

INTERNAL REGULATIONS OF STUDY COMMON PROVISIONS

The French text of this Internal Regulations of Study was approved by the University Board during its 187th meeting on October 26, 2016 and amended on June 21, 2017 (191th meeting), June 20, 2018 (196th meeting), June 19, 2019 (200th meeting), July 30, 2020 (205th meeting) and February 22, 2023 (217th meeting)

Title One – Studying at Saint Joseph University of Beirut

Article 1. Student Status

The status of student at *Université Saint-Joseph de Beyrouth* (Saint Joseph University of Beirut, USJ) is acquired upon registration at one or more of the University's institutions. This registration is made on a semester basis.

Students are considered regular if they are registered in a degree program; they are considered as full-time students if they register in at least 30 ECTS credits (European Credit Transfer and Accumulation System) in the current semester.

Article 2. Programs and Cycles

- a. A study program is a set of courses whose objective is to achieve the learning outcomes required for the granting of a specific qualification. At the end of a study program, students usually receive a diploma; some study programs aim at granting university diplomas, others at granting certificates of participation or certificates if the learning outcomes have been assessed¹.
- b. An institution may offer several study programs. Some are common to several institutions.
- c. Study programs are generally divided into three cycles: Bachelor (1st cycle), Master (2nd cycle) and PhD (3rd cycle). A general education program of 32 ECTS credits is required for all first cycle study programs.
- d. According to the ECTS, the minimum duration of a cycle is of 6 semesters for the bachelor, 4 semesters for the master and 6 semesters for the PhD, although some institutions may raise the minimum duration.
- e. Students may, if they wish and if it does not contradict the provisions of paragraph (d) of the present article, register in a maximum of 36 credits per semester. The Head of the institution must, however, pay close attention to these cases to avoid overloading the students. An exemption from the Rector is also possible; for this, students must submit a detailed written request to the Rector. This request must first be validated by the Head of the institution who will then forward it to the Rector.
- f. Students may, if they wish, spread out their studies over a maximum period of time that does not exceed twice the minimum duration set by the institution in which they are registered, in accordance with the provisions of paragraph (d) of the present article².

1- "A University Diploma (UD) is a diploma awarded to meet a specific need in a given disciplinary field. Unlike a bachelor degree (first cycle), a master degree (second cycle) or a PhD (third cycle) that are recognized by the Lebanese Ministry of Education and Higher Education (MEHE), a UD is not recognized by the Lebanese Ministry of Education and Higher Education.

It is available to any student registered in a bachelor, master or PhD in one of the University's programs, but is also open to professionals seeking to acquire new skills.

In fact, a UD offers additional skills to the traditional programs and facilitates the deepening of skills in a particular field. Generally, these are credited programs with a specific number of credits – between 15 and 45 ECTS credits – spread over a short period of time, one or two semesters at most. Students are awarded a diploma by the institution providing the program. It can be completed as part of a joint degree program and does not confer any academic status. Its attractiveness on the job market varies according to the chosen specialty.

The admission requirements, access procedures, preparation time, courses taught, and assessment procedures are those set by USJ. The fees are in line with those of the USJ institution that provides them.

A distinction must be made between a UD and a lifelong learning program. A lifelong learning program is not recognized by the Lebanese Ministry of Education and Higher Education as well. If the acquired skills have been assessed, a certificate is usually awarded, otherwise a certificate of attendance is granted. These skills are not similar to those validated in a UD and do not give rise to an equivalence.

However, in the case where a course taken within the framework of a lifelong learning program is to be validated in one of the programs of the USJ institution (faculty or institute), only in this case and if the institution authorizes it, it is recommended that the students fulfill the admission requirements for this program and that they take the necessary assessments of the skills acquired through this course."

2- The Ministry of Education and Higher Education allows a maximum of 16 semesters for students registered in a part-time PhD program.

Article 3. Courses and Credits

- a. A course (UE) is a learning activity to which a number of credits is assigned.
- b. The credits represent, in numerical form, the amount of work that students are expected to carry out to achieve the learning outcomes of a course.
- c. A credit at USJ is equivalent to 25 hours of in-person and/or personal work. The in-person workload for every credit is equivalent to a minimum of $\frac{1}{3}$ (7.5 to 9 hours) of the 25 hours. The personal workload is equivalent to a maximum of $\frac{2}{3}$ (15 to 18 hours) of the 25 hours. A whole number of credits between 1 and 8 is assigned to every course. A greater number of credits may be assigned to internships, dissertations and projects in general, using the same multiplicity scheme as that of courses. The duration of an in-person session is set at one hour and fifteen minutes (1:15 hours).
- d. Credits are accumulated to obtain a diploma, after validation and capitalization, according to the procedures set by the institution.
- e. Credits may be transferred within the same cycle according to the procedures specified in Article 17 of the present document.
- f. Every cycle has a specific number of credits to be validated to obtain the degree: between 180 and 240 credits for the first cycle (*licence*, bachelor, diploma); between 90 and 120 credits for the second cycle (master) and 180 credits for the third cycle (PhD)³.
- g. Every institution sets a minimum and a maximum number of hours of in-person work for the first cycle.
- h. To obtain the first diploma of a program, students must validate a certain number of core courses, electives required by the institution in which they are registered (**major electives**), general education courses required by the University and **free elective** courses, according to the following distribution:

