONS OF THE INTERNAL REGULATIONS OF STUDY**

### **Article 1: Mandatory Attendance**

- a) To take the final exam of a course (including the make-up exam), students must have attended at least 70% of the in-person sessions.
- b) Attendance is mandatory and monitored. Any absence must be justified by a medical report or a written excuse deemed valid by the administration.

## **Article 2: Extended Absence**

For an extended absence, students must request authorization. Depending on the length and period of the student's absence, the Institution Board may either authorize them to resume their semester or ask them to repeat it. An extended absence without authorization is considered as a withdrawal of the student and they cannot claim any right to re-register.

## **Article 3: Regular System**

In a program, students may progress at their own pace by registering for courses totaling fewer than 72 credits per academic year.

## **Article 4: Registration Modification**

Students must register before the beginning of the semester. They have two weeks at the beginning of every semester to modify their registration. Such modifications must be approved by the institution's administration.

## **Assessments**

### **Article 5: Assessment Calendar**

- a) Exams are scheduled and set in advance and a calendar is communicated to students by posting it at least fifteen days prior to the scheduled date.
- b) Any changes to this calendar must be communicated to students at least one week in advance.
- c) Only institution officials are authorized to set the assessment calendar. No agreements can be directly made between instructors and students regarding modifications of any kind.

### **Article 6: Absence From Assessments**

Students must justify their absence from an assessment by presenting a valid written excuse within three working days.

a) Mid-term Retake:

Mid-term exams are mandatory. However, a retake may be scheduled for students prevented, for a reason deemed valid by the administration, from attending the exam on the scheduled date. Students who do not retake the exam will receive a grade of zero, except in cases of force majeure subject to the Faculty Board's approval.

b) Final and Make-up Exams:

In case of impediment, students cannot take final or make-up exams except in cases of force majeure subject to the Board's approval.

### **Article 7: Final Grade Presentation**

The final grade may be presented out of 20 or 100 in accordance with the USJ grading system.

## **Article 8: Juries**

- a) The Head of the institution convenes and presides over juries composed of instructors who have taught the relevant courses during the semester (semester jury) or the program (graduation jury), as well as any other individuals deemed necessary. No quorum is required.
- b) A semester jury decides on the results and validates the credits at the end of each semester. The jury may validate credits from courses taught in a previous semester, according to module compensation rules.
- c) A student who fails twice in a mandatory course of a program cannot register in new courses of that program without the Institution Board's approval.
- d) A graduation jury identifies students who have accumulated sufficient credits to obtain the diploma.
- e) Jury decisions are final. No one has the right to revise grades determined by a jury, except in cases of material error under Article 36 of the present Regulations.

### **Article 9: Make-up Session**

a) Organization:

A make-up session begins at least eight days after the jury decision. It applies to courses in which the student was able to take the final exam.

The make-up exam is free of charge.

b) Make-up Grade:

For each course, the make-up grade is calculated based on the make-up exam grade and the graded assignment (TPC) grade obtained during the semester. In this calculation, the TPC grade carries the same weight it had in the final grade calculation of the course.

c) Courses validated by make-up exams:

1<sup>st</sup> case: If the passing average is achieved during a semester, the student may take a make-up exam in any course where the compensation threshold was not met.

2<sup>nd</sup> case: If the passing average is not achieved, the student must take a make-up exam in all courses where the passing threshold was not met.

#### **Article 10: Diploma Supplement**

The Diploma is accompanied by the Diploma Supplement, listing the validated courses in the program, each with a brief description and the final grade obtained by the student.

#### **Behavior and Discipline**

##### **Article 11: General Behavior**

Mutual respect, good attitude, and adherence to discipline are expected from all students.

A spirit of friendliness shall prevail among them, both on campus and in any other place, as part of university activities.

The premises and equipment shall be used with the utmost care.

