



NOTRE DAME
UNIVERSITY
— LOUAIZE —
جامعة سيده
اللويزة

ADMISSIONS GUIDE 2016-2017





IDENTITY, MISSION, VISION & CORE VALUES

Identity

NDU is a Lebanese private, non-profit, Catholic institution of higher education, which adopts the American model of liberal arts education. NDU offers quality instruction at a variety of degree levels and offers opportunities for research in various fields of interest for Lebanese and foreign students alike in a spirit of openness that embraces all cultures, regardless of race, gender, color, religion, or sect.

Mission

As a Catholic institution inspired by the cultural and spiritual heritage of the Maronite Order of the Holy Virgin Mary, NDU seeks to provide comprehensive quality education that fosters excellence in scholarship, lifelong learning, enlightened citizenship, human solidarity, moral integrity, and belief in God. In designing its curricula, NDU is committed to the philosophy and standards of the American model of liberal arts education. Conceiving itself as an authentic academic community, NDU promotes diversity, respect for human dignity and rights, and concern for the common good. Its profound aspiration is to prepare its students to be future leaders who can exercise reason upon knowledge and shape a world of truth, justice, love, and freedom.

Vision

NDU's vision is to:

- Become the choice Catholic University in Lebanon, furnishing students with the finest faculty and comprehensive curriculum in the Maronite tradition.
- Provide a highly personalized academic experience to our graduate and undergraduate students.
- Integrate a strong, interdisciplinary, liberal arts core with degree-granting programs providing preparation for professional careers and graduate studies.
- Excel in selected specialty areas, including signature programs that augment reputation and serve as models for the delivery of educational development at the University.
- Foresee the changing needs with time and develop programs and utilize technologies consistent with those needs.
- Create and sustain a community in which all aspects of university life are a reflection of its values.

Values

As a Catholic university in the Maronite tradition, NDU is determined to practice those core values that respect humanity and the dignity of the individual, that help students on their life path of learning, and that allow them to discover their talents through cooperation while they look for truth, for individual empowerment and for the enhancement of the world around them. Accordingly, they dedicate themselves to the following core values:

Faith > As a Catholic university, NDU highlights a strong belief in spiritual motivation and education as a vehicle for a better and more just society.

Excellence > In all activities of University life – teaching, scholarship, service etc. – NDU strives to be a center of quality education.

Scholarship > To seek the truth, with a sense of discovery, through informed and rigorous scholarship, will place NDU among the top ranking regional universities.

Freedom > Of thought and expression; NDU commits itself to engage and enhance intellectual inquiry in the pursuit of truth through teaching students how to learn, how to think critically, how to conduct responsible research, and how to access and integrate information in preparation for career development and personal growth.

Integrity > Teaching, scholarship, and student service within the University community is characterized by intellectual honesty and a sense of personal morality.

Service > NDU is committed to serve not only its students, faculty and employees, but also society at large.

Diversity > Empathy, tolerance and respect for all people is essential to any University community. NDU encourages students to understand and appreciate the diversity of cultures which exist locally, nationally, and internationally. It also seeks to promote appreciation of diversity through an understanding of the impact of human beings on their environment.

Learning for Life > In the tradition of a Catholic liberal arts education, NDU commits itself to lifelong learning, encourages personal responsibility, develops spiritual values, and affirms a philosophy of life which actively supports global economic equity, social justice, and human rights.

THE UNIVERSITY IS ALSO A MEMBER OF REGIONAL / INTERNATIONAL ASSOCIATIONS / ORGANIZATIONS

- AACRAO** The Arab Association of Collegiate Registrar's and Admission Officers, Jordan
- AARU** Association of Arab Universities, Jordan
- ACCU** Association of Catholic Colleges and Universities, USA
- ACE** American Council on Education, USA
- ACO** Action Chrétienne en Orient, France
- ACRAO** The American Association of Collegiate Registrar's and Admission Officers, USA
- CB** The College Board, USA
- CIC** Council of Independent Colleges, USA
- CUM** Comunitàdelle Università Méditerranée, Italy
- EAIE** The European Association of International Education, The Netherlands
- EPUF** Euromed Permanent University Forum, Tarragona, Spain
- FIUC** Fédération Internationale des Universités Catholiques, France
- FUCE** Fédération des Universités Catholiques d'Europe et du Liban, Belgium
- IAU** International Association of Universities, France
- IAUP** International Association of University Presidents, USA
- NAFSA** Association of International Educators, USA
- PIRC** Phoenician International Research Center, USA
- RMEI** Réseau Méditerranéen des Écoles d'ingénieurs, France
- Talloires** The Talloires Network, USA

NOTE: The following graduation requirements may be revised at the discretion of the University at any time during the academic year.

DEGREES OFFERED

FACULTY OF ARCHITECTURE, ART & DESIGN (FAAD)

*• Bachelor of Architecture	182 credits
* Bachelor of Arts in Interior Design	136 credits
*• Bachelor of Arts in Graphic Design	102 credits
* Bachelor of Arts in Fashion Design	102 credits
Bachelor of Arts in Decorative Arts and Crafts	102 credits
Bachelor of Arts in Photography	102 credits
Bachelor of Arts in Music	99 credits
with the following emphasis:	
Musicology	
Music Education	
Musimediology	
Arabic Musicology	
Jazz Music	
 Master of Architecture in Environmental and Urban Design	 36 credits
Master of Arts in Design	36 credits
Master of Arts in Music	36 credits

FACULTY OF BUSINESS ADMINISTRATION & ECONOMICS (FBAE)

*• Bachelor of Science in Economics	90 credits
* Bachelor of Business Administration - Accounting	106 credits
*• Bachelor of Business Administration - Banking & Finance	106 credits
*• Bachelor of Business Administration Int'l Business Management	107 credits
*• Bachelor of Business Administration - Marketing	106 credits
Bachelor of Business Administration with the following emphasis: Distribution and Logistics Management	106 credits
* Financial Engineering	
* Health Care Management	
*• Human Resources Management	
*• Management	
* Bachelor of Hotel Management and Tourism with the following emphasis:	
* Food & Beverage Management	104 credits
* Hospitality Management	103 credits
* Travel & Tourism Management	103 credits
* Hospitality Events Management	103 credits
 Master of Business Administration (General M.B.A.)	39 credits
* Master of Business Administration (M.B.A.) with the following emphasis:	39 credits
* Finance	
* Human Resources Management	
* Project Management	
Master of Science in Financial Risk Management	30 credits

NOTE: * Offered at The North Lebanon Campus • Offered at The Shouf Campus

FACULTY OF ENGINEERING (FE)

*• Bachelor of Engineering in Civil Engineering	150 credits
*• Bachelor of Engineering in Computer and Communication Engineering	150 credits
*• Bachelor of Engineering in Electrical Engineering	150 credits
*• Bachelor of Engineering in Mechanical Engineering	150 credits
Master of Science in Civil Engineering	30 credits
Master of Science in Electrical and Computer Engineering	30 credits
Master of Science in Mechanical Engineering	30 credits

FACULTY OF HUMANITIES (FH)

