



Saint Joseph University of Beirut
Internal regulations of the studies
Common provisions

Text approved by the Council of the University

October 10, 2016 (CdU 187)

Amended on June 21, 2017 (CdU 191)

Amended on June 20, 2018 (CdU 196)

Amended on June 19, 2019 (CdU 200)

Table of contents

Title one – Studying at Saint Joseph University of Beirut	4
Article 1 : <i>Student status</i>	4
Article 2 : <i>Programs and cycles</i>	4
Article 3 : <i>Teaching units and credits</i>	4
Article 4 : <i>Prerequisite teaching units</i>	5
Article 5 : <i>Coaching of the student</i>	5
Article 6 : <i>Languages</i>	5
Article 7 : <i>Calendar and schedules</i>	6
Article 8 : <i>Compulsory presence</i>	6
Article 9 : <i>USJ student card</i>	7
Article 10 : <i>USJ electronic address</i>	7
Article 11 : <i>Use of the media and social media</i>	7
Title two - Registrations and admissions	7
Article 12 : <i>Admission files</i>	7
Article 13 : <i>Documents required for the first registration</i>	7
Article 14 : <i>Registration fees</i>	8
Article 15 : <i>Registration to many programs</i>	8
Article 16 : <i>Advance registration</i>	8
Article 17 : <i>Registration during the program</i>	9
Article 18 : <i>« Extra-curricular » registration</i>	9
Article 19 : <i>Free attendees</i>	9
Article 20 : <i>Modification of registration</i>	9
Article 21 : <i>Certificates</i>	9
Article 22 : <i>Social coverage of the student</i>	10
Article 23 : <i>Financial aid</i>	10
Article 24 : <i>Family reductions</i>	11
Title three - Validation of the training achievements	11
Article 25 : <i>Evaluation of achievements</i>	11
Article 26 : <i>Schedule of the midterm and final exams</i>	11
Article 27 : <i>Exam sessions</i>	11
Article 28 : <i>Absence to evaluations</i>	12
Article 29 : <i>Grading system</i>	12
Article 30 : <i>Juries</i>	13
Article 31 : <i>Consultation of the exam paper and verification of the grade</i>	14
Article 32 : <i>Degree supplement</i>	14
Title four – Regulations of the written or other exams	14
Article 33 : <i>Punctuality</i>	14
Article 34 : <i>Conduct of the exams</i>	14

Article 35 :	<i>Correction of exams</i>	15
Article 36 :	<i>Provisions specific to the digital exams</i>	15
Article 37 :	<i>Academic integrity and rigor</i>	16
Title five – Attitude and discipline	16
Article 38 :	<i>General behavior</i>	16
Article 39 :	<i>Attitude in the premises</i>	17
Article 40 :	<i>Libraries</i>	17
Article 41 :	<i>Notifications</i>	17
Article 42 :	<i>Liability</i>	17
Article 43 :	<i>Access to campuses</i>	17
Article 44 :	<i>Disciplinary sanctions</i>	17
Title six – Student life	18
Article 45 :	<i>Academic representatives</i>	18
Article 46 :	<i>Student unions</i>	18
Article 47 :	<i>Student clubs</i>	19
Article 48 :	<i>Spiritual and social animation</i>	19

INTERNAL REGULATIONS OF THE STUDIES COMMON PROVISIONS

Title one – Studying at Saint Joseph University of Beirut

Article 1 : *Student status*

The status of student at Saint Joseph University of Beirut (USJ) is acquired upon registration in one or more of these institutions. This registration takes place every semester.

Article 2 : *Programs and cycles*

- a. A curriculum is a set of teaching units with the objective of achieving learning outcomes that are necessary for granting a specific qualification. The curricula are normally sanctioned by degrees; some by certificates.
- b. An institution can offer many curricula. Some are common to many institutions.
- c. The curricula are generally organized in three *cycles*: a bachelor degree (*licence* (1st cycle)), a master's degree (*master* (2nd cycle)), a PHD degree (*doctorate* (3rd cycle)).
- d. According to the ECTS¹, the minimum duration of a cycle is 6 semesters for the Bachelor, 4 semesters for the Master and 6 semesters for the PHD, knowing that some institutions can raise the minimum level of this duration.
- e. A student may, if he wishes to and if this is not in contradiction with the provisions of paragraph (d) of this article, register to a maximum of 36 credits per semester. The head of the institution shall however be aware of these cases to avoid an overload of work for the student. A derogation by the Rector remains possible; therefore, the student shall write a detailed request addressed to the Rector; this request shall be first validated by the head of the institution who shall then refer it to the Rector.
- f. A student may, if he wishes to, spread his studies over a maximum period not exceeding double the minimum duration fixed by the institution where he is registered, in accordance with the provisions of paragraph (d) of this article².

