

FACULTY HANDBOOK | 2016 - 2017



■ ■ ■ TABLE OF CONTENTS

INTRODUCTION	3	ACADEMIC POLICIES	27
HISTORY OF NDU	4	1. ATTENDANCE POLICY	27
VISION, VALUES AND MISSION	5	2. CODE OF ETHICS	28
POLICIES RELATED TO FACULTY WORK AND LIFE AT NDU	7	3. CONFIDENTIALITY POLICY	30
FACULTY STATUTE	9	4. CONFLICT OF INTEREST	31
FACULTY REAPPOINTMENT, PROMOTION AND/OR TENURE	10	5. POLICY ON ETHICS IN RESEARCH	32
USE OF ORIGINAL TEXTBOOKS IN THE CLASSROOM	12	6. HARASSMENT POLICY	36
EXAMINATION AND PROCTORING	13	7. LIBRARIES POLICY	38
SABBATICAL LEAVE AND ACADEMIC DEVELOPMENT LEAVE	14	8. MERIT REWAED POLICY	42
FACULTY SERVICES	16	9. PLANNING POLICY	43
CAMPUS MINISTRY	17	10. STUDENT EXCHANGE POLICY	44
ACADEMIC SUPPORT SERVICES	18	11. STUDENTS RIGHTS AND RESPONSIBILITIES POLICY	48
NON-SMOKING POLICY	22	12. UNIVERSITY RESEARCH AND GRANTS POLICY	49
OUTSIDE CONSULTING PROCEDURE	23	ACADEMIC CALENDAR 2016-2017	56
FULL-TIME FACULTY PRESENCE AT NDU	25		
TRANSITION OF ACADEMIC OFFICERS AND ADMINISTRATORS PROCEDURE	26		

INTRODUCTION

This Faculty Handbook is meant to provide you with the University policies and other pertinent material that directly impact your work as a faculty member at Notre Dame University-Louaize (NDU).

If you need to know more about NDU, its programs of study, Constitution and Bylaws, specific policies, please consult the Website. Changes to the Handbook will be made on a yearly basis so that the University community is kept abreast on the above listed subjects at all times.

Please contact the Office of the Vice-President for Academic Affairs with any questions or concerns about the Handbook. I hope that it proves useful and beneficial as you start and continue your work at NDU.

ELIE A. BADR, PH.D.

Vice-President for Academic Affairs



HISTORY OF NDU

Notre Dame University-Louaize (NDU) was founded by the Maronite Order of the Holy Virgin Mary, the first western-oriented ecclesiastical order in the Middle East.

Since its foundation in 1695, the Order has been a pioneer in promoting free education. It established its first school in 1696. Its zeal in promoting education and improving the lives of the people it serves prompted it to host the Lebanese Synod of 1736, which set the constitution for Maronite Christians everywhere. The Synod, attended by all the religious and secular leaders of the Maronite community, took very important decisions concerning education. It stressed that education be free and compulsory for boys and girls. The Synod also introduced foreign languages into the educational system in order to promote openness towards foreign cultures.

Continuing in the same tradition, in 1978 the Order started a new venture. The Reverend Bechara Rahi (a former member of the Order and now Bishop of Jbeil) founded, in cooperation with Beirut University College, the Louaize College for Higher Education (LCHE).

Later, inspired by a deep apostolic concern and guided by the needs of the community, the Order decided to start a new chapter in its history by founding an independent university. The legal finalization of this project was the promulgation by the President of The Lebanese Republic of the decree number 4116 of August 14, 1987, granting the right to operate an independent university. NDU was thus born.

Along the lines set by the Council Vatican II, the Order decided to call on prominent persons from Lebanese society to oversee the operations of the University. It established the Board of Trustees of NDU to supervise the academic and administrative operations and to help in planning the development of the University.

Since its foundation, NDU has gained for itself an honorable reputation. Existing curricula have been regularly revised and updated to be in line with the most recent developments in the world. Qualified faculty members have been recruited. High quality students have come to NDU for learning and NDU graduates are in demand and enjoy good employment conditions.

