



**AUB Mediterraneo
New Faculty Orientation Agenda
Wednesday, August 29th
Location: GF-01 Classroom**

9:00- 9:15	Welcome Speech	Wassim El Hajj , Rector
9:15-9:40	New Faculty Presentation	Malek Tabbal , Dean of the Faculty of Arts and Sciences Alain Daou , Dean of the Faculty of Business Salah Sadek , Dean of the Faculty of Engineering
9:40-10:00	AUB/ AUB Mediterraneo Facts/Figures and Philosophy	Salah Sadek , Dean of the Faculty of Engineering
10:00-10:20	Institute for Liberal Arts	Amy Zenger , Director ILA
10:20-10:40	Supporting your Research at AUB Mediterraneo	Alain Daou , Dean of the Faculty of Business
10:40-11:00	Student experience at AUB Mediterraneo	Malek Tabbal , Dean of the Faculty of Arts and Sciences
11:00-11:10	BREAK	
11:10-11:30	Teaching at AUB Mediterraneo	Malek Tabbal , Dean of the Faculty of Arts and Sciences
11:30-11:50	Accreditation at AUB Mediterraneo	Boushra Rahal , (Online) Director of Institutional Accreditation and Quality Assurance at AUB
11:50-12:10	IT Support	Dania El Ashi , (online) Senior IT Service Delivery Manager
	Group Picture	All Participants



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FACULTY ORIENTATION WELCOME NOTE

**WASSIM EL HAJJ, RECTOR
AUGUST 28, 2024**



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FACULTY ORIENTATION NEW FACULTY PRESENTATION

**ALAIN DAOU, DEAN FACULTY OF BUSINESS
AUGUST 28, 2024**



New Faculty

FACULTY OF ARTS AND SCIENCES



Name: Hanan Toukan

Position: Associate Professor, Political Science

Key Information: Completed her PhD at **SOAS**, University of London where she **won the Middle East Studies Association of North American Malcolm H. Kerr Award for best PhD in the Social Sciences for 2012**. Her research sits at the intersection of Middle Eastern studies, international politics, critical theory, political theory, colonial/postcolonial studies, contemporary art theory, visual cultures and cultural studies. She was previously **visiting Assistant Professor** of Middle East Studies and History of Art at **Brown University** and Visiting Professor of Cultural Studies of the Middle East at **Bamberg University**. She is also a recipient of **several research awards** including most recently from the Alexander von Humboldt Foundation.



Name: Rafael Papallas

Position: Assistant Professor, Computer Science

Key Information: Holds a PhD in **AI and Robotics** from the School of Computing, **University of Leeds**. He focuses on intelligent robotics, with a particular interest in robotic object manipulation. Papallas is accredited by **AdvanceHE with the Fellowship of HEA (FHEA)**, a recognition of teaching excellence in higher education in the UK. Dr. Papallas will join in **January 2025**.



New Faculty

FACULTY OF ARTS AND SCIENCES



Name: Zinon Zinonos

Position: Assistant Professor, Computer Science

Key Information: He holds a Ph.D. from the Department of Computer Science at the University of Cyprus, specializing in the **Internet of Things**. He previously held the position of **Project Manager of Pafos Smart City**. His interests include innovative technologies and applications for Smart Cities, the Internet of Things, wireless and mobile networks, and sensor networks. In 2024, he was selected to join the **Board of Directors of CYTA**.



Name: Chara Demetriou

Position: Assistant Professor, Psychology

Key Information: She earned her Ph.D. in Clinical Psychology from the University of Cyprus, specializing in **children's behavioral problems**. Dr Demetriou has published in leading journals such as the European Journal of Developmental Psychology, and her work has been funded by the Ministry of Education, Sport and Youth, Cyprus. She is a **registered School and Clinical Psychologist** and an active member of the Cyprus Psychological Association's Board.



New Faculty



Name: Anita Moutchoyan

Position: Senior Instructor, English

Key Information: Holds a MA in English Literature (2013) from AUB. She is a **Fulbright alumna**. Over the past decade, she has taught Communication Skills and Cultural Studies courses at Haigazian University and joined the CSP program as an **Part-time English instructor at AUB**. She has had experience working as a tutor at the AUB and LAU Writing Centers for over eight years. Upon receiving a grant from the U.S. Embassy in 2018, Anita **established the Haigazian University Writing Center** where she has served as its director. As of February 2024, Anita became a board member in MENAWCA (The Middle East North Africa Writing Center Alliance).



Name: Georgios Charalambous

Position: Lecturer, Mathematics

Key Information: Holds an **PhD in pure mathematics from the University of Cambridge** (2024). He is a fellow of the Institute of Mathematics and its Applications and a **recipient of the David Astley and Alan Talbot Prizes**. He conducts research in algebraic geometry using categorical tools, He is also actively engaged with the **Cyprus Mathematical Society** and with the Cambridge-Beijing Science Initiative.



New Faculty

FACULTY OF ENGINEERING



Name: Claudia Franze

Position: Assistant Professor, Industrial Engineering & Engineering Management

Key Information: Claudia was previously a Post-doctoral Researcher in **Management Engineering at Politecnico di Torino in Italy**, where she obtained her PhD in Management, Production, and Design in 2023. Her research interests encompass **digital transformation, business model innovation, and sustainability**. She is also a Senior Consultant 4.0 at the Competence Center Industry 4.0 (CIM4.0) in Turin.