* Bachelor of Arts in Education Basic Education and Teaching Diploma	120 credits
* Bachelor of Arts in Communication Arts with the following emphasis: *• Radio/TV * Journalism and Electronic Media	102 credits
*• Bachelor of Arts in Advertising and Marketing	102 credits
Bachelor of Arts in Psychology with the following emphasis: Clinical Educational Industrial	97 credits
Bachelor of Arts in English Language	102 credits
* Bachelor of Arts in Translation and Interpretation Translation Interpretation	108 credits 108 credits

Bachelor of Arts in Physical Education and Sport	120 credits
Teaching Diploma in English	21 credits
*• Teaching Diploma in Mathematics	21 credits
Teaching Diploma in Education	21 credits
*• Teaching Diploma in Life Science	21 credits
* Teaching Diploma in Physical Education	21 credits
Teaching Diploma in Arabic Literature	21 credits
Teaching Diploma in Chemistry	21 credits
Teaching Diploma in Physics	21 credits
Teaching Diploma in Information Technology	21 credits
• Teaching Certificate	18 credits
Teaching Certificate in Arabic Language and Literature	18 credits

Master of Arts in English Language and Literature with the following emphasis:
Applied Linguistics and TEFL
Literature

Master of Arts in Translation
with the following emphasis:
Translation
Interpretation

Master of Arts in Media Studies
with the following emphasis:
Television Management and Production
Electronic Journalism and Public Relations
Advertising

Master of Arts in Education
with the following emphasis:
School Management and Educational Leadership
Special Education
Educational Technology

Master of Arts in Psychology – Educational Psychology

36 credits

FACULTY OF NATURAL & APPLIED SCIENCES (FNAS)

*• Bachelor of Science in Computer Science with the following emphasis: *• Computer Science *• Information Technology Computer Graphics and Animation	94 credits
Bachelor of Science in Actuarial Sciences	94 credits
• Bachelor of Science in Mathematics	90 credits
*• Bachelor of Science in Biology	92 credits
Bachelor of Science in Environmental Science	92 credits
Bachelor of Science in Chemistry	92 credits
*• Bachelor of Science in Business Computing with the following emphasis: *• Business Computing * Management Information Systems	94 credits
Bachelor of Science in Geographic Information Systems	91 credits
Bachelor of Science in Physics	95 credits
Master of Science in Computer Science	30 credits
Master of Science in Biology	36 credits
Master of Science in Financial Mathematics	33 credits
Master of Science in Mathematics	33 credits
Master of Science in Astrophysics	36 credits
Master of Science in Industrial Chemistry	36 credits

FACULTY OF NURSING & HEALTH SCIENCES (FNHS)

*• Bachelor of Science in Medical Laboratory Technology	103 credits
Bachelor of Nursing	105 credits

*• Bachelor of Science in Nutrition and Dietetics	95 credits
Bachelor of Science in Food Safety and Quality Management	93 credits
Master of Science in Human Nutrition	35 credits
Master of Science in Food Safety and Quality Management	36 credits

FACULTY OF LAW & POLITICAL SCIENCE (FLPS)

Bachelor of Law	139 credits
Bachelor of Arts in Political Science with the following emphasis: NGOs	105 credits
Bachelor of Arts in Political Science American Studies	105 credits
Bachelor of Arts in Political Science Euro-Mediterranean Studies	105 credits
Bachelor of Arts in International Affairs and Diplomacy	105 credits
Bachelor of Arts in Public Administration	105 credits
Master of Arts in Political Science with the following emphasis: NGOs Human Rights	36 credits
Master of Arts in International Affairs and Diplomacy with the following emphasis: International Law	36 credits
Master of Arts in Public Administration	36 credits

NOTE: * Offered at The North Lebanon Campus • Offered at The Shouf Campus

MINORS OFFERED

FACULTY OF ARCHITECTURE, ART & DESIGN (FAAD)

Graphic Design	18 credits
Jazz	15 credits
Photography	18 credits

FACULTY OF BUSINESS ADMINISTRATION & ECONOMICS (FBAE)

Accounting	15 credits
Finance	15 credits
Economics	15 credits
Management	15 credits
Marketing Management	15 credits
Distribution and Logistics Management	15 credits
Human Resources Management	15 credits
Food and Beverage Management	20 credits
Hospitality Services Management	18 credits
Travel and Tourism	16 credits
Events Management	16 credits

FACULTY OF ENGINEERING (FE)

Engineering Management	18 credits
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FACULTY OF HUMANITIES (FH)

English	18 credits
Translation	16 credits
Physical Education and Sport	15 credits
Advertising and Marketing	18 credits
Radio and Television	17 credits
Journalism	18 credits
Arabic Language and Literature	15 credits

Public Relations	18 credits
Philosophy	18 credits
Sociology	15 credits

FACULTY OF NATURAL & APPLIED SCIENCES (FNAS)

Geographic Information Systems	15 credits
Actuarial Sciences	18 credits
Applied Statistics	18 credits
Mathematics	15 credits
Physics	16 credits
Biology	17 credits

FACULTY OF LAW & POLITICAL SCIENCE (FLPS)

Political Science	18 credits
International Affairs and Diplomacy	18 credits
Public Administration	18 credits
Middle Eastern Studies	18 credits
Strategic Studies	18 credits
Gender Studies	18 credits
Peace and Conflict Studies	18 credits
Euro Mediterranean Studies	18 credits
American Studies	

FACULTY OF NATURAL & HEALTH SCIENCES (FNHS)

Nutrition	15 credits
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UNDERGRADUATE ADMISSION

Applications may be downloaded from the NDU Home Page (www.ndu.edu.lb). Applicants must complete the application form and return it with a fee of 100,000 L.L. to the Admissions Office. NDU examination fees are 150,000 L.L. [75,000 L.L. (English); 75,000 L.L. (Aptitude)]. **All fees are non-refundable.**

The following documents must be submitted with each application form:

- A Secondary School Record for the last three academic years (Grades 10, 11 and 12)
- A Letter of Recommendation from the Principal
- A photocopy of the Identity Card or Passport
- Two recent passport-size photos
- A certified copy of Bac II or its equivalence
- Scores of exams taken outside NDU (TOEFL, SAT I and IELTS)
- Freshman applicants must additionally submit:
 - o An official school document attesting that they have completed and passed their High School requirements or High School Diploma
 - o A certified copy of the written authorization from the Equivalence Committee
 - o Scores of SAT I (mandatory), and SAT II (if available)

Documents must be original. All documents submitted to complete a file become the property of NDU. Whether accepted or rejected, applicants may not claim any of the documents.

Following is a table of our Admissions Important Dates for the Academic year 2014-2015.

Semester	Application Deadline	Examination Dates
Spring Semester, 2016	November 3 - December 22, 2015	January 14, 2016
Early Admission, Fall 2016	January 19 - February 23, 2016	February 27, 2016
Regular Admission, Fall 2016	May 3 - June 21, 2016	June 23, 2016
Late Admission, Fall 2016	July 5 - August 2, 2016	August 4, 2016
Open Doors Main Campus	April 14 and April 15, 2016	

Applicants may check their status on the website. This status, however, is not final until the applicant receives an official letter of acceptance from the Admissions Office along with all documents for registration. These include the methods of payment from the Business Office as well as the social security clearance and medical exams from the Student Affairs Office.