In 1990, NDU established an Off Campus Program in North Lebanon, at Chekka. In 1999, this moved to a new campus located at Barsa, Koura, now known as North Lebanon Campus (NLC). NLC offers undergraduate programs leading to the bachelor degree in all majors offered at the Main Campus. In October 2001, NLC began offering the MBA program, and the B.E. in Computer and Communication Engineering.

The NDU Shouf Campus may be seen as a recent manifestation of NDU's proposed expansion and growth. After establishing NDU as one of the leading universities in Lebanon, NDU's administration, guided by the needs of the Shouf and of neighboring communities, decided to start a new chapter in its history by founding a new campus in the Shouf district. This proposal was later approved by the Board of Trustees in its meeting of March 8, 2001.

In October 1992, NDU established graduate programs, recognized by the Lebanese Government, leading to the Master degrees. At present, NDU hosts 16 Master degree programs in different majors.

As of April 1994, NDU established the Faculty of Engineering and Architecture, and on October 5, 1996, the Lebanese Government issued a decree number 9278 granting the official recognition of the pro-

grams that lead to the Bachelor of Architecture and the Bachelor of Engineering in Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering.

As of the Spring of 2000, NDU established the Faculty of Architecture, Art and Design, and the Faculty of Political Science, Public Administration and Diplomacy, recently called Faculty of Law and Political Science. Subsequently, the Faculty of Engineering and Architecture simply became the Faculty of Engineering.

In March 2008, the Faculty of Nursing and Health Sciences was recognized by the Ministry of Education, with three majors.



VISION, VALUES AND MISSION

Introduction

Over the past 20 years, NDU has renewed itself periodically as it has adapted to the changing nature of higher education, the changing demands of society, and the expanding knowledge base of the modern era. By directing scarce resources to targeted areas of opportunity, NDU has been able to build up and support excellence in a number of selected fields and programs, aiming to become one among the truly distinguished modern universities in the region.

For NDU to ensure its stature as one of a small number of genuinely outstanding universities throughout the Middle East in the 21st century, the University must establish and project a clear institutional identity, and it must strategically deploy its considerable yet limited resources to achieve excellence in every academic program it chooses to offer. In doing so, NDU will need to guard against a leveling effect that could diminish the stature of its best faculties and departments; instead, it must either bring those programs that do not yet meet its high standards up to acceptable levels of excellence, or reconsider their role or existence.

Because it is vital that NDU clearly define its mission and strategic goals according to its Maronite culture and heritage, this strategic plan, Redefining Excellence in Higher Education 2012, has as its foundation the University's vision and core values for academic excellence.

Our 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.

Our Core Values

NDU is determined to put into practice core values that respect the humanity and the dignity of the individual, to him/her on the life path of learning, and allow the individual to discover our attributes through cooperation while we search for truth, for individual empowerment, and for the enhancement of the world around us.

As a Catholic University in the Maronite tradition, we dedicate ourselves to the following core values and to making them live and thrive at NDU: faith, excellence, scholarship, freedom, integrity, service, diversity, empathy, tolerance, respect, and learning for life.

The Mission

In 2007, the University Accreditation Committee perpetuated the work begun by the University Strategic Planning Steering Committee which, in October 2006, proposed the revised University mission statement

based on the one developed by the Founders of NDU and its central administration, and approved by the Board of Trustees on November 15, 1987.

The resulting statement of our mission is as follows:

Founded in 1987, NDU is a Lebanese non-profit Catholic institution of higher education which adopts the American system of education and is dedicated to academic excellence. Inspired by the cultural and spiritual heritage of the Maronite Mariamite Order:

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.