Name: Hadi Abou Chakra

Position: Senior Lecturer, Industrial Engineering & Engineering Management

Key Information: Hadi holds a PhD in Process Engineering (1998) from the **University of Surrey** in the UK. His areas of **expertise encompass Process Engineering, Manufacturing Processes**, Project Planning and Management, Ergonomics, Safety Engineering, Production and Operation Management, Supply Chain, and Quality Control. Moreover, he has led numerous research initiatives in partnership with diverse industries, boasting a publication record of over **50 research papers** in esteemed journals, conferences, and books.

New Faculty

FACULTY OF BUSINESS



Name: Elena Antonacopoulou

Position: Full Professor, Management

Key Information: Holds a PhD in Management (1997) from the University of Warwick in the UK. With over **100 publications**, Antonacopoulou served at Universities in the **UK and Canada (Ivey, Western Ontario)** and visiting professor in the UK and Norway. She served in multiple **leadership roles in the top professional bodies (AOM, EURAM, EGOS, BAM)** and has received several awards for her service contributions and teaching excellence. In 2024, she received the **AOM Learning and Education Decade Award recognizing the most influential article published in the journal 10 years prior.**



Name: Christodoulos Pavlou

Position: Lecturer, Entrepreneurship

Key Information: Holds a PhD in business and economic studies (management) from the **University of Leeds** (2016). His research explores entrepreneurial ecosystems. He is teaching courses in business and economics at the American University of Beirut – Mediterraneo (AUB Mediterraneo). He has extensive **consulting experience** having worked with the Ewing Marion Kauffman Foundation (US) and **Deloitte (CY).**



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FACULTY ORIENTATION ABOUT AUB/AUB MEDITERRANEO

**SALAH SADEK, DEAN FACULTY OF ENGINEERING
AUGUST 28, 2024**



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FACULTY ORIENTATION INSTITUTE FOR LIBERAL ARTS (ILA)

**AMY ZENGER, DIRECTOR, ILA
AUGUST 28, 2024**



INSTITUTE FOR THE LIBERAL ARTS

FACULTY OF ARTS AND SCIENCES

*‘Fulfills the university’s
commitment to the philosophy,
standards, and practices of
American liberal arts education.’*

Administrative home of the General Education Program

Work with FAS Dean and Registrar to

- Decide on course offerings
- Recruit faculty members
- Advise students
- Qualify Gen Ed courses and manage policy

Cultivate excellence in teaching and learning

- Initiate conversations about teaching
- Establish a University Writing Center
- Plan events or programs in keeping with liberal arts aims and philosophy

Develop BA in Global Liberal Arts



LIBERAL ARTS AND GENERAL EDUCATION

“classical course”

- All prescribed classes
- “great books”
- Rigid curriculum
- Greek and Latin
- emphasis on piety and virtue

“The American people are fighting the wilderness, physical and moral, on the one hand, and on the other are struggling to work out the awful problems of self government.”

Charles W. Eliot



“fully elective system”

- “no subject of human inquiry out of place in the program of the real university”
- Scientific subjects
 - practical applications
 - Specializations needed in nation building

“Depriving [the student] of his classical heritage.”



General Education (Many different models)

- Knowledge of human cultures and physical and natural world
- Intellectual and practical skills
- Personal and social responsibility
- Integrative and applied learning

AAC&U



GENERAL EDUCATION AT AUB MEDITERRANEO

First Year Experience

Understanding communication

Understanding the World

Understanding Ourselves

Understanding Our Roles in the World

Thematic Courses

240 ECTS Total

Of which

90 ECTS General Education

150 ECTS in the major



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FACULTY ORIENTATION

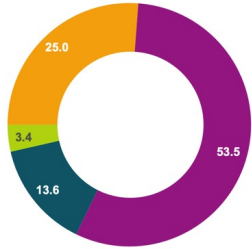
RESEARCH AT AUB MEDITERRANEO

ALAIN DAOU, DEAN FACULTY OF BUSINESS

AUGUST 28, 2024

Horizon Europe Budget: €95.5 billion (2021-2027)

(including €5.4 billion from NGEU – Next Generation Europe – programme of EU for Recovery from COVID-19 crisis)

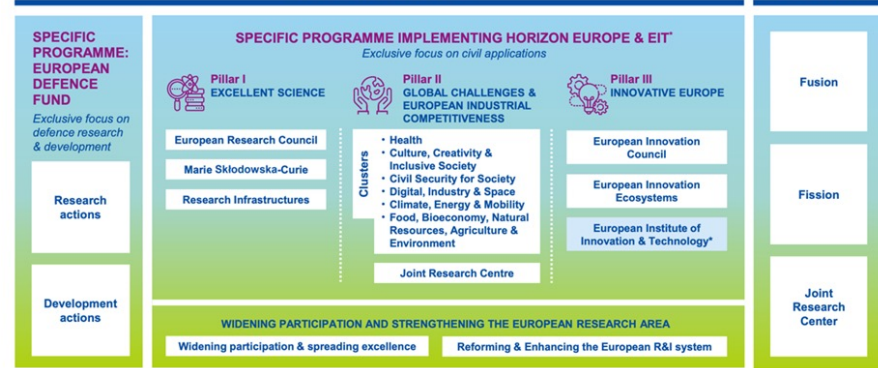


Political agreement December 2020 € billion in current prices

- Excellent Science
- Global challenges and European ind. comp.
- Innovative Europe
- Widening Part and ERA