Course type	Number of credits suggested by the institution	Number of credits students should validate
Core courses (OB)	Between 126 ⁴ and 148 ⁵	Credits required by the institution
Major electives (OI)	At least 26	At least 26
Free electives (OO)	List suggested by the institution	At least 6

Article 4. Prerequisite Courses

Registration for a course may require “prerequisite courses”; the latter consist of all other courses in a study program whose learning outcomes and corresponding credits must be validated by the jury before registration for the course.

Article 5. Student Guidance

A tenured instructor guides students throughout their academic journey.

³- Some diplomas have specific provisions that differ from the general rule.

⁴- This number represents 70% of the total number of credits pertaining to core courses in the first cycle, which is generally of 180 ECTS credits.

⁵- This number represents the total number of credits in the first cycle, which is generally of 180 ECTS credits, minus the number of elective course credits that the students must validate, i.e. 150 ECTS = 180 - (26+6).

Article 6. Languages

a. Languages of instruction

French and Arabic are the two main languages of instruction. Some courses or study programs are taught in English.

b. French proficiency requirements

Prior to any registration in the first cycle for French-speaking programs, the candidate must have been placed in category “A” at the French Placement Test (TALF). However, a candidate placed in category “B” on this test is allowed to provisionally register in certain institutions⁶. As soon as they register and during the first year of their studies, they take compulsory remedial French language courses which replace a 4-credit free elective course. These courses are offered by the USJ Faculty of Languages and Translation in three successive sessions during the first and second semesters, and during the summer term. An “A” level test is administered at the end of every session. Students who pass the test validate the four credits; their registration becomes final and they can pursue their studies. Students who do not pass the first session may register for the second session; if they fail the second session, they may register for the summer session. Students who do not pass the test after the three sessions will not be able to renew their registration. Institutions may, in their “Specific Provisions” of the Internal Regulations of Study, extend the “A” level requirement to all first-time registrations for graduate programs.

c. Arabic proficiency requirements

In the Bachelor program, students must validate two credits of Arabic language or culture courses from amongst the free elective courses, and at least four credits of Arabic language courses from amongst the core courses. In a Master program, students must validate at least two credits of Arabic language courses from amongst the core courses. Exemptions from Arabic language courses may be granted by the USJ Equivalence Commission.

d. English proficiency requirements for programs taught in French

To obtain their Bachelor, students who have been placed in level “A” on the English Placement Test (TALA) or who have passed levels “E”, “D”, “C” or “B” and reached level “A” must pass the corresponding level “A” course.

e. English proficiency requirements for programs taught in English

Prior to registering in the Bachelor, applicants must have been placed at least in category “B” on the English Placement Test (TALA) or have obtained a TOEFL score equivalent to 80 or more (internet-based) or 548 or more (paper-based) or an IELTS score of 6.5 or more.

Article 7. Calendar and Schedules

- a. The academic year consists of two academic semesters of 14 weeks each (30 ECTS credits each), and an 8-week summer term depending on the needs of every institution. The latter generally corresponds to 20 ECTS credits. Every year, the University Board sets the calendar (vacations, holidays, final exams).
- b. Institutions may offer a summer term (8 weeks) for students who wish to retake internships and courses they have failed (half the initial number of hours), or to take additional courses offered intensively (the same number of hours as the initial course) to allow them to progress in the program. In both cases, the workload per course must be respected.
- c. A course must not exceed one semester. If an internship, an end of study project or a dissertation cannot be completed in one semester, it must be spread over two semesters as part of two courses, the first of which is a prerequisite, in accordance with the provisions of Article 4, for students to be able to register in the second course, which is offered in the following semester.

⁶ Except for the Faculty of Medicine, the Faculty of Dental Medicine, the Faculty of Pharmacy, the Faculty of Law and Political Science and the School of Translators and Interpreters of Beirut.

- d. Classes run for one hour and fifteen minutes at the following times: 8:00 a.m., 9:30 a.m., 11:00 a.m., 1:30 p.m., 3:00 p.m., 4:30 p.m., 6:00 p.m. and 7:30 p.m.
- e. Flexibility in the schedules mentioned in the previous paragraph may be granted for practical work and Master programs.

