

USJ BUSINESS SCHOOL (FGM)

HISTORY

The Institute of Management was established in October 1957 at the Faculty of Law. It offered a two-year evening program designed for young professionals. In October 1969, the Saint Joseph University of Beirut responded to growing demand from business leaders by creating a Bachelor in Management, structured over three years for full-time students and five years for working students. In October 1972, the University expanded this program by introducing a Master in Management. Both programs were assigned to the Department of Business Management. In October 1980, this department became the Faculty of Business Administration and Management.

In 1986, the Faculty restructured its programs into three academic cycles: a three-year first cycle (Bachelor), a one-year second cycle (Master), and a DAS/DESS cycle lasting a minimum of two years.

In 1999, the Faculty launched the International MBA program in partnership with the University of Paris Dauphine and the University of Paris 1 Panthéon-Sorbonne (IAE de Paris), in collaboration with FNEGE.

In 2003, the Faculty of Business Administration and Management, now known as the USJ Business School, adopted the European “LMD” system of transferable credits (ECTS - European Credit Transfer System) and restructured its programs into three cycles: a three-year first cycle (Bachelor), a two-year second cycle (Master), and a third cycle (PhD) lasting a minimum of three years.

MISSION

FGM aims to train entrepreneurs and managers who will contribute to a responsible and innovative development of the Lebanese economic community.

The mission of FGM is articulated around three main axes:

- Provide practical education in management and business administration with a global vision, enabling students to develop their analytical and communication skills as well as their critical thinking.
- Conduct relevant research in management and business administration that addresses the needs of the business community and Lebanese society and disseminate the results.
- Build a learning community that brings together researchers, students, and businesses for the research, development, and dissemination of best practices in management and business administration.

The School carries out its mission by upholding USJ’s core values and the guiding principles derived from them:

- Stakeholder involvement
- Openness and collaboration
- Integrity
- Impact and relevance

ADMINISTRATION

Dean: Fouad ZMOKHOL

Vice-Dean: Layal BOU ANTOUN

Coordinator for 1st Year of Bachelor’s Degree (French Section): Dany GHOSN DAGHER

Coordinator for 2nd Year of Bachelor’s Degree (French Section): Eliane KHALIFE ABOU KHALIL

Coordinator for 3rd Year of Bachelor’s Degree (French Section): Elvira HARIKA HABIB

Coordinator for BBA Program: Mary Ann BARBOUR RASSI

Coordinator for 1st Year of Master’s Degree: Layal BOU ANTOUN

Coordinator for 2nd Year of Master’s Degree: Leonel MATAR

Academic Coordinator for Regional Centers: Maroun KHATER

Coordinator for MBA and EDBA Programs: Waled ABOU KHALIL

ADMINISTRATIVE STAFF

Administrative Manager: Marie KHALIFÉ GEMAYEL

School Secretary: Nadine ABDELNOUR BAZ

Administrative Management Officer: Salwa ABOUD MOUARBESS

External Relations Assistant: Wafa MOUAWAD

Administrative Affairs Officer: Lara NASR AKL

Administrative Affairs Officer: Caroline HADDAD

FACULTY

Professors

Walid ABOU KHALIL, Georges AOUN, Jamil ARIDA, Charbel CHEDRAWI, Carole DOUEIRY VERNE, Abdallah FARHAT, Maroun KHATER, Nada MALLAH BOUSTANY, Leonel MATAR, Fouad ZMOKHOL

Associate Professors

Nicole BALLOUZ BAKER, Mary Ann BARBOUR RASSI, Amal DABBOUS SOUBRA, Gloria GHANTOUS HADDAD, Alain HAKIM, Bissan HARB (EL) BAGHDADI, Naji JALKH, Eliane KHALIFÉ ABOU KHALIL, May MERHEJ SAYEGH, Souheir OSTA SALEH, Mona SAID BOUSTANY, Dina SIDANI

Assistant Professors

Waël BAKHIT, Layal BOU ANTOUN, Christiane DIAB MAALOUF RUBEIZ, Rouba FARAH SAADÉ, Rima ROUHANA, Joanna DARWICHE