HORIZON EUROPE



* The European Institute of Innovation & Technology (EIT) is not part of the Specific Programme



Pillar I EXCELLENT SCIENCE:

reinforcing and extending the **excellence of the Union's science base**

European Research Council

Frontier research by the best researchers and their teams

€16 billion

Marie Skłodowska-Curie Actions

Equipping researchers with new knowledge and skills through mobility and training

€6.6 billion

Research Infrastructures

Integrated and inter-connected world-class research infrastructures

€2.4 billion



Pillar II Budget for clusters & for JRC

		<i>in current prices</i>
Cluster 1	Health	€8.246 billion (including €1.35 billion from NGEU)
Cluster 2	Culture, Creativity & Inclusive Societies	€2.280 billion
Cluster 3	Civil Security for Society	€1.596 billion
Cluster 4	Digital, Industry & Space	€15.349 billion (including €1.35 billion from NGEU)
Cluster 5	Climate, Energy & Mobility	€15.123 billion (including €1.35 billion from NGEU)
Cluster 6	Food, Bioeconomy, Natural Resources, Agriculture & Environment	€8.952 billion
	JRC (non-nuclear direct actions)	€1.970 billion

Clusters are including a budget for Partnerships and Missions
NGEU is Next Generation EU programme – Recovery Fund



Cyprus

Net EU Contribution [↗](#)

157,1M

Funding received by the project's participants

Signed Grants [↗](#)

333

Number of grant agreements signed,

Participation [↗](#)

465

Number of organisations involved in HORIZON

Unique Participation [↗](#)

140

Number of unique organisations involved in

Success rate [↗](#)

17,38%

Ratio of the retained applications to the total number of eligible

Eligible Proposals [↗](#)

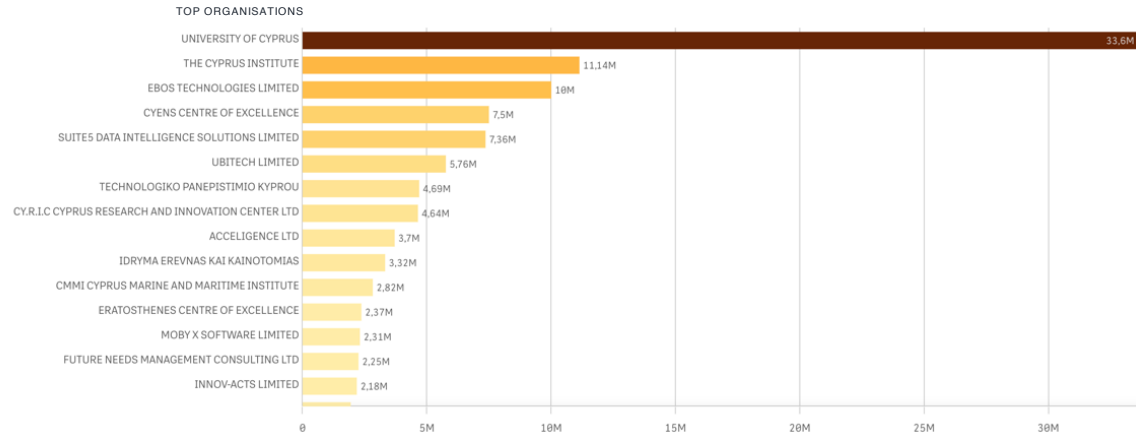
2.073

Proposals that have not failed at the eligibility or admissibility step of

Applications [↗](#)

3.102

Number of organisations applying for HORIZON EUROPE grants. One





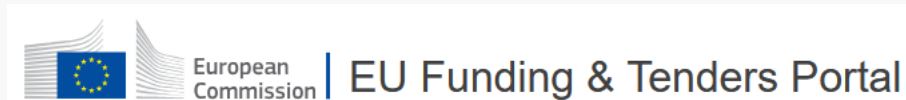
Year 1

EuropeAid ID (PADOR)

Participant Identification
Programme (PIC)

IDEK (Cyprus)

Erasmus +



Erasmus+

EU programme for education, training, youth and sport



Second Case Conference



Invest Cyprus Award



Pafos Regional Board of Tourism



AUB Mediterraneo Innovation Center





Year 1

TOPIC	FUNDING	STATUS	BUDGET (Euros)
Inclusive Societies	Interreg Next-Med	Pending	2 800 000 (344 000)
Thermal Energy Storage	Interreg Next-Med	Pending	2 700 000 (134 000)
Smart-Tech	Restart Search	Pending	150 000 (45 000)
Smart Cities	DUT (Urban harmony)	Rejected	870 000 (228 000)





EU Funded Projects

- 150 Projects (Current)
- 8 Different Funds
- > 2500 Global Partners
- > 50 Countries
- > 10M People Outreach