FRESHMAN ADMISSION REQUIREMENTS

Non-Lebanese students or students who have followed a High School program for at least three years may apply to the Freshman Class. They must hold a secondary school certificate (Grade 12) recognized by the Lebanese Ministry of Education. Applicants to the Freshman Class are required to take the Scholastic Aptitude Test SAT I prior to registration as required by the Lebanese Ministry of Education for the equivalence of the Baccalaureate Part II. The SAT II should be taken during the Freshman year. These tests will be specified according to either the Freshman Sciences or Arts stream. SAT I includes Verbal Reasoning, Mathematical Reasoning and Writing. SAT II (Arts) includes Math 1C plus two SAT II Subject Tests. SAT II (Sciences) includes Math 2C plus two of the following science subjects (Biology, Chemistry, Physics). The required minimum score for the combined SAT I and SAT II is 2600 for Freshman Arts and 2750 for Freshman Sciences.

Moreover, applicants to the Freshman Class must obtain a written authorization from the Equivalence Committee of the Lebanese Ministry of Education. This document will allow students to pursue their higher education on the basis of a foreign program.

Note: Freshman students must successfully complete at least 30 credits in order to receive an equivalence. Students may not be promoted to a Sophomore (or any other) class before they complete all Freshman requirements.

> Contacts

- Lebanese Ministry of Education - Equivalence Committee
UNESCO Bldg., Beirut - Tel: 01- 789642/ 636
www.informs.gov.lb – www.higher-edu.gov.lb
- Amideast
Nijmeh Square, Beirut- Tel: 01-989901 - www.amideast.org
- The College Board
NDU SAT code: 7696 - Tel : 001 212 713 7789 - www.collegeboard.org

SOPHOMORE AND FIRST YEAR ADMISSION REQUIREMENTS

Applicants must hold the Lebanese Baccalaureate Part II or its equivalent, as determined by the Lebanese Ministry of Education, in order to be eligible for the Sophomore or First Year Class. The strand of the Lebanese Baccalaureate Part II (General Sciences, Literature and Humanities, Social Sciences and Economics, Life Sciences) must correspond to the requirements of the desired program of study of the respective Faculties at NDU. Applicants must accumulate a certain **composite score CS** required by these Faculties in order to be admitted in their respective majors. **This score is calculated by allocating 55% weight to the last 2 years school final averages and 45% to NDU Math Aptitude Test or Math for SAT I.**

TRANSFER ADMISSION REQUIREMENTS

Applicants who have completed at least 12 credits at the sophomore level and/or First Year level outside NDU with a cumulative GPA of at least 2.0/4.0 beyond their secondary school education, and have been accepted by NDU's Admissions Office to register for a full-time load during the Fall or Spring semester, are considered transfer students. Courses earned at other institutions recognized by NDU, graded C or higher, and matching courses offered at NDU, are considered transferable.

Only courses completed at NDU will be computed in the student's GPA. Transfer students to the FAAD (excluding BA in Graphic Design) and FE must complete at least 45 credits at NDU with a cumulative GPA of 2.0/4.0 and meet all other graduation requirements for that degree. Transfer students to the FBAE, FH, FNAS and FLPS must complete at least 30 credits at NDU with a cumulative GPA of 2.0/4.0 and meet all other graduation requirements for that degree.

Transfer applicants must submit official transcripts of records as well as a catalog from the previous college or university along with an application for admission to NDU. The conditions for acceptance are specified by the University Admissions Committee, and applicants will be notified of these conditions prior to registration.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

Foreign applicants must complete an application form and submit it to the Admissions Office along with the appropriate documents. The form can be downloaded from the NDU home page (www.ndu.edu.lb). Foreign students must fulfill requirements specified by the Admissions Office in accordance with the rules and regulations set by the Ministry of Education.

ADMISSION REQUIREMENTS FOR SPECIAL STUDENTS

Students who are not working toward a degree are considered Special Students. Applicants must complete an application form and submit it to the Admissions Office along with the appropriate documents. Admission requirements for such applicants are the English Entrance Test (EET), if they are from non-English institutions, and the Baccalaureate Part II or its equivalence. The Admissions Committee will study any other special case. Special status is granted for one academic semester. Thereafter, if a student petitions for a 'Regular Student Status', he/she must fulfill all admission requirements, including passing the required entrance exams, before the procedure of his/her admission to the 'Regular Student Status' can be started.

ADMISSION REQUIREMENTS FOR AUDITORS

Students applying as Auditors are not entitled to a degree or credits or grades for the courses that they attend. An application form must be completed and submitted to the Admissions Office along with the appropriate documents. Admission requirements for such applicants are the English Entrance Test (EET) if they are from non-English institutions. In general, applicants must be university level students. If not, their files are considered on an individual basis.

ADMISSION REQUIREMENTS FOR A SECOND DEGREE

Students who already have a university degree can apply for a second degree. The number of credits required for graduation is determined by the concerned Faculty. However, the minimum residency requirements are 30 credits.

ADMISSION REQUIREMENTS FOR TEACHING DIPLOMA/CERTIFICATE

Applicants who hold a Bachelor Degree can apply for the Teaching Diploma in the same area of specialization. Applicants who have the Baccalaureate Part II, or a Bachelor Degree in a different area of specialization, may apply for a Teaching Certificate. Applicants who have been out of school for five years or more are required to fulfill NDU admission requirements.

ADMISSION REQUIREMENTS FOR SUMMER ARABIC PROGRAM

Anyone who is interested in attending the Summer Arabic Program offered by NDU must submit an Undergraduate or Graduate Application Form (to be downloaded from www.ndu.edu.lb under Admissions Office) along with the Application Form as it appears in the Summer Arabic Program brochure. In addition, an official transcript of the most recent academic year is required. The questionnaire of purpose (see the brochure) must be completed and submitted along with a recommendation from an Arabic language teacher (where applicable). A writing sample from an Arabic course, test or homework is also required. The non-refundable application fee is US\$30 (check or money order made to Notre Dame University, Lebanon).

ENGLISH PROFICIENCY REQUIREMENTS

All applicants must satisfy an acknowledged level of English proficiency in order to be admitted. Notre Dame University recognizes one of the following instruments to measure this level:

- **EET (English Entrance Test), administered by NDU,**
OR
- **TOEFL (Test of English as Foreign Language), administered by Amideast**
OR
- **The writing section of the SAT I, administered by Amideast**
OR
- **IELTS (International English Language Testing System), administered by the British Council**

A student must pass the EET with a minimum score of 650 in order to be admitted without remedial English courses, and a minimum score of 350 in order to be admitted with Intensive English course (ENL 002). Following are the required remedial English courses along with their corresponding EET score ranges.