Lecturers

Dany DAGHER GHOSN, Danielle HANNA CHEHADÉ, Elvira HARIKA HABIB, Marie KHALIFÉ GEMAYEL, Mariam KOBEICY SALEH, Norma MATAR, Hady RACHED, Antonio SAWAYA, Safié SOUNBOL, Amine-André HATEM

Instructors

Ali ABNAS, Nadine ABDEL NOUR BAZ, Haibat ABDUL SAMAD, Michel ABOU ABOUD, Rania ABOU ANNI CHAMMAS, Miriam ABOU DIB, Cendrella ABOU FAYAD SAKR, Fadi ABOU JAMRA, Elie ABOU KHALIL, Micha AFRAM, Jacem AJACA, Hussein AKHDAR, Adel ALAM (EL), Joseph AMMAR (EL), Asma Maria ANDRAOS YASSINE, Moustapha ASSAAD, Fadi ATALLAH, Gaby AWAD, Elias AZZAM, Teddy BAKHOS, Elias BAZ, Christian BEJJANI, Myriam BEJJANI, Mireille BOGHARIAN SEROPIAN, Michel BOU ABOUD, Myrna BOUSTANY, Liliane BUCCIANTI BARAKAT, Jessica CHAHOUD (EL) HADDAD, Aziz CHAMMA, Rita CHARARA BSAIBES, Camille CHIDIAC, Nicolas CHIKHANI, Roy DAHER, Eddy DEMERJIAN, Maroun ELIAS, Michel ESTA, Shant ESTEPAN, Nathalie FADEL, Rana FAKHREDDINE, Fady FARAH, Rabee FARES, Lana FARRAN, Joseph GEMAYEL, Jenny (EL) GEMAYEL HATOUM, Elie GHANEM, Marcel (EL) HADDAD, Ursula (EL) HAGE, Mazen (EL) HAKIM, Loutfi HAMADI, Maroun (EL) HITTI, Walid JABER, Souraya KABALAN, Paul (EL) KADDISSI, Sawsan (EL) KADRI SLIM, Antoine KANDALAF, Rudyard KAZAN, Séta KERECHEKIAN, Christophe Georges KHADIGE, Joumana KHAIRALLAH HARFOUCHE, Robert (EL) FÉGHALI, Raymond KHALIL NAIM, Maya KHARRAT SARKIS, Rita KHATER MERHEJ, Georges (EL) KHOURY, Maroun (EL) KHOURY, Aline (EL) KHOURY SALHA, Manuel KIREJIAN, Nabil MAALOUF, Gabriel (EL) MAALOULY, Marwan MAKHLOUF, Antoine MATAR, Loubna MAWED CHAMSEDDINE, Badri (EL) MEOUCHY, Pascal MONIN, Betty MORADIDES SAIDY, Julie MOUAWAD YACOUB, Wissam MOUBARAK, Oumar MOURAD, Aziz NADER, Dany NASSAR, Georges NOUR, Rola (EL) OSTA Abbas, Antoine PAPADOPoulos, Georges-Vicken PATANIAN, Elie RIZK, Nicolas ROUHANA, Elie SAAD BECHARA, Carine SAAD JILIKIAN, Jad SAADÉ, Carla SABA, Richard SADAKA, Constantin SALAMEH, Lina SALHA GHARIB, Hadi SALIBA, Céline (EL) SEMAAN, Charbel (EL) SKAFF, Danielle (EL) SKAFF, Wadih (EL) SKAFF, Hamsa (EL) SOLH SAID, Rola STÉPHAN, Anthony (EL) TAYYAH, Khaled TAYYARA, John YAMMINE, Walid YAZIGI, Hasan YOUNÈS, Georgette ZAATAR, Sahar ZEIDAN, Samar ZGHEIB SAWAYA, Rania ZIADE ACHKAR, Jocelyne ZIADEH NICOLAS ASSAF, Bashir (EL) ZOGHBI