NDU, as a comprehensive Catholic University, is committed to the following concepts:

- 1.** NDU is dedicated to the advancement of knowledge for its own sake. It views the unencumbered pursuit of knowledge as a condition for the betterment of humanity and seeks to weave the research part of its mission into nearly all of its programs and activities. The interconnections between teaching and research are of special importance, and NDU is similar to its competitors in that it adopts the philosophy that teaching and research are bound together inseparably.
- 2.** NDU expects all faculty members to be effective teachers and productive scholars and regards the two qualities as being inseparable. Effective teaching over time cannot be maintained in the absence of productive scholarship; otherwise, the first- rate classroom performance of today will most likely deteriorate over time.
- 3.** NDU as a Lebanese Catholic University is committed to offering its students quality and affordable education with the most widespread exposure to diversity. Therefore, NDU makes every effort to attract minorities, women, and the underprivileged to fields in which they are underrepresented.
- 4.** NDU realizes that a sound education in the liberal arts is essential to undergraduate education and therefore, to its mission. In addition, its professional education, with its liberal arts foundation, stresses human growth and enrichment.

- 5.** The University, owing to its countless national and international associations and partnerships, is committed to remaining highly integrated in the global environment, reaping the benefits of a diverse University community and incorporating international content into its curricula. In order to provide premium education for its students, it is an active participant in the local, national and international arenas.
- 6.** As a university degree has become essential for so many and as more and more individuals are demanding lifelong learning, NDU aspires to become one of the distinctive comprehensive universities in the Middle East playing a fundamental role in graduate and professional education. As postgraduate education is becoming indispensable in today's world, NDU can play a vital role in providing more opportunities for such an education in Lebanon.
- 7.** In accordance with its teaching and research mission, NDU is dedicated to strengthening the wellbeing and welfare of the Lebanese by offering numerous service programs. These include cultural promotion, economic development, and community service, such as those organized and supervised by NDU's Office of Student Affairs. Another major contributor to social activities is the University's Office of Research under the direction of the Vice President for Sponsored Research and Development. This Office plays a distinctive role in supporting socially responsible research and development projects of national and international interest. It is a role nurtured and supported by the Board of Trustees (BOT).



POLICIES RELATED TO FACULTY WORK AND LIFE AT NDU

Faculty Members' Work Load

I. FACULTY MEMBERS' WORK LOAD

Although full-time faculty members do not have set working hours, they shall carry the following work load per semester during the academic year.

1. Lab Instructor

The Lab Instructor job description is designed by the Department/Faculty. He/She is to perform duties as deemed by the Department/Faculty needs.

2. Lecturer

Any person appointed as a full time faculty member in the rank of Lecturer shall teach twelve credits per semester and shall have at least one office hour per week for each three credits of his/her teaching load. In addition, he/she shall actively participate in significant professional activities and curriculum development, and shall be available for committee services and for other university involvements.

3. Senior Lecturer

Any person appointed as a full time faculty member in the rank of Senior Lecturer shall teach twelve credits per semester, and shall have at least one office hour per week for each three credits of his/her teaching load. In addition, he/she shall actively participate in significant professional activities and curriculum development, and shall be available for committee services and other university involvements.

4. Assistant Professor

Any person appointed as a full time faculty member in the rank of Assistant Professor shall teach twelve credits in one semester and nine in another semester of the same academic year, and shall have at least one office hour per week for each three credits of his/her teaching load. In addition, he/she shall actively be involved in research, publication, and/or curriculum development, and shall be available for committee services and other university involvements.

5. Associate Professor

Any person appointed as a full time faculty member in the rank of Associate Professor shall teach nine credits in one semester, and nine credits in another semester of the same year, and shall have at least one office hour per week for each three credits of his/her teaching load. In addition, he/she shall actively continue to be involved in research, publication, and/or creative work, and curriculum development, and shall be available for committee services and other university involvements.

6. Professor

Any person appointed as a full time faculty member in the rank of Professor shall teach nine credits in one semester and six credits in another semester of the same academic year, and shall have at least one office hour per week for each three credits of his/her teaching load. In addition, he/she shall actively continue to be involved in research, publication, and/or creative work, and curriculum development, and shall be available for committee services and other university involvements.