##### **Article 12: Behavior in the Classroom**

- a) In higher education, it is not customary for an instructor to handle disciplinary matters. It is up to the students themselves to maintain order and silence in the classrooms. In the event that order or silence is not maintained, an instructor may suspend class and refer the matter to the administration.
- b) Students shall be present in the classroom at the set time. During class, students may neither enter nor leave the room without the instructor's permission; the use of cell phones, cameras or any other recording device is prohibited.
- c) Cases of serious breaches of discipline are referred to the Institution's Disciplinary Board.

#### **Article 13: Disciplinary Sanctions**

a) Disciplinary sanctions include:

- Simple warning
- Written censure, be it publicly or not
- Exclusion, be it publicly or not, from the library for a specified period of time
- Exclusion, be it publicly or not, from one or more courses, internships, or from the institution for a specified period of time, while retaining the right to take exams
- Cancellation of an exam paper
- Exclusion from exams, be it publicly or not, for a certain number of sessions
- Permanent exclusion from the institution.

b) The first five sanctions fall under the jurisdiction of the Head of the institution. The last two are under the sole jurisdiction of the Institution's Disciplinary Board, whose composition and operation are defined in the Institution's Bylaws.

#### **Article 14: Notifications**

- a) Students must keep themselves informed of any administrative decisions duly posted after 3 working days. Students must also keep themselves informed of the exam schedule and the results they have obtained. The secretariat is not required to communicate this information by phone or in writing to absent students.
- b) All student-initiated postings must be approved by the administration, except on notice boards reserved for Student Chapters.

## Student Life

### Article 15: Class Representatives

The role of the class representatives is to:

- Facilitate and organize students' relations with instructors and the administration to constantly improve the teaching programs, the pedagogical methods, the means of work and the exam regulations;
- Gather and express students' points of view in these matters to compare it with that of instructors and the administration in joint meetings.

### Article 16: Election of Class Representatives

a) The election is held by year of study in every program. The representatives and their substitutes are elected at the beginning of every academic year, according to the Specific Provisions of the Institution.

b) The election takes place under the supervision of an Electoral Board composed of three members: a representative of the institution and two students (the oldest and the youngest of the non-candidate students). A two-thirds quorum of voters is required. If the quorum is not met, the vote is postponed to a later date set by the administration, with no quorum requirement.

The election process involves a secret ballot using identical voting papers. Each student must write a single name on their paper. Any paper containing more than one name will be invalidated. No additional qualifiers or comments are permitted alongside the name and surname, under penalty of vote cancellation. If necessary, the election proceeds in two rounds: a majority of votes cast is required in the first round, while a relative majority is sufficient in the second round. If candidates tie in the second round, the oldest candidate is declared elected.

Following the close of voting, the Electoral Board conducts the ballot count in the presence of voters. The results are promptly announced and transmitted to the administration at the session's conclusion, under the signatures of the three members of the Electoral Board.

- c) A representative's term concludes at the end of the academic year or upon written resignation submitted to the administration.
- d) A resignation letter may be withdrawn within eight days of submission. A representative is considered resigned if permanently leaving the institution or absent from it for more than six consecutive weeks during a semester. In such cases, the substitute of the resigned representative automatically becomes the representative.

### Article 17: Student Chapters

a) Within each institution, Student Chapters are established with one or more of the following objectives:

- Promoting debate and reflection on societal issues and current political themes without exclusivity.
- Organizing and fostering cultural arts, participation in social activities, and sports practice, in coordination with the Sports Office.
- Representing students in local, national, or international bodies.
- Participating, as per the institution's Bylaws, in discussions and decisions concerning university life.

b) The Chapter is established in accordance with the regulations in force in the institution or campus.

c) The Federation of USJ Student Chapters represents Chapters to the Rector.

d) Chapters on the same campus coordinate their activities in collaboration with the Rector and the Administrator.

e) Chapters are informed of club and association activities.

### Article 18: Student Guidance

A tenured instructor guides the student in selecting courses, organizing personal work, and progressing in studies.