Commercial Business

- Tenders
- Consulting/ Advisory
- CSI Academy
- Diversity Charter
- Quality of Life Index
- Investments in Relevant Start Ups



CSI Academy

- Internal & External Training
- Career & Personal Development
- Business Development
- Project Management
- Financial Management
- 50 Courses
- Online, F2F & Hybrid
- Big Body of Unpublished Research (Data Sets)
- Certified by the University of Piraeus



Diversity Charter Cyprus

- Owners of the National EU Diversity Charter Initiative
- Membership Based
- Provide Training, Raise Awareness, Certification (ISO Like) on Diversity
- Membership Logo
- Building a Network
- > 80 Members



Quality of Life Index

- Annual Research Ranking on QoL based on citizen's perspective
- Based on 14 Indices
- Raise Awareness
- Advisory Board
- 14 Working Teams
- Evidence Based Policy Development
- Active Interaction with Policy Makers, Executive Brunch, Stakeholders



Cultural Exchanges & Service Learning

- Experiential education through real life action and reflection while developing practical skills to augment academic education
- Learning experiences through Community Service and solving societal challenges and fulfilling needs
- Students learn by tackling real-life problems in global communities
- Meeting, Living, Understanding different cultures
- Doing it while having fun

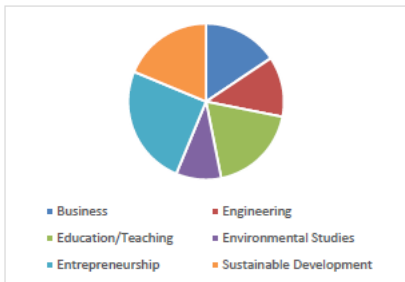
OUTSOURCING

Event Planning

Digital Media

Fund Raising

Financial Management



Entrepreneurship: 8 experts, promoting innovative business models and social enterprises.

Sustainable Development: 6 experts, focusing on integrating sustainability into various sectors.

Other notable areas of expertise include Cultural Heritage, Psychology, Sociology, and Gender Equality. The diverse range of expertise supports AUB Mediterraneo's interdisciplinary approach to education and research.¹

Business: 5 experts, focusing on entrepreneurship, sustainable development, and social impact.

Engineering: 4 experts, with specializations in geotechnical engineering, energy systems, and smart city technologies.

Education/Teaching: 6 experts, involved in advancing pedagogical practices and educational innovation.

Environmental Studies: 3 experts, contributing to sustainability research and green initiatives.

Research and Collaboration AUB Mediterraneo is committed to advancing knowledge through research that has a meaningful impact on society. The university fosters an interdisciplinary approach to research, encouraging collaboration across faculties and with external partners. Faculty members are actively involved in EU-funded projects, contributing their expertise in areas such as sustainable development, digital innovation, and social entrepreneurship.

Facilities and Resources AUB Mediterraneo campus is equipped with state-of-the-art facilities that support both academic and extracurricular activities. These include modern classrooms, advanced research laboratories, a comprehensive library, and vibrant student life facilities. The campus is designed to foster a collaborative and inclusive environment, where students and faculty can thrive both academically and personally.

Community Engagement AUB Mediterraneo places a strong emphasis on community engagement, reflecting its commitment to social responsibility and service. The university regularly organizes events, workshops, and public lectures that enrich the cultural and intellectual life of the region. It also engages in outreach programs that address local challenges, promoting a spirit of service and civic responsibility among students and faculty.

Overall Strategic Goals

Enhance Academic Excellence

Promote Interdisciplinary Research

Strengthen Global Partnerships

Foster Innovation and Entrepreneurship

Small-Scale Partnerships in Adult Education ([KA210-ADU](#))

Number of Proposals: 1

Written By: AUB Mediterraneo with guidance from CSI

EU Funding Rate: Up to 100% (Erasmus+ typically funds up to 100% of eligible costs for small-scale partnerships)

Expected AUB-M Budget: 30,000-40,000 (+/-10%) EUROS



AUB-M Proposal Idea Collection Form

This form is intended to collect, record, and archive ideas for potential funding proposals. The AUB-M Proposals Development Team will review your submissions and contact you when an appropriate funding opportunity is identified.

Next Steps:

- Once you submit your idea, our team will monitor relevant funding calls. If a suitable opportunity arises, we will reach out to collaborate on developing a full proposal.
- If you identify a specific funding call that aligns with your idea, please feel free to contact us directly at aubmed@csicy.com and daou@aubmed.ac.cy for support in preparing your proposal.

* Required

1. Name (please enter your name and surname) *

2. Your AUB-M email *

3. Title/Key words (please indicate a title or key words describing your idea) *



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STUDENT LIFE AT THE AMERICAN UNIVERSITY OF BEIRUT – MEDITERRANEO FACULTY ORIENTATION

**MALEK TABBAL
DEAN, FACULTY OF ARTS & SCIENCES**

August 28, 2024



Outline

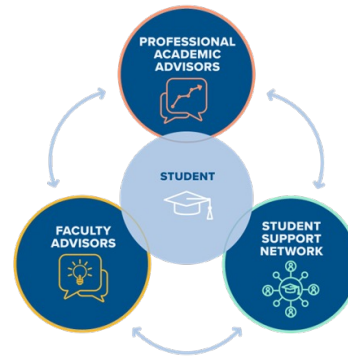
- ✧ **Academics**
- ✧ **Student Support**
- ✧ **Extra-curricular activities**



Academic advising and mentoring

❖ **General Advising Session:** All students.