II. TEACHING OVERLOAD

Upon availability and need, and upon the recommendations of the concerned Department Chairperson, Dean, and VP for Academic Affairs, and upon the approval of the President, a full-time faculty member having neither an administrative post nor a teaching release time may be assigned at most 6 credit(s) per year in teaching overload at the University, provided that this teaching does not adversely influence the overall performance of the faculty member concerned, and the academic standing of the department concerned. However, it shall be understood that within a time period of 3 years each Faculty shall have no more than 1% of its total number of credits registered given for full-time faculty members as overload.

III. TEACHING ASSIGNMENT FOR ADMINISTRATIVE OFFICERS

- A. Administrative officers shall not be engaged in any summer teaching, and shall never be assigned credits in teaching overload.
- B. Administrative officers and other University employees not initially appointed as full-time faculty members but what are qualified to teach shall not be allowed to have a teaching assignment within their University daily work schedule; that is, from 8:00 a.m. to 4:00 p.m. during any regular semester, and from 8:00 a.m. to 2:00 p.m. during the summer session. However, they may have a teaching assignment after 4:00 p.m. only for regular semesters and after 2:00 p.m. for the summer session, if any. Under these conditions and upon justifiable need, the teaching assignment shall not exceed 3 credits per semester or per the summer session.

IV. MULTIPLE POSITIONS

Under no circumstances may a full-time faculty member hold another full-time job beside his/her full-time job at the University. However, upon the recommendations of the concerned Department Chairperson, Dean, and the VP for Academic Affairs, the President may grant a full-time faculty member the permission to have a part-time work outside the University provided it does not exceed 3 hours per week per semester. The violation of these employment conditions shall be considered a breach of contract and shall give the University the right to consider the concerned full-time faculty member's contract with the University to be immediately terminated.

ACADEMIC YEAR AND HOLIDAYS

Academic Year Structure

The academic year shall start September 1st and shall end August 31st. It shall consist of two regular semesters (Fall and Spring), and the summer session. Exclusive of vacations and holidays, each regular semester shall consist of 75 days (over a time period of 15 weeks¹) of actual classroom instructions, exams (including quizzes, test, etc.), and for unaccounted events, and 8 days for reading periods and final examinations. Exclusive of vacations and holidays, the summer session shall consist of 30 days (over a time period of 6 weeks) of actual classroom instructions, quizzes, tests, and exams, and for unaccounted events, and 4 days for reading periods and final examinations.

Summer Break

The summer break from teaching of a full-time faculty member shall start the third working day immediately following his/her submission of the final grades of all of his/her classes and shall end on August 31st of the same academic year. However, it shall be understood that every full-time faculty member shall be required to participate in Commencement Day. In addition, a full-time faculty member may be required to assist in the University entrance examinations or registration if notified in writing by his/her Dean. However, the summer break for a full-time faculty member teaching in the summer session shall start the third working day immediately following his/her submission of the final grades of all of his/her classes, and shall end on August 31st of the same academic year.

Summer breaks from teaching must be invested in pursuing more research. This interval of time is priceless to finish ongoing research, submit manuscripts for journals and conferences. It should be well understood that faculty teaching in the summer must make up research time by working longer hours.



¹ Each week in a semester/the summer session consists of 5 working days: Monday through Friday.

FACULTY STATURE

A- Stature as an Educator

(Teaching and Curricular Development)

Course and curricular activities (i.e., development of new relevant courses or programs of study, improvement of existing course or programs of study).

- Development of innovative pedagogy and effective teaching techniques at various levels of the teaching-learning process.
- Concern for the student academic development and educational growth.
- Supervision of pedagogical projects.
- Reviewing and evaluation of text.
- Academic documents and reports.
- Years of service as a teacher at the University level.
- ...