EET Score Ranges	Accepted/Rejected	Corresponding English Courses
650 and above	Accepted	ENL 213 (Sophomore Level)
600 - 649	Accepted	ENL 110 (3 credits - Remedial)
500 - 599	Accepted	ENL 105 ³ (5 credits - Remedial)
350 - 499	Accepted	ENL 002 ⁴ (12 credits - Remedial)
0 - 349	Rejected	

A student must pass the TOEFL with a minimum score of 243 (computer-based), [590-593] (paper based) or [96-97] (internet-based, or iBT), in order to be admitted without remedial English courses, and a minimum score of 180 (computer-based), [507-510] (paper-based) or 64 (internet-based), in order to be admitted with Intensive English course (ENL 002). Following are the required remedial English courses along with their corresponding internet-based TOEFL score ranges.

iB-TOEFL Score Ranges	Accepted/Rejected	Corresponding English Courses
96 - 97	Accepted	ENL 213 (Sophomore Level)
[(88-89)-(94-95)]	Accepted	ENL 110 (3 credits - Remedial)
[71-(86-87)]	Accepted	ENL 105 ³ (5 credits - Remedial)
[64-(69-70)]	Accepted	ENL 002 ⁴ (12 credits - Remedial)
Below 64	Rejected	

A student must pass the SAT with a minimum score of 480 in order to be admitted without remedial English courses, and a minimum score of 360 in order to be admitted with Intensive English course (ENL 002). Following are the required remedial English courses along with their corresponding SAT score ranges.

SAT I Score Ranges	Accepted/Rejected	Corresponding English Courses
480 and above	Accepted	ENL 213 (Sophomore Level)
[430-480]	Accepted	ENL 110 (3 credits - Remedial)
[380-430]	Accepted	ENL 105 ³ (5 credits - Remedial)
[360-380]	Accepted	ENL 002 ⁴ (12 credits - Remedial)
Below 360	Rejected	

A student must pass the IELTS (International English Language Testing System) with a minimum score of 7 in order to be admitted without remedial English courses, and a minimum score of 5.5 in order to be admitted with Intensive English course (ENL 002). Following are the required remedial English courses along with their corresponding IELTS score ranges.

IELTS Score Ranges	Accepted/Rejected	Corresponding English Courses
7	Accepted	ENL 213 (Sophomore Level)
6.5	Accepted	ENL 110 (3 credits - Remedial)
6.0	Accepted	ENL 105 ³ (5 credits - Remedial)
5.5	Accepted	ENL 002 ⁴ (12 credits - Remedial)
Below 5.5	Rejected	

NOTE: The Letter of Acceptance is valid for three consecutive semesters from the date of issuance.

³ Any student enrolled in ENL 105 who scores a B or above will be automatically passed to ENL 213.

⁴ Students are permitted to take a Math remedial in addition to this course. Any student enrolled in ENL 002 who scores a B or above will be automatically passed to ENL 110.

FACULTY ADMISSION REQUIREMENTS

NOTE: Students are advised to apply to the Faculty that corresponds to their respective Lebanese Baccalaureate Part II Program of Study

> Faculty Admission Requirements

FACULTY OF ARCHITECTURE, ART & DESIGN

Applicants must pass the Lebanese Baccalaureate Part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education.

The selection depends on the following assessment model:

- 1 - TOEFL, or Writing Section of SAT I, or IELTS or EET (for NDU English proficiency requirements)
- 2 - SAT I or the NDU Entrance Test (Aptitude Test)
- 3 - Secondary School Grades

Applicants must accumulate a certain **composite score CS** required by the FAAD in order to be admitted in its respective majors. **This score is calculated by allocating 55% weight to the last 2 years school final averages and 45% to NDU Math Aptitude Test or Math for SAT I.**

FACULTY OF BUSINESS ADMINISTRATION & ECONOMICS

Applicants must pass the Lebanese Baccalaureate Part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education.

The selection depends on the following assessment model:

- 1 - TOEFL, or Writing Section of SAT I, or IELTS or EET (for NDU English proficiency requirements)
- 2 - SAT I or the NDU Entrance Test (Aptitude Test)
- 3 - Secondary School Grades

Applicants must accumulate a certain **composite score CS** required by the FBAE in order to be admitted in its respective majors. **This score is calculated by allocating 55% weight to the last 2 years school final averages and 45% to NDU Math Aptitude Test or Math for SAT I.**

FACULTY OF ENGINEERING

Applicants must pass the Lebanese Baccalaureate Part II (General Sciences or Life Sciences) or its equivalent as identified by the Lebanese Ministry of Education.

The selection depends on the following assessment model:

- 1 - TOEFL, or Writing Section of SAT I, or IELTS or EET (for NDU English proficiency requirements)
- 2 - SAT I or the NDU Entrance Test (Aptitude Test)
- 3 - Secondary School Grades

Applicants must accumulate a certain **composite score CS** required by the FE in order to be admitted in its respective majors. **This score is calculated by allocating 55% weight to the last 2 years school final averages and 45% to NDU Math Aptitude Test or Math for SAT I.**

FACULTY OF HUMANITIES

Applicants must pass the Lebanese Baccalaureate Part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education.

The selection depends on the following assessment model:

- 1 - TOEFL, or Writing Section of SAT I, or IELTS or EET (for NDU English proficiency requirements)
- 2 - SAT I or the NDU Entrance Test (Aptitude Test)
- 3 - Secondary School Grades

Applicants must accumulate a certain **composite score CS** required by the FH in order to be admitted in its respective majors. **This score is calculated by allocating 55% weight to the last 2 years school final averages and 45% to NDU Math Aptitude Test or Math for SAT I.**

FACULTY OF LAW & POLITICAL SCIENCE

Applicants must pass the Lebanese Baccalaureate Part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education.

The selection depends on the following assessment model:

- 1 - TOEFL, or Writing Section of SAT I, or IELTS or EET (for NDU English proficiency requirements)
- 2 - SAT I or the NDU Entrance Test (Aptitude Test)
- 3 - Secondary School Grades

Applicants must accumulate a certain **composite score CS** required by the FLPS in order to be admitted in its respective majors. **This score is calculated by allocating 55% weight to the last 2 years school final averages and 45% to NDU Math Aptitude Test or Math for SAT I.**

FACULTY OF NATURAL & APPLIED SCIENCES

Applicants to the FNAS majors in Biology, Environmental Sciences, and Business Computing must pass the Lebanese Baccalaureate Part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education. Applicants to the remaining majors offered by the FNAS must pass the Lebanese Baccalaureate Part II in one of the strands of General Sciences, Life Sciences or Social Sciences & Economics, or its equivalent as identified by the Lebanese Ministry of Education.

The selection depends on the following assessment model:

- 1 - TOEFL, or Writing Section of SAT I, or IELTS or EET (for NDU English proficiency requirements)
- 2 - SAT I or the NDU Entrance Test (Aptitude Test)
- 3 - Secondary School Grades

Applicants must accumulate a certain **composite score CS** required by the FNAS in order to be admitted in its respective majors. **This score is calculated by allocating 55% weight to the last 2 years school final averages and 45% to NDU Math Aptitude Test or Math for SAT I.**