- The Liberal Arts model of education
- Academic rules and regulations
- Student Life



❖ **Group Advising:** per program.

❖ **Individual Advising:** one on one session with academic advisor

❖ **Advisors, who are currently the Deans, play the role of students' mentors**



Course Offering, Selection and Registration

- A wide range of courses covering the required courses in the various majors, university requirements, general education courses as well as pre-medical courses and free electives.
- Arabic courses will be offered for the first time at AUB Mediterraneo.

	UG	GR	Total	Gen. Ed
Fall 2023-2024	15	6	21	11
Spring 2023-2024	18	6	24	14
Fall 2024-2025	40	7	47	26



- Students will be trained, this Fall semester, on the Jenzabar Student Information System.

First Year Student Experience (0-credit course)

✧ Orientation:

- Values of the University.
- Liberal Arts model for Higher Education.
- Diversity, Equity & Inclusion.
- Practical aspects of student life



✧ College Readiness Workshops:

- Study Skills and time management.
- Self-care and stress management.
- Academic Integrity.
- Communication and presentation skills.



Students exchange and experiential learning

✧ Experiential learning represents a crucial component of the learning process at AUB Mediterraneo through internships, field work, exchange programs and community-based learning.



Beirut Residency Requirement

Study Abroad

Community-Based-Learning



Ensuring a smooth transition and success

✧ Logistics and daily life:

- Transportation.
- Migration office and banks.
- Reduced fees for medical visits.
- 24/7 assistance in dormitories.
- Availability of dorms during breaks.



✧ Study:

- Study areas on campus and in the dorms.
- Coordination between the Office of Student Affairs and the Academic staff.



Counselling Services & Educational Accessibility

❖ Counselling Services

- offer a range of psychological services: individual/group counselling, workshops and seminars.
- confidential and free of charge to students.



❖ Educational Accessibility Unit:

- Psycho-educational assessment.
- Reports and recommendations to accommodate students.
- Developing relevant policies and procedures.



Writing Center (under construction...)

- ❖ The Writing Center will offer students, faculty, and staff one-on-one support in English across the curriculum.
- ❖ The Center will serve the needs of the academic community by designing program specific presentations and workshops.
- ❖ The Center will continue to find creative outreach initiatives to engage the community through writing support. These initiatives will also help acquaint the larger community with AUB-M.



Connecting with the local community

- ✧ Our students participated in a multitude of important local events and celebrations such as the remembrance of the Ohi day the Vasilopita New Year Celebration and Green Monday.





Civic Engagement & Community Service

- ✧ Our students volunteered in Civic Engagement and Community Service activities such as beach clean-up campaigns with the local NGO AKTI and blood donation with the Cypriot Red Cross.



Sports, outdoors & well-being

- ✦ Our students enjoyed a wide array of sports, outdoors and physical activities that included football, beach volley, nature hikes, yoga, pilates and dance classes. Some of these activities were organized with local partners such as the First Division Pafos Football Club and Tepak University. Others were done on university premises.



Arts and Culture

✧ Arts and culture took a central place in our students' activities that allowed to experience the rich cultural heritage (including culinary!) of Cyprus and Pafos in particular.



Recreational and team building activities

- ❖ **Recreational and get-together activities are essential for students to feel a sense of belonging to their community and to have a break from the pressure of studying and work.** BBQ, trivia night, Secret Santa, bowling and karting competitions are some of the activities that made AUB Mediterraneo and Pafos feel like home away from home.



Students Council, Clubs and Societies

- ❏ Election for the student council were completed early during the academic year.
- ❏ A Club fair was organized and several clubs and societies were approved.
 - Performing Arts club
 - Debate club
 - Business Students Society
 - Athletics club
 - Consulting club
 - MUN club
 - Environmental club
 - Automotive club
 - Robotics club
 - Photography club



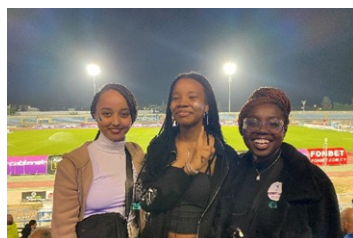
Learning beyond the classroom walls

- ✧ Faculty members have integrated outdoors and hands-on activities outside of the classrooms as part of their course. Examples are a visit (and hike) to the Environmental Center in Episkopi in the course Environmental Chemistry, a session given in the Pafos Archaeological Museum part of a Greek study course and a visit to the Planetarium and the Old Town in Nicosia part of a Philosophy class.



Participation at local events and competitions

- ✧ The AUB Mediterraneo students have been very present in different fairs, events and competitions such as the Pafos FC University fair, the Pafos Annual Marathon, the Reflect Festival Entrepreneurship in Limassol.
- ✧ One of our undergraduate teams got to the national finals of the Junior Achievement Cyprus.
- ✧ One team received a 7000 USD award as part of the AUB IPark Build and Accelerate Program





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BREAK



**AMERICAN
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TEACHING AT AMERICAN UNIVERSITY OF BEIRUT – MEDITERRANEO

FACULTY ORIENTATION

MALEK TABBAL

DEAN, FACULTY OF ARTS & SCIENCES

August 28, 2024

Important Dates for the Fall 2024-25 semester

Orientation, Advising & Registration: Aug. 20- 30

Fall term start date: Sept. 2

Opening ceremony: Sept. 4

First day of classes: Sept. 5

Change of schedule (Drop & Add): September 9-13.

