

STUDENT HANDBOOK 2024







CONTENTS

1. Opening Words from the USEK Leadership: An Introduction to Your Student Handbook

- 1.1. Introduction: A Summary of the Handbook and its Objectives
- 1.2. Welcome Message from the President: Highlight on USEK's Mission and Vision
- 1.3. Welcome Message from the Deputy President for Student Development and Enrollment Management: Student Life at USEK
- 1.4. Welcome Words from the Academic Unit Deans
 - 1.4.1. Faculty of Arts and Sciences
 - 1.4.2. Pontifical School of Theology
 - 1.4.3. School of Architecture and Design
 - 1.4.4. School of Engineering
 - 1.4.5. School of Law and Political Sciences
 - 1.4.6. School of Medicine and Medical Sciences
 - 1.4.7. School of Music and Performing Arts
 - 1.4.8. USEK Business School
 - 1.4.9. USEK College of Doctoral Studies

2. About USEK

- 2.1. A Brief History of USEK: Tracing Our Roots
- 2.2. USEK in Numbers: Key Facts and Figures
- 2.3. Educational Characteristics of the OLM

3. Navigate Your Way: USEK Kaslik Campus Map

4. The Journey Begins: Student Life at USEK

- 4.1. Join the Fun: Student Activities and Events
- 4.2. Finding Your Community: Exploring Student Life and Development
 - 4.2.1. ACIE
 - 4.2.2. Clubs
 - 4.2.3. Chapters
 - 4.2.4. Student Voice
- 4.3. Exploring Opportunities: Student Development
 - 4.3.1. The USEK Talent Program
 - 4.3.2. Soft Skills Training

- 4.4. Multiple Locations, One Vision: USEK Campuses and Facilities
 - 4.4.1. USEK Campuses
 - 4.4.2. USEK Facilities
- 4.5. The University Residence and the Role of Resident Assistants
 - 4.5.1. The University Residence Regulations
 - 4.5.2. The Role of Resident Assistants
- 4.6. Getting Active: Sports Opportunities at USEK
- 4.7. Creating Positive Impact: Volunteer and Service Programs at USEK
 - 4.7.1. The Reward System
 - 4.7.2. Resident Assistants
- 4.8. Diversity and Inclusion Initiatives
- 4.9. Health and Wellness Services
 - 4.9.1. USEK Counseling Services Unit

5. Academic and Student Experience

- 5.1. Forge Your Path: Browse Our Academic Units
- 5.2. Academic Calendar
- 5.3. Empowering Beyond Barriers
- 5.4. Start Your Journey: New Students' Orientation Guide
- 5.5. Transfer Students
- 5.6. Expanding Your Horizons: A Guide to Academic Opportunities
- 5.7. Course Registration and Enrollment Processes
- 5.8. Academic Substitution of a Course
- 5.9. Reorientation
- 5.10. Credit and Grading Systems
- 5.11. General Education
- 5.12. Language Proficiency Requirements
- 5.13. Graduation Procedure
- 5.14. Graduation Requirements
- 5.15. Inactive Status
- 5.16. Academic Honesty
- 5.17. Student Withdrawal Policies

6.Student Support Services

- 6.1.Student Support Offices and Services
 - 6.1.1.Office of the Deputy President for Student Development and Enrollment Management
 - 6.1.2.Admissions Office
 - 6.1.3.Career Services Office
 - 6.1.4.Counseling and Accessibility Office
 - 6.1.5.Financial Aid Office
 - 6.1.6.Enterprise IT User Support Management
 - 6.1.7.Office of the Registrar
 - 6.1.8.Student Affairs Office
 - 6.1.9.Student Success and Retention Office
 - 6.1.10.University Chaplain Office
- 6.2.Financial Assistance Options for Students
- 6.3.Emergency Response and Crisis Management Policy
- 6.4.A Greener Tomorrow: A Guide to Sustainable Practices at USEK
- 6.5.A Safe Place to Learn: Campus Safety
- 6.6.Get Connected: A Guide to Student Technology and Email Services
- 6.7.A Guide to E-Learning
- 6.8.A Guide for Labs, Research and the USEK Writing Center
 - 6.8.1.Labs
 - 6.8.2.Research
 - 6.8.3.The USEK Writing Center
- 6.9.Campus Resources: Library, Bookstore, and Restaurant Services
 - 6.9.1.Library
 - 6.9.2.Bookstore
 - 6.9.3.Restaurant
- 6.10.Understanding Fees: A Guide to Tuition and NSSF Membership
- 6.11.Understanding Payment Procedures
- 6.12.International Experience Opportunities
 - 6.12.1.Mobility Programs to Partner Universities Abroad
 - 6.12.2.The Be-a-Buddy Program
 - 6.12.3.The Global Engagement Certificate
- 6.13.International Students' Tuition Fees

7.Guidelines and Policies for Integrity and Ethics

- 7.1.Student Responsibility and Ethical Conduct
 - 7.1.1.Positive Participation
 - 7.1.2.Academic Integrity
 - 7.1.3.On-Campus Code of Ethics
- 7.2.Student Code of Conduct and Disciplinary Council Procedure
- 7.3.University Policy on Non-discrimination, Sexual Harassment, and Misconduct Policy
- 7.4.Diversity and Inclusion
- 7.5.Dress Code Policy: Attire for Professional Appearance
- 7.6.Parking Services Policy
- 7.7.Smoke-free Campus Policy and Alcohol and Drug Use Policy
- 7.8.Policy on Disclosure of Students' Records
- 7.9.Mandatory Reporting Policy
- 7.10.Intellectual Property Policy

8.Directory

- 8.1.Who to Contact: List of Essential USEK Contact Information
- 8.2.Comprehensive List of Forms for USEK Students



1

**Opening Words from
the USEK Leadership:**
An Introduction to Your
Student Handbook

1.1 Introduction:

A Summary of the Handbook and Its Objectives

Welcome to the USEK Student Handbook!

This instructive manual is designed to enhance your USEK journey. Within these pages, you will discover all essential information about student life and academics, equipping you with the knowledge and confidence to navigate your university experience effectively and successfully.





1.2 Welcome Message from the President: Highlighting USEK's Mission and Vision

Dear Students,

As you embark on this transformative journey with us, we extend a warm welcome.

At USEK, our belief in cultivating innovation for promote personal growth and positive change knows no bounds. Guided by our mission and vision, we invite you to commit to lifelong learning and continual professional advancement, extending within Lebanon, and globally.

Our educational sphere honors distinctive Catholic Maronite academic excellence, offering an environment grounded in spiritual values, ethics, and cultural diversity. Hence, together, let us envision USEK as a beacon of innovation and excellence in higher education throughout the region. As a community bound by a common purpose, we can achieve these aspirations.

Thank you for selecting USEK as your educational partner. Welcome aboard!

Reverend Father Talal Hachem
USEK President

1.3 Welcome Message from the Deputy President for Student Development and Enrollment Management: **Student Life at USEK**

Dear Students,

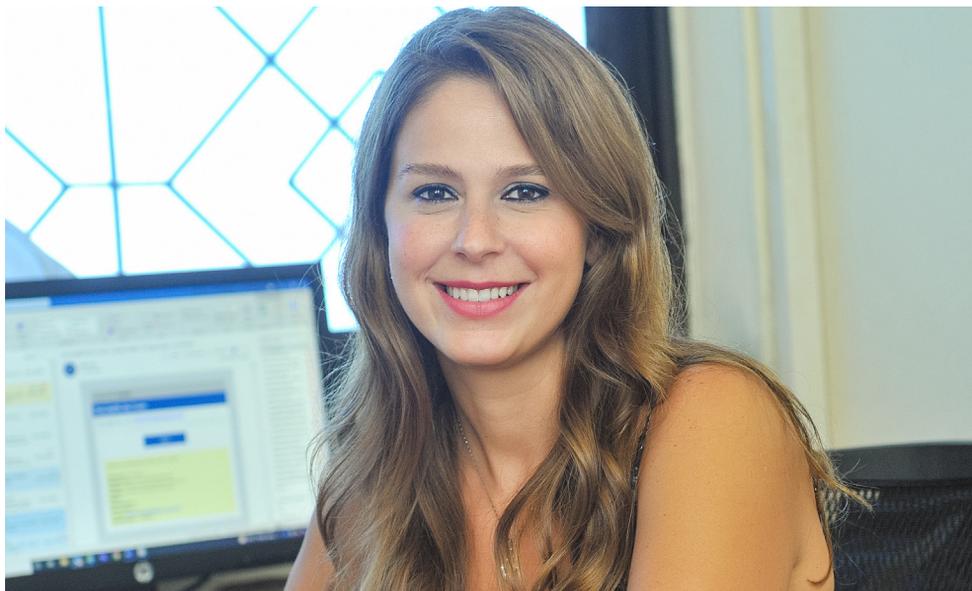
At USEK, your ambitions intersect with vibrant student involvement. Welcome to a community where participation in clubs, chapters, student council activities, and various initiatives unlocks a world of diverse experiences and enduring memories. Through these channels, you can nurture your passions, initiate positive changes, and shape your academic journey.

Keep in mind that this Student Handbook will be your compass on this exciting path to success. Let's build meaningful connections, embrace growth opportunities, and craft lasting celebrations together.

Each moment here is filled with chances for laughter and a deep sense of belonging within our inclusive environment – seize the moment and enrich the journey ahead!

Céline Baaklini, PhD

Deputy President for Student Development and Enrollment Management



1.4 Welcome Words from the Academic Unit Deans

1.4.1 Faculty of Arts and Sciences

Dear Students,

Welcome to the 2024-2025 academic year at USEK's Faculty of Arts and Sciences (FAS). Our aim is to prepare you as global leaders, equipped with knowledge, skills, and the necessary tools to face tomorrow's challenges.

At the FAS, we offer a diverse range of programs, which not only favor intellectual growth but also promote personal development and social responsibility. Our educational philosophy drives you to explore beyond your discipline and engage with real-world issues. Additionally, it instills a lifelong passion for knowledge, encouraging you to acquire new skills, think critically, communicate effectively, and lead ethically.

Your success is our primary focus. With the support of our dedicated faculty and comprehensive resources, we aim to facilitate your growth in every aspect. We are devoted to preparing you for a rapidly changing world, ensuring that you are not just ready for the future but also capable of shaping it.

We are excited to begin this transformative journey with you, confident that together, we will make a lasting impact on Lebanon and beyond.

Warmest regards,

Pascal Damien
Dean, Faculty of Arts and Sciences



1.4.2 Pontifical School of Theology

The Pontifical School of Theology welcomes students in its 3 program levels: undergraduate, graduate, and doctoral studies. Most of our students are preparing for ministry, but we still welcome students from various backgrounds, profiles, and professional perspectives. The school ensures extensive integration thanks to its ecumenical spirit and the promotion of a constructive and intercultural dialogue.

Studying theology primarily means to embrace a dogmatic, liturgical, and spiritual dynamic, to see, represent, and view the world with a new perspective within a specific community. We encourage our students, who are passionate about acquiring in-depth knowledge of the world, to orient their passion with our programs combining philosophy, spirituality, and applied theory to allow a renewed citizenship and to introduce them to a new philosophy of life, of the self, of humanity, saying in essence: "Be not afraid".

Elias Hanna

Dean, Pontifical School of Theology



1.4.3 School of Architecture and Design

Welcome to the School of Architecture and Design, a platform of creativity, where you will be able to confidently spread your wings later in the universe. Let your ambition guide all your steps and actions. You have our full support, and we embrace your actions as family members do with one another. As we wish you a great academic year ahead, be confident that your concerns will always be treated with full attention.

The future is fraught with challenges, which is why our mission at the School of Architecture and Design is to face accelerating changes and map a faultless course.

Several program, where creativity, design and execution, are crafted to provide you with the best experience.

Sincerely,

Zafer Sleiman

Dean, School of Architecture and Design



1.4.4 School of Engineering

Students, welcome to USEK's School of Engineering!

I am thrilled to have you on this upscaling journey of learning and growth.

Our school is committed to providing you with a well-rounded education, blending theory and hands-on experience to prepare you for the rapidly evolving engineering landscape. Within our state-of-the-art facilities, you'll have access to cutting-edge technologies and resources that will help you excel in research and innovation.