Article 8. Mandatory Attendance

- a. Attendance is mandatory and monitored. However, for elective courses, absences during the first two weeks of the semester are not taken into account.
- b. Students' attendance and motivation have a direct impact on their assessment throughout the semester (ref. Article 25 of the present document) according to the procedures defined by the institution.
- c. To take the final exam of a course, in both, the first and second sessions, students must have attended at least 70% of the in-person sessions. The list of students who will not be able to take the final exam is validated by the Head of the institution and by at least one member of the Institution Board on the eve of the exams.
- d. For an absence of more than two consecutive weeks, students must request an 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. In the latter case, the maximum duration of the program is extended by one semester.

An absence of more than two consecutive weeks without authorization is considered as a withdrawal of the student for the current semester; the concerned student cannot claim any right to re-register.

Article 9. USJ Student ID

A digital USJ student ID is sent to every student when they first register at the University. This ID indicates their student status. Students must have it at all times. It may be required for any academic activity: it is notably required to access USJ campuses, to take written and oral exams, and to participate in student elections.

Should students have completed their initial studies or have left the University without having obtained their diploma, this ID is automatically cancelled.

Article 10. USJ Email Address

Every student is provided with an USJ email address (@net.usj.edu.lb) when they first register at the University. All University or institutional communication done by email (announcements, exam dates, results, etc.) with students shall be exclusively via this email address.

When a student completes their studies, they automatically become an alumnus and a member of the USJ Alumni family. They keep their USJ email address. USJ Alumni emails are kept for life. However, other services (OneDrive, SharePoint, Teams, etc.) will be disabled from their USJ account following the change of status from "Student" to "Alumni".

Students who drop out and do not graduate from USJ will not keep their USJ account. This account will be completely deleted without any notice.

Article 11. Use of the Media and Social Media

Although discussion forums, social networks, blogs and other electronic means of communication facilitate the ability to express oneself, they do not exempt one from respecting others, the University and its components. Any abusive or defamatory statement published through these means of communication that does not respect the values of the University, the "Charter for the Use of IT Resources and the Saint Joseph University of Beirut Information System" and the "Charter for the Use of Saint Joseph University of Beirut Social Networks" is prone to disciplinary sanctions (ref. Article 44 of the present document) issued by the Disciplinary Board of the Institution Board in which the student is registered, even if the statement is published to a closed audience (e.g., "friends" on social networks).

Title Two – Registration and Admissions

Article 12. Application Forms

Application forms are submitted either online on the University's website or at the offices set up⁷ for this purpose, according to the procedures and deadlines established by the University. In every program, the first registration is final only if it meets the regulatory requirements and is preceded by the payment of a deposit.

Article 13. Documents Required for the First Registration

When registering for the first time, students must submit the following documents to the registration office or the institution's secretariat, where appropriate:

- a passport-sized photo;
- a recent individual civil status record or a copy of the Lebanese ID card (by showing the original). For foreigners, a copy of the passport;
- a family civil status record or a copy of it;
- a copy of the Lebanese Baccalaureate or its equivalent, certified by the Ministry of Education and Higher Education;
- a copy of the social security card for students already registered with the National Social Security Fund (NSSF), and a supporting document for those who benefit from another official social coverage;
- a certified transcript of the last three years of school or university, depending on the cycle for which the applicant is applying;
- a certified copy of the higher education studies already validated and the university diplomas already obtained, as well as their equivalence granted by the Lebanese State where applicable;
- any other document requested by the institution according to the cycle for which the candidate is applying.

Students must submit the NSSF documents mentioned in the fourth paragraph above no later than three weeks after the beginning of the first semester. Otherwise, the late payment penalty required by the NSSF will be added to the second instalment of the students' registration fee.

The secretariat of the institution will inform every student who registers for the first time in a cycle at the University of the necessity to validate their personal information before the issuance of the second stub of the semester in which they register:

- they print the document "Validation of personal information" from the website: *etudiant.usj.edu.lb*;
- they correct the printed document if necessary;
- they sign the document and return it to the secretariat of their institution.

The ID presented by students at the time of their first registration permanently establishes the civil status information that will appear on the diplomas and certificates issued by the University:

- the transliteration of their last name, first name and father's first name, validated by the student at the time of their first registration, is definitive;
- their date and place of birth;
- their nationality.

If a student or graduate rectifies their civil status, it is their responsibility to attach to their diplomas a certificate of change issued by the appropriate civil authorities. No changes to diplomas and university records are possible.

Female students, even if already married, are registered under their maiden name. This is the name that will appear on their diplomas.

⁷- For the first cycle, applications are made at the submission office; for other registrations, at the institutions.