DEGREES, DIPLOMAS AND CERTIFICATES AWARDED

- Bachelor in Business Administration and Management – French Section
- Bachelor in Business Administration and Management – English Section
- Master in Business Administration and Management – French Section, Concentrations: Accounting, Auditing and Control, Entrepreneurship and New Information Technologies, Finance, Financial Asset Management, Management, Marketing (Dual Degree)
- International Master's in Business Administration, Concentration: Corporate Management

- Master in Business Administration and Management – English Section, Concentrations: Management, Finance
- University Diploma in Sports Management

JOB OPPORTUNITIES

- Bachelor in Business Administration and Management – French and English Sections

A Bachelor in Business Administration and Management provides a solid foundation of knowledge in business management and prepares graduates for various positions in the professional world. Here are some career opportunities for holders of a Bachelor in Business Administration and Management:

1. Assistant Manager: Works alongside managers to assist in coordinating the daily activities of the company.
2. Project Coordinator: Participates in the planning, implementation, and management of specific projects within the company.
3. Human Resources Assistant: Assists in tasks related to personnel management, such as recruitment, training, and managing professional relationships.
4. Customer Relations Officer: Manages relationships with customers, addresses their needs, and resolves issues to ensure satisfaction.
5. Logistics Manager: Coordinates operations related to the supply chain, from inventory management to distribution.
6. Marketing Assistant: Contributes to the creation and implementation of marketing strategies to promote the company's products or services.
7. Business Analyst: Analyzes business performance, examines market trends, and provides recommendations to improve profitability.
8. Communications Officer: Participates in creating messages and communication campaigns to promote the company's image.
9. Finance Assistant: Assists in the financial activities of the company, such as budget management, preparation of financial reports, and accounting.
10. Store Manager: Oversees the daily operations of a retail store, including personnel and inventory management.
11. Event Coordinator: Organizes company events, conferences, or promotional activities.
12. Quality Officer: Participates in managing the quality of the company's products or services by implementing standards and procedures.
13. Entrepreneur: Launches and manages one's own business or startup in various sectors.
14. Executive Assistant: Assists company executives in administrative management and daily tasks.
15. Operations Analyst: Evaluates and optimizes operational processes to increase efficiency and reduce costs.
16. Event Project Manager: Organizes and coordinates company events, from planning to execution.
17. Management Consultant: Provides advice on management strategies and best practices in business.
18. Purchasing Assistant: Assists in the procurement process of goods and services necessary for the company.
19. Training Coordinator: Participates in planning and implementing training programs for staff.
20. Customer Service Manager: Supervises teams responsible for providing quality customer service.

These opportunities demonstrate the diversity of career possibilities for graduates in business administration and management, be it in small or large businesses or specific sectors. The versatile skills acquired throughout the Bachelor's degree open the door to a variety of roles within diverse organizations.

- Master in Business Administration and Management – French and English Sections, Concentration: Management

A Master in Business Administration and Management, concentration: Management provides a broad range of career opportunities in the job market, as it offers a solid foundation of management skills that can be applied across various sectors and organizational contexts. Here are some career opportunities for holders of a Master in Management:

1. Business Manager: Holds a leadership role within a company, involving overall supervision of operations, strategic decision-making, and team management.
2. Management Consultant: Works as an independent consultant or within a consulting firm, providing management advice to organizations to enhance their operational efficiency and profitability.
3. Human Resources Manager: Manages aspects related to personnel, such as recruitment, training, professional development, and labor relations within an organization.
4. Project Manager: Leads complex projects, planning, organizing, and coordinating resources to achieve set goals within the specified timeframe.

5. Business Analyst: Analyzes business operations, identifies improvement opportunities, and recommends solutions to optimize processes and increase efficiency.
6. Logistics Manager: Oversees the planning and management of product flows, from procurement to distribution, to optimize the supply chain.
7. Marketing Manager: Leads the marketing activities of a company, develops strategies to promote products or services, and analyzes market trends.
8. Quality Manager: Ensures products or services comply with established quality standards and implements improvements to guarantee customer satisfaction.
9. Entrepreneur/Business Creator: Launches and manages one's own business, applying management skills to develop and thrive in business.
10. Financial Analyst: Analyzes financial data, assesses company performance, and provides recommendations to optimize financial management.
11. Operations Manager: Monitors and optimizes operational processes to ensure efficient production and customer satisfaction.
12. Business Strategy Analyst: Develops strategic plans, conducts market analyses, and recommends strategic directions for the company.