Engage in extracurricular activities, form lasting connections, and hone vital skills. Remember that success is not solely measured by grades, but also by your ability to think, collaborate, and contribute meaningfully to society. As you start this exciting new chapter, remember that we are here to support you every step of the way.

Together, let's make your time at USEK an inspiring and successful adventure.

Sincerely,

Joseph Al Assad

Dean, School of Engineering



1.4.5 School of Law and Political Sciences

Dear Students,

At the start of this new academic journey, we are delighted to welcome you within our big family of jurists and political scientists at the School of Law and Political Sciences. We are already eager to share with you, in this teaching/learning process, our love and commitment to the unique beauty of the law and the faithful integrity of political sciences.

Therefore, your choice to join our school was RIGHT. Notwithstanding the reasons, your willpower to uphold and improve human rights, whether through the law or politics, is and will remain RIGHT.

On behalf of our family, I welcome each and every one of you. We are all devoted to making your academic stay more fruitful and judicious. We are proud and happy to help you build a strong future. Together, we can repair the present, prepare for the future, and ensure RIGHTS FOR ALL.

Wissam El Khoury

Dean, School of Law and Political Sciences



1.4.6 School of Medicine and Medical Sciences

Dear Students,

With great pleasure and plenty of energy, enthusiasm and ambition, we look forward to welcoming you to our famous Campus located in and overseeing our beautiful, beloved and historical city of Byblos.

Using the same energy and momentum, we are always focused and determined to provide you with the best quality teaching and with a special professional education that conforms with the values of USEK and the Lebanese Maronite Order.



Here, at Byblos Campus, you will enjoy your stay ,and quickly will realize that time will fly between the academical duties and the activities you can spend in the beautiful nature around the campus. You can indulge in sports activities, ecological projects or have a spiritual experience in our various churches and monasteries all over our region.

Add to all the above, our major and regional Notre Dame des Secours University Hospital, will be the perfect place to complement your education and provide you with the necessary training till you reach a successful graduation with a Medical Diploma that you will be proud of and will help you in pursuing your post graduate training with us or abroad.

We welcome you into our growing family and we want you to help us in making a difference and constant progress.

Pierre Khoury Edde

Dean, School of Medicine and Medical Sciences

1.4.7 School of Music and Performing Arts

Welcome, music students!

It's a pleasure to have you here, embarking on a journey filled with melodies, harmonies, and rhythms. Whether you're a seasoned musician or just starting to explore the wonderful world of music, this is a space where creativity thrives and passion flourishes.

In this vibrant community of musicians, we encourage you to experiment and embrace your individuality. Each of you brings a unique set of talents, perspectives, and experiences to the table, and together, we can create something truly magical.

You are not only learners, but also artists in the making. Discover the challenges, the joy, and the transformative power of music. It's not just about playing the right notes or hitting the right beats, it's about finding your unique voice and sharing it with the world.

Let's harmonize and unlock the magic of music together!

Warm regards,

Miled Tarabay

Dean, School of Music and Performing Arts



1.4.8 USEK Business School

Greetings, new students! Welcome to the USEK Business School. We are committed to delivering exceptional value to you and our communities. We continuously update our programs to provide cutting-edge education that meets the evolving demands of the labor market.

Our esteemed international partners and diverse exchange programs broaden your global perspective. You can also experience international excellence through our partnership with Le Cordon Bleu for a distinguished BA in Hotel Management, and with HEC Montreal and Paris II for exceptional graduate-level expertise.

Our student-centric environment, blended learning options, and immersive global experiences favor academic excellence with our BBA, MBA, and PhD programs, alongside ongoing AACSB accreditation preparations.

Connect with us on Facebook and Instagram (@USEKBusinessSchool) to stay engaged. We are eager to welcome you and share these exciting prospects at your institution of choice.

Yours truly,

Danielle Khalife

Dean, USEK Business School



1.4.9. USEK College of Doctoral Studies

Dear PhD Students,

Welcome to the USEK College of Doctoral Studies!

Our college offers 22 diverse PhD programs across disciplines ranging from Science to Humanities and Social Sciences, making it a hub of research and innovation. We are committed to maintaining high-quality standards to achieve excellence in academic research and to nurture early career researchers who will contribute significantly to their communities and the world at large.

Being selected to pursue a PhD degree here is a privilege and a testament to your readiness to become future scholars.

The College of Doctoral Studies is dedicated to supporting you throughout your journey, by providing doctoral seminars and workshops, personalized advising, close follow-up, and opportunities for engagement with the broader scientific and academic community.

We wish you the best of luck on the epic journey that awaits you!

Sincerely,

Ranya Salameh, PhD

Dean, USEK College of Doctoral Studies





2

About USEK

2.1 A Brief History of USEK: Tracing Our Roots

Embrace your enrollment at the prestigious Holy Spirit University of Kaslik (USEK), where our commitment to academic excellence and exceptional education sets us apart. With a remarkable legacy spanning over 6 decades, USEK has consistently empowered students to reach their academic aspirations, cultivate critical thinking skills, and positively impact society.

As a distinctive private non-profit institution in Lebanon, USEK was founded in 1938 by the Lebanese Maronite Order (OLM) monks, who have been dedicated to education since the 17th century. Our educational programs and research align with the requirements of the Lebanese government, the OLM Constitutions, the social teachings of the Catholic Church, and an American-style education system with international accreditations. This comprehensive approach ensures that our students receive a well-rounded education, opening diverse opportunities both locally and globally.

Refer to this [link](#) to uncover the fascinating story of our beloved University by exploring its unique roots.

2.2 USEK in Numbers: Key Facts and Figures

USEK provides an inclusive educational journey. Serving as the central hub for academic pursuits, its Kaslik campus welcomed a student body of over 7,097 in 2023. Here, learners can explore a wide range of programs that actively promote personal development and ignite intellectual growth. Furthermore, USEK extends its educational offerings to a regional university center in Zahle where hundreds of students can access exceptional educational opportunities.

With its 7 academic units, USEK showcases a strong alumni network, with 1,368 graduates in 2023 and a total of 28,208 since 2001-2002, making significant contributions all around the world. The University values global connections, as evidenced in its 159 international agreements and memberships. Its dedicated 771 faculty members prioritize high-quality education and mentorship, while a diligent administrative and technical staff of 332 members ensures a seamless university experience.

Discover additional figures that shape your success and future at USEK by exploring this [link](#).

2.3 Educational Characteristics of the OLM

At USEK, we uphold the rich educational traditions of the Lebanese Maronite Order (OLM) monks, whose commitment to education dates to the 17th century.

Our educational programs and research adhere to the guidelines set by the Lebanese government, the OLM Constitutions, and the social teachings of the Catholic Church. A degree from USEK equips our students to face the complexities of the modern world.

Embracing the motto,

“When the Spirit of truth comes, He will lead you to the whole truth” (Jn 16: 13),

حُكْمٌ يُؤْتِيهِ الرَّبُّ حَيْثُ يَشَاءُ. وَهُوَ يَهْدِيهِ إِلَى كُلِّ حَقِّكَ حَيْثُ يَشَاءُ

we are guided by our core values: excellence in teaching and learning, quality service, creativity and continuous improvement, integrity and accountability, cooperation and diversity, as well as stewardship and service to society. These values shape our educational character and drive us towards excellence in all aspects of our university community.

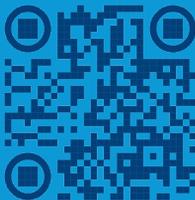
Get more information on the remarkable educational legacy of the OLM monks at USEK on this [link](#).

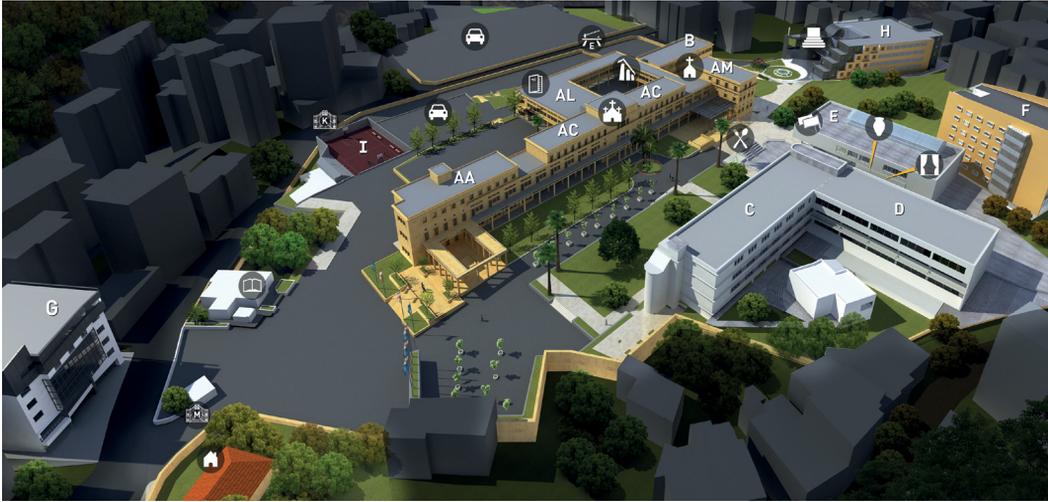


3

Navigate Your Way

Scan to watch our
Orientation Video





Building A

Block AA

- Office of the President
- Office of the Vice President for Community Life

Block AB

- Library

Block AC

- Pontifical School of Theology
- Institute of History
- Institute of Liturgy
- Access Office
- Admissions Office
- Deputy President for Students Development & Enrollment Management
- Financial Aid Office
- IT User Support
- Registrar Office
- Student Affairs Office
- University Chaplain Office
- Student Success and Retention Office

Block AM

- School of Music and Performing Arts

Building B

- School of Law and Political Sciences
- Faculty of Arts and Sciences
- Doctoral College

Building C

- School of Architecture and Design
- Learning and Teaching Excellence Center

Building D

- USEK Business School
- Career Services Office

Building E

- Higher Institute of Political and Administrative Sciences
- Counseling and Accessibility Office

Building F

- University Residence

Building G

- Administrative and Technical Units

Building H

- School of Engineering
- School of Medicine and Medical Sciences
- Faculty of Arts and Sciences
- Higher Institute of Nursing Sciences

Building I

- Sports Department



4

The Journey Begins:
Student Life at USEK

4.1 Join the Fun: Student Activities and Events

The Student Affairs Office (SAO) organizes events, in collaboration with other offices, to promote a dynamic environment for students and get them actively involved in campus life.

Various events, such as cultural gatherings and sporting events as well as awareness campaigns, are a great way to socialize, have fun, and enjoy a year-round university experience. They aim to promote interactions between students, keeping you engaged in community life and allowing you to do more than just study. Among our student-centric events, the USEK Talent Show, the End-of-year Event, the Hannibal Race, the Blood Drive, the USEK Christmas Market, and the Spring Event are but a few examples of our interesting activities.

4.2 Finding Your Community: Exploring Student Life and Development

4.2.1 ACIE

The Asher Center for Innovation and Entrepreneurship (ACIE) aims to serve innovators, aspiring and existing entrepreneurs within the USEK community to contribute to the growth of the Lebanese economy and the creation of jobs. It aspires to support startups and existing SMEs through a mix of targeted initiatives.

At the heart of its mission is the drive to create a thriving ecosystem that nurtures ideas and transforms them into sustainable ventures. ACIE provides a comprehensive range of resources, mentorship programs, and cutting-edge facilities to shore up the growth and success of tomorrow's business leaders.

4.2.2 Clubs

A club at USEK is a gathering of students with shared interests and passions, free from political affiliations, aligned with the University's mission and vision, and overseen by the Student Affairs Office (SAO). Student clubs serve various purposes, including fostering participation in activities centered around cultural, athletic, artistic, creative, and professional themes, while also building a community of students from diverse academic and cultural backgrounds.

A club is initiated and organized by active students who recruit fellow students with similar interests, viewpoints, and hobbies. Any USEK student with a clear disciplinary record can become a club member. Students starting a new club have the right to nominate their club president based on the club's mission, vision, and planned activities. Officers are then appointed in collaboration with, and under the supervision of, the Student Affairs Office (SAO). Additionally, a member of the SAO staff or the USEK community is selected as the club advisor.