Article 3 : *Teaching units and credits*

- a. A teaching unit (TU) is a learning activity to which are assigned some credits.
- b. The credits represent, in a numerical form, the hourly volume of work that the student is supposed to ensure in order to acquire the learning outcomes related to a TU.
- c. One credit equals 25 hours of in-class and/or personal work. To each TU a whole number of credits between 1 and 8 is assigned. A higher number may be assigned to the internships and master theses.
- d. Credits are accumulated in view of obtaining the degree, upon validation and capitalization, according to methods determined by the institution.
- e. Credits are transferable in the same cycle based on the methods foreseen in Article 17 of this document.
- f. To each cycle corresponds a number of credits to be validated for obtaining the degree: 180 credits for the Bachelor (*licence*), 120 credits for the Master and 180 credits for the PHD (*doctorate*)³.
- g. A minimum and a maximum of in-class work hours are fixed by each institution for the first cycle.
- h. In order to obtain the first degree of a training, the student must validate a certain number of mandatory TUs : elective closed required by the institution where he is registered, elective closed required by the University and called "USJ general training" (« *Formation générale USJ* ») and elective open based on the following:

¹ *European Credit Transfer System.*

² The Ministry of Education and Higher Education authorizes, for the PHD, a maximum duration of 16 semesters for a student registered in a curriculum on a part-time basis.

³ Some degrees have particular provisions that differ from the general scheme.

Type of TU	Number of credits proposed by the institution	Number of credits that the student must validate
Mandatory TUs	Between 126 ⁴ and 150 ⁵	Number required by the institution
Elective closed TUs (institution)	At least 18	At least 12
USJ general training ⁶	List proposed by the University	At least 12
Elective open TUs	List proposed by the University	At least 6

Article 4 : *Prerequisite teaching units*

Registration for a TU may require « prerequisite teaching units »; these are all the other teaching units of a curriculum whose learning outcomes and the corresponding credits must be validated by the jury before registration for this TU.

Article 5 : *Coaching of the student*

A full-time teacher shall coach the student in the progress towards his academic course.

Article 6 : *Languages*

a. Teaching languages

The two teaching languages are French and Arabic. Some TUs or some curricula are delivered in English.

b. Conditions of sufficient knowledge of the French language

Prior to every registration for the first cycle, the candidate must have been classified in « A » category at the aptitude test in French language.

However, the candidate who is classified in « B » category at this test is authorized to undertake a provisional registration in some institutions⁷. As soon as he is registered and during the first year of his path, he shall attend mandatory courses of upgrading in French language, which replace an elective open TU of three credits. These TUs are provided by the Faculty of languages and translation of the USJ in three successive sessions at the first semester, at the second semester as well as at the summer semester.

An « A » level test is organized at the end of each session. The student who passes this test validates the three credits; his registration becomes thus final and he can then continue his studies. The student who has not passed at the first session can register at the second session; in case of failure at this last session, he can register for the summer session. The student who does not pass this test, after the three sessions, shall not be able to renew his registration.

⁴ This number corresponds to 70% of the total number of credits of the Bachelor degree, which is in general 180.

⁵ This number corresponds to the total number of credits of the Bachelor degree, which is in general 180, of which the number of credits of non mandatory TUs that the student must validate is deducted, i.e. $150=180 - (12+12+6)$.

⁶ These elective units come under three axes: « Ethics », « Discipline openness », « Citizenship education », « Religious sciences ».

⁷ Except for the Faculties of medicine, dentistry, pharmacy, law and political sciences, the High school of engineers (École supérieure d'ingénieurs), the national institute of communication and information, and the School of translators and interpreters of Beirut (École de traducteurs et d'interprètes de Beyrouth).

The institutions may, in their « Proper provisions » of the Internal regulations of studies, expand the requirement of Level « A » to any first registration for the higher cycles.

c. *Conditions of sufficient knowledge of Arabic language*

In a Bachelor degree program, the student must validate two credits corresponding to TUs of Arabic language or Arabic culture chosen amongst the open elective TUs, and at least four credits corresponding to TUs in Arabic chosen amongst the compulsory TUs.

In a Master program, the student must validate at least two credits corresponding to TUs in Arabic chosen amongst the compulsory TUs.