Last day for withdrawal from classes: November 15

Reading period: December 13-15

Final exams: December 16-21

End of semester: Saturday December 21

Academic calendar 2024-25: <https://www.aubmed.ac.cy/Study/Pages/Academic-Calendar.aspx>



European Credit Transfer and Accumulation System (ECTS)

- Performance evaluation/graduation is based on the ECTS credit system.
- Most courses are **6 ECTS** (some are 3 ...).
- Typical **load is 30 ECTS** (5 courses) per semester.
- **Allowed load is 24-34 ECTS**, exceptions for **underload/overload** have special conditions and require approval from the Dean.
- Total of **240 ECTS** needed for graduation except Industrial Engineering 244 ECTS.
- Typically completed in **8 regular semesters** (4 years)

Courses selection

- Students **select their courses** depending on their **majors and interest**.
- Details about course selection for each major will be presented at the **major specific group advising sessions**.
- **Courses selection** will be validated by their **Deans** (who will play the role of academic advisors) during the **individual advising sessions**.
- <https://www.aubmed.ac.cy/Study/Pages/Course-offering-and-Schedule.aspx>
- <https://www.aubmed.ac.cy/Study/Documents/Course-Offering.pdf>
- <https://www.aubmed.ac.cy/Pages/Office-of-the-Registrar.aspx>



❖ A “contract” between the student and the course instructor

- A template has been developed and is being used for all courses.
- It is presented to the students on the first day of class and is made available through the *Moodle page of the course.*
- It includes:
 - Course learning outcomes
 - Resources
 - Grading criteria,
 - Course policies
 - University rules and regulations regarding academic integrity, accessibility statement and Title IX.
 - AI Policy!



THE COURSE SYLLABUS TEMPLATE(1)

I. GENERAL COURSE INFORMATION

Course Number	
Course Title	
Faculty	
Number of ECTS	
Course Level	<i>Undergraduate, graduate, medical, etc.</i>
Course Format	<i>Face-face/online lectures, recitations, laboratories, etc.</i>
Pre-requisite Courses	<i>List pre-requisite or co-requisite courses or add None</i>
Required/Elective	<i>Indicate whether the course is a required, elective, or selected elective in the program</i>
Meeting Schedule	<i>Meeting days and times per week</i>
Meeting Location	<i>Class Location and Room #</i>

II. COURSE COORDINATOR, INSTRUCTORS AND TEACHING ASSISTANTS

Name	Role (Instructor, Coordinator, TA,)	Office Location	Office Hours	Extension	E-mail

III. COURSE DESCRIPTION

Provide a brief description of the course as displayed in the University Catalogue.

IV. LEARNING OUTCOMES

Upon completion of the course, students will be able to:

- LO1
- LO2
- LO3
- LO4

V. COURSE RESOURCES AND REFERENCES

Indicate textbook title, author, and year. Include a link to the Moodle page or the course web page

VI. COURSE OUTLINE

Include the topics covered and learning activities (assignments, projects, term papers, etc.) with their due dates. Indicate the alignment of topics/ learning activities with the Specific Learning Outcomes.

Week	Date	Topic*
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

* Indicate mode of delivery as *Lecture, Recitation, Laboratory, Team-based Learning, etc.*

VII. GRADING CRITERIA

Type of Evaluation	Percentage
Assignments	
Midterm	
Project	
Final Exam	
Other, indicate	
Total	100%

VIII. COURSE POLICIES

- o **Attendance**
For undergraduate courses:
"Students who miss more than one-fifth of the sessions of any course prior to the withdrawal deadline can be withdrawn from the course by the instructor. "Notify the office of the Registrar to withdraw the student"
- o **Submissions and Due Dates**
- o **Missing Projects/Assignments**
- o **Final Examinations**
Please note that students are expected to be on-campus and available to take a final examination for any of their courses at anytime during the final examination period. Students and professors will be notified of the final examination schedule as soon as feasible after the change of schedule period (drop and add).



THE COURSE SYLLABUS TEMPLATE (2)

Mediterraneo

- o **Make-up Quizzes and Exams**

Exams will test your knowledge of the major concepts covered in the course. Students are urged to take exams as scheduled. Students who miss an exam or a quiz will receive a zero on that test with no shift of weight allowed to any other grading component. Only extreme valid cases will be considered for a make-up exam and if approved, a makeup will be scheduled.

Students who miss the midterm exam must provide to the instructor, within 72 hours of the missed exam, all relevant/official documentation for missing the exam. For medical reasons, only approved medical report signed by an ER and/or qualified professional opinions issued by an AUB Mediterraneo employee will be considered. If the excuse is approved, the instructor will notify the student with the makeup exam date and time. Students who do not sit for the scheduled makeup exam will receive a zero on the exam.