You can learn more about all USEK Clubs by reviewing the following and visiting the SAO:

Automotive Club: A group of car enthusiasts dedicated to exploring automotive technology, organizing events, sharing a passion for all things automotive.

Chess Club: USEK's enhances the strategic thinking of its members, participates in tournaments, and enjoys friendly matches.

Anime Club: It's a club that gathers students who are interested in Japanese animation (series and movies) and Asian culture specifically the Japanese one.

Book and poetry Club: This club is for book lovers and any aspiring writer to be writing poetry and reading prose.

Trendsetter Club: It's a club for students that share a love for fashion and style, and explore the latest trends through workshops, fashion shows and events.

Cycling Club: This club offers group rides at all levels, and events to promote fitness.

EmpowHer Club: This club aims to empower, educate, and inspire through inspirational speakers, workshops, and events that promote personal and professional growth.

The Cinemates Club: This club is for movie lovers, to watch movies and discuss them. It involves fun activities such as movie trivia, movie marathons and more.

HOPE Club: This club is dedicated to promoting a culture of service and community engagement by doing charity work, collecting donations and hosting awareness events.

Astronomy Club: This club hosts stargazing events, astronomy talks, and activities related to astronomy.



4.2.3 Chapters

Student chapters offer unique opportunities for networking, mentoring, and bonding over common interests both within the student community and among local communities outside the institution.

USEK has several chapters, such as:

- The USEK Model United Nations Chapter (UMC) reflects leadership and public speaking grounded in the principles of Model United Nations. Its goal is to promote sociopolitical education through international affairs and inter-governmental policies to shape our future leaders and thinkers.
- The American Institute of Architecture Students (AIAS); is an independent, non-profit, student-run organization dedicated to advancing leadership, design, and service among architecture students.
- The American Society of Agricultural and Biological Engineers (ASABE) is a leading organization promoting engineering solutions in the food, water, energy, fiber, and environmental sectors. We aim to establish the first ASABE chapter in Lebanon, building connections between agricultural and food engineering students and strengthening collaboration within the engineering faculty. Through organizing webinars, workshops, events, and competitions, ASABE explores new topics like vertical and urban farming, green technologies, and food innovations, all led by industry experts. This initiative will not only enhance the engineering focus of our major but also grant our department and university valuable international exposure, ultimately contributing to securing ABET accreditation.
- The Institute of Electrical and Electronics Engineers (IEEE) gives students access to a community of peers, faculty, and industry professionals. It provides opportunities to meet and learn from fellow IEEE Student and Graduate Student members and engage with professional IEEE members locally. An active IEEE Student Branch can be one of the most positive elements in a department offering programs in IEEE-designated fields of engineering, computer science, and information technology.
- The American Society of Mechanical Engineers (ASME) is a nonprofit organization that promotes art, science, and multidisciplinary engineering while encouraging collaboration across all engineering disciplines.
- The American Society of Civil Engineers (ASCE) is a preeminent organization representing the civil engineering profession. Its mission is to provide essential value to its members and partners, advance civil engineering, serve the public good when graduated, promote student life, and strengthen bonds among members.

- The American Institute of Chemical Engineers (AIChE) student chapter promotes the professional development of its members through its programs and its relations with other student chapters and with the American Institute of Chemical Engineers, to contribute to the development of chemical engineering at USEK through activities involving faculty and student members. Moreover, the AIChE student chapter provides a voice for undergraduates in department affairs, encourages the professional development of students, and provides seminars concerning graduate school applications, job hunting, and life in industry. The chapter also organizes study breaks and student-faculty events.
- The EMBS (IEEE - EMBS) provides its members with access to the people, practices, information, ideas, and opinions that are shaping one of the fastest growing fields in science. Biomedical engineers are the link between science and life science, creating innovations in healthcare technology for the benefit of all humanity.
- The IEEE Power and Energy Society (IEEE – PES) is a student chapter with the main goal of enriching its members. Each semester, it launches many workshops and conferences holding different topics related sometimes to everyone's daily life or related to engineering topics.

To learn more about all other chapters initiated by USEK students, please visit the SAO.

4.2.4 Student Voice

The USEK Student Voice (USV) consists of the Student Council (USC) and a pool of volunteers. USC consists of 7 members, each representing an academic unit, and is dedicated to meeting student needs, promoting inclusivity and collaboration, and recognizing student potential.

The pool of volunteers will be a number of students dedicated to helping in all events and projects. They will be under the supervision of the Student Council. Any student can join this pool of volunteers and can benefit from this opportunity in the reward system. Students benefiting from financial aid may be asked to give back to the community by joining this pool of volunteers.

During the application process, students can prioritize their preferred roles, understanding that all members hold equal authority. The position of moderator rotates among the members during meetings to create a positive consensus.

Being a part of the Student Council is your opportunity to advocate for the needs

and recommendations of your fellow students, thereby helping enhance the academic and student life experience at USEK.

The Student Council serves as a vital link between the administration and the student body and strives to achieve its objectives by promoting student engagement, coordinating events, supporting student well-being, enhancing the academic environment, and improving outreach strategies by communicating with donors, funders, and relevant entities within USEK.

The selected Student Council will attend summer workshops with the SAO to prepare for the upcoming academic year. These workshops will focus on team management, communication, and leadership skills, setting the stage for their council involvement in the Fall semester. Interested students can submit their applications online within the designated timeframe shared by the SAO, while nominations are also welcome. Successful applicants will be invited for an interview with the selection committee, comprising representatives from the Office of the Deputy President for Student Development and Enrollment Management, the SAO, and the respective academic units.

4.3 Exploring Opportunities: Student Development

4.3.1 The USEK Talent Program

As part of a collaborative initiative between the SAO and the School of Music and Performing Arts (SMPA), the USEK Talent Program aims at highlighting our students varied musical/artistic abilities and giving each talent the opportunity to shine. All talented profiles* are welcome to partake in this initiative, which is not limited to the SMPA, with the possibility of benefiting from a scholarship based on their work and commitment throughout the year. Under the supervision of a specialized committee, students will have to audition for membership of the music band or to showcase any other artistic talent (dancing, photography...). The selected students shall engage in all rehearsals taking place at the University and commit to every event planned all year long.

* New talents are identified and selected at the beginning of each academic year.



4.3.2 Soft Skills Training

In our endeavor to empower and shape our students into future leaders, we are pleased to offer the Soft Skills Training program. This series of sessions covering multiple topics is aimed at enhancing your leadership skills. As an integral component of your out-of-classroom learning experience at USEK, it provides valuable insights into leadership best practices and beyond.

The Soft Skills Training program is conducted every semester (Fall and Spring), allowing students to continually develop their leadership abilities. At the end of the training, participants receive a certificate of attendance and completion.

By participating in this comprehensive training, you will have the opportunity to strengthen essential soft skills that are crucial for effective leadership and a broader understanding of various scenarios, empowering you as an individual and future competent leader.

4.4 Multiple Locations, One Vision: USEK Campuses and Facilities

Explore our numerous destinations, united by a shared vision!

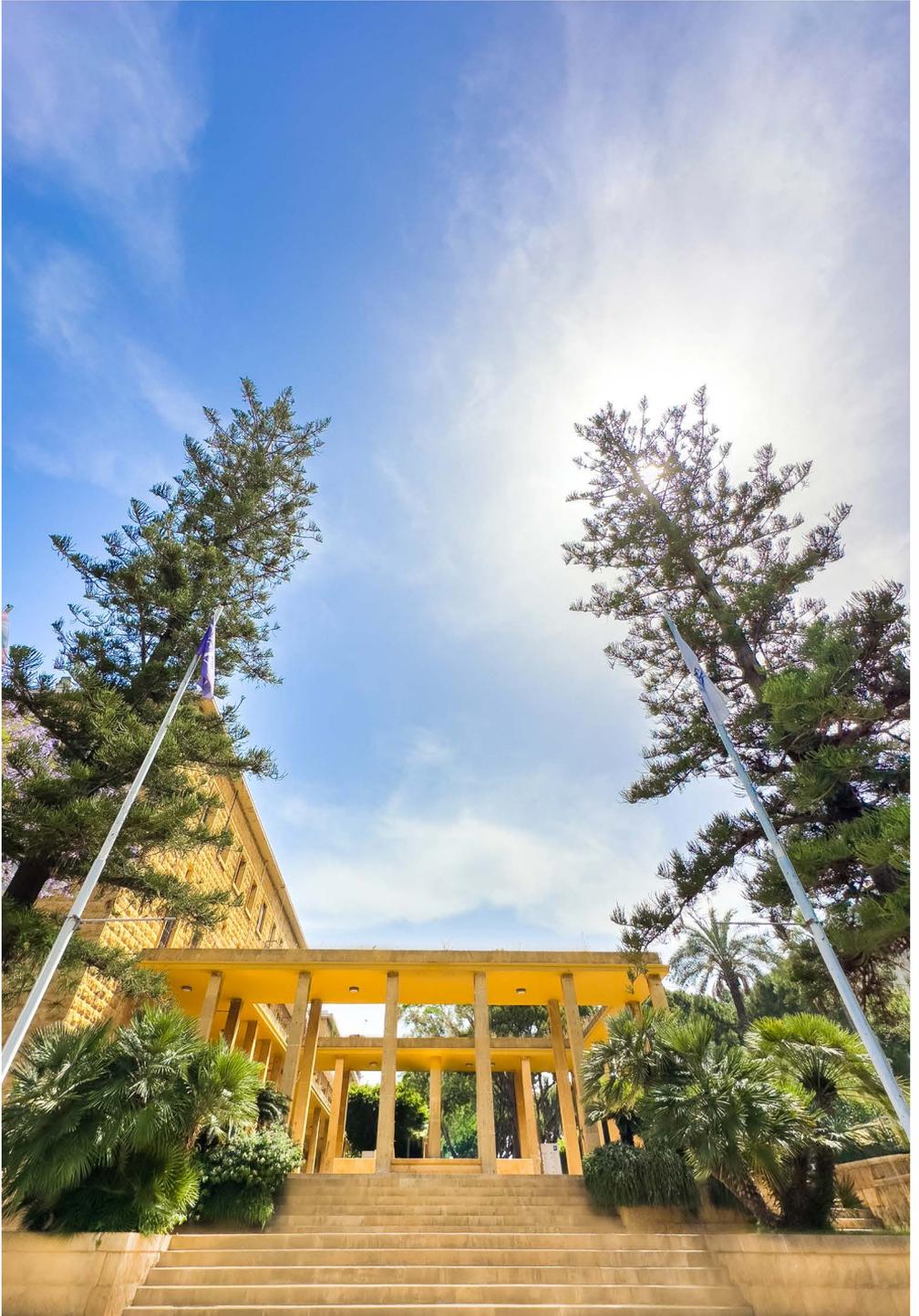
4.4.1 USEK Campuses

Committed to providing higher educational opportunities for students who would otherwise not have access to it, USEK's 2 regional university centers (RUCs) in Zahle and Byblos act as instructional locations offering courses for students who want to earn a degree within their communities and achieve their educational and career goals. Students can benefit from studying in a small learning environment, developing meaningful relationships with faculty attentive to their needs in a convenient location.

4.4.2 USEK Facilities

USEK has modified ramps, bathrooms, and elevators, among others, to meet access codes and requirements for people with special needs.

As of August 2022, extensive efforts are deployed to make all areas of campus, including previously off-limits building entrances, fully compliant with accessibility standards for people with limited mobility, a significant move towards friendlier facilities that offer a more inclusive and accommodating community.



4.5 The University Residence and the Role of Resident Assistants

4.5.1 The University Residence Regulations

Inaugurated in November 2007 and run by the SAO, the University Residence offers self-catering accommodation in single, double, or triple rooms that are modern, affordable, comfortable, and spacious. With its multiple private and common spaces for studying, relaxing, and socializing, it is your home away from home during your time at USEK.

Located on the north-eastern side of campus (Building F), it is close to the conference and lecture halls, the University Restaurant, and our trademark green spaces. Accommodating up to 168 students over 6 floors with a shared kitchen on each floor, it is open every day from 6:30 a.m. to 1:00 a.m., and till 2:00 a.m. on Fridays and Saturdays.