Exemptions of Arabic language may be granted by the equivalence commission of the USJ.

d. *Conditions of sufficient knowledge of English language for the francophone programs*

In order to obtain the degree of the first cycle, the student who is classified as « A » category at the English *Placement Test* or who has passed from « E », « D », « C » or « B » to « A » category must pass the TU of the corresponding level (level « A »), on one hand, and submit to the *Proficiency Test of Saint Louis University*, on the other hand.

e. *Conditions of sufficient English language proficiency for the anglophone programs*

Prior to any registration for the first cycle, the candidate must have been classified at least as « B » category at the English *Placement Test* or have obtained for the TOEFL a score equivalent to 60-69 (*Internet-Based*) or 515-549 (*Paper-Based*).

Article 7 : *Calendar and schedules*

- a. The academic year extends from the 1st of September to the 31st of August. It includes two university semesters, of 14 weeks each. The calendar of the year (holidays, days off, exams) is fixed every year by the University Council.
- b. The institutions may organize a university summer term for internships, TUs that are repeated and adjusted to the students who failed them (half of the initial teaching hours), or new TUs provided in an intensive way (same hourly amount as the initial amount) to allow some students to progress in the program. In both cases, the work load per TU must be respected.
- c. A TU shall not exceed one semester. If a training session, an end-of-studies project or a dissertation cannot be completed during one semester, it shall be spread over two semesters within two TUs, the first one being a prerequisite, according to the provisions of Article 4, in order to be able to register in the second, proposed in the following semester.
- d. The courses are provided by periods of one hour and 15 minutes based on the following schedule: 8h, 9h30, 11h, 13h30, 15h, 16h30, 18h and 19h30.
- e. Some flexibility in the schedules mentioned in the previous paragraph may be foreseen for the practical work and for the programs of the second cycle.

Article 8 : *Compulsory presence*

- a. Presence at the courses is compulsory and controlled. However, for the elective TUs, the absence cases during the first two weeks of the semester are not noted.
- b. Attendance and motivation of the student have direct effect on his continuous evaluation during the semester (ref. article 25 of this document) according to the modalities defined by the institution.
- c. To take the final exam of a TU, at the first and second exam periods, the student must have attended at least 70% of the in-class courses. The list of students who shall not be able to pass the final exam is validated by the head of the Institution and at least one member of the Institution board on the eve of these exams.
- d. For an absence of more than two consecutive weeks, the student must ask for an authorization. According to the duration and the period over which the absence of the student extends, the Board of

the institution may either authorize the student to continue his semester, or ask him to repeat it. In the last case, the maximum duration of the program is thus extended of one semester.

An absence exceeding two consecutive weeks without authorization is considered as a drop by the student of the current semester; the student concerned cannot avail himself of any rights acquired upon his reintegration.

Article 9 : *USJ student card*

A USJ student card is given to every student at the beginning of the academic year. On this card, his status of student is mentioned. The student must carry it all the time. It may be required for any university action: it is namely required for access to the USJ campuses, for the participation in written and oral exams as well as for the participation in the student elections.

Article 10 : *USJ electronic address*

An electronic address of the (@net.usj.edu.lb) is provided to every student upon his first registration at the University. Any email communication by the University or the institution (communiqués, exam dates, results, etc.) with the student shall be exclusively made through this electronic address.

Article 11 : *Use of the media and social media*

The chatrooms, social media, blogs and other means of electronic communication, although they facilitate the expression of everyone, do not exempt from the respect of others as well as of the University and its components. Any offensive or defamatory statements published by these means of communication and which does not respect the values of the University and the “Charter of the media and social media of the University” shall be subject to disciplinary sanction, even if it is disseminated with a closed audience (for example “friends” on social media).

Title two - Registrations and admissions

Article 12 : *Admission files*

The admission files are presented, either online on the University website, or with the offices set up for this purpose⁸, according to the modalities and deadlines fixed by the University. In each program, the first registration becomes final only if it meets the regulatory conditions, on one hand, and if it is preceded by the settling of a down payment, on the other hand.

Article 13 : *Documents required for the first registration*

Upon the first registration, the student must submit to the registration office or to the Secretariat of the institution, depending on the case, the following documents:

- a passport-size photograph;
- a recent individual civil status abstract or a photocopy of the national ID card (by showing the original), or a copy of the passport for foreigners;
- a photocopy of the Lebanese baccalaureate or its equivalent, certified by the Ministry of national education;
- a photocopy of the social security card for the students who are already registered at the NSSF, and a proof of any other official social protection means;

⁸ With admission offices for the first cycle and the institutions for the other registrations.

- a certified transcript of the last three years of school or university studies, according to the cycle to which he is applying;
- a certified photocopy of the higher studies already validated and the university degrees already obtained, as well as the equivalence of these degrees granted by the Lebanese State when necessary;
- any other document requested by the institution to which he is applying.

The student must submit the NSSF documents mentioned in paragraph four above, within three weeks maximum after the beginning of the first semester, otherwise, the delay penalty required by the NSSF shall be added to the second instalment of the student's registration fees.