Article 14. Registration Fees

Registration fees depend on the program. They are calculated per credit at the beginning of every year by the University Board and are paid in two instalments to be made per semester by the deadlines set by the University. A deposit is sometimes required before the first registration. Should students withdraw or drop out of the program, the first instalment or the deposit will not be reimbursed, nor will the second instalment if it has been paid. In case of late payment, the amount due is increased by 5% for the benefit of the USJ Financial Aid Office.

The certificate of registration is issued only after the first payment has been made. Students can only register for a new semester if they have paid the registration fees for the previous semester.

Article 15. Registration in Several Programs

Students may register in more than one program provided that they comply with the provisions of Article 2, paragraphs (d) and (e), of the present document and those of the Lebanese legislation.

Article 16. Anticipatory Registration

Students registering in one cycle may not register in courses of a higher cycle of the same discipline.

However, when a student is six credits or less short of completing an undergraduate program, “anticipatory registration” for the second cycle is possible for up to 30 credits, with the approval of the Institution Board.

In this case, it is not possible to complete both cycles at the same time: a time interval of at least two semesters is required between the completion of every cycle.

The credits of the course where students have registered in advance can only be validated if they have completed the program of the lower cycle. The credits are then capitalized upon this completion.

Article 17. Mid-Program Registration

a. Credits are transferable mid-program in the following cases:

- i. inter-program transfer within the same cycle at USJ;
- ii. transfer from a study program at another university to a study program of the same cycle at USJ.

b. Credits can also be transferred between universities that have adopted the ECTS system: upon agreement on a case-by-case basis, credits completed at one university are validated at the other.

Any transfer requires the approval of the USJ Equivalence Commission. Should the Commission approve the transfer, the number of transfer credits cannot exceed 50% of the study program’s credits.

Article 18. “Non-Degree Program” Registration

a. Students are considered regular if they are registered in a degree program; they are considered as full-time students if they register in at least 30 ECTS credits in the current semester. They are considered as part-time students if they register in at least 15 ECTS credits (Ref. to Article 1 of the present document). Otherwise, it is possible to register in a “non-degree program” of a maximum of 14 credits if the admission conditions set by the institution are met.

b. The Head of the institution may refuse to register a student in a non-degree course if students do not provide proof of the prerequisites or if the maximum number of students has been reached.

c. The courses students take are assessed and the students receive one comprehensive grade transcript.

d. Students can accumulate the validated “non-degree program” credits by registering in a program according to the regular system (Ref. to Article 21 of the present document).



Article 19. Non-Credit Students

- a. One can register as a non-credit student for one or more courses.
- b. The Head of the institution may refuse to register a non-credit student in a course if that student does not provide proof of the prerequisites or if the maximum number of students has been reached.
- c. The non-credit student is not a regular USJ student and does not have to take exams. They do not receive a certificate of registration but a certificate of attendance at their request. Their student ID clearly indicates that they are a non-credit student. The period of validity of the ID card is also specified.

Article 20. 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; those who wish to drop a course may do so afterwards, but before the sixth week of the semester; they must, however, pay the full amount of the first instalment corresponding to that course. Such changes must be approved by the Head of the institution and by at least one member of the Institution Board.

Students who wish to suspend their registration in a cycle, be it for a fixed or an indefinite period of time, must submit a dated and signed written request to the Head of their institution, who must approve the request and specify the date on which it will take effect.

If the suspension of registration exceeds the minimum duration of the cycle in question, as defined in Article 2 of the present Regulations, the institution reserves the right, after studying the file and consulting the USJ Equivalence Commission, not to grant the student, who wishes to re-register, full equivalence for the courses previously validated.

Students who have suspended their registration in a cycle and who wish to re-register must submit a dated and signed written request to the Head of their institution, who must approve the re-registration, specify the date on which it will take effect, and indicate the list of courses granted by equivalence, if any.

Suspension of registration and re-registration cannot take effect in the course of the semester.

Article 21. Certificates of Participation

Certificates of participation are issued at the request of students; they are granted according to their student status: students are considered regular if they are registered in a degree program; they are considered as full-time students if they register in at least 30 ECTS credits in the current semester. They are considered as part-time students if they register for at least 15 ECTS credits. Their registration ceases to be valid if the registration fees are not paid.

- i. Certificate of admission: the institution issues certificates of admission to organizations that offer financial aid upon request of the applicant for applicants admitted to register for the current semester.
- ii. Certificate of registration: the institution issues certificates of registration to students, upon request, indicating the number of credits. A certificate of full-time registration implies that the student is registered in at least 24 credits.

Article 22. Social Coverage of Students

- a. Compulsory coverage:

All Lebanese students, who are 30 years old or less, are subscribed to a compulsory social coverage plan that covers their medical care and hospitalization expenses. Depending on their family situation, they may be covered by their parents or by the student plan of the NSSF, in which case they must pay an annual contribution. Detailed information on this compulsory coverage is provided at the time of registration.

b. Accident insurance subscribed to by the University:

Every student is covered by the “Student” insurance policy to which the University is subscribed. It covers them on working days as specified in the University Calendar, whether they are present at the University or commuting to and from the University; this insurance policy also covers them during activities or projects organized by the University even if they take place on non-working days.