These career perspectives illustrate the versatility of a management degree, providing graduates with the opportunity to work in various sectors and progress into leadership roles throughout their careers.

- Master in Business Administration and Management – French and English Sections, Concentration: Finance

A Master in Business Administration and Management, concentration: Finance offers advanced expertise in financial management, investment, risk management, and financial markets. Graduates of this program are qualified for various positions in the financial sector and beyond. Here are some career opportunities for holders of a Master in Finance:

1. Financial Analyst: Evaluates the financial performance of companies, investments, or projects and provides strategic recommendations.
2. Portfolio Manager: Manages investments for individuals, companies, or investment funds, making informed decisions on asset allocation.
3. Wealth Management Advisor: Provides personalized financial advice to individuals on managing their wealth, investments, and tax planning.
4. Financial Risk Manager: Assesses and manages the financial risks that a company may face by implementing hedging strategies.
5. Financial Market Analyst: Analyzes financial market trends, interprets economic data, and provides recommendations for investment decisions.
6. Treasury Manager: Oversees activities related to a company's treasury, ensuring efficient liquidity management.
7. Quantitative Analyst: Uses mathematical and statistical models to evaluate financial risks and returns.
8. M&A Advisor: Participates in mergers and acquisitions by evaluating the financial value of the involved companies.
9. Private Equity Analyst: Assesses investment opportunities in growing companies, often on behalf of private equity funds.
10. Financial Product Manager: Designs, develops, and manages financial products such as investment funds, derivatives, or securities.
11. Business Valuation Analyst: Evaluates the value of a company for transactions, mergers, acquisitions, or stock issues.
12. Credit Risk Manager: Assesses borrowers' creditworthiness, determines credit limits, and implements credit risk management policies.
13. Trader: Buys and sells financial assets in the markets, often aiming to make a profit.
14. Financial Compliance Expert: Ensures compliance with financial regulations and implements internal procedures to prevent regulatory risks.
15. Finance Instructor or Researcher: Works in academia, teaching or conducting research in the field of finance.

These career opportunities illustrate the versatility of a degree in Finance, allowing graduates to work in various sectors

such as banking, asset management, insurance, corporations, and financial institutions.

- Master in Business Administration and Management – French Section, Concentration: Entrepreneurship and New Information Technologies

A Master in Business Administration and Management, concentration: Entrepreneurship and New Information Technologies provides in-depth training in creating, managing, and developing businesses. Graduates of this program are often well-prepared to undertake entrepreneurial initiatives or hold key positions in various contexts. Here are some possible career opportunities for holders of a Master in Entrepreneurship:

1. Entrepreneur: Launches and manages their own business in various sectors, whether in technology, commerce, services, etc.
2. Startup Project Manager: Works within a startup as a project manager, responsible for developing and implementing new initiatives.
3. Entrepreneurship Consultant: Provides strategic advice to entrepreneurs and startups on planning, development, and growth.
4. Incubator/Accelerator Manager: Works in incubation or acceleration structures to help new businesses grow and thrive.
5. Venture Capital Analyst: Works for venture capital funds to evaluate and invest in startups and high-growth potential companies.
6. Business Development Manager: Leads business development activities, seeks new opportunities, and establishes strategic partnerships for company growth.
7. Innovation Manager: Works within organizations to drive innovation and develop new products, services, or processes.
8. Marketing and Sales Director: Manages marketing and sales strategies to promote and commercialize a company's products or services.
9. Entrepreneurship Project Manager: Works within a large company to develop internal entrepreneurial initiatives and stimulate innovation.
10. Entrepreneurship Trainer: Teaches entrepreneurship in educational institutions or through professional training programs.
11. Business Analyst: Evaluates business opportunities, analyzes markets, and recommends strategies for company growth.
12. Corporate Strategy Manager: Develops and implements strategies to guide the company's long-term development and growth.