The ID paper, presented by the student upon his first registration, fixes definitively the civil status information that shall appear on the degrees and certificates delivered by the University:

- the transliteration of his name, surname and father's name;
- the date and place of birth;
- his nationality.

If a student or a graduate gets a rectification of his civil status, he has to append to his degrees a certificate of modification delivered by the competent civil authorities. No modification of the university degrees and archives is possible.

The transliteration of his name, surname and father's name as given by the student upon his first registration is considered final.

The female students, even if they are already married, are registered under their maiden name. It is this name that shall appear on their degrees.

Article 14: *Registration fees*

The registration fees depend on the program. They are fixed by credit at the beginning of every year by the Council of the University and are settled in two installments which must be paid by semester within the deadlines fixed by the University. A down payment is sometimes required prior to the first registration. In case of withdrawal or drop of the courses, the first installment or down payment is not reimbursed, as well as the second payment if it has been made. In case of delayed payment, the amount due is increased by 5% for the benefit of the Social aid service of the USJ.

The registration certificate shall only be delivered once the first installment is paid. A student can only register for a new semester when he has paid off the registration of the previous semester.

Article 15: *Registration to many programs*

A student may register for many programs provided he meets the provisions of Article 2, paragraphs (d) and (e) of this document and those of the Lebanese legislation.

Article 16: *Advance registration*

A student registering in a cycle cannot register for a TU of a higher cycle in the same discipline.

However, when six credits or less are still needed to achieve a first cycle program, an "advance registration" to the second cycle is possible for 30 credits maximum, upon approval of the institution Board.

In this case, it is not possible to complete these two cycles on the same date: there has to be a time interval of two semesters at least between the end of two cycles.

The credits of the TUs where the student is registered in advance can only be validated when the student has achieved the program of the lower cycle. The credits are thus capitalized after this achievement.

Article 17: *Registration during the program*

- a. The credits are transferable during the program in the following cases:
 - i. Transfer between curricula of the same cycle inside the USJ
 - ii. Transfer of a curriculum from another university to a curriculum of the same cycle at USJ.

Any transfer requires the approval of the equivalence commission of the USJ. In case of approval, the number of credits obtained by equivalence cannot exceed 50% of the curriculum credits.

- b. The credits are also transferable with universities that have adopted the ECTS: upon an agreement signed on a case by case basis, the credits acquired in one university are validated in the other.

Article 18: *« Extra-curricular » registration*

- a. It is possible to register outside the curriculum with a maximum of 15 credits if the admission conditions raised by the institution are met.
- b. Registration for a TU may be rejected by the director of the institution if the student does not justify prerequisites or if the maximum number of students has been attained.
- c. The student is submitted to the evaluation of his TUs and receives a transcript, which is unique and comprehensive.
- d. The student can capitalize the « extra-curricular » validated credits by registering to a curriculum according to the regular regime (ref. article 21 of this document).

Article 19: *Free attendees*

- a. It is possible to register as free attendee for one or more TUs.
- b. The registration for a TU may be rejected by the director of the institution if the free attendee does not give proof of the prerequisites or if the maximum number of students has been attained.
- c. The free attendee is not a USJ regular student and shall not be submitted to the evaluation of the gains. He shall not receive a registration certificate but rather a certificate of attendance upon his request. On his student card there is clear mention of the status of free attendee. The validity date of the card is also mentioned.

Article 20: *Modification of registration*

The students register before the start of the courses. They get a two week deadline at the beginning of each semester to modify their registration; those who wish to may at a later stage, but before the tenth week of a semester, withdraw from a TU; they shall however settle all the fees corresponding to this TU. These modifications must be approved by the head of the Institution and at least one member of the Institution Board.

Article 21: *Certificates*

Certificates are delivered upon the students' requests; they are granted based on their status as students: a student is considered regular if he pursues a degree program; he is a full-time student if he is registered for at least 24 credits of the current semester. Registration ceases to be valid in case of non-payment of the registration fees.

- i. Admission certificate: the institution delivers, to the bodies providing financial aid and upon the applicant's request, admission certificates for the applicants who are admitted to register for the current semester.

- ii. Registration certificate: the institution delivers to the students, upon their request, registration certificates mentioning the number of credits. A full-time registration certificate assumes that the student should be registered for 24 credits at least.