FACULTY OF NURSING & HEALTH SCIENCES

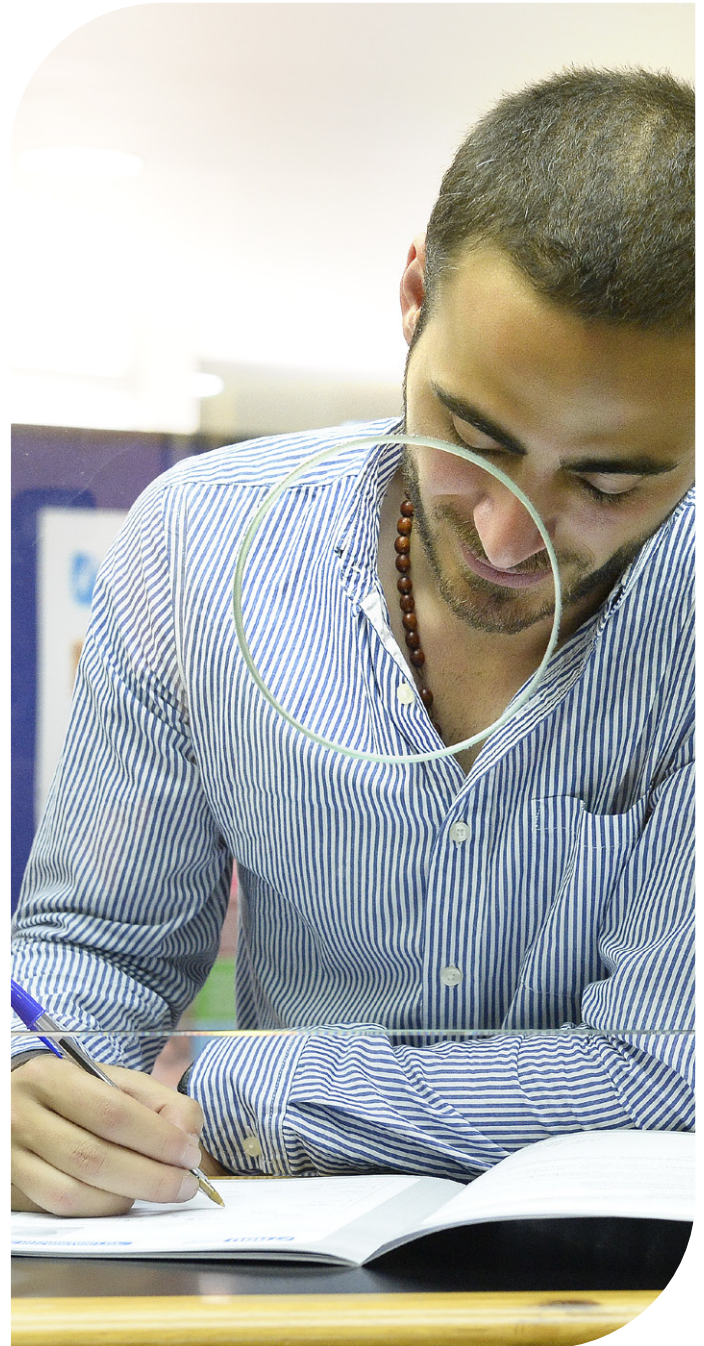
Applicants to the FNHS must pass the Lebanese Baccalaureate Part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education.

The selection depends on the following assessment model:

- 1 - TOEFL, or Writing Section of SAT I, or IELTS or EET (for NDU English proficiency requirements)
- 2 - SAT I or the NDU Entrance Test (Aptitude Test)
- 3 - Secondary School Grades

Applicants must accumulate a certain **composite score CS** required by the FNHS in order to be admitted in its respective majors. **This score is calculated by allocating 55% weight to the last 2 years school final averages and 45% to NDU Math Aptitude Test or Math for SAT I.**

FNHS is offering 50% scholarships to new applicants in Nursing. For more information contact the Faculty at fnhs@ndu.edu.lb or call NDU, ext.5054.



GRADUATE ADMISSION

NDU offers a Masters Degree in the following areas:

FACULTY OF ARCHITECTURE, ART AND DESIGN (FAAD)

Master of Architecture in Environmental and Urban Design	36 credits
Master of Arts in Design	36 credits
Master of Arts in Music	36 credits

FACULTY OF BUSINESS ADMINISTRATION AND ECONOMICS (FBAE)

Master of Business Administration (General M.B.A.)	39 credits
Master of Business Administration (M.B.A.) with the following emphasis:	39 credits
Finance	
Human Resources Management	
Project Management	
Master of Science in Financial Risk Management	30 credits

FACULTY OF ENGINEERING (FE)

Master of Science in Civil Engineering	30 credits
Master of Science in Electrical and Computer Engineering	30 credits
Master of Science in Mechanical Engineering	30 credits

FACULTY OF HUMANITIES (FH)

Master of Arts in English Language & Literature with the following emphasis:	30 credits
Applied Linguistics and TEFL	
Literature	
Master of Arts in Translation with the following emphasis:	36 credits
Translation	
Interpretation	
Master of Arts in Media Studies with the following emphasis:	39 credits
Television Management and Production	
Electronic Journalism and Public Relations	
Advertising	

Master of Arts in Education with the following emphasis:	36 credits
School Management and Educational Leadership	
Special Education	
Educational Technology	
Master of Arts in Psychology - Educational Psychology	36 credits

FACULTY OF LAW AND POLITICAL SCIENCE (FLPS)

Master of Arts in Political Science with the following emphasis:	36 credits
NGOs	
Human Rights	
Master of Arts in International Affairs & Diplomacy with the following emphasis:	36 credits
International Law	
Master of Arts in Public Administration	36 credits

Applicants must hold a Bachelor Degree in the same major; minimum residency period is two years

FACULTY OF NATURAL AND APPLIED SCIENCES (FNAS)

Master of Science in Computer Science	30 credits
Master of Science in Biology	36 credits
Master of Science in Financial Mathematics	33 credits
Master of Science in Mathematics	33 credits
Master of Science in Astrophysics	36 credits
Master of Science in Industrial Chemistry	36 credits

FACULTY OF NURSING AND HEALTH SCIENCES (FNHS)

Master of Science in Human Nutrition	35 credits
Master of Science in Food Safety and Quality Management	36 credits

ADMISSION PROCEDURES

To be eligible for admission to graduate studies, an applicant must hold a Bachelor degree or its equivalent from an accredited institution of higher education preceded by a secondary school certificate recognized by the Lebanese Ministry of Higher Education as equivalent to the Lebanese Baccaalaureate Part II. Admission to graduate programs at NDU is made on a semester basis according to the table on page 8. Only complete files will be studied.

Applications submitted beyond these dates can be taken into consideration only after the approval of the Dean of the Faculty concerned.

Application forms for Graduate Admission are available in the Admissions Office; they may also be downloaded from the NDU Home Page (www.ndu.edu.lb). The application should include the required documents indicated on the form with a non-refundable fee of 200,000 L.L. and submitted to the Admissions Office.

Admission requirements for graduate study are established and monitored by the Departments and Faculties concerned.

The Admissions Office will process applications, review credentials and issue letters of notification. The Admissions Office informs applicants in writing as soon as final action is taken. Applicants may check their admission status on the website; the status is not final until the applicant receives the letter from the Admissions Office.

> **Required Documents**

- A certified copy of the Bachelor degree from the University and its equivalence certified from the Lebanese Ministry of Education and Higher Education (NDU graduates only need to submit a non-certified copy).
 - An official transcript of the undergraduate record.
 - A certified copy of Bac II or its equivalence (excluding NDU graduates).
 - A photocopy of the Identity Card or Passport.
 - Two recent passport-size photos.
 - Two letters of recommendation (1 Academic and 1 Professional).
- MBA applicants must in addition provide the following documents:
 - Official GMAT or GRE score
 - Curriculum Vitae
 - Employment certificate

- MS in Engineering applicants must in addition provide the following documents:
 - Official GRE score
 - Curriculum Vitae

The concerned Faculty will contact applicants to schedule interviews with the Graduate Admissions Committee.