In the event of an accident other than the above-mentioned cases, coverage is subject to the prior approval of the Rectorate. “Student” insurance covers:

- accidental death;
- permanent total or partial disability as a result of an accident;
- medical expenses as a result of an accident.

c. Private insurance:

- Lebanese students, who do not benefit from the NSSF, are invited to subscribe to a private insurance policy (at their own expense) covering at least their hospitalization.
- Foreign students must subscribe, at their own expense or according to their registration conditions, to an insurance policy covering at least their hospitalization and repatriation.
- Outgoing mobility students, within the framework of university programs, must subscribe, at their own expense, to an insurance covering at least their hospitalization and repatriation.

d. Professional insurance:

Students doing a clinical internship, in accordance with the conditions set by the University, benefit from a professional liability insurance policy to which the University or any other organization is subscribed, depending on the case, to cover accidents that may occur during such activities in Lebanon.

Article 23. Scholarships and Financial Aid

The University grants the following scholarships and financial aid:

- Social grants obtained from the Financial Aid Office;
- Merit scholarships are awarded to the best high school graduates residing in Lebanon. They totally or partially cover the university tuition fees according to the regulations in force;
- Dean’s scholarships are awarded to the best students on the basis of the academic criteria set by the Institution Board;
- MAGIS L, M and + scholarships are exclusively for candidates applying to certain first or second cycle programs at the Beirut campuses and to all programs offered at the USJ regional campuses;
- Athletic scholarships are awarded to members of sports teams, based on criteria set by the University;
- Scholarships for international students who have completed their first cycle studies abroad, so as to enable them to apply for graduate studies. They cover all or part of the tuition fees and living expenses;
- Scholarships for students whose parents are in the military according to agreements signed with the military services in question;
- Tuition fee deferments upon request to the Financial Aid Office;
- Interest-free loans from banks or from USJ, upon request to the Financial Aid Office. These loans are reimbursable after the end of the studies.



Article 24. *Sibling Grant*

Families with more than one child registered at USJ are entitled to a credit fee discount only, provided that the siblings of every family are each registered in at least 20 credits in a degree program for the same semester.

The discount percentage granted is shared equally among the siblings as follows:

- 5% discount for each of the two siblings,
- 10% discount for each of the three siblings,
- 12.5% discount for each of the four siblings.



Title Three – Validation of the Program Learning Outcomes

Article 25. *Assessment of the Learning Outcomes*

- a. The credits for which students are registered are validated following the assessment of the course's learning outcomes.
- b. The assessment consists of an ongoing assessment of the students' learning outcomes throughout the semester (written and oral exams, mid-term exams, presentations, projects, personal work, attendance, motivation, etc.) and an end-of-semester assessment (final exam, project, dissertation, etc.).
- c. The assessment methods are decided by the institutions in accordance with the USJ grading system.

Article 26. *Exam Calendar*

- a. The mid-term and final exam schedules are set in advance and communicated to students by posting 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. This calendar is set by the Head of the institution in coordination with the instructors involved. No agreement can be directly made between instructors and students in this regard.

Article 27. *Final Exam Sessions*

- a. Students are entitled to two final exam sessions per course and per semester. The procedures for the final exams, mid-term exams, projects and thesis are determined by every institution, so that the corresponding course is completed at the end of the corresponding semester, in accordance with the provisions of Article 7.
- b. For the final exam, students have the choice of taking either or both sessions.
- c. Students may, if they wish, re-take the exam they took in the first session, if necessary, to improve their exam grade. The grade of the second session replaces the grade of the first session if it is higher or equal to the latter. Otherwise, the grade of the first session will be retained.
- d. Any re-registration of a student who fails a course twice is subject to the prior agreement of the jury, following a meeting between the student and the Head of the institution. The same applies to any subsequent failure.

Article 28. *Absence to Assessments*

- a. Any student who is absent for an assessment, other than the final exam, must justify their absence by presenting a valid written excuse within three working days. The "Specific Provisions" of the institution's Internal Regulations of Study specify how this absence is compensated.
- b. Absence from both final exam sessions shall result in a grade of zero for that exam.

Article 29. *Grading System*

The final grade for a course may be presented out of 20 or 100 depending on the choice of the institution and in accordance with the USJ grading system (ref. Table 1). 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.

The corresponding number of credits is shown on the transcript.