Article 22: *Social coverage of the student*

a. *Compulsory protection:*

Any Lebanese student who is 30 years old or less is registered to a compulsory social protection regime which covers for his medical care and hospitalization fees. According to his family status, he may benefit from his parents' coverage or that of the student regime of the National Fund for Social security, and in this case he must pay an annual contribution. The detailed information on this compulsory protection is provided upon registration.

b. *Accident insurance taken out by the University :*

Every student benefits from the « Students » insurance policy subscribed by the University. It covers the student during the working days as stated in the university calendar during the attendance at the University or during journeys to and from the university; this insurance policy shall cover him also during activities and projects organized by the University even if they take place during non working days.

In case of accident occurring outside the cases foreseen above the insurance coverage shall be subjected to the prior approval of the Rectorat.

The « Student » insurance shall cover:

- accidental death,
- total or partial permanent disability due to an accident,
- medical fees incurred after an accident.

c. *Private insurance:*

- The Lebanese students who do not benefit from the National Social Security Fund are invited to subscribe to a private insurance policy (at their own expenses) covering at least the cost of their hospitalization.
- The foreign students must subscribe at their own expense or according to registration conditions, to an insurance covering at least their hospitalization and their repatriation.
- The outgoing mobility students within the university programs must subscribe at their own expense to an insurance covering at least the cost of their hospitalization and their repatriation.

d. *Professional insurance :*

Students on nursing placements, according to the conditions set by the University, benefit of a professional civil liability insurance, as the case might be, subscribed by the University or any other body in view of covering the accidents that occur in the framework of these activities in Lebanon.

Article 23: *Financial aid*

The University grants the following forms of financial aid:

- Rescheduling of school fees payment after a request addressed to the social aid department;
- Zero interest loans with banks against a request addressed to the social aid department. These loans are reimbursable after the end of the studies;
- Social grants upon request addressed to the social aid department;

- Excellence grants to the best bachelors residing in Lebanon. They cover fully or partly the university studies fees according to the regulations in force;
- Merit scholarships to the best students, granted by the Board of each institution on the basis of academic criteria fixed by the institution;
- Sports scholarships to members of sports selected teams, on the basis of criteria defined by the University;
- Scholarships to foreign students who have finished their first cycle university studies abroad in such a way to apply for a higher cycle registration. They cover all or part of the registration fees and subsistence expenses.

Article 24 : *Family reductions*

Families who have more than one child registered at the USJ are eligible for a discount on the credit price only, provided all children of the same siblings are registered for the same semester each for at least 20 credits in a graduate program.

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

- 5% discount for each one of the two children,
- 10% discount for each one of the three children,
- 12,5% discount of each one of the of the four children.

Title three - Validation of the training achievements

Article 25 : *Evaluation of achievements*

- a. The credits for which the student is registered are validated following the evaluation of the achievements of the TU⁹.
- b. The evaluation consists of a continuous evaluation of the student's achievement during the semester (written and oral tests, mid-term exams, presentations, projects, personal work, attendance, motivation,...) and an end of semester evaluation (final exam, project, dissertation...).
- c. The evaluation methods are determined by the institutions.

Article 26 : *Schedule of the midterm and final exams*

- a. The schedule of the midterm and final exams is planned in advance and communicated to the students through posting at least one week prior to the fixed date.
- b. Any change in this schedule must be notified to the students at least one week in advance.
- c. This schedule is established by the head of the institution in coordination with the teachers concerned. No agreement can be made directly between teachers and students in this regard.

Article 27 : *Exam sessions*

- a. The student has the right to pass two final exam sessions per TU per semester. The methods of final exam sessions, midterm exam sessions, projects and papers are fixed by each institution, in such a way that the corresponding TU will be completed at the end of the corresponding semester, according to the provisions of Article 7.
- b. For the final exam, the student can apply to one or both of the two sessions, at their choice.

⁹ Ref. Manuel de pédagogie universitaire (University pedagogy manual).

- c. The student may, if he wishes to, pass the first session exam again in a second session, if need be, in order to improve his final grade. The grade of the second session shall, in all cases, replace that of the first session.
- d. Any new registration by a student who fails twice at a TU shall be subjected to the prior consent of the jury following a meeting between the student and the head of the institution. It will be the same in case of new failure at a later stage.

Article 28: *Absence to evaluations*

- a. Each student who does not attend one element of the evaluation other than the final exam must justify his absence by submitting in writing a valid motive within three working days. The « Proper provisions » of the Internal regulations of the studies in the institution specify the way this absence is compensated.
- b. Any absence to the final exam shall lead to zero score for this examination.

Article 29: *Grading system*

- a. The final grade of a TU may be presented over 20 or over 100 depending on the choice of the institution and based on the grading system of the USJ (ref. Table 1).

The results indicate the success or the failure of the student at the TU come in order as follows : **A+, A, A-** ; **B+, B, B-** ; **C+, C, C-** ; **D+, D, D-** ; **F**.

The corresponding number of credits appears on the transcript.