English is the medium of instruction at NDU; applicants for graduate study should be able to demonstrate proficiency in the English language. Applicants from institutions where English is not the language of instruction will be required either to sit for the NDU English Entrance Test (EET) or to submit the Test of English as a Foreign Language (TOEFL) or the IELTS (International English Language Testing System).

All documents become part of the permanent records of NDU and will not be returned

> **Other Requirements**

Individual Faculties retain the right to request further requirements for admission to graduate programs such as the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). Other requirements may include recommendations from employer(s), auditions, interviews, and samples of the student's work or personal statements. These further admission requirements will be stated in the letters of conditional admission authorized by the Faculty concerned.

TYPES OF ADMISSION

> Regular Admission

Regular Admission is granted to those applicants who have fulfilled all the undergraduate admission requirements. The minimum required cumulative Grade Point Average (GPA) is 3.0/4.0.

> Conditional Admission

Applicants whose cumulative GPA at the undergraduate level ranges between 2.7/4.0 and 2.99/4.0 may be considered for conditional admission; this is determined by the Faculties concerned. Applicants must maintain the level of academic excellence expected of all graduate students and meet the graduate admission requirements. These applicants may be required to take up to 9 credit hours of undergraduate courses in the areas of identified deficiencies, and earn a minimum GPA of 3.0/4.0 in these courses to be eligible to pursue their graduate studies.

> Prospective Applicants

Candidates qualify for this category if they apply for a major other than the undergraduate degree from NDU or an equivalent degree from any other recognized institution of higher education with a cumulative GPA of at least 2.7/4.0. The appropriate Faculty shall study the files of prospective graduate students. They may recommend supplementary undergraduate courses that the applicant must complete with a minimum cumulative GPA of 3.0/4.0 prior to consideration for admission to graduate study. Credits earned for undergraduate courses will not be counted toward the graduation requirements for the relative Masters degree.

> Transfer Credits

Applicants wishing to transfer and complete their graduate study at NDU must meet the graduate admission requirements of NDU. A complete record of all courses completed with course description must be submitted. Faculties concerned shall evaluate and determine the transferability of academic credits in addition to the applicant's eligibility for graduate-level study at NDU.

Normally, a maximum of 9 transfer credits from previous work completed at another accredited institution of higher education recognized by the Lebanese Ministry of Education and Higher Education, is permitted at the discretion of the Faculty Evaluation Committee. The course content and quality must correspond to the NDU course description as required for the major requested. The minimum score of each course must be "B" or its equivalent. Transfer credits are not computed in the Cumulative GPA but marked "Transfer".

> International Applicants

Transcripts and degrees from foreign institutions require special evaluation and must be certified by the offices concerned. Consequently, prospective international students are advised to submit their application forms, test scores, and all other required documents at least one semester before the beginning of the semester for which they are applying.

> Non-degree Applicants

Individuals seeking graduate coursework without the desire of candidacy for an advanced degree may apply if they meet all requirements for admission to a graduate program as a non-degree (graduate) student.

STUDENT AFFAIRS OFFICE (SAO)

The SAO at the University is a Service-Oriented Unit that includes: Financial Aid Office, Social Security Clearance, Counseling Services, Athletic Office, Activities Office, Health Services, Community Service Office, Student Housing, and Student Life Office.

FINANCIAL AID

NDU has created several types of Financial Aid programs to cater to the needs of undergraduate students and these include:

WORK STUDY GRANT (WSG)

The Work Study Grant is grant assistance for undergraduate students based on demonstrated need. Students may receive up to 40% of their tuition fees through WSG and are assigned to various departments or offices in the University.

The hourly rate for students on WSG is 4.5% of the actual rate per credit of each major.

Eligibility

- Demonstrate financial need
- Have completed 12 credits at NDU (remedial credits not included)
- Have demonstrated academic potential (cumulative GPA, minimum 2.3/4.0)
- Be enrolled as a full-time student with a minimum of 12 credits each semester and a minimum of 9 credits during the last semester

Conditions

Any student who has been granted a WSG will be covered for a full academic year (exclusive of summer session) unless:

- His /her GPA drops below 2.3/4.0 during the first semester
- He/she receives a scholarship from another institution exceeding 50% of tuition
- He/she benefits from the scholarship
- He/she registers for less than 12 credits during each semester and less than 9 credits during the last semester at NDU
- He/she does not fulfill the job requirements assigned by the Financial Aid Officer
- He/she does not abide by the rules and regulations of the assignment
- It is revealed later that the information submitted is forged

Procedures

Undergraduate students may apply for financial aid by filling out an application form which can be obtained from the Financial Aid Office.

WSG applications must be submitted one semester in advance (for a Spring semester WSG, the application must be received by the Financial Aid Office during the previous Fall semester).

Dates and deadlines for obtaining and submitting applications will be posted on the Financial Aid Boards and on the NDU bulletin boards each semester, and scheduled in the academic year calendar.

GRANTS

a. Grant for Excellence

Students demonstrating excellence in sports, artistic, cultural, and social activities and representing the university in national and international contests could benefit from a grant ranging from 10 to 15% of tuition as determined by the Financial Aid Committee upon the recommendation of the Dean of the Student Affairs Office.

b. Sibling Grant

NDU provides a family discount when there are multiple siblings enrolled simultaneously. Students can benefit from the Sibling Grant starting their first semester.

Eligibility

- The student has to be enrolled with a minimum of 12 credits except during the last semester before graduation when the number of credits may drop to 9 credits.
- The student has to maintain a minimum cumulative GPA of 2.00.
- Intensive, Freshman, and Masters Students are not eligible to benefit from Sibling Grant.

Conditions

- If eligible, two siblings enrolled at the same time in the university will benefit from a 15% discount each; three or more siblings will be entitled to a 25% discount.
- In case of financial need, the siblings will have the possibility to raise the percentage given to a maximum of 40% by applying to the Work Study Grant.
- A 25% scholarship will limit the percentage of Sibling Grant to 15%, a 50% scholarship will reduce the percentage of Sibling Grant to 10% and a 75% scholarship will totally eliminate the Sibling Grant discount.

Procedures

The students have to submit the Sibling Grant form and attach it to a copy of the Family Identity Card. The form can be obtained from the Financial Aid Office during the first week of each semester. The siblings will benefit from the discount as long as they are eligible. They do not have to renew their application unless a new sibling is enrolled for the first time at the university.