The University Residence is open to female students actively pursuing a degree at USEK. To reserve your room, please send an email at residence@usek.edu.lb one month ahead of your expected arrival. Priority will be given to those students who have the longest commute to the University, while the second tier of selections will be on a first-come, first-served basis. Your stay covers the whole semester unless you notify us of any cancellations or exceptions before the 7th of each month. Otherwise, the fees for the whole month will apply.

Every resident is required to pay a monetary deposit equivalent to one month's rent, depending on their choice of rental, upon signing the contract. You can settle this deposit at the Student Accounting Office once your room is confirmed by the Office of the Registrar for final approval before you receive your keys.

The SAO will refund this deposit integrally at the end of your stay at the University Residence following a routine room inspection. Penalties apply for any damage incurred to individual rooms, common spaces, halls, and kitchens.

The SAO reserves the right to keep 50% of the deposit if you cancel your stay after an earlier confirmation and before the semester starts. The deposit amount is adjusted in case of a room type change.

If you are a new resident, you may check in on weekdays, from 9:00 a.m. to 4:00 p.m. Residents must arrive accompanied by a legal guardian to complete the paperwork. For further queries, please visit the SAO or email us at residence@usek.edu.lb.

4.5.2 The Role of Resident Assistants

Resident Assistants (RAs) are selected each year to ensure effective direct communication with the University through the SAO. As the voice of their fellow residents, RAs handle all residence-related issues and have a specific number of office hours to serve. As coordinators over a full academic year, including holidays and the summer, they undertake their confidential duties under the supervision of the SAO, which oversees their recruitment. The recruitment process involves filling out a form where they present a briefing of their ideas and plans for improving the University Residence and the residents' experience. The SAO interviews the chosen students and selects at least two RAs among second-year students who have already taken at least 30 credits and have more than one semester left to finish their studies. Besides working on their communication skills and broadening their network, RAs benefit from a discount on their tuition fees during the entire year for which they are chosen to fulfill this role.

4.6 Getting Active: Sports Opportunities at USEK

Sports opportunities at USEK include the University sports teams, sporting events, and the USEK Club.

During the 2022-2023 Spring Semester, USEK had 3 sports teams: Table Tennis, Basketball, and Tennis. In Fall 2023-2024, USEK has expanded its sports offerings by relaunching Volleyball, Futsal, and Swimming teams.

Tryouts to join your chosen team take place in September for the Fall Semester and in January for the Spring Semester. During these tryouts, you will be meeting with the respective coaches who will assess your sporting skills. In the upcoming academic year 2024-2025, USEK is set to introduce new teams that were not previously available: Handball, Chess, and Cheerleading, Track and Field, and Badminton teams. If you are selected, you will benefit from a 10-50% scholarship depending on your skills, attendance, academic performance, and added value to the team. Note that sports scholarships do not apply to first-semester students. Team members are expected to attend weekly training sessions and participate in every competition their team is registered in.

Upon joining the team, you will be held responsible for any USEK branded sportswear you have been given. Moreover, sport events are organized by the SAO in collaboration with the Sports Department. The Hannibal Race and the Streetball Competition are but a few examples of events tailored to our students' preferences on our vibrant campus.



Regardless of your skill level, the Sports Department invites you to participate in these recreational activities to develop a sense of community and spirit through sports events and activities.

Likewise, the USEK Club aims for the overall development of students by providing them with opportunities to learn and develop new skills through the sports disciplines on offer: futsal, swimming, basketball, tennis, volleyball, and table tennis. The valuable lessons in leadership, communication, and problem-solving are essential skills for your success in both academic and professional settings. The sports department also successfully created the USEK Mascot, “the Brave Spirit”, which has been specifically introduced alongside our esteemed sports teams.

4.7 Creating Positive Impact: Volunteer and Service Programs at USEK

Be an outstanding student and enrich your USEK experience!

4.7.1 The Reward System

The reward system aims to incentivize and recognize USEK undergraduate students' active participation in co-curricular activities, encourage engagement within the community and promote a culture of excellence and personal development. The Co-Curricular Reward System is applicable only to all undergraduate students enrolled at USEK. Points are assigned to each pre-approved co-curricular activity based on its significance and impact. A comprehensive catalog details the rewards available for redemption as well as the activities and their allocated points.

For more information, please visit the SAO.

4.7.2 Sports Teams Volunteers

If you have a passion for sports and remarkable sporting skills, USEK may need you to volunteer in support of SAO-organized sports events.

Please refer to paragraph 4.6 for more information.

4.7.3 Resident Assistants

Please refer to paragraph 4.5.2 for more information.

4.8 Diversity and Inclusion Initiatives

As part of its identity and mission, USEK is committed “to building a diverse and inclusive community where students, faculty, staff, and alumni can develop a distinguished ability to adapt, work, learn, and live in diverse environments.” USEK is dedicated to the principles of equality, diversity, and inclusion, which underlie the launch of its Access Office (AO), with the objective of making the campus more accessible and manageable for students with special needs. By working closely with academic and professional services staff across the University, resources, support, and reasonable adjustments have been put in place.

You can contact the AO at any stage of your studies. However, we advise you to do so as soon as possible to ensure the support you need. Besides campus accessibility, the AO provides parking and assistive technologies for the classroom and studying. In 2021, the University signed a Memorandum of Understanding with the National Autism Community (NAC) to understand how to tailor its assistance to students with special needs. If you need this specific kind of assistance, please contact us.

4.9 Health and Wellness Services

4.9.1 USEK Counseling Center

It is well known that stress, associated with a highly demanding academic life at a critical developmental period, sometimes results in many complications, and these can be managed through professional psychological counseling.

The USEK Counseling Services Unit (CSU) offers a free-of-charge guidance space where you can talk with a certified professional about your personal issues and private or social life in a confidential setting.

The CSU psychologist focuses on helping you through personal transitions and adjustments associated with your university life. Because confidentiality is a key part of our ethical practice:

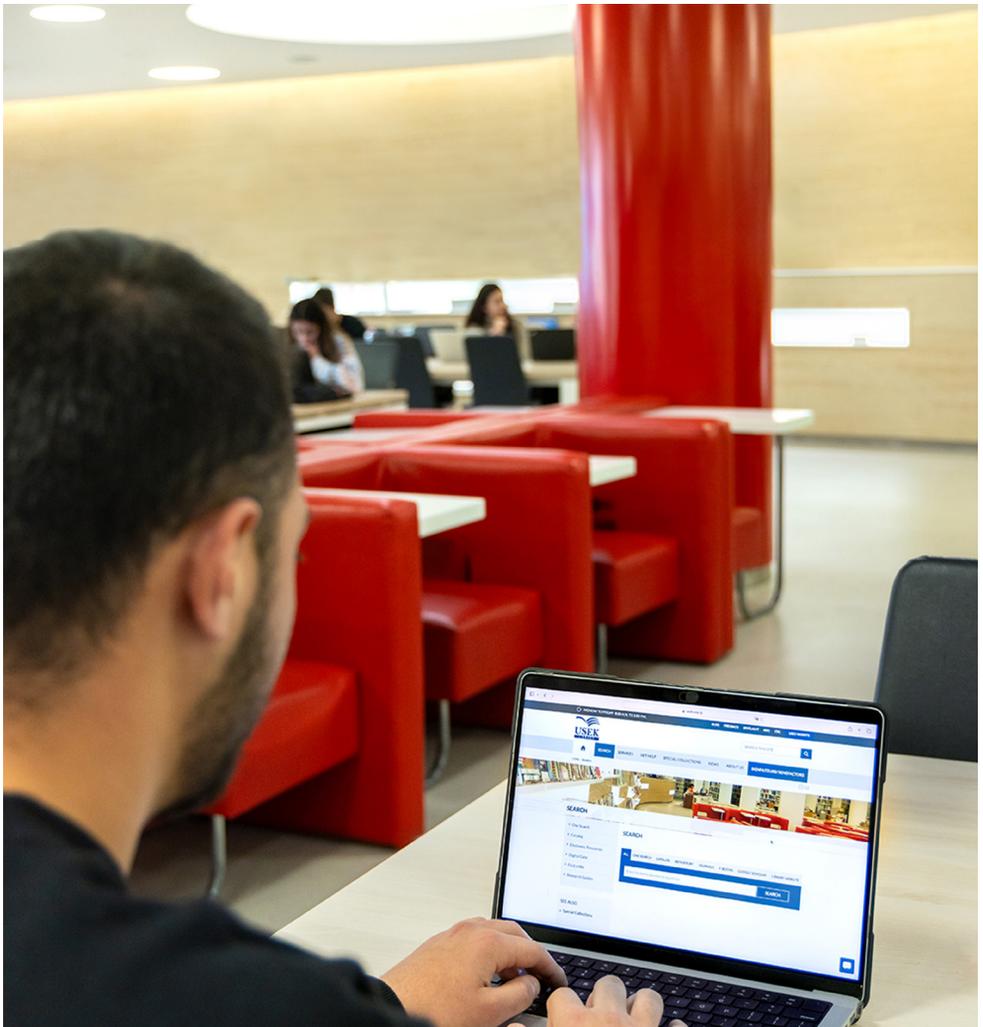
- Your counseling sessions within the CSU are private and confidential.
- Information shared during counseling sessions is private and confidential.
- No record of your visit to the CSU will appear on your academic transcript or record.

The psychologist is nonetheless allowed to share information in the following cases:

- When there is an immediate threat of harm to yourself or others.
- Upon your request (through a signed written release) to reveal information to other individuals or agencies.
- In cases involving physical and/or sexual abuse of children or vulnerable adults.
- In case of a formal request or subpoena by court order or state law.

CSU psychotherapists preserve the right to safeguard and respect professional confidentiality without transmission to third parties attached or not to USEK. To preserve confidentiality and avoid compromising therapeutic counseling, CSU staff do not accept friend or contact requests on any social networks (Facebook, Instagram, LinkedIn, etc.) from USEK students.

To explore further details regarding appointments and available services at the CSU, we kindly invite you to refer to this [link](#). It will provide you with comprehensive information to support you in your inquiries.







5

**Academic and Student
Experience**

5.1. Forge Your Path: Browse Our Academic Units

At USEK, we believe in empowering students to forge their own unique path towards academic excellence and personal growth. With its varied academic programs and extracurricular opportunities, the University provides an environment where students can explore their interests, discover new passions, and cultivate skills that will shape their future. Whether you are driven by scientific curiosity, artistic expression, business acumen, or societal impact, our academic units are equipped with the best resources and have dedicated faculty who are committed to nurturing your intellectual and professional development.

More information about academic units can be found on the following link: [Academics](#).

More information about programs can be found on the following link: [Catalogue](#).

5.2 Academic Calendar

The Academic Calendar equips students with essential information regarding important dates, events, and academic deadlines along their educational journey. With careful planning and organization, you will be able to maximize your learning experience and make the most of the diverse opportunities on offer. The Academic Calendar is your trusted companion, ensuring that you stay informed and engaged throughout the academic year. It is accessible on the following link: <https://www.usek.edu.lb/en/home>.

5.3 Empowering Beyond Barriers

Based on USEK's commitment to inclusion and diversity, the Access Office (AO) is responsible for supporting and accommodating all eligible students with disabilities. Its primary goal is to ensure that students with disabilities have equal access to education and campus resources, promote inclusivity, and remove barriers to their learning and participation.

Students benefit from the AO as a support service, which maintains their confidential documents, provides ongoing case studies and follow-ups, and collaborates with academic units to ensure that accommodations are being adequately provided and that students can fully participate in all aspects of campus life.

The AO is also a reference in providing training, professional development opportunities, and equipment for faculty and staff to increase their understanding of disabilities, adequate adjustments, and inclusive teaching practices.

5.4 Start Your Journey: New Students' Orientation Guide

Joining the USEK community is an exciting time to make new friends and explore your academic and career interests, while enhancing and developing your personal, social, and professional skills.

Orientation is a one-day program, exclusively designed for new students and taking place each year at the start of Fall and Spring semesters. The program introduces you to the University community and is an invaluable opportunity to learn about life at USEK, while easing your transition from high school to college life by engaging in a series of activities and sessions tailored to help you integrate.