Grade/20 USJ scale	Grade/100 USJ scale	Significance of the scale / USJ rank	USJ rank	Values of USJ rank	Grade/100 USA scale
18.00 - 20.00	90.00 - 100.0	EXCELLENT Very Good	A+	4.0	97.00 -
			A	4.0	100.0
17.00 - 17.99	85.00 - 89.99		A-	3.7	93.00 - 96.99
16.00 - 16.99	80.00 - 84.99				90.00 - 92.99
15.34 - 15.99	76.70 - 79.99	Good	B+	3.3	87.00 -
			B	3.1	89.99
14.67 - 15.33	73.35 - 76.69		B-	3.0	85.00 - 86.99
14.00 - 14.66	70.00 - 73.34				82.50 - 84.99
13.34 - 13.99	66.70 - 69.99	Good enough	C+	2.7	80.00 -
			C	2.3	82.49
12.67 - 13.33	63.35 - 66.69		C-	2.1	77.00 - 79.99

12.00 - 12.66	60.00 - 63.34				75.00 - 76.99
11.34 - 11.99	56.70 - 59.99	Fair	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)*	0.0*	65.00 - 67.49 60.00 - 64.99
00.00 - 07.99	00.00 - 39.99	Fail	F	0.0	00.00 - 59.99

Table 1 – Grading System

- b. At the end of the second exam session, it shall be up to the jury to undertake a readjustment of the grades of the whole classroom for each TU ; the readjustment value shall take place as follows (*ref. Table 2*) :

Average of the classroom	MC
Spread applied	2
Fair grade	NP=MC-2
Pass mark fixed by the institution	NR
Readjustment	RJ=NR- NP

Table 2 – Readjustment calculation

In case the readjustment value is inferior or equal (\leq) to 2, the total grades of the class shall be reevaluated, upward, to the readjustment value. If this readjustment is superior ($>$) to 2, the grades shall not be modified.

At the end of the readjustment, the jury whose decisions are sovereign, may proceed to an additional readjustment of a grade which is inferior to the pass mark up to the pass mark; the rank assigned would then be D-.

Article 30: Juries

- a. The jury is composed of :
- the head of the institution, who convenes and chairs it,
 - the members of the teaching body who have provided the corresponding TUs,
 - the members of the teaching body who will have been summoned by the head of the institution.
- b. The jury decides the results of the evaluation of the achievements and validates the credits at the end of each semester (semester jury) after each of the two exam sessions and, if need be, at the end of a formation (graduation jury). After the first session, the jury undertakes an

evaluation of the results in order to identify the candidates who will have to pass a second session at the end of which the jury shall validate definitively their results.

- c. The grade compensations of the different TUs are not admitted.
- d. The decisions of the jury bear no appeal. The grades decided by the jury can only be modified in case of material error (ref. article 31 of this document).

Article 31 : *Consultation of the exam paper and verification of the grade*

- a. The student may request, in writing, to see his exam paper within the five working days following the publication of the grades.
- b. Only in the case of material error of omission, addition or postponement, the grade is corrected upon the decision of the head of the institution.

Article 32 : *Degree supplement*

A « degree supplement » is appended to the degree. It includes namely the list of validated TUs and for each, the final grade obtained by the student¹⁰

Title four – Regulations of the written or other exams

Article 33 : *Punctuality*

The student has to be present at the time fixed for the start of the exam. In case of delay of less than fifteen minutes, he shall be allowed to pass the exam. For a delay that is superior to fifteen minutes but not exceeding thirty minutes, access to the exam room can only happen upon authorization by the head of the institution. When the delay exceeds thirty minutes, access to the exam room shall not be authorized. The latecomers shall not benefit from any extra time for the exam.

Article 34 : *Conduct of the exams*

- a. Seat assignment in the exam room takes place before the beginning of every exam.
- b. The student must hold a valid USJ student card for the current year and show it to the supervisor upon the latter's request. If he does not have a card, he shall not be able to participate in the exam unless he gets an authorization from the head of the institution.
- c. The student is not authorized to leave the room within the first 30 minutes following the distribution of the papers. After this deadline, if necessary, the student can get out, accompanied by a supervisor.
The student who infringes these regulations shall get a zero-grade for the concerned exam and shall not be entitled to a re-take exam.
- d. The exams take place based on the principle of anonymity on the papers provided by the institution.
- e. Any unreadable paper may be canceled with zero grade, upon a decision by the head of the institution.
- f. If the nature of the subject or the exam requires additional information or correction, the student may ask the supervisor to notify the head of the institution.

¹⁰ Ref. ECTS Guide.