B- Stature as Scholar (Research and Publications)

- Publications of research or scholarly articles published in refereed journals and symposia.
- Publications of chapter(s) in a research bulletin or the like.
- Publication of books or textbooks.
- Supervision of MS/MA theses and/or Ph.D. dissertations.
- Editorship of research journals.
- Refereeing scholarly work.
- Creative productivity.
- ...

C- Professional Activities

- Presentations of scholarly papers at regional, national and/or international meetings.
- Organization of scholarly conferences, workshops, seminars, and/or exhibitions.
- Positions as participants or as chairpersons of panel at regional, national and/or international meetings, conferences, workshops, and seminars.
- ...

D- Administrative Assignments and University Services

- Administrative assignments.
- Departmental, Faculty and University committee work.
- Student services (i.e. proctoring, grading, guidance, advisement, registration, orientation, etc.)
- Professional rapport with students and colleagues.
- University extra-curricula activities.
- University services.
- ...

E- Professional Recognition

- Academic reputation of the candidate outside his/her own University community.
- Professional listings, awards, prizes, honors, etc.
- Office-holding in professional, regional, national, and/or international associations.

FACULTY REAPPOINTMENT, PROMOTION AND/OR TENURE

I. General Requirements

This procedure will be used to evaluate a full-time faculty member applying for:

(a) Re-appointment (b) Promotion (c) Tenure²

Reappointment of a full-time faculty member shall not be granted automatically upon completion of the terms of the contract, but shall be based on satisfactory performance in the three related categories above as assessed and determined by the Department Chairperson, DPC, FPC, Faculty Dean, UGPC, VP/AA, and the President.

Also, promotion and/or tenure of a full-time faculty member shall not be awarded automatically, upon completion of the minimum six-years of continuous service at NDU.

Each successive evaluation for either reappointment or promotion from one rank to the next higher rank shall be based upon new evidence of further advancement.

II. The Categories

1. TEACHING AND CURRICULA DEVELOPMENT

This requirement indicates the stature of the faculty member as an educator. It shall include, but shall not be limited to

- Course and curricula activities, as may be demonstrated by the development of new relevant courses; proposing new programs of study; the improvement of existing courses; course portfolio evaluation; clearly stated course objectives; etc.
- Development and use of innovative pedagogy and effective teaching techniques at various levels of the teaching-learning process, as may be demonstrated by the candidate's rate of success over the years of service as a teacher at the University; by diversity, originality, size and level of courses taught; by departmental teaching evaluation, by student evaluation; by student performance in later sequential courses; by quality presentation; by efficient management of the class-time.

2. SCHOLARLY WORK

This requirement indicates the stature of a faculty member as a **scholar** and/or **creative expert**. It shall always include evidence of original research and creative work sufficient in both quality and quantity as appropriate to the related field, while taking into account that in some fields of study the corresponding quantity may be much lower than in some other fields of study.

2.1. Research & Publications

This requirement is mainly requested from those candidates who are in the professorial ranks. However, any contribution to this category by candidates in the non-professorial ranks will be considered and evaluated in their favor. This sub-category shall include the publication of books, refereed articles, refereed conference papers, other related scholarly works, etc...

2.2. Creative Productivity

(2.2.a) This requirement shall include, but shall not be limited to

- The production or the creation of creative work of high distinction in painting, sculpture, design, architectural work, and other creative arts.
- The exhibition of a creative work of high distinction in museums, prestigious galleries, and the like.
- The staging, directing, or acting in musical, theatrical and dance productions and other performing arts.
- Creative writing (i.e., fiction, drama, poetry, art, design, architecture, etc.)

(2.2.b) The publication of reviews of performances in related prestigious journals or magazines

- Publications of reviews of exhibits or artistic displays or innovative design in related prestigious journals or magazines.
- Reviewing work in painting, sculpture, design, architecture, and other creative arts
- In-house publications of logos, post-cards, posters, slides, etc.

3. SERVICES

This requirement indicates the faculty member's **dedication**, **commitment**, and **devotion** to serve the University.

III. Eligibility