During orientation, you will meet fellow students, as well as the President, Provost, Vice President for Community Life, student services staff, faculty, alumnae, and other key personnel. USEK student council will guide you through the events of the day, enhancing your understanding of campus life and providing important insights and advice regarding the student experience at USEK.



5.5 Transfer Students

Applicants who have previously pursued academic studies in another higher education institution recognized by the Ministry of Higher Education in their home country and fulfilling the general admission requirements at USEK are eligible for admission by file transfer. For more information about the transfer process, refer to section B5.4 of the [Academic Rules and Student Life](#) guide.

5.6 Expanding Your Horizons: A Guide to Academic Opportunities

Experience a world of captivating academic opportunities at our University, where knowledge thrives and endless possibilities await. Immerse yourself in a vibrant range of disciplines, engage with esteemed faculty, and unleash your true potential. Discover the transformative journey that lies ahead, filled with personal growth and exciting discoveries. For more information, [click here](#).

5.7 Course Registration and Enrollment Processes

Course registration is done exclusively online according to the Academic Calendar. Related notices are shared with students ahead of the registration period. For more information about the process, refer to section C of the [Academic Rules and Student Life](#) guide.

5.8 Academic Substitution of a Course

In exceptional circumstances, a regular student is allowed to follow a course other than the one included in the program, when they are unable, for legitimate reasons, to follow this course as defined by the program, or when the course offering does not allow for attendance during their graduation semester. To learn more about the conditions for course substitution, refer to section C5 of the [Academic Rules and Student Life](#) guide.

5.9 Reorientation

Active students may request a change of program with the Office of the Registrar at: registrar@usek.edu.lb when their studies do not meet their future career path expectations. In this case, the Admissions Office offers the needed guidance to current students to help them change their focus towards the most suitable major or program after dealing with unforeseen academic obstacles. Students can also find the necessary information about credits, transfers, and the support and motivation to ease their transition in case of an interruption of studies or study abroad period.

5.10 Credit and Grading Systems

USEK adopts the American credit system, where one credit represents one teaching hour (a 50-minute course) per week during a 15-week semester (including examinations and tests). Every diploma/degree has a specific number of credits listed in the University Catalogue. Credits facilitate flexibility among university programs and the mobility of students. Acquired credits are capitalized and can sometimes be transferred from one academic unit to another, or even from one university to another. More information about the credit system is available in section A1 of the [Academic Rules and Student Life](#) guide.

5.11 General Education

General Education aims to endow undergraduate students with value learning, intellectual inquiry, and skills to become thoughtful, engaged, and active individuals while introducing them to a critical and appreciative understanding of religious tradition, ethical theories, and broader development.

The General Education program is divided in 10 core areas of 3 credits each, aimed at meeting the Institutional Learning Outcomes and job market needs for a better engagement of USEK students in personal, social, and professional life in Lebanon and abroad. These 10 core areas contribute to the implementation of the UN Sustainable Development Goals (SDGs). For more information, read the [General Education Requirements](#).

5.12 Language Proficiency Requirements

Students admitted to USEK must demonstrate a level of language proficiency defined based on the delivery language of their chosen program. Requirements are stated in section B3 of the [Academic Rules and Student Life](#) guide.



5.13 Graduation Procedure

Final-year students who have met their degree requirements can graduate at the end of each semester. However, students have the right to postpone their graduation if they wish to increase their GPA or finalize a minor. To do so, they must submit a request to the Office of the Registrar (to be approved by their academic unit) to postpone the graduation procedure as soon as they receive notification of the ongoing graduation process.

5.14 Graduation Requirements

Graduation requirements vary between undergraduate and graduate studies, in addition to specific criteria related to the type of degree granted within the same level. The graduation criteria are detailed in section G of the [Academic Rules and Student Life](#) guide.

5.15 Inactive Status

A student who wishes to temporarily suspend their studies must submit a request to the Office of the Registrar. During the interruption of studies, the concerned student is considered an "Inactive Graduate".

Students who have interrupted their studies for less than 2 years and are willing to pursue again their curriculum at USEK are granted automatic re-admission to their major, after the submission of a Readmission request if the interruption is not due to academic probation or disciplinary exclusion.

Students who have interrupted their studies for more than 2 years and are willing to pursue their curriculum again at USEK must submit a Readmission request to the Office of the Registrar. The concerned Department will then reassess the previously earned courses in alignment with the University Catalogue.

Students who have interrupted their studies and earned credits in another higher education institution during the interruption period may submit a request for credits transfer to the Office of the Registrar, in accordance with the rules and regulations of Admission on File Transfer, with more information found [here](#).

N.B.: An interruption of studies can only be granted to a student once during their university curriculum.

5.16 Academic Honesty

t USEK, we prioritize academic integrity in everything we do. It is not just about being honest in your academic work, but also in all other processes. Our University has a strict policy against plagiarism and cheating. We want to ensure that everyone understands the importance of giving credit to original sources, conducting their own research, and submitting their personal work. We believe in fairness and take any violations seriously, with consequences of dishonesty ranging from warnings to expulsion. By upholding academic honesty, we not only maintain our University's reputation but also develop vital skills in critical thinking and ethical decision-making. For more information on building a community of integrity and growth together, kindly visit this [link](#).

5.17 Student Withdrawal Policies

After the Add/Drop period, course withdrawals must be requested as per the related procedure before the deadline stated in the Academic Calendar. This process is detailed in section C7.2 of the [Academic Rules and Student Life](#) guide.





6

Student Support Services

6.1 Student Support Services

6.1 Student Support Offices and Services

In 2015, USEK was the first university in Lebanon and the region to receive the matrix Standard accreditation for its student support offices, recognizing its dedication to providing students with comprehensive services and support. The matrix Standard is a UK quality standard that organizations use to evaluate and enhance their information, advice, and guidance services. This standard assists students in achieving their educational, career, and personal objectives with the leadership of the Office of the Deputy President for Student Development and Enrollment Management.

Students, your support offices are:

- Admissions Office
- Career Services Office
- Counseling and Accessibility Office
- Financial Aid Office
- Enterprise IT Services (EITS) Department
- Office of the Registrar
- Student Affairs Office
- Student Success and Retention Office
- University Chaplain Office

6.1.1 Office of the Deputy President for Student Development and Enrollment Management

The Office of the Deputy President for Student Development and Enrollment Management (ODP-SDEM) collaborates with students and colleagues to create engaging environments that promote knowledge, well-being, autonomy, belonging, and personal development beyond the classroom. With a commitment to USEK's values, the ODP-SDEM seeks to enhance the lives of students by cultivating critical thinking skills and encouraging growth. Its vision is to provide a student-centered strategy that inspires the USEK community to reach its full potential in an empowering environment.

Recognizing the importance of enrollment management for accreditation and student development, our dedicated team follows a strategic roadmap to guarantee an inclusive enrollment culture. We prioritize identifying vital data to ensure a flourishing approach to student enrollment and retention management.

The loan agreement program is a notable illustration of the assistance provided by the ODP-SDEM to USEK students. This initiative allows you to conveniently divide your USD tuition fees into multiple installments, with each installment corresponding to a predetermined percentage of the total fees for each semester, and the maximum installment amount capped at 30% of the tuition fees.

More importantly, you are not required to make any repayments towards the loan during your enrollment at USEK. The repayment period begins one year following the date of your graduation. Furthermore, the loan agreement stipulates the repayment in USD, ensuring a transparent and consistent financial process.

This initiative attests to our commitment to supporting our students throughout their education.

6.1.2 Admissions Office

The Admissions Office is committed to welcoming, guiding, and enrolling prospective students who share USEK's values of inclusiveness and diversity. Our passionate and well-trained staff provide comprehensive recruitment activities across Lebanon and the region to fulfill USEK's mission and vision. Our goal is to position our University as a top destination for high-caliber students in Lebanon and beyond.

6.1.3 Career Services Office

The Career Services Office (CSO) offers a wide array of resources and support aimed at assisting students and alumni in navigating their career paths.

Our services include advisory appointments for personalized guidance, career counseling and coaching to enhance essential documents like CVs and cover letters, mock interviews and workshops covering various career-related topics.

Additionally, the CSO facilitates connections between individuals and potential employers by posting internship and job opportunities, while also establishing relationships with employers to create further paths for employment. Our team also organizes job fairs to provide invaluable networking opportunities and insights into different career paths.

Also, our office collaborates closely with schools and faculty to ensure that career development is integrated into academic programs, enhancing the overall student experience.

Moreover, the CSO hosts Career Panel Discussions, featuring alumni engagement, to further enrich students' understanding of potential career paths.

Through these initiatives, we strive to empower individuals to confidently kick start their careers and achieve professional success.



6.1.4 Financial Aid Office

The Counseling and Accessibility Office (CAO) represents a merger between the Counseling Services Unit (CSU) and the Accessibility Services Unit (ASU), forming a unified office with Counseling and Accessibility functions now operating as distinct units. We aspire to serve as a central hub for comprehensive student support at USEK, promoting an inclusive community that prioritizes mental health, celebrating diversity, and guaranteeing equal access to educational resources.

The Counseling Services Unit (CSU) at USEK is dedicated to creating a secure space within the university community and providing valuable psychological services to address mental health conditions. We actively challenge the stigma surrounding mental well-being, emphasizing that seeking support is a strength, not a weakness. Our commitment to supporting students extends to the digital realm, where we offer convenient online therapy services alongside face-to-face options.

Our licensed professionals at the CSU provide confidential and brief counseling sessions to help students manage university-life pressures. They help with individual and societal problems in a confidential environment, ensuring that your counseling sessions are not disclosed on your academic record. The CSU counselors are also adept at developing programs aligned with the mental health calendar that encourage healthy lifestyles, prevent addiction and harassment, and offer crisis intervention and orientation services.

If you are experiencing any psychological challenges, including depression, anxiety, stress, or cognitive difficulties associated with academic demands, we are here to support you. Our services are complimentary, and if necessary, we can refer you to off-campus psychiatric therapy, along with referrals to long-term psychotherapy.

The Accessibility Services Unit (ASU): USEK is committed to fostering inclusivity by offering crucial support to students with disabilities. Our support involves collaborating with students, faculty, and staff to identify and implement personalized accommodations, ranging from accessible classroom settings to assistive technologies and exam modifications. In addition to individual assistance, the office takes a proactive approach in promoting inclusivity across the university community. The ASU conducts training sessions and campaigns to raise awareness about diverse learning needs, contributing to the creation of a more supportive and informed campus environment. Through these initiatives, the ASU plays a vital role in ensuring that everyone, regardless of their abilities, can thrive within the university community.

6.1.5 Financial Aid Office

The Financial Aid Office (FAO) is committed to helping students achieve their academic goals by providing various forms of financial support. Our team of experienced professionals is ready to help students understand and navigate the financial aid application process and explore various sources of funding. We strive to make education accessible to all students, regardless of their financial circumstances, and are committed to promoting equity and inclusivity. Our goal is to empower students to achieve academic success and reach their full potential.

6.1.6 Enterprise IT User Support Management

The **IT User Support Management** division is part of the Enterprise IT Services (EITS) Department. This IT division provides the front-line support (via phone, walk-in, and support ticket) for USEK community (students, faculty, and staff) on the use of the offered IT services for both on-campus and online activities. It is also the first point of contact for reporting incidents (e.g., when services are unavailable or malfunctioning) and service requests. The IT User Support division is mainly responsible for (1) recording and monitoring end users' IT related incidents and issues; (2) receiving inquiries and service requests from end users; and (3) providing initial assessments of IT related issues to determine the urgency, prioritize the incidents and attempt to resolve these issues.

6.1.7 Office of the Registrar

The Office of the Registrar manages academic records, registration, and course scheduling for students. We provide various services, including enrollment verification, transcript requests, and degree audits. The office also ensures compliance with university policies and regulations and works closely with faculty and other student support offices to support student success.