- g. The material authorized during the course of the exam shall be mentioned specifically for each evaluation. In the exam room, the students are forbidden from lending their material.
- h. The student stops writing as soon as the duration foreseen for the exam has expired. Before leaving the exam room, the student shall submit his paper and sign the attendance sheet.
- i. Any behavior or action contrary to the regulations is to be notified to the head of the institution by an informed incident sheet delivered by the supervisor. Any fraud attempt shall lead to the cancelation of the exam which shall obtain a zero grade, with or without resorting to a repeat session. It may even lead to the referral to the Disciplinary board of the institution.

Article 35 : *Correction of exams*

- a. As soon as the exam ends, the papers and the attendance sheet shall be submitted by the supervisors to the Secretariat of the institution. The exams shall be immediately made anonymous.
- b. The anonymous papers shall be transmitted to the corrector in a closed envelop on which shall be written the name of the corrector, the code of the TU title, the nature and date of the exam, the number of papers and the delivery deadline of the corrected papers.
- c. Upon return of the corrected papers, the secretariat shall lift the anonymity and process the institution. The latter may require that the correction takes place at the institution premises.
- d. The results may be consulted by the students on their personal account on the website. The final exam papers shall be stored by the institution for at least five working days as of the publication of the results.

Article 36 : *Provisions specific to the digital exams*

Conduct of the exams:

- a. The allocation of access codes and the designation of seats in the exam room shall take place before each exam.
- b. The student must hold a valid USJ student card for the current year and show it to the supervisor upon the latter's request. If he does not have a card, he shall not be able to participate in the test unless he gets an authorization from the head of the institution.
- c. The student is not authorized to leave the room within the first 30 minutes following the distribution of the papers. After this deadline, if necessary, the student can get out, accompanied by a supervisor. The student who infringes these regulations shall get a zero-grade for the concerned test and shall not be entitled to a re-take exam.
- d. The exams are written on customized folders required by the institution.
- e. If the nature of the subject or the exam requires additional information or correction, the student may ask the supervisor to notify the head of the institution.
- f. The material authorized during the course of the exam shall be mentioned for each evaluation. In the exam room, the students are forbidden from lending their material.
- g. The student stops writing as soon as the duration foreseen for the exam has expired. Before leaving the exam room, the students shall have to check that their files are well saved in the right folder.
- h. Any behavior or action contrary to the regulations is to be notified to the head of the institution by an informed incident sheet delivered by the supervisor. Any fraud attempt shall lead to the cancelation of the paper which shall obtain a zero grade, with or without resorting to a repeat session. It may even lead to the referral to the Disciplinary board of the institution.

Correction of the exams

As soon as the exam ends, the secretariat of the institution copies the answers (in a folder or file format) on another folder created for this purpose. This new folder shall be submitted to the teachers for correction. The access codes are thus deactivated.

The teacher corrects, enters the score on the « *Teacher format list* » provided by the system, and shall deliver it filled in to the institution.

Then the institution copies the grades of the « *Teacher format list* » on the “*Grades management*” platform. In case the corrector has any doubts about certain papers, he may analyze the environment of the exam room, in order to decide what to do with these papers.

Article 37 : Academic integrity and rigor

Academic integrity is defined as: « A commitment to respect, whatever the circumstances, the five following fundamental values: honesty, confidence, justice, respect, responsibility »¹¹.

Plagiarism is a violation, a fraud that violates the academic integrity as well as the moral rights of the author and could entail disciplinary sanctions. This authors’ right deserves to be protected, whatever the type of document produced (text samples, images, data, use of materials and documents that are not authorized in the exam framework, pretending that documents produced by others are their own etc.).

Information and prevention:

Information related to the definition of plagiarism, as well as the means to avoid it, is put at the disposal of all the staff and the students (flyers available on the USJ website). These flyers shall be submitted to the students as soon as they join the University.

Control:

All documents produced by the students (reports, theses, etc.) could be checked through a plagiarism detection software.

Sanctions :

Any act proven as plagiarism shall lead to the cancellation of the exam or the project: the job is graded zero.

Title five – Attitude and discipline

Article 38 : General behavior

Mutual respect, good attitude and observing discipline are required from all the students.

The spirit of conviviality governs their relations, both on the campus and at any other place, in the framework of university activities.

The premises and the equipment are used with the utmost care.

¹¹ <http://www.academicintegrity.org/>

Article 39: *Attitude in the premises*

In higher education, it is not usual that a teacher looks after disciplinary questions. It is up to the students themselves to preserve in the classrooms order and silence needed for the good work. In case order and silence are not respected, a teacher may suspend his course and refer the matter to the administration.

The students shall be present in the classroom at the time set. In class, no one can come in or out of the classroom without the authorization of the teacher; any use of mobile phones, cameras or any other means of recording is prohibited.