- o **Group Work**

- o **Teaching Strategies and Technology Tools**

- o **Use of Technology and AI in the Course**

The use of digital devices is allowed in the classroom strictly for class-related activities. Students may take digital notes and follow up with their laptops, tablets, etc. Misuse of devices can result in grade deduction.

IX. UNIVERSITY RULES AND REGULATIONS

- o **General Academic Information**

- [Study Guide](#)
- [Academic Calendar](#)

- o **University - Course Withdrawal Policy**

A student can withdraw from only one required course per semester. Students who wish to withdraw from more than one required course in any given semester must petition the appropriate faculty committee for permission to do so.

- o **Academic Integrity (cheating and plagiarism):**

Please refer to [AUB Mediterraneo Student Code of Conduct](#), in particular section 1.1, which concerns academic misconduct including cheating, plagiarism, in-class disruption, and dishonesty. Please be aware that misconduct is vigorously prosecuted and that AUB Mediterraneo has a zero tolerance policy. Course policy is that credible evidence of cheating will result in course failure.

- o **Accessibility Statement to Acknowledge the Unique Learning Needs of Students with Disabilities:**

Students with special needs should inform the instructor as early as possible. Proper accommodation will be arranged in consultation with the Dean.

- o **Non-Discrimination and Title IX Statement**

In line with its commitment to the principle of equal opportunity in education and employment, AUB Mediterraneo policies protect you from discrimination on the basis of protected characteristics, including discriminatory harassment and sexual harassment. Protected characteristics include: race, color, religion, age, national or ethnic identity, sex, gender or gender identity, sexual orientation, pregnancy, marital status, disability, genetic predisposition or carrier status, alienage or citizenship status, and political affiliation.

The policies are applicable to all the AUB Mediterraneo Community including: officers, faculty, staff, academic appointees, students, visiting students, alumni, trainees, visitors, contractors, subcontractors, suppliers, located on campus or any other facility or program affiliated with the University.

If you think you have experienced discrimination, discriminatory harassment, or sexual harassment, this should be reported to the university administration (Deans or Rector). Please know that the University will maintain the confidentiality of the complaint and privacy of the persons involved to the greatest extent possible, consistent with its goal of conducting a thorough and complete investigation and to the extent permitted by law.

You need to also know that the University has designated academic and administrative department/unit heads, managerial level staff, academic advisors, protection officers, and residence hall staff/monitors, as responsible employees or "mandatory reporters", and may designate others at its discretion. These individuals are obligated to report actual or suspected discrimination or discriminatory harassing conduct to the Equity/Title IX Coordinator, unless they are a "confidential" resource.

X. AUB MEDITERRANEO GRADING SYSTEM

Numeric Course Grade to Letter Course Grade

Starting with Numeric Course Grade /100	Corresponding Course Letter Grade
< 60	F
60	D
61–62	D+
63–65	C–
66–68	C
69–71	C+
72–74	B–
75–78	B
79–82	B+
83–86	A–
87–92	A
93–100	A+

Grade Conversion Chart

Course Letter Grade	Quality Points
A+	4.3
A	4.0
A–	3.7
B+	3.3
B	3.0
B–	2.7
C+	2.3
C	2.0
C–	1.7
D+	1.3
D	1.0
F	0.0



✧ Classroom management:

- In-person teaching with focus on interactivity (Flipped classroom, peer instruction as examples).
- In-class activities are highly recommended.
- Asynchronous learning can be scheduled in addition to regular classes.
- Support from Faculty members at AUB.
- Training by AUB's Center of Teaching and Learning offered to AUB Mediterraneo Faculty.
- The University expects students to adhere to norms of academic integrity that accord with those of accepted international scholarly practice and professional ethics.
- The [student code of conduct](#) provide students with a clear statement of the standards of behaviour expected in an educational environment, and understand the consequences of their infringement of these standards.



✧ **Assessment of teaching:**

- Early feedback student survey.
- Classroom observations.
- Instructor Course Evaluations (end of semester).

✧ **Assessment of student learning:**

- Diverse assessment approaches (exams, homework, essays, projects, class participation).
- Course port-folio includes direct and indirect assessment of Course Learning Outcomes.
- Course Learning Outcomes are linked to Program Learning Outcomes.



✧ Guidelines regarding tests and exams

- Inform the students asap of the nature and the date of exams (ideally during class time).
- Check if any of your students need special accommodation during exams.
- Please use the exam template. The first page includes a statement about rules and regulations during exams.
- Grading of the exams should be completed within one week after the date of the exam.
- Students should be given the opportunity to consult their corrected exam copies during your office hours, and ask for exam re-correction, if justified.
- The exam copies should be kept with you until the end of the semester.
- Note that all exams should be done in-person and on-campus.
- Keep in mind the learning outcomes of the course when preparing the exam's questions, as the latter could be used for course assessment, which is part of developing your course portfolio.