6.1.8 Student Affairs Office

The Student Affairs Office (SAO) collaborates with the ODP-SDEM to assist students in dealing with academic challenges while adhering to USEK's regulations. Our trained team develops ethical programs and services that help students overcome obstacles, enhance their teamwork and creativity, and promote personal growth and lifelong learning. Additionally, we organize various campus activities and events to enrich the student experience, create a vibrant campus community, and manage both the University Residence and the Sports Department

6.1.9 Student Success and Retention Office

The Student Success and Retention Office (SSRO) at USEK University is dedicated to promoting student growth and achievement by cultivating a supportive and inclusive atmosphere. We offer personalized assistance to keep students motivated and help them reach their academic goals. Our strategy involves proactive measures, collaboration with schools and faculty, and coordination with other support offices. By emphasizing early intervention, enhancing student engagement, and addressing the needs of diverse individuals, we strive to boost retention rates and ignite a strong sense of belonging and community throughout the student experience.

6.1.10 USEK Counseling Center

USEK established the University Chaplain Office (UCO) to channel the spirituality of its founder, the Lebanese Maronite Order (OLM).

We support a variety of spiritual and social activities, such as liturgical celebrations, Bible study sessions, spiritual guidance, conferences, retreats, pilgrimages, humanitarian and social work, cultural outings, and sports activities. We also assist with pastoral and scout events, including the USEK University Pastoral, the Marian Apostolic Movement, and Scout Spirit.

For additional information on all the above support offices, please visit this [link](#).



6.2 Financial Assistance Options for Students

USEK's Financial Aid Office is committed to helping you achieve your academic goals by providing various forms of financial support. Our team of experienced professionals is ready to help you navigate the financial aid application process and explore various sources of funding. We strive to make education accessible to all students, regardless of their financial circumstances, and are committed to promoting equity and inclusivity. Our goal is to empower you to achieve academic success and reach your full potential.

Visit this [link](#) for more information on how to support your studies.

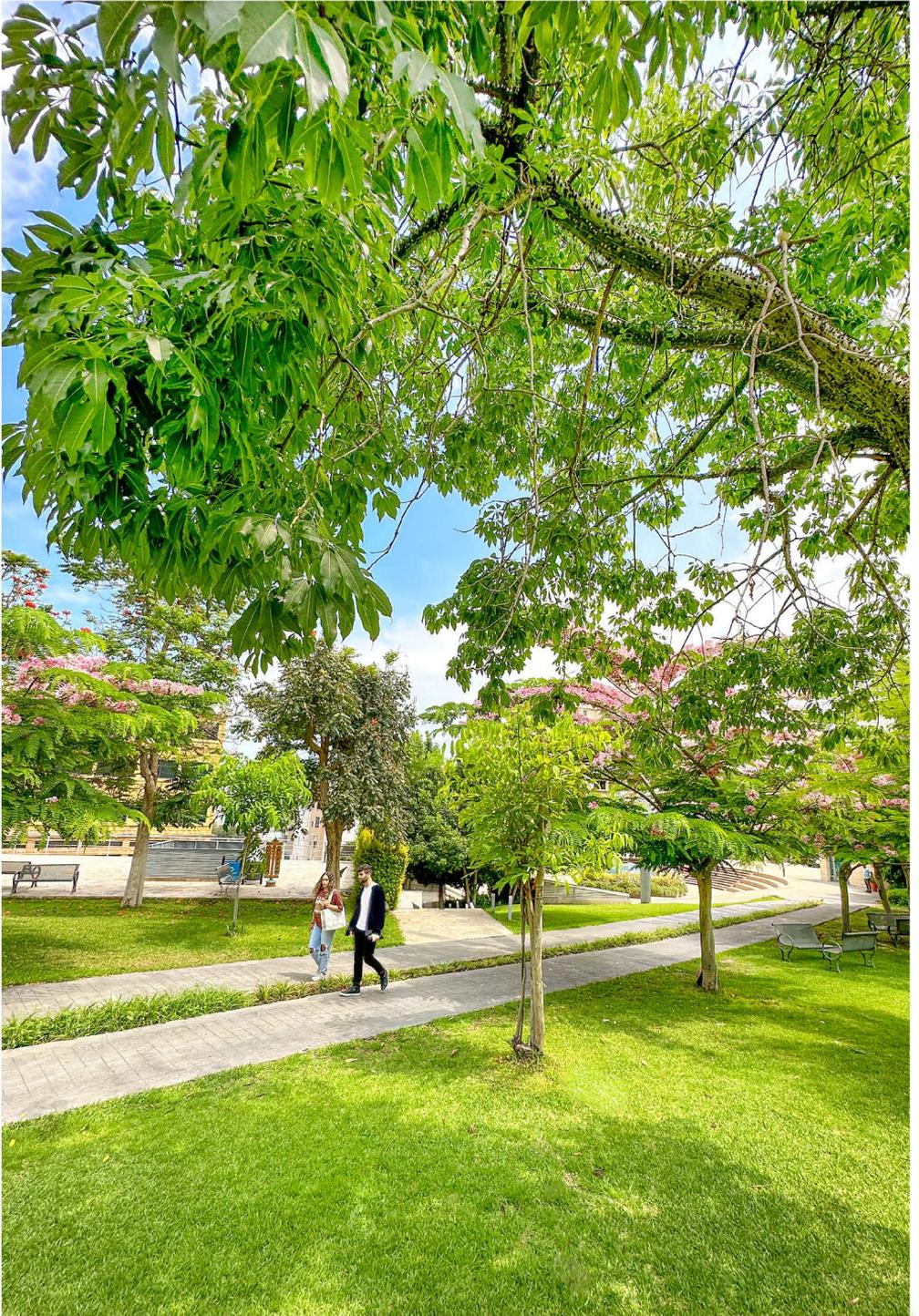
6.3 Emergency Response and Crisis Management Policy

The Crisis Management Committee (CMC) is the primary line of action in the event of any crisis that may cause mild to severe disruptions of daily activities at USEK. It is chaired by the Vice President for Community Life (VPCL), who reports directly to the President, and is composed of senior USEK administration officials and key staff from various schools/specializations. In addition to prevention measures, the CMC develops policies, procedures, and action plans essential for the management of and recovery from crisis situations. The University's perception as a safe environment is grounded in the committee's timely and efficient response based on the principles of preparedness, accessibility, care, minimized impact, and effective communication.

6.4 A Greener Tomorrow: A Guide to Sustainable Practices at USEK

At USEK, we have developed a unique sustainability algorithm focused on youth empowerment. The Green Committee's efforts drive our students to promote the UN Sustainable Development Goals (UN-SDGs) through engaging campus projects. These projects offer convenient work opportunities within 13 student-led chapters that are dedicated to waste management, including initiatives like carpooling, agora talks, recycling, animal welfare, sustainable awareness, and promoting creativity. With 9 key objectives guiding our efforts, we aim to target these goals and create a better future for our community.

Visit this [link](#) for more information on how to green your tomorrow.



Youth-ability: Algorithm for Sustainability

The USEK Green Committee's goal is to target sustainable empowerment by engaging students in eco-led projects. To achieve this goal, we have crafted a unique algorithm based on youth empowerment through chapter activities.

Created and run by students, these chapters focus on waste management, awareness, and creativity. The mission of our future leaders is to raise awareness, make decisions that contribute towards achieving the UN-SDGs, and promote important sustainable matters with a positive and fun approach.

The General Education course offering has been restructured to cover the UN Sustainable Development Goals (UN-SDGs) while enabling students to become eco-citizens of the future. To reach this goal, this course is mandatory for all undergraduates as part of their General Education framework. Green USEK plays a significant role in the Civic Engagement and Citizenship course, where students are encouraged to work on projects related to the promotion of green initiatives.

The link between the Civic Engagement course, GEP205, volunteering with the Green USEK, and empowering leadership in students is highly intertwined and impactful. This connection, students are now better equipped with the necessary knowledge and skills to become future eco-citizen leaders.

Mission and Objectives

The mission of targeting future eco-citizen leaders involves several key objectives:

1. Raise awareness and advocate for the active role of students in identifying and acting to achieve the SDGs.
2. Support students in making decisions that contribute towards the achievement of the SDGs. This involves providing them with the knowledge, tools, and resources they need to make informed decisions that promote sustainable development.
3. Empower students to lead projects aligned with the UN-SDGs that are reachable and feasible based on the current situation and potential. This involves giving them the opportunity to take the lead on projects that promote sustainable development and help to address the challenges facing their communities.

4. Build capacities by implementing the education framework. This involves restructuring the General Education framework to cover the UN Sustainable Development Goals while enabling students to become eco-citizens of the future, actively engaged in the development of societies, empowered with a sound culture, know-how, as well as humanism, and contributing to the establishment of a better world.
5. Promote important sustainable matters using a positive and fun approach, targeting different aspects of the SDGs. This involves using creative and engaging methods to promote awareness and encourage students to get involved in sustainable development initiatives.
6. Apply effectiveness and achieve tangible results in any action or system. This involves setting clear goals and objectives for sustainable development initiatives and measuring the impact of these initiatives to ensure that they are achieving the desired results.
7. Inspire an eco-mindset and encourage students to cultivate innovation and establish startups while facing current challenges. This involves setting a culture of pioneering and entrepreneurship among students as well as encouraging them to develop a problem-solving mindset.
8. Enforce a community life where students can live on campus and experience youth community life. This involves providing them with opportunities to collaborate and work together on sustainable development initiatives.
9. Develop artistic and communication skills among students and provide them with opportunities to garner experience through participation in sustainable development initiatives and projects.

Steps for Increasing “Green Involvement”:

The difference between a community-service student and an executive volunteer resides in the fact that the latter actively participates in Green-USEK-organized projects. This involves demonstrating a deep connection with the mission and values of sustainability and showing enthusiasm for the cause.

Next, the community service student should express an interest in taking on a more significant role with the Green Committee, implying additional involvement in the planning and execution of projects.

Once the community service student has demonstrated a commitment to sustainability and additional responsibilities, they may be offered the opportunity to become an executive volunteer.

As an executive volunteer, you will be responsible for organizing and leading chapters, recruiting, and training other volunteers. Finally, if the executive volunteer demonstrates exceptional leadership skills and a deep commitment to Green USEK's mission and values, they may be offered the opportunity to become a chapter or project leader.

This involves leading a team of volunteers in addressing a specific sustainable matter or challenge on and off campus. As a project or chapter leader, you will be responsible for coordinating all aspects of the project or chapter in collaboration with Green USEK.

Volunteering Groups and Initiatives

These volunteering groups are led by students, who are responsible for welcoming, supervising, and embracing new volunteers:

- **Awareness:** We promote environmental awareness and cover sustainability issues through our internally managed social media pages (Facebook and Instagram - @gree.usek), as well as events.
- **Earth Day Event:** This is a holistic concept that revolves around celebrating Mother Earth in a fun and entertaining fashion while promoting awareness gathers dozens of students.
- **Seedballs:** To combat climate change and help make Lebanon greener, students work with endemic seeds to be distributed during the Earth Day Event, inviting visitors to throw them wherever they hike. The previous edition of Earth Day distributed more than 1,000 seedballs.
- **Animal welfare:** We conserve, observe, and rescue various species on campus while promoting awareness about migratory birds. Keeping in mind that Lebanon is an essential bottleneck spot for bird migration, we organize 2 events every year on World Migratory Bird Day.
- **Green and Environmental Art:** We upcycle waste by giving waste items an artistic added value.
- **Recycling:** USEK has ranked First Green University for 5 years in a row, mainly in waste management. Students audit our well-established program by going around campus, identifying who is sorting well and who is not, and finding new ways to assess and push for better performance and awareness.



- **Book Exchange:** Unwanted used books are salvaged by our own Material Recovery Facility (MRF) staff, sorted by students, and put back on shelves on campus to promote book exchange and reading.
- **Clean-Ups:** We engage students in activities related to waste management in their own communities by having them organize clean-up groups in their regions.
- **Bring Your Bucket to Campus:** We encourage our community to sort waste from source by inviting staff, faculty, and students to bring their organic food waste to campus. We either feed it to the chickens on campus or compost it. In return, participants get fresh organic eggs or compost. Currently, we have 4 to 10 donors every day.
- **Carpool:** We encourage students to commute in a sustainable way and help reduce transportation emissions by carpooling to campus. In return, they benefit from VIP parking spots and rewards. Last semester, 251 carpoolers participated in this initiative» for smoother readability.
- **I Hear You:** To maximize waste sorting at the source, individuals are asked to bring their plastic bottles from home to the selected bins. This helps us provide hearing aids to kids with hearing disabilities from the Blind and Deaf School in Baabda – Lebanon.
- **Agora:** We help shed light on key sustainability issues in the public space on campus by organizing bi-weekly debates between students and experts in a relaxed, informal atmosphere. Students take the lead in these sessions, one of which has even involved a successful collaboration with the UN.
- **Re_Mug_it!:** To encourage students to bring their reusables, a stand offers free coffee every Tuesday to those who bring their reusable mugs. This has helped save more than 1,200 cups (based on the average number of coffee cups served per semester).