Cases of breach of discipline shall be referred to the disciplinary board of the institution.

Article 40: *Libraries*

The USJ students have access to all the University libraries, according to the conditions foreseen in the Regulations of the libraries.

Article 41: *Notifications*

It is the duty of every student to stay informed of any administrative decision duly posted by the Secretariat of the administration. The students shall also stay informed of the exam schedule as well as the results they have achieved. The Secretariat shall not be required to communicate such information to the absent students by phone or in writing.

Any posting by the students shall be pursued by the administration.

Article 42: *Liability*

The students shall be morally and monetarily liable for any material damage that they might cause to the institution.

Article 43: *Access to campuses*

- a. Access to campuses and to the centers is reserved to the USJ students who hold their valid student cards for the current year. Some access restrictions may be imposed on certain occasions.
- b. No activity shall be tolerated in the classrooms except for those of attending courses and accomplishing requested assignments, unless otherwise authorized in advance by the head of the institution or the Campus administrator.
- c. No conference or meeting in presence of persons who are stranger to the institution can be held in the premises of the institution without the authorization of the head of the institution or the Campus administrator. This authorization is never granted for meetings of political parties. No person alien to the institution shall be allowed to be contacted in view of a conference to be held in the premises of the institution without prior consent of the head of the institution.

Article 44: *Disciplinary sanctions*

The disciplinary sanctions that the head of an institution and the director of a center may pronounce are:

- Simple warning,
- Written censure or censure without publicity,
- exclusion from the library, with or without publicity, and for a fixed period of time,
- exclusion, with or without publicity, from one course or more, from one internship or more, or from the institution, for a fixed period of time while preserving the right to pass the examinations,
- cancellation of an exam paper or a whole exam session.

The Disciplinary board of an institution or a center may, in addition to the measures already mentioned, pronounce the following sanctions.

- exclusion from the exams, with or without publicity, for a fixed number of sessions,
- definitive exclusion from the institution.

Title six – Student life

Article 45 : *Academic representatives*

The academic representatives play the role of:

- Facilitating and organizing the students' relationships with the teachers and the administration in view of achieving constant improvement of the teaching programs, the educational methods, the means of work and the regulations of the exams;
- Collecting and expressing the students' point of view on these subjects in order to confront it with the point of view of the teachers and the administration in joint meetings.

The academic representatives of an institution shall meet periodically within a Board of academic representatives which has internal regulations of its own, under the chairmanship of the dean or the director of the institution or the regional campus.

One of the academic representatives, who is elected by his/her peers, shall represent them and be invited to participate in the meetings of the Board of the institution to discuss items of the agenda that concern them.

Article 46 : *Election of the academic representatives*

- a. Election takes place for each academic year in each program. The representatives and their substitutes are elected at the beginning of every academic year, in a number fixed in the "Proper provisions" of the Internal regulations of each institution.
- b. Election takes place under the control of an electoral office formed of three members: one representative of the institution, who chairs it, and two students (the oldest and the youngest of the non candidate students).
- c. The methods of election are fixed by a special text adopted by the Council of the University.

Article 47 : *Student unions*

- a. In every institution and in every center, an Student unions shall be constituted with the aim of :
 - maintaining the team spirit amongst the students of the institution or center ;
 - developing activities of social, cultural, sports, citizen or professional nature while taking into consideration the diversity and the free character of these activities, as well as other proposals produced by the administration ;
 - organizing, according to the provisions of Article 11, activities of political nature;
 - promoting their university interests with the administration of their institution, their campus or their center and of the University in a spirit of healthy dialogue;
 - fostering exchange with the other students of the University;
 - cooperating with the Student unions associations of the other institutions or centers of the University, or those of the other universities.
- b. The constitution of such Student union takes place according to the provisions of the « Statutes of the Student unions associations of the students of Saint Joseph University of Beirut institutions ».
- c. The Student unions are informed of the activities of the various clubs and associations.

Article 48: *Student clubs*

Student clubs may be constituted, based on the terms foreseen by the statutes of the said clubs.

Article 49: *Spiritual and social animation*

- a. According to the Charter of the University, the USJ prohibits any discrimination on confessional grounds and attaches particular importance to the diversification of recruitment of its teachers and students.
 - b. The Society of Jesus ensures spiritual and social animation on the campuses.
 - c. On each campus, a chapel is the center of activities organized by the chaplaincy; these activities enjoy the support of the USJ in the framework of the University Pastoral activities approved by the Assembly of catholic patriarchs and bishops of Lebanon.
 - d. When available, appropriate premises shall be designated for the students of other religions who wish to pray on the campus.
-