Entrepreneurship graduates have the flexibility to apply their skills in various contexts, whether by launching their own business, working for an existing startup, or contributing to innovation within established companies.

- Master in Business Administration and Management – French Section, Concentration: Financial Asset Management

A Master in Business Administration and Management, concentration: Financial Asset Management offers in-depth expertise in portfolio management, investment evaluation, and financial risk management. Graduates of this program are qualified to hold various positions in the asset management sector and within financial institutions. Here are some career opportunities for holders of such a degree:

1. Portfolio Manager: Selects and manages investments to achieve clients' or investment funds' financial objectives.
2. Investment Management Analyst: Evaluates investment opportunities, analyzes past performance, and forecasts future returns.
3. Wealth Management Advisor: Provides personalized financial advice to individuals on managing their wealth, considering investment strategies.
4. Investment Fund Manager: Directs and oversees the operations of an investment fund, develops strategies, and makes decisions on asset allocation.
5. Financial Risk Analyst: Assesses and manages financial risks related to investments, implements hedging and risk management strategies.
6. Structured Products Specialist: Designs, develops, and manages structured investment products to meet specific client needs.
7. Fixed Income Portfolio Manager: Specializes in managing investments in fixed-income securities, such as bonds.
8. Asset Valuation Analyst: Evaluates the value of financial assets and investments for transactions, mergers, acquisitions, or stock issues.
9. Market Risk Manager: Analyzes and manages risks related to financial market fluctuations, particularly for equity

investments.

10. Quantitative Analyst: Uses mathematical and statistical models to evaluate financial risks and returns.
11. Asset Allocation Advisor: Provides advice on the strategic allocation of assets to maximize returns and minimize risk.
12. Investment Director: Oversees the overall investment strategy of an organization or fund.
13. Financial Market Analyst: Analyzes market trends, economic events, and factors influencing investments.
14. Research Manager: Leads research teams tasked with analyzing and evaluating investment opportunities.
15. Financial Products Trader: Buys and sells financial assets in the markets to optimize returns.

These professional prospects show that graduates in financial asset management can hold responsible positions in the financial sector, designing investment strategies, managing portfolios, and optimizing financial returns.

- Master in Business Administration and Management- French Section, Concentration: Accounting, Auditing, and Control

A Master in Business Administration and Management, concentration: Accounting, Auditing, and Control provides in-depth expertise in financial management, accounting, and control mechanisms. Graduates of this program are prepared to hold key positions in the field of accounting and auditing. Here are some career opportunities for holders of such a degree:

1. Chartered Accountant: Provides accounting, tax, and financial services to businesses and individuals, often as an independent consultant.
2. Internal Auditor: Works within a company to evaluate internal processes, detect risks, and ensure compliance with standards and regulations.
3. External Auditor: Works for an external audit firm to evaluate and certify companies' financial statements.
4. Financial Controller: Oversees financial control activities within an organization, ensuring the accuracy of financial reports and compliance with internal policies.
5. Financial Analyst: Analyzes financial data, evaluates company performance, and provides recommendations for decision-making.
6. Statutory Auditor: Performs a legal function of verifying accounts in certain companies, particularly in public limited companies.
7. Budget Management Officer: Participates in the development and monitoring of an organization's budgets, ensuring effective financial management.
8. Tax Consultant: Provides tax advice to companies to optimize their tax situation and ensure compliance.
9. Financial Risk Manager: Assesses and manages the financial risks a company may face.
10. Compliance Officer: Ensures compliance with financial laws and regulations, particularly in accounting and auditing.
11. Accounting Instructor or Researcher: Works in academia, teaching or conducting research in accounting.
12. Management Control Manager: Manages the management control process, evaluating performance and providing information for strategic planning.
13. Treasury Manager: Manages a company's treasury, optimizing financial flows and ensuring necessary liquidity.
14. Accounting Standards Expert: Ensures compliance with international and national accounting standards in the company's financial operations.
15. Financial Fraud Analyst: Works to detect and prevent financial fraud within an organization.