Table 1 – Grading system

USJ Score Scale grade/20	USJ Score Scale grade /100	USJ Rank Definition	USJ Rank	Rank Value/USJ	USA Score Scale grade/100
18.00 - 20.00	90.00 - 100.0	Excellent	A ⁺	4.0	97.00 - 100.0
17.00 - 17.99	85.00 - 89.99	Excellent	A	4.0	93.00 - 96.99
16.00 - 16.99	80.00 - 84.99	Very Good	A ⁻	3.7	90.00 - 92.99
15.34 - 15.99	76.70 - 79.99	Good	B ⁺	3.3	87.00 - 89.99
14.67 - 15.33	73.35 - 76.69		B	3.1	85.00 - 86.99
14.00 - 14.66	70.00 - 73.34		B ⁻	3.0	82.50 - 84.99
13.34 - 13.99	66.70 - 69.99	Fair	C ⁺	2.7	80.00 - 82.49
12.67 - 13.33	63.35 - 66.69		C	2.3	77.00 - 79.99
12.00 - 12.66	60.00 - 63.34		C ⁻	2.1	75.00 - 76.99
11.34 - 11.99	56.70 - 59.99	Passing	D ⁺	2.0	73.00 - 74.99
10.67 - 11.33	53.35 - 56.69		D	1.7	70.00 - 72.99
10.00 - 10.66	50.00 - 53.34		D ⁻	1.3	67.50 - 69.99
08.00 - 09.99	40.00 - 49.99	(jury)	(jury)*	-	65.00 - 67.49 60.00 - 64.99
00.00 - 07.99	00.00 - 39.99	Fail	F	-	00.0 - 59.99

*At the end of the second exam session, it is the responsibility of the jury to adjust the grades of the whole class for every course; the value of the adjustment to be made to reach the passing grade is as follows (ref. Table 2):

Table 2 – Calculating the grade adjustment

Class Average	CA
Applied deviation	2
Passing grade	PG = CA-2
Passing grade fixed by the institution	PGI
Adjustment	A = PGI –PG

Should the adjustment value be less than or equal to (\leq) 2, the grades of the class as a whole will be reevaluated upward to the value of the adjustment. If this adjustment is greater than ($>$) 2, the grades will not be changed.

Following this adjustment, the jury, whose decisions are sovereign, may exceptionally make an additional adjustment of a grade that remains below the passing grade up to the passing grade, the rank assigned would then be D-.

Article 30. Jurys

The jury is composed of:

- The Head of the institution who convenes and presides over it;
- Faculty members, both tenured and non-tenured, who have taught the relevant courses;
- Faculty members who have been convened by the Head of the institution.

The jury decides on the results of the learning outcome assessment and validates the credits at the end of every semester (semester jury) after each of the two exam sessions and, if applicable, at the end of a program (graduation jury). After the first session, the jury assesses the results to identify the candidates who will have to present a second session at the end of which the jury will definitively validate their results.

- Compensating the grades between the different courses is not allowed.
- The jury's decisions are final. The grades decided by the jury can only be altered in the case of a clerical error (ref. to Article 31 of the present document).

Article 31. Checking the Exam Paper and Verifying the Grade

- a. Students may request, in writing, to view their exam paper within five working days of the posting of grades.
- b. In the sole case of a clerical error of omission, addition, or deferral, the grade will be corrected upon the decision of the Head of the institution.

31.1 *Grade Transcript*

A grade transcript is an official document that provides evidence of a student's progress and reflects their progress in the program to which they have been admitted; it is a comprehensive document issued only once in the following two cases:

- at the end of a university program (Bachelor, Master, PhD);
- when a student leaves the University before completing the program.

Every student is entitled to one original copy and three certified copies of their transcript free of charge.

It should be noted that students may, at any time and from their personal account on the Student Portal, print an unofficial copy of their transcript.

Article 32. Diploma and Diploma Supplement⁸

A diploma is awarded to students who have successfully completed their academic program. An original copy of the diploma is issued only once. Therefore, students must sign a record held by the administration of the institution in which they have completed their studies, confirming the receipt of their diploma.

Students have one month from the graduation date to request the correction of a clerical error on the diploma.

The Diploma Supplement is a document that allows graduates to better understand the content and value of their degree. It aims to provide independent and sufficient data to improve transparency, and academic and professional recognition of qualifications. It is intended to describe the nature, level, content and status of the studies successfully completed by the person named in the original diploma to which this supplement is attached.

It is automatically and gratuitously issued by the University to all its graduates.

The Diploma Supplement consists of eight sections:

- information about the holder;
- information about the diploma;
- information about the level of qualification;
- information about the content and the results obtained;
- information about the function of the qualification;
- additional information;
- certification of the supplement;
- information about the national higher education system.

⁸- Ref. ECTS Guide

Title Four – Regulations of Written and Other Exams

Article 33. *Punctuality*

Students are required to be present at the scheduled start time of the exam. If they are less than 15 minutes late, they are allowed to take the exam. If a student is late by more than 15 minutes but not more than 30 minutes, they may only enter the examination room with the permission of the Head of the institution. After thirty minutes, students will no longer be allowed to enter the examination room. Latecomers will not be given extra time for the exam.