Guidelines regarding tests and exams

- Phones, watches, tablets, ear-pods and any other electronic device should be switched OFF (not on silent mode). They should NOT be in view nor accessible at any time during the exam.
- Unless allowed by the instructor, notes and books are not allowed during the exam.
- Comings and goings are not allowed in the exam. Any student leaving the room should give his exam paper to the course instructor and not allowed to return to the exam, no matter what.
- Students arriving late to the exam should not be allowed in, unless a valid excuse is provided.
- Any infringement of the student code of conduct (attempt to cheat, cheating, disruption, talking, misbehaviour etc) during the exam will lead to automatic dismissal from the exam, a grade of zero in the exam and additional disciplinary action.
- The course instructor should be present in the exam room throughout the entire period of the exam. The course instructor can ask, if needed, another Faculty member for support in proctoring the exam.



Grading system & conversion charts

Course Grade/ 100	Letter Grade	Quality Point
93-100	A+	4.3
87-92	A	4.0
83-86	A-	3.7
79-82	B+	3.3
75-78	B	3.0
72-74	B-	2.7
69-71	C+	2.3
66-68	C	2.0
63-65	C-	1.7
61-62	D+	1.3
60	D	1.0
<60	F	0

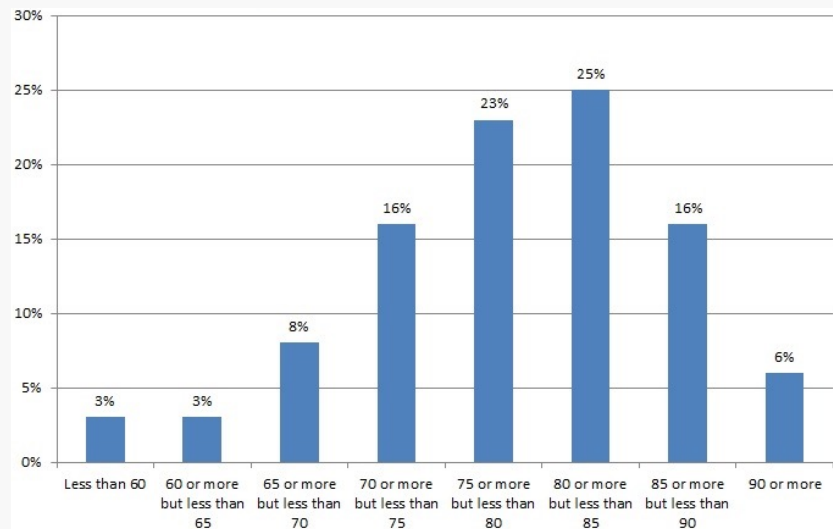
P Pass

PR in progress

W Withdraw

NP No Pass

Incomplete (I)



Course Withdrawal & Repeating a Course

- A student may **withdraw** from courses down **to a minimum of 24 ECTS** (but no less) before withdrawal deadline. Exceptions to this rule has special conditions and require Dean's approval
- A student who **fails** a required course **must repeat the course** at the earliest opportunity.
- No course may be repeated more than **three times** (including withdrawals.)
- When a course is repeated, the **highest grade is counted** towards the student's overall GPA. All previous grades remain in their records, though.



Incompletes

- **Incomplete** course work will be reported as an “I” followed by a letter grade reflecting the evaluation of the student available at the end of the semester.
- To complete the work for a course, a student must:
 - Obtain the **permission of the Instructor**
 - Submit a **petition with justification to complete the work within two weeks** from the date of the scheduled final exam for the course.
- If **petition** is **accepted**, coursework must be completed within **one month of the start of the next regular semester**.
- If the request is turned down by, the “I” **will be dropped**. The available **letter grade becomes the final grade** in the course.



Placement on Academic Probation

- A student is placed on academic probation if:
 - **overall average** is **less than 2** at the end of the first through fourth regular semester,
 - OR
 - **Semester average** is **less than 2.3** in any subsequent semester.
- For evaluation purposes, the **minimum number of ECTS should be:**
 - **60** at the end of the second regular semester
 - **30** in each subsequent fall or spring semester.

Removal of Academic Probation

- Probation is removed when the student attains a semester average which exceeds the applicable averages indicated in previous slides.
- Probation should be removed within two regular semesters, excluding summer, after the student is placed on probation, or when the student completes his or her graduation requirements
- Students on probation are advised to repeat courses in which they have obtained failing grades or low grades.

Dismissal and Readmission

- A student is **dismissed/dropped** from the faculty for any of the following reasons:
 - If overall **average is less than 1.0** at the end of the **second regular semester**.
 - If academic **probation is not cleared within two regular semesters** after being put on **probation**.
 - If student is placed on academic **probation for a total of four regular**, not necessarily consecutive, **semesters**.
 - If student is **deemed unworthy** to continue for **professional** or **ethical** reasons.
- A student will normally be considered for **readmission after spending a year at another recognized institution** of higher education and presenting a satisfactory record and recommendation.



Dean's Honor List, Distinction, and High Distinction

- **Dean's Honor List** : Following the results of one semester, a student must :
 - Be carrying **at least 24 ECTS**
 - **Not** be placed on **probation**,
 - Have **passed all the courses**
 - Have attained a **semester average ≥ 3.7 or be ranked in the top 10 percent of the class and have an overall average of GPA 3.3**
 - not have been subjected to any **disciplinary action** within the university during the term
- To graduate with **distinction**, a student must have passed all the courses and attained an **overall average of ≥ 3.7** .
- To graduate with **high distinction**, a student must have passed all the courses and attained an **overall average of ≥ 4.0** .



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THANK YOU