UNDERGRADUATE SCHOLARSHIP

The Undergraduate Scholarship is awarded to students with high academic standing and according to the following scale:

Cumulative GPA
from 3.40/4.00 to 3.65/4.00 > 25% Scholarship

Cumulative GPA
from 3.66/4.00 to 3.79/4.00 > 50% Scholarship

Cumulative GPA
from 3.80/4.00 to 4.00/4.00 > 75% Scholarship

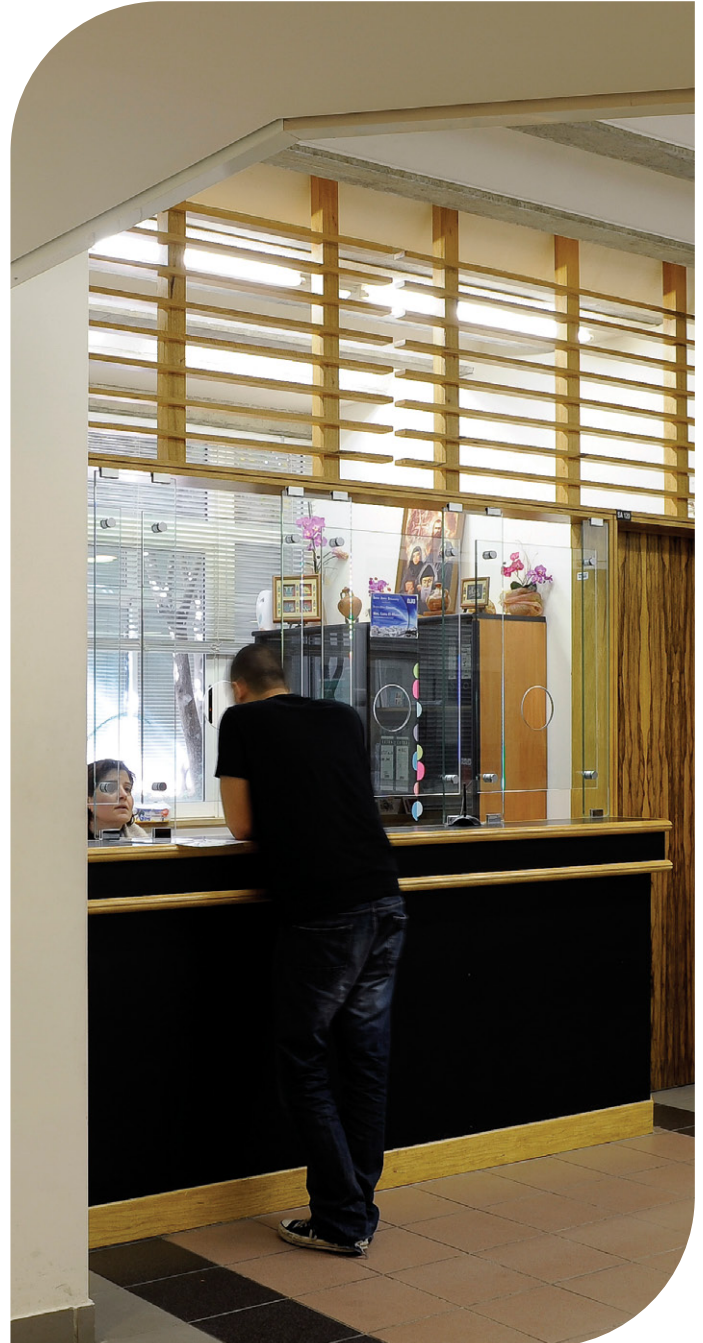
Eligibility

To be eligible, the student must:

- Have completed 12 credits at NDU (remedial credits are not included)
- Be enrolled in 12 credits (remedial credits are not included) each semester and in a minimum of 9 during the last semester
- Have demonstrated academic excellence by maintaining a high cumulative GPA (3.40/4.00 and above)

Procedures

If the student fulfills the above criteria, he/she does not have to apply, and will automatically benefit from the discount on his/her tuition fees.



STUDENT SOCIAL SECURITY FUND OFFICE

Clearance at the Student's Social Security Office – SAO is a pre-requisite for your “PAYMENT & REGISTRATION”

New students who **do not benefit** from any Governmental Health System* have to:

1. Fill the Form A1 in PDF format (تصريح عن طالب جامعي) and Form A2 in PDF format (تعهد عدم استفادة).
2. Attach it with a photocopy of the family status record (اخراج قيد عائلي) (not older than one year) and a photocopy of the Bacc II or its equivalent.

New students who **benefit** from any Governmental Health System* have to:

1. Fill the Form B in PDF format (تصريح استفادة)
2. Attach it with an **original** statement from the local office you (or your parents) belong to (إفادة من مركز التبعية الرسمي), which certifies your benefit
3. Attach it with a photocopy of the family status record (اخراج قيد عائلي) not older than one year

The Social Security covers 80% of your medication, radiology and 90% of your hospitalization. Besides, it is required from the Government for every student's registration.

In addition to the Form A1, B, the statement, and the photocopy of the Family Status Record you must write:

1. I.D. number featuring on your letter of acceptance
2. Actual major
3. Date of Birth (D.O.B.) as per your Identity card (الهوية)

Fund (NSSF) are ONLY the following:

- (إفادة من مركز التبعية الرسمي وليس من مركز العمل)
- صندوق تعاونية موظفي الدولة أو
- صندوق تعاضد القضاة أو
- صندوق تعاضد افراد الهيئة التعليمية في الجامعة اللبنانية أو
- الصندوق الوطني للضمان الإجتماعي أو
- البلديات أو

(صورة عن البطاقة المعجدة)
- أنظمة القوى الأمنية : الجيش، الأمن العام، الأمن الداخلي، أمن الدولة، الجمارك.

N.B.: Clearance procedures must be done only ONCE per Academic Year.

* The Governmental Health Systems approved by the National Social Security

ACTIVITIES OFFICE

The Student Activities Office facilitates all students' activities taking place on and off campus. One way for students to be more involved in life on campus is through participation in extracurricular activities by being active members in different Clubs and Societies. The annual agenda includes: Christmas Fiesta, Founders' Day etc.

SPORTS OFFICE

NDU Sport Office provides our students with a range of sporting activities. Sports programs and a multipurpose gym at NDU are designed to offer students the opportunity to fully develop their physical potential and to engage them in sports for fun, for health and for competition.

COMMUNITY SERVICE OFFICE

The goal of the Community Service Office is to encourage the students to get involved in volunteer work in order to benefit the community, mainly through its non-profit institutions. The CSO aims to help the students in optimizing their potentials and instilling in them a spirit of responsibility and moral awareness. Through this, the students will be able to transmit their shared experience to their communities, families and country.

STUDENT HOUSING

The Notre Dame University Student Housing facility is an on-campus student service dormitory. Five-story housing facilities comprise of 417 bedrooms as well as a kitchen and lounge in every building. The housing facility offers safe, well-maintained, and reasonably rated rooms for foreign students who are eligible to join NDU or those who live some distance away from NDU. The NDU Student Housing mission aims at providing and promoting a living environment that is conducive to learning and one that encourages students to use all the available housing resources needed to pursue their educational vocations at NDU whilst abiding by strict rules and regulations regarding academic life and values in an atmosphere of respect and integrity.

THE PLACEMENT OFFICE

- Acts as a Liaison between NDU Graduates and a growing network of local, regional and multinational companies.
- Ensures that each eligible student gets a job opportunity according to his/ her requirements and potentials.
- Provides online access to job listings through which the NDU students and Alumni can search for a full-time or part –time employment.
- Organizes an annual Job Fair, which gathers leading companies operating locally, regionally, and internationally, to reach as many of NDU students and alumni as possible.
- Conducts meetings relating to interview skills, building CVs and job search techniques.
- Organizes workshops, seminars and presentations for students and alumni on topics such as resume writing, interviewing job search, salary negotiations.
- Expands Linkages through various institutions concentrating on career development.
- Schedules and provides support for the on-campus interviews with employers.
- Conducts mock interviews.