6.5 A Safe Place to Learn: Campus Safety

The Campus Safety and Security Office plays a crucial role in ensuring the wellbeing and protection of students, faculty, staff, and visitors within the University premises by establishing and maintaining a safe and secure environment on campus. It collaborates with local law enforcement agencies, implements security measures, and develops comprehensive safety protocols to mitigate potential risks and respond effectively to emergencies.

The Campus Safety and Security Office adopts a proactive approach by monitoring surveillance systems and maintaining a visible presence on campus. Its team enforces campus policies and regulations, ensuring compliance and promoting a respectful and inclusive atmosphere. The office maintains a secure environment during on-campus events by managing crowd control, enforcing access control measures, responding to emergencies, and monitoring the event area for any security concerns, with its primary goal being to ensure the safety and well-being of all attendees.

Moreover, we offer on-campus nursing services for emergencies and immediate first aid support, ensuring assistance is available before considering external resources such as the Red Cross.

For more information on the nursing office service, students can always contact: medical.assistance@usek.edu.lb.

6.6 Get Connected: A Guide to Student Technology and Email Services

The USEK Wiki platform (<https://wiki.usek.edu.lb/>) gives you access to all e-guidelines. If you come across any difficulties while using USEK services, you can submit an IT Service Ticket through the [USEK Ticketing](#) platform. Our IT support team will address the issue and help as quickly as possible.

6.7 A Guide to E-Learning

E-learning refers to the use of electronic technologies and digital media to deliver educational content and facilitate learning experiences. It is a flexible and accessible approach to education that allows learners to engage in hybrid and online courses, programs, or training modules from anywhere and at any time.

As an e-learning platform, Moodle is an open-source learning management system (LMS) that provides educators and institutions with a comprehensive set of tools to create, manage, and deliver online courses. It offers a wide range of features and functionalities to support various aspects of e-learning, such as course creation, content management, communication and collaboration, assessment and grading, and tracking of learner progress.

Moodle provides a user-friendly interface for both instructors and learners, allowing them to interact with course materials, participate in discussions, submit assignments, take quizzes, and access resources. It supports various media formats, including text, images, videos, and interactive elements, to deliver an engaging and interactive learning experience. In addition, Moodle offers options for customization, enabling instructors to tailor the platform to meet their specific needs and preferences.

A Moodle Guide for students is available via the following link: [Moodle Guide](#).

6.8 A Guide for Labs, Research and the USEK Writing Center

At USEK, we offer everything necessary to enhance your educational journey, coupled with exceptional facilities that will guide you towards achieving success.

6.8.1 Labs

The USEK Laboratories play a crucial role in supporting research, community services, and student education. With primary objectives including improving research equipment, establish collaborations with research centers, and address emerging scientific challenges, they place a strong emphasis on utilizing advanced tools while maintaining high standards of quality and safety. Dedicated to nurturing students' technical skills, promoting error recognition, and instilling ethical behavior, they actively encourage effective communication, proficiency in quantitative and qualitative measurements, and personal/professional growth through self-education and teamwork.

To access the comprehensive lab guidelines, please click [here](#).



6.8.2 Research

In alignment with USEK's Strategic Directions and Roadmap and serving as a centralized hub for researchers under the aegis of the Deputy President for Research, the University has established the Higher Center for Research (HCR), the Human Research Protection Program (HRPP), and the Review and Dissemination Center (RDC) as essential entities to advance knowledge and tackle societal challenges. These entities play a vital role in cultivating a dynamic research environment at USEK.

For more information on how to contribute to the research centers, you can click [here](#).

Our mission: To foster excellence in research and innovation through pioneering and sustainable research infrastructures providing resources and services for researchers; and to develop effective partnerships and collaborations with academic and non-academic institutions nationally and internationally to face worldwide scientific challenges and meet the needs of our society.

Our vision: To uphold USEK among the best leading research-oriented universities at the national and international levels and to have a transformative impact on society through continual innovation and creativity in research and entrepreneurship.

The HCR serves as a hub for interdisciplinary research through different groups of research promoting collaboration, creativity, and the pursuit of breakthrough discoveries. It unites the research priorities of USEK's academic units under 7 administrative research units: Health, Sciences, and Technologies; Patrimony and Identity; Artificial Intelligence (AI), Internet of Things (IoT), and Dynamic Data analysis; Sustainable Development and Entrepreneurship, Architecture, Urban Planning, and Design; Law, Policies, and Security; Business Sustainability and Societal Impact.

Its research strategy revolves around four goals: fostering a strong interdisciplinary and innovative research culture; encouraging humanized, ethical, and applied research with societal impact; promoting technology transfer; and enhancing the visibility of USEK research and innovation. Its core values reflect ethics, performance and innovation, interdisciplinarity, openness and communication, transparency and accountability, resilience, and social responsibility for the benefit of our society.

The efficient conduct of research relies on respecting the researchers' individual freedom and responsibility, striving to secure optimal research conditions, and ensuring proper coordination between all stakeholders under the research strategies of the University.

Thus, all members of the USEK community have a collective duty to uphold and promote the utmost ethical standards throughout the entire research process, including proposal development, execution, peer review, and dissemination. The integrity of research plays a pivotal role in advancing scientific knowledge, preserving public confidence in the research process, and bolstering the reputation of the University, its scholars, and their collaborators.

The Human Research Protection Program (HRPP) at USEK is responsible for safeguarding the well-being and rights of individuals participating in biomedical, social, and behavioral sciences research that involves human subjects or their records. The HRPP operates in compliance with institutional policies, as well as relevant federal and national laws and regulations. The Institutional Research Board (IRB) within the HRPP will play a central role in the comprehensive review and approval of research activities involving human subjects. Its primary objective is to ensure that each research project adheres to the ethical principles outlined in the Belmont Report, specifically Respect for Persons, Beneficence, and Justice. By upholding these principles, the IRB aims to safeguard the rights, autonomy, dignity, welfare, and privacy of human subjects involved in research conducted at USEK. Thus, any research project involving human subjects needs the IRB's prior written approval.

The Review and Dissemination Center (RDC) helps develop comprehensive reviews, systematic reviews, scoping reviews, meta-analyses, and other research syntheses in various research fields to enhance the USEK research culture. By building the capacity to conduct and publish reviews at individual and institutional levels, the RDC seeks to become a leading center for producing high-quality reviews in different research topics, such as public health, food safety and security, artificial intelligence and education, environment, and engineering.

6.8.3 The USEK Writing Center

The USEK Writing Center is dedicated to enhancing your writing skills by offering free writing support sessions to students of all backgrounds and specializations. By scheduling in-person consultations, you can engage in brainstorming sessions with our experts, explore various writing approaches, and receive valuable feedback from trained tutors, all aimed at enhancing your analytical thinking. The primary objective of the Center is to equip students with fresh skills that can be effectively applied to future writing tasks.

For more information on how to book your consultation session, please click [here](#).

We provide:

- In-person or online peer-to-peer consultations with well-trained tutors and experienced writers.
- Writing resources that are available on the USEK website.
- Workshops on advanced writing techniques.
- A space to write, think and exchange.

We help the USEK community access a variety of resources on helpful writing skills and techniques.

Our in-person and online consultations are uniquely efficient in that they help you become an independent, confident, and skillful writer through an interactive and modern approach to writing. Our peer tutors do not proofread or edit assignments; instead, they teach you to recognize and correct your own mistakes with the aim of transforming you into self-sufficient writers in the long term. Peer tutors help you throughout the writing process from brainstorming to polishing and finalization in a shared effort that depends on your active involvement to succeed. You are welcome to make an online or in-person appointment with our tutors at any stage of the writing process. During the 45-minute session, the tutor discusses the writing and helps you outline the next stage. We are here to assist you with any type of writing, such as papers, graduate theses, scientific reports, and laboratory reports by:

- Sharing strategies and resources to plan, organize, draft, revise, and edit writings.
- Offering strategies to improve the writing process from brainstorming to polishing.
- Turning your weaknesses into strengths.
- Using the writing conventions pertaining to your field.
- Providing relevant feedback on writing.
- Planning the next move forward.

Notes:

- Your instructor's permission is required before addressing the USEK Writing Center.
- Students enrolled at the Regional University Centers may benefit from online consultations.

Confidentiality

The USEK Writing Center respects your privacy and maintains the confidentiality of all sessions. We do not disclose any information without your express consent.

Policies

- You can book one appointment per week and up to 10 appointments per semester.
- Your appointment is automatically canceled if you are more than 10 minutes late.
- You may cancel your appointment up to one day prior to the scheduled session. If you do not cancel on time or fail to attend two consultation sessions, you will be banned from booking other appointments for the ongoing semester.

Appointments

As a USEK student, you may request a one-on-one consultation. To do so, you should:

- Read our service description and policies.
- Send a one-on-one consultation request by email at writingcenter@usek.edu.lb, specify the desired mode of consultation (in-person or online).
- Copy the instructor who assigned the writing project.
- Attach a draft of your writing (if available).

To cancel your appointment, please send an e-mail to the same address.

6.9 Campus Resources: Library, Bookstore, and Restaurant Services

Immerse yourself in the convenience of our Library, bookstore, and restaurant services, tailored to meet your every need, all within the warm embrace of USEK.

6.9.1 Library

The USEK Library provides you with outstanding resources and services. Its 2 reading rooms and study spaces equipped with modern tools and digital resources operate for 40 hours per week, ensuring that collections are continuously updated based on student usage patterns. It is fully automated, providing remote access to a wide range of digital resources and reference services. To optimize student support, we also offer personalized assistance through a variety of channels, including webinars, emails, online chat, and in-person interactions. Since 2006, we have proudly established centers devoted to the preservation of Lebanese cultural heritage, allowing researchers seamless access to invaluable archives.

To access our resources, kindly click on this [link](#).

6.9.2 Bookstore

The Bookstore offers a diverse selection of textbooks and course materials required for your University courses. It supports your academic endeavors by granting easy access to the textbooks and course materials needed for your classes. Furthermore, it provides a selection of branded merchandise, such as clothing, accessories featuring the University's brand identity, allowing students and alumni to showcase their pride in the USEK spirit.

6.9.3 Restaurant

The University Restaurant is a lively and inviting dining establishment on campus that caters to the various tastes of students, faculty, and staff. Designed to offer a comfortable and welcoming atmosphere, it serves as a hub for socializing, nourishment, and relaxation.

The Restaurant provides a mix of self-service options for quick meals, perfect for those in a hurry between classes or meetings, and a sit-down area for a more relaxed dining experience. It focuses on fresh, seasonal ingredients and promotes healthy and sustainable food habits.

6.10 Understanding Fees: A Guide to Tuition and NSSF Membership

At USEK, we always ensure your journey into our university is as smooth as possible. Excellent education is synonymous with an efficient registration system, and our registration process is specifically designed to make it easier for you to navigate and join our institution. To learn more, you can [click here](#) (section C).

Our team will guide you through each stage as we take pride in USEK's goal of ensuring great value for your education. For detailed information on our affordable tuition fees, you can [click here](#) (section D).

As part of your enrollment process, you will be affiliated with the National Social Security Fund (NSSF), giving you access to health/social security benefits and providing you with an added layer of support during your time at USEK.

Our commitment to creating a supportive environment extends beyond the registration process to assist you in pursuing your academic goals. To gain a comprehensive understanding, we recommend checking the [Academic Rules and Student Life](#) guide. This resource contains detailed insights that will provide you with a thorough understanding of academic guidelines and support services available at USEK.

6.11 Understanding Payment Procedures

At USEK, we understand that managing your finances is an important part of your learning journey. We have designed the [payment procedure](#) to be student-friendly and ensure it does not hinder your progress (please refer to point 6.2 regarding financial assistance).