Graduates in accounting, auditing, and control have diverse opportunities in the private, public, and nonprofit sectors. They can hold responsible positions and contribute to financial management and corporate transparency.

- Master in Business Administration and Management – French Section, Concentration: Marketing (Dual Degree)

A Master in Marketing offers a wide range of career opportunities, providing in-depth expertise in planning, implementing, and evaluating marketing strategies. Here are some common career prospects for graduates of a Master in Marketing:

1. Marketing Manager: Holds a leadership role within a company's marketing department, overseeing strategies and campaigns.
2. Product Manager: Manages a product's lifecycle, from design to commercialization, developing launch and promotion strategies.
3. Communications Manager: Oversees the planning and implementation of communication activities, including advertising, public relations, and digital marketing.
4. Market Analyst: Collects and analyzes data to assess market trends, consumer behavior, and competition.

5. Social Media Manager: Develops and implements strategies for brand presence on social media platforms.
6. Marketing Consultant: Provides strategic advice to companies, often working for a marketing consulting agency.
7. Marketing Campaign Manager: Plans and executes integrated marketing campaigns to promote products or services.
8. E-commerce Manager: Manages online sales operations, including website design, SEO, and conversion rate optimization.
9. Marketing Business Intelligence Analyst: Uses data analysis tools to evaluate campaign performance and inform marketing decisions.
10. Customer Relations Director: Manages customer relationships, develops loyalty programs, and improves customer experience.
11. Brand Manager: Works to strengthen and develop brand awareness and reputation.
12. Digital Strategist: Develops marketing strategies specific to digital channels, including online marketing, social media, and SEO.
13. Market Research Manager: Designs, implements, and analyzes market studies to guide marketing decisions.
14. Entrepreneur: Launches their own business, applying marketing skills to develop and market products or services.
15. CRM Manager (Customer Relationship Management): Develops customer relationship management programs to improve satisfaction and loyalty.

Career opportunities in marketing are diverse and can be tailored to the specific interests of the graduate, whether in traditional marketing, digital marketing, product management, or other specialized fields.

- International Master's in Business Administration, Concentration: Corporate Management

An MBA (Master in Business Administration) offers a wide range of career opportunities across various sectors and industries. Here are some common career prospects for graduates of an MBA program:

1. Senior Management Positions: Many MBA graduates aspire to senior management roles such as CEO, CFO, COO, or other executive positions in various organizations.
2. Management Consultant: Provides strategic advice to companies on business management, operations, and growth strategies.
3. Financial Analyst: Analyzes financial data to guide investment decisions, often working in investment banking, private equity, or corporate finance.
4. Marketing Manager: Oversees marketing strategies, campaigns, and teams to promote products and services.
5. Entrepreneur: Many MBA graduates start their own businesses, leveraging their skills in business planning, management, and strategy.
6. Operations Manager: Manages the day-to-day operations of a company, focusing on efficiency and productivity.
7. Business Development Manager: Identifies new business opportunities, develops strategic partnerships, and drives company growth.
8. Human Resources Manager: Oversees recruitment, training, employee relations, and overall HR strategy.
9. Project Manager: Manages projects from initiation to completion, ensuring they meet goals, deadlines, and budgets.
10. Product Manager: Manages the development, marketing, and lifecycle of a product.
11. Supply Chain Manager: Manages logistics, procurement, and supply chain operations to ensure efficient product delivery.
12. Healthcare Administrator: Manages healthcare facilities, focusing on improving operations and patient care.
13. Corporate Strategist: Develops and implements long-term strategic plans to achieve company goals.
14. Nonprofit Manager: Manages operations and strategies of nonprofit organizations, focusing on social impact and sustainability.

These career opportunities highlight the versatility of an MBA degree, preparing graduates for leadership roles in various fields, from corporate and financial sectors to technology, healthcare, and nonprofit organizations.