THE INTERNSHIP OFFICE

The Internship Office provides students with practical experience in their major before graduation. For this purpose, the Internship Office continues to add to a contact database of over 700 leading companies, embassies, banks, and other institutions in and outside Lebanon. Personal and professional growth is fostered through the proper balance of guidance, independence and the acceptance of responsibility. Moreover, Internship creates advantages for both the employer and the student. The company will appreciate the student's contribution to the quality of services provided. The student, on the other hand, will benefit from the unique opportunity to gain invaluable experience in his/her field of interest and to develop and demonstrate leadership.

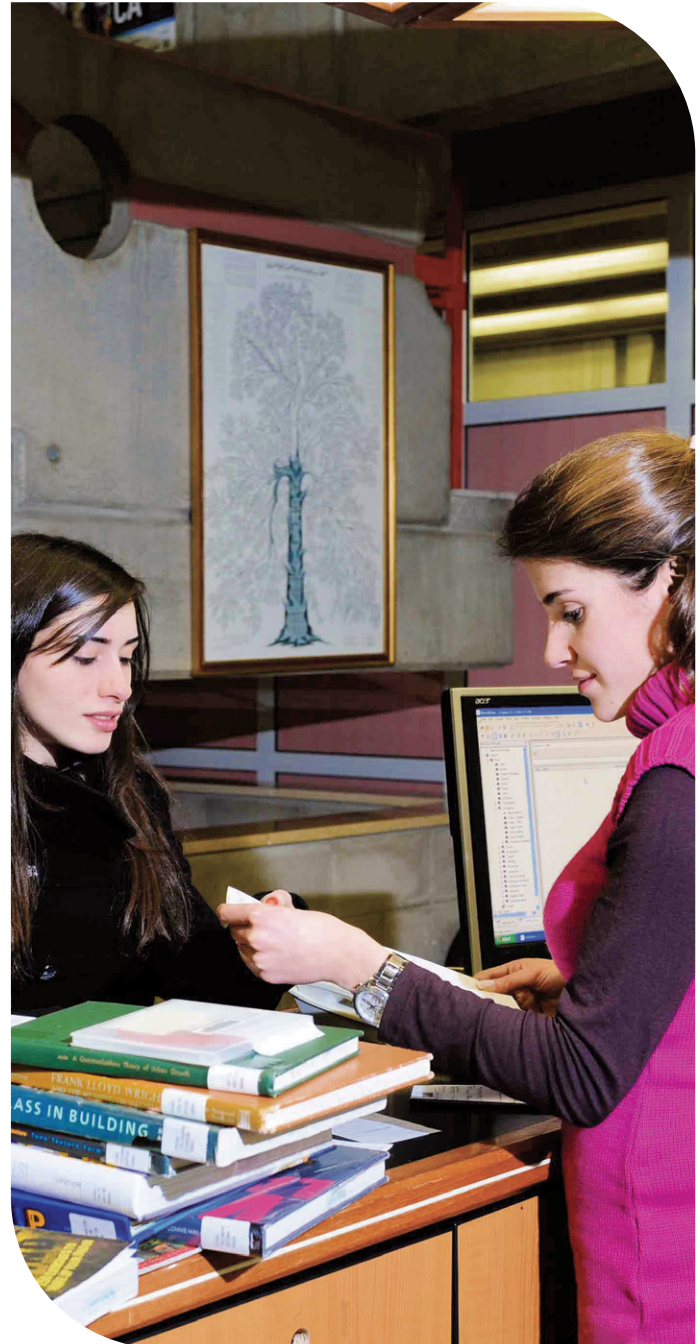
THE LIBRARIES

The NDU Libraries consist of the Mariam and Youssef (Main) Library at the Zouk Mosbeh Campus, the NLC Library at the Barsa Campus, the Shouf Library at the Deir el Kamar Campus and the Division of Continuing Education (DCE) Library at the Old Zouk Mosbeh Campus. The NDU Libraries are also responsible for maintaining and developing the research collections for most of NDU's Research Centers. Recognizing that the Library is central to fulfilling the mission of the University, the Notre Dame University- Louaize (NDU) Libraries keep up-to date with the latest publications relevant to the major programs of study through purchases and an active local and international gifts and exchange program.

All NDU Libraries resources are searchable from the Libraries homepage, which is available from NDU's website (<http://www.ndu.edu.lb>). Electronic resources (databases) are freely available at all three campuses through the University intranet and are also available off-campus to current faculty, staff and students.

Quick facts about the NDU Libraries:

- Access provided to more than 425,259 titles in print and e-only format, with new titles added daily.
- More than 75% of the library collections are available in electronic format.
- Languages of the print collections: 72.0% English, 13.76% Arabic, 8.44% French, 3.19% German and 2.52% other languages.
- Access provided to 93 e-resources (databases), with seven new e-resources added during the 2013-2014 academic year.
- Six e-resources contain information in Arabic and one is in French.
- NDU Libraries are a founding member of the Lebanese Academic Library Consortium (LALC) and the Lebanese Interlibrary-loan and Document delivery Services (LIDS) consortium.



TUITION AND OTHER FEES

> Undergraduate Tuition

Tuition / Credit Hour (Engineering/ Architecture)	L.L. 545,000
Tuition / Credit Hour (All Others)	L.L. 470,000
Tuition / Intensive English Course	L.L. 4,500,000
Tuition / Credit Hour (Auditing)	75% of credit tuition

> Graduate Tuition

Tuition / Credit Hour (Engineering)	L.L. 750,000
Tuition / Credit Hour (All Others)	L.L. 660,000
Tuition / Credit Hour (Remedial Courses)	L.L. 580,000
Auditing / Credit Hour per Semester	75% of credit tuition

> Dormitory Fees

The fees per semester per accommodation facility are as follows:

BLOCK A (Female)

	Fall / Spring	Summer
Shared Accommodation	USD 1700	USD 600
Single Accommodation	USD 2400	USD 850
The deposit for single accommodation is USD 400		

BLOCK B (Female) and C (Male)

	Fall / Spring	Summer
Shared Accommodation	USD 1000	USD 350
Single Accommodation	USD 1500	USD 550
The deposit for single accommodation is USD 300		
The deposit for shared accommodation is USD 200		

The Deposit will be refunded at the end of the staying period. In case of any damage to the room or to Student Housing facilities and furnishings, a fine will be charged and deducted from the deposit.

For reservation and more information, please contact the studenthousing@ndu.edu.lb

Admissions Office Contact Information:

T: +961 9 208000 Ext: 2156

E: admission@ndu.edu.lb



MAIN CAMPUS

ZOUK MOSBEH,
LEBANON

T: +961 9 208 000

NORTH LEBANON CAMPUS

BARSA - KOURA,
LEBANON

T: +961 6 416 101/2/4

SHOUF CAMPUS

DEIR EL KAMAR - SHOUF,
LEBANON

T: +961 5 511 202

WASHINGTON DC OFFICE

SUITE 300, 1629 K STREET, NW,
WASHINGTON, DC 20006

T: +1 202 349 1705

www.ndu.edu.lb

Established on August 14, 1987 by decree 4116 promulgated by the President of the Lebanese Republic; NDU follows the American system of education and uses English as the language of instruction.