If you have any concerns or questions about the payment process, our dedicated staff is always here to help. You can refer to the [Academic Rules and Student Life](#) guide for further information.

6.12 International Experience Opportunities

USEK's international experience offers the following opportunities:

6.12.1 Mobility Programs to Partner Universities Abroad

Academic mobility or student exchange refers to students moving to a partner higher education institution abroad to study for a semester or a full year. Studying abroad is one of the most enriching experiences you can have. It allows you to access different education styles in a multicultural environment, learn new languages, meet people from around the world, and form lifetime memories and friendships.

USEK offers 2 types of mobility programs:

- Funded programs (such as the European Union's Erasmus+): Such programs grant an allowance to help cover your travel and living expenses. Note that these programs are competitive, with a limited number of scholarships per host university or even per program.
- Non-funded programs: Students enrolled in these programs would have to cover their travel expenses.

Under both types of mobility programs, the tuition fees at the host university are waived; however, you still have to settle your registration and tuition fees at USEK within the set deadlines.

If you are interested in a mobility program at one of USEK's partner institutions, you should start preparing ahead of time academically, administratively, and mentally by attending the Study Abroad Information Sessions held each semester. You can also contact the Study Abroad and International Mobility Unit (International Affairs Office) at outgoingmobility@usek.edu.lb to be provided with a detailed Mobility Application Steps manual.

6.12.2 The Be-a-Buddy Program

Arriving in a new country and a new university can be exciting, but it may also entail some challenges for international students. To help them have a good start at USEK, the International Affairs Office recruits USEK students for the Be-a-Buddy Program, and each of them will be assigned to an international exchange student to shadow them throughout their semester on campus. The Buddy will help provide their international peers with practical information about the University, introduce them to its student life, and help them settle in.

If you are interested in applying to the Be-a-Buddy program, you can contact the Study Abroad and International Mobility outgoingmobility@usek.edu.lb or check the website [here](#).

6.12.3 The Global Engagement Certificate

The Global Engagement Certificate is an open opportunity for all USEK students to have their global engagement recognized. International skills are increasingly important in our globalized world. Therefore, this program is designed to encourage you to participate actively in international activities and programs that prepare you to become global citizens, while also developing an international environment on campus that provides the USEK community with the best opportunities and increase its international exposure.

You can keep track of your global engagement based on the international activities you have participated in, earning points according to a specific point table. A total of 300 points is required to obtain the USEK Global Engagement Certificate. More details can be found [here](#).

6.13 International Students' Tuition Fees

International exchange students participating in a mobility program at USEK are exempt from paying any registration or tuition fees at USEK, as per the agreements held with their home institutions.

Foreign students enrolled at USEK within the International Students Scholarship Program can benefit from a discount on their tuition fees throughout the duration of the program (terms and conditions apply). Interested applicants can find additional details on our [website](#).



A decorative graphic consisting of several overlapping, curved, light blue lines that resemble a stylized wave or a fan of pages, positioned above the number 7.

7

Guidelines and Policies for Integrity and Ethics

7.1 Student Responsibility and Ethical Conduct

At USEK, we trust our students to be responsible and ethical individuals whose actions reveal impactful insights on the community. We recommend you check the relevant Academic Rules and Student Life catalog on the following [link](#).

7.1.1 Positive Participation

Positive participation is required for all courses, practical activities, tutorials, and laboratory sessions, among others. An undue number of absences may affect your grades and/or academic status. For more information, you can check the positive participation section (H.1) in the [Academic Rules and Student Life](#) guide.

7.1.2 Academic Integrity

Academic integrity is at the core of higher education and is compromised by plagiarism and fraud, which are not tolerated at USEK. For more information on these behaviors and their potential consequences, please refer to the relevant section of the [Academic Rules and Student Life](#) guide.

7.1.3 On-Campus Code of Ethics

The On-campus Code of Ethics is a complement to institutional and academic rules defined by the statutes and regulations in force at USEK. It determines the main rules aiming to create an amenable atmosphere conducive to respect and studying. For more details, please refer to the relevant section of the [Academic Rules and Student Life](#) guide.

7.2 Student Code of Conduct and Disciplinary Council Procedure

By holding you to high standards, the USEK Student Code of Conduct prioritizes your personal and intellectual development by upholding a respectful educational environment for all. For further information, please refer to this [link](#).

7.3 University Policy on Non-discrimination, Sexual Harassment, and Misconduct Policy

USEK is committed to maintaining the highest standards of respect and human dignity in an environment that promotes academic excellence and professionalism. Discrimination, harassment and sexual misconduct, intimidation, or exploitation are antithetical to the University's mission and core values and violate University policy.

In support of that commitment, the University will take actions to prevent and stop discrimination, harassment, and sexual misconduct, prevent its recurrence, and discipline and/or take other appropriate action against those responsible. We are committed to preventing retaliation for bringing a claim or assisting in an investigation and will take appropriate action to remedy the effects of discrimination and harassment.

You can access this [link](#) for more information.

7.4 Diversity and Inclusion

USEK places significant importance on promoting diversity and inclusion as part of its mission and vision. It strives to create a space for learning, personal growth, and development for everyone in an inclusive environment that values and respects individuals from all backgrounds:

- All students must demonstrate mutual respect. Failure to do so is liable to disciplinary action as per USEK's Bylaws. Discrimination based on protected characteristics, such as race, ethnicity, gender, sexual orientation, religion, disability, and others is strictly prohibited.
- To reinforce this commitment, student support offices implement various programs alongside a diverse curriculum and research opportunities that are accessible to all students.

7.5 Dress Code Policy: Attire for Professional Appearance

USEK's goal is to prepare its students for the professional world. As such, the University encourages them to dress appropriately and professionally to present a professional image, while recognizing that appropriate casual dress on university

premises is entirely acceptable. The University also has an obligation to maintain a learning, social, and working environment where students, faculty, and staff are comfortable and not offended by inappropriate dress. Therefore, please refrain from wearing clothing that is provocative or contains offensive logos or symbols depicting alcohol, cigarette ads, profanities, or drug paraphernalia.

USEK reserves the right to enforce sanctions on students who disrespect the code as it sees fit, with consequences depending on the severity of the offense.

7.6 Parking Services Policy

USEK's parking policy emphasizes the safety, efficiency, and organization of parking spaces specifically for students. The primary objective is to manage and provide accessible parking options for all students as follows:

- Parking times: Mondays to Fridays, from 7:00 a.m. to 8:30 p.m. No cars are allowed to park after this time; however, cars that are already in the parking lot may remain there until the closing time at 10:00 p.m.
- It is strictly forbidden to leave any car in the parking lot overnight. In case of emergency, please contact the Campus Safety and Security Office.
- Parking closing time: 10:00 p.m.
- To enter the parking lot, you will need to use your USEK ID.
- Cars are routinely searched for security reasons.
- You must always respect security personnel and follow their instructions within the parking lot, especially when parking your car.
- The University is not responsible for cars and their contents in the parking lot and reserves the right to search or remove any car if needed.
- Failure to abide by the rules of the parking lot or any other anti-social behavior will result in disciplinary action.
- The University reserves the right to amend the regulations that apply to the student parking lot without prior notice.
- You are kindly asked to park your vehicle properly within the designated lines, abstain from occupying unnecessary additional spots, and respect the speed limit at all times.

7.7 Smoke-free Campus Policy and Alcohol and Drug Use Policy

The smoking and alcohol policy at USEK prioritizes the well-being of our students above all else. Our aim is to create a safe and healthy environment.

for everyone on campus, hence our strict rules that prohibit smoking indoors, consuming substances that are harmful to health and disrupt public order, as well as drinking alcohol anywhere on campus.

Taking into consideration the rights of smokers and non-smokers alike, smoking is only allowed in outdoor areas, which provide a suitable space for students to take their smoking breaks without affecting the indoor air quality or causing disturbance to others.

We encourage you all to be mindful of your choices and adhere to the guidelines. By doing so, we can collectively maintain a healthy and enjoyable environment for everyone at USEK.

7.8 Policy on Disclosure of Students' Records

At USEK, safeguarding student records is of utmost importance. Our high confidentiality standards mandate written consent from students before accessing or releasing their education records or personally identifiable information.

Exceptionally, university officials who have a legitimate educational interest are authorized to access student records without explicit consent. Furthermore, certain directory information may be disclosed for research and institutional planning purposes unless the student has made a specific non-disclosure request. Relevant information may be also disclosed in urgent cases where the health and safety of individuals are at stake or when a relevant court order is received in keeping with all legal procedures.

7.9 Mandatory Reporting Policy

All students and staff, with the exception of licensed mental health professionals, are considered mandatory reporters. This helps create a fair environment where unjust blame is not assigned. As a mandatory reporter, it is crucial that you promptly inform us of any potential instances of discrimination or harassment by contacting the Student Affairs Office (SAO). Based on our sense of collective responsibility, reporting is mandatory, regardless of whether the discrimination involves students, faculty, staff, or visitors.

As a result, in the event of any incident, a compulsory reporting policy on diversity will be implemented. This will entail conducting a comprehensive follow-up involving all relevant parties to ensure a thorough understanding of the situation.

7.10 Intellectual Property Policy

This Intellectual Property Policy document outlines the University policy and procedures associated with the ownership and commercialization of any intellectual property generated by staff, faculty, students, and others participating in academic research programs over the course of their work and studies at USEK.

The policy aims at making sure that the intellectual contribution of USEK stakeholders will contribute to the advancement of research, academia, society, and economy in Lebanon. Accordingly, it defines a clear and transparent framework for the on-campus research environment to encourage, recognize, and reward the creative intellectual efforts of University faculty, students, and staff through the realization of tangible economic benefits derived from their inventions and works.

The policy helps develop the contributors' understanding of their rights and responsibilities in every intellectual property they produce versus the rights of their university. This clarity will secure a healthy and dynamic relationship between the stakeholders aligning with USEK's mission to foster a better research environment.





8

Directory

8.1 Who to Contact:

List of Essential USEK Contact Information

Unit	Phone Number	Email
Admissions Office	+961 9 600 050 Or via WhatsApp Business: 81 124 984	admissions@usek.edu.lb
Alumni Relations Office	+961 9 600 080	alumni@usek.edu.lb
Asher Center for Innovation and Entrepreneurship (ACIE)	+961 9 600 800	acie@usek.edu.lb
Byblos Campus	+961 9 600 044/971	fdm@usek.edu.lb
Counseling and Accessibility Office (CAO)	+961 600 790/1 - 267	Students.cao@usek.edu.lb
Career Services Office	+961 9 600 580	careers@usek.edu.lb
Deputy President for Student Development and Enrollment Management	+961 9 600 297	dpstudents@usek.edu.lb
E-Learning	+961 9 600 414	elarning@usek.edu.lb
Financial Aid Office	+961 9 600 205/9	fao@usek.edu.lb
Green Committee	+961 9 600 963	green@usek.edu.lb
Campus Nurse	+961 9 600 911	medical.assistance@usek.edu.lb
International Affairs Office	+961 9 600 321	jao@usek.edu.lb
IT Office	+961 9 600 414	servicedesk@usek.edu.lb
Library	+961 9 600 071	library@usek.edu.lb
Office of the Registrar	+9619 600 400 +961 9 600 244	registrar@usek.edu.lb
Student Affairs Office	+961 9 600 197	sao@usek.edu.lb
Student Success and Retention Office	+961 9 600 550	student.success@usek.edu.lb
Student Support Center	+961 9 600 197	supportcenter@usek.edu.lb
University Bookstore	+961 9 600 072	libun@usek.edu.lb
University Chaplain Office	+961 9 600 593	universitychaplainoffice@usek.edu.lb
USEK Kaslik Campus	+961 9 600 000	usek@usek.edu.lb
University Residence	+961 9 600 194	residence@usek.edu.lb
Zahle RUC	+961 8 932 132	zahle@usek.edu.lb

8.2 Comprehensive List of Forms for USEK Students

New online applications and requests are continuously published on [MyUSEK's](#) Student Services workspace. Their availability depends on the timeline and deadlines set by the University. More information can be found on the [MyUSEK](#) platform.





**Office of the Deputy President for Student
Development and Enrollment Management**

Tel: +961 9 600 293 – 296 – 297

Email: dpstudents@usek.edu.lb

Location: Building A, GF