Article 34. *Conduct of Exams*

- a. Seating in the examination room is assigned prior to the beginning of every exam.
- b. Students must have a valid USJ student ID for the current year and show it to the proctor upon request. If they do not have it, they will not be allowed to take the exam unless authorized by the Head of the institution.
- c. Students are not allowed to leave the room during the first 30 minutes following the distribution of exam subjects. After this time, if necessary, they can leave the room only if accompanied by a proctor. Students who violate this rule will get a zero on the exam in question and will not be allowed to take a make-up exam.
- d. Exams are taken anonymously on papers provided by the institution.
- e. An unreadable copy may be canceled with a grade of zero at the discretion of the Head of the institution.
- f. If the nature of the subject or exam requires additional information or correction, students may ask the proctor to notify the Head of the institution.
- g. The material permitted during the exam are listed on every paper. In the examination room, students are not allowed to lend their material.
- h. Students shall stop writing as soon as the scheduled time for the exam is over. Before leaving the examination room, they shall hand in their copy and sign the attendance sheet.
- i. Any behavior or action contrary to the rules will be reported to the Head of the institution by means of an Incident Form filled out by the proctor. Any attempt at fraud will result in the cancellation of the exam and the awarding of a zero, with or without recourse to a make-up session. It may even lead to referral to the Institution's Disciplinary Board.

Article 35. *Exam Correction*

- a. At the end of the exam, the proctors will hand in the papers and the attendance sheet to the institution's secretariat. The papers are immediately made anonymous.
- b. The anonymous papers are sent to the examiner in a closed envelope on which are written the name of the examiner, the code and title of the course, the nature and date of the exam, the number of copies and the deadline for submitting the corrected copies.
- c. When the corrected copies are returned, the secretariat opens the copies and transcribes the grades. Double correction is allowed, at the request of the Head of the institution. The latter may require that the correction be made at the institution.
- d. Students can consult the results on their personal account on the website. The institution keeps copies of the final exam for at least five working days after the results are published.

Article 36. Provisions Specific to Online Exams

Conduct of the Exams

- a. The allocation of access codes and the assignment of seats in the examination room take place before the beginning of every exam.
- b. Students must have a valid USJ student ID for the current year and show it to the proctor upon request. If they do not have it, they will not be allowed to take the exam unless authorized by the Head of the institution.
- c. Students are not allowed to leave the room during the first 30 minutes following the distribution of exam subjects. After this time, if necessary, they can leave the room only if accompanied by a proctor. Students who violate this rule will get a zero on the exam in question and will not be allowed to take a make-up exam.
- d. Exams are conducted on personalized folders as required by the institution.
- e. If the nature of the subject or exam requires additional information or correction, students may ask the proctor to notify the Head of the institution.
- f. The material permitted during the exam is listed for every assessment. In the examination room, students are not allowed to lend their material.
- g. Students shall stop typing as soon as the scheduled time for the exam is over. Before leaving the examination room, they shall verify that their files are properly saved and sign the attendance sheet.
- h. Any behavior or action contrary to the rules will be reported to the Head of the institution by means of an Incident Form filled out by the proctor. Any attempt at fraud will result in the cancellation of the exam and the awarding of a zero, with or without recourse to a make-up session. It may even lead to referral to the Institution's Disciplinary Board.

Exam Correction

At the end of the exam, the institution's secretariat copies the answers (in folders and files) to another folder created for this purpose. This new folder will be sent to the instructors for correction. The access codes will then be deactivated.

The instructor corrects, enters the grade on the "Teacher Format List" provided by the system and submits the filled-out form to the institution.

The institution then copies the grades from the "Teacher Format List" to the "Grade Management" platform. Should the instructor have doubts about some copies, they can analyze the environment in the examination room to decide the fate of these copies.

Article 37. Academic Integrity and Rigor

Academic integrity is defined as: "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage."⁹

Plagiarism

Plagiarism is an act of fraud. It consists of borrowing from an author while omitting to clearly quote the latter within one's own work. Therefore, plagiarism is the illegitimate appropriation of work or ideas from others. It is an infringement of the author's moral rights and may result in disciplinary sanctions. This copyright deserves protection, regardless of the type of document produced (text excerpts, images, data, use of unauthorized documents during exams, claiming documents written by others as one's own, etc.).

Plagiarism occurs when the actual author of a text or a given source from which the information was taken is not properly cited. Similarly, it occurs if there is no use of any form of explicit identification that distinguishes personal ideas from those taken from elsewhere. Plagiarism also occurs if personal ideas, results and writings are taken from another work (issued or published) without being explicitly cited. In this case, it is more a matter of academic integrity and intellectual honesty towards the readers.