- University Diploma in Sports Management

This diploma, offered over a period of 9 months, is part of a comprehensive 3-year program culminating in a Master in Sports Management. Designed to accommodate the needs and schedules of sports professionals, this program aims to fill critical gaps in the local, regional and international sports industry by providing numerous job opportunities. Here are some common career prospects for graduates of a UD in Sports Management:

1. Sponsorship manager in the private sector
2. Servicing manager in a Federation
3. Event manager
4. Development officer in a Professional League

5. Partnership/Philanthropy manager
6. Business manager
7. Brand manager
8. Event project manager
9. Public services manager
10. Public relations manager
11. Communication manager
12. Marketing, merchandising, ticketing manager
13. Stadium manager
14. Sport business and marketing consultant
15. Hospitality manager
16. Sales director of a sport structure
17. Director of a professional club
18. CSR project manager for local and international events

TUITION FEES

Bachelor in Business Administration and Management – French Section, Bachelor in Business Administration and Management – English Section, Master in Business Administration and Management – French Section, Concentrations: Accounting, Auditing and Control, Entrepreneurship and New Information Technologies, Finance, Financial Asset Management, Management, Marketing (Dual Degree), Master in Business Administration and Management – English Section, Concentrations: Management, Finance: 128 Fresh US Dollars and 4,922,000 Lebanese Pounds (for semester 1), equivalent in Fresh US Dollars to 183 (exchange rate = 89,500 LBP). International Master's in Business Administration, Concentration: Corporate Management: 61 Fresh US Dollars and 61 Fresh Euros per credit.

SPECIFIC PROVISIONS OF THE INTERNAL REGULATIONS OF STUDY

In accordance with the Internal Regulations of USJ, it is important to recall certain provisions specific to FGM.

Article 1: Admission Conditions

The conditions for admission to the first cycle (Bachelor in Business Administration and Management) are as follows:

- Holding the Lebanese baccalaureate or an equivalent diploma recognized by the Equivalency Commission of the Ministry of Education and Higher Education.
- Ranking in Level A in the USJ French Placement Test (or Level B provided Level A is achieved by the end of the first year) for the French section of the Bachelor's degree, as well as ranking in Level A in the English Placement Test for the English section of the Bachelor's degree.
- Submission of the application file to the admissions office for the first cycle.

The initial registration is only finalized after meeting the required conditions and paying the registration deposit.

Article 2: Conduct of Studies and Evaluation Regulations for the Bachelor in Business Administration and Management

a. Content: The Bachelor in Business Administration and Management includes mandatory closed elective courses required by FGM, closed elective courses required by the University called "USJ General Education Program," and open elective courses. The distribution is as follows:

- Required courses: 140 credits
- Institution's elective courses: 24 credits
- Open elective courses: 6 credits
- Internship: 10 credits

The courses for the Bachelor in Business Administration and Management are available on the School's website at the following link: <https://fgm.usj.edu.lb/>

b. Registration: It is recommended to register in all courses of each academic semester before the start of classes. Registration follows the established order of academic semesters (unless exempted). Each course is assigned a specific number of credits.

Students have two weeks at the beginning of each semester to modify their registration. This modification must be approved by the Dean.

c. Grading System (according to Article 29 of the Common Provisions of the Internal Regulations):
 The final grade for a course is presented out of 20, in accordance with the USJ grading system. Students must obtain an average of 10/20 or higher to validate each course they are enrolled in. The results indicating the student's pass or fail of the course are broken down into ranks as follows: A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D-; F.

d. Juries (according to Article 30 of the Common Provisions of the Internal Regulations):
 The jury decides on the results of the learning outcome assessment and validates the credits at the end of every semester (semester jury) and, if applicable, at the end of a program (graduation jury). It consists of instructors who taught the corresponding courses. The jury is convened and chaired by the Dean. Jury decisions are final. Grades determined by the jury can only be changed in case of a clerical error.

e. Second Session:
 The second session takes place at the end of the semester related to the course and includes all courses for which a final exam was organized in the first session. For the final exam, students normally attend the first session, and if they fail, they attend the second session. However, students can choose to attend either session. Students can retake the first session exam in the second session to improve their grade. The second session grade replaces the first session grade in all cases.