⁹ <http://www.academicintegrity.org/>



Types of plagiarism

Types of plagiarism include: direct plagiarism, buying the work of others, self-plagiarism, paraphrasing without citation, copying and pasting, etc.

Information and prevention

Information regarding the definition of plagiarism, as well as ways to avoid it, is made available to all staff and students (brochures available on the USJ website). These brochures are handed out to students upon their registration at the University.

Control

All documents prepared by students (reports, theses, etc.) must be reviewed using a plagiarism detection software called “Turnitin”. The percentage used to determine plagiarism will be set by the institution in question. Generally, it should range between 20 and 35% (including references and bibliography).

Sanctions

Any proven act of plagiarism will result in the cancelation of the exam or project: the work will be graded zero. Students will not be allowed to present the second session of the course or project in question.

Sanctions will be determined by the Head of the institution and will be as follows:

- a simple warning, be it oral or written;
- cancellation of an exam session;
- public written censure. Only two censures are allowed per student throughout their academic journey at the University. In the event of a violation of University Regulations after the second censure, the institution may consider temporarily depriving students at fault from pursuing their studies;
- public expulsion from the institution for a specific period of time without the right to take exams.



Title Five – Behavior and Discipline

Article 38. 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 39. Behavior on the Premises

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.

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.

Cases of serious breaches of discipline are referred to the institution's Disciplinary Board.

Article 40. Libraries

USJ students have access to all University libraries in accordance with the conditions specified in the Library Regulations.

Article 41. Notifications

It is the duty of every student to keep informed of any administrative decision duly posted by the institution's secretariat. 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.

All student-initiated postings must be approved by the administration.

Article 42. Responsibility

Students are morally and financially responsible for any material damage they may cause to the institution.

Article 43. Access to Campuses

- a. Access to campuses and centers is reserved for USJ students who have a valid student ID for the current year. Some access restrictions may be imposed on certain occasions.
- b. No activity other than attending classes or completing required assignments is permitted in the classrooms unless prior permission is granted by the Head of the institution or the Campus Administrator.
- c. No conference or meeting involving the presence of strangers may be held on the premises of an institution without the authorization of the Head of the institution or the Campus Administrator. Such permission is never granted for political party meetings. No guest may be contacted for a conference on the premises of an institution without prior agreement with the Head of the institution.



Article 44. *Disciplinary Sanctions*

The disciplinary sanctions that the Head of an institution and the Director of a campus may impose are:

- 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 or session.

The Disciplinary Board of an institution or campus may, in addition to the measures already listed, impose the following sanctions:

- exclusion from exams, be it publicly or not, for a certain number of sessions;
- permanent exclusion from the institution.



Title Six – Student Life

Article 45. *Class Representatives*

The role of the class representatives is to:

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

The class representatives of an institution meet periodically in a Class Representative Board, which has its own Internal Regulations, under the chairmanship of the Dean or Director of the institution or center.

A representative of the class representatives, elected by their peers, is invited to participate in the Institution Board meetings to discuss the agenda items that concern them.

Article 46. *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 Internal Regulations of every institution.
- b. The election takes place under the supervision of an electoral board composed of three members: a representative of the institution, who chairs the board, and two students (the oldest and the youngest of the non-candidate students).

The procedures for the election are established by a special text adopted by the University Board.

Article 47. *Student Chapters*

- a. Student chapters are established in every institution and campus with the following objectives:
 - maintaining the spirit of friendship among the students of the institution or campus;
 - developing activities of a social, cultural, sports, civic or professional nature, while taking into account the diversity and free nature of these activities, as well as other suggestions from the administration;
 - organizing, in accordance with the provisions of Article 11, activities of a political nature;
 - promoting their academic interests with the administration of their institution, their campus and the University in a spirit of healthy dialogue;
 - promoting their discussions with other students of the University;
 - cooperating with the chapters of other institutions or campuses of the University, or of other universities.
- b. The establishment of the chapter is done in accordance with the provisions of the “Saint Joseph University Student Chapter Bylaws”.

The chapters are informed of the activities of the various clubs and associations.



Article 48. Student Clubs

Student clubs may be formed in accordance with the bylaws of such clubs.

Article 49. Spiritual and Social Activities

- a. In compliance with the University Charter, USJ prohibits discrimination on the basis of religion and attaches particular importance to the diversity of its recruitment of instructors and students.
- b. The Society of Jesus ensures spiritual and social activities on the campuses.
- c. On every campus, a chapel is the center of the activities organized by the USJ Campus Ministry; these activities are supported by USJ within the framework of the University Pastoral approved by the Assembly of the Catholic Patriarchs and Bishops of Lebanon.
- d. Depending on availability, appropriate facilities are provided for students of other religions who wish to pray on campus.