f. Admission to Subsequent Academic Semesters:
 Students must prioritize registering for previously unvalidated required courses. Students who fail to validate a required course after two registrations cannot register for new required courses without the Dean's approval after consulting the School Board. Students with less than 20 credits after the first two semesters cannot register for new courses but can re-register for unvalidated courses. Registration for a course may require "prerequisite courses," which are other program courses whose learning outcomes must be certified, and the corresponding credits validated by the jury before registering for the course.

g. Final Grade Weighting:
 Regarding the required courses, the final grade weighting for these courses will be as follows: 25% personal work (TPC), 25% midterm, and 50% final exam.
 As for the FGM closed elective courses, they are expected to be completed on a semester basis without prerequisites. The final grade weighting for these courses will be as follows: 25% personal work (TPC) and 75% final exam.

Article 3: The Master in Business Administration and Management

a. The Master's degree: This degree is awarded by the USJ Business School, equivalent to a higher education level (second cycle). It is typically completed in 4 semesters (two years after the Bachelor's degree: bac+3) and certifies five years of study after the baccalaureate (bac+5).

b. Admission: Admission to the Master's program requires successful completion of 180 ECTS credits in the Bachelor's program. Candidates must hold a Bachelor in Business Administration and Management or an equivalent to apply for the Master's program. Applications are reviewed by the School's competent authorities and validated by the University's Equivalence Commission, which evaluates prerequisites and the coherence of previous studies with the intended program.

c. Grading System (according to Article 29 of the Common Provisions of the Internal Regulations):
 The final grade for a course is presented out of 20, in accordance with the USJ grading system. Students must obtain an average of 10/20 or higher to validate each course they are enrolled in. The results indicating the student's pass or fail of the course are broken down into ranks as follows: A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D-; F.

d. Second Session:
 The second session takes place at the end of the semester related to the course and includes all courses for which a final exam was organized in the first session. For the final exam, students normally attend the first session, and if they fail, they attend the second session. However, students can choose to attend either session. Students can retake the first session exam in the second session to improve their grade. The second session grade replaces the first session grade in all cases. For each course, the second session grade is calculated from the second session exam and the TPC grade obtained during the semester. The TPC grade has the same weight as it did in the final grade calculation for the regular session.

e. Study Organization:
 The Master's degree requires the completion of 120 credits over four semesters. The program includes theoretical, methodological, and applied courses and, when required, one or more internships. It also includes research initiation and, notably, the writing of a thesis or other personal study projects. Bridges can be arranged

between the different tracks offered by FGM. The organization of Master's studies varies based on the School's availability. For semesters 1 and 2, a common core is proposed (equivalent to 52 credits) along with 8 elective credits, with courses leading to different specialization tracks or concentrations corresponding to 60 credits during semesters 3 and 4. International mobility periods may be planned. Some Master's programs are even organized in partnership with a foreign higher education institution. The joint or dual degree awarded is recognized in Lebanon as well as in the partner country. Students can spend a semester or internship abroad during the program with the Dean's approval. If a validated credit in the Bachelor's program is part of the Master's program, it must be replaced by another credit. The same credit cannot be counted twice. The final grade weighting for each course is 60% for the final exam and 40% for personal work. Students must accumulate 60 credits to access the courses of semesters 3 and 4. The Master's degree allows for registration for the PhD. The courses of the Master in Business Administration and Management are available on the School's website at the following link: <https://fgm.usj.edu.lb/>

Article 4: The International MBA

- a. The International MBA: An International MBA is offered in collaboration with Dauphine University and Paris 1. The courses of the MBA cycle are available on the School's website at the following link: <https://fgm.usj.edu.lb/>
- b. Admission Conditions for the International MBA: In addition to professional experience, candidates must hold a university degree (bac+3) to apply for the International MBA. There are two admission tests:
 - Management aptitude test.
 - Interview with a selection jury.
- c. Conduct of Studies and Examination Regulations for the International MBA:
 - Content: The program includes 10 required courses totaling 70 credits, 5 elective courses equivalent to 20 credits, and a professional project of 30 credits.
 - Diploma Award: When the student passes all required courses, elective courses, and the professional project, they obtain the International MBA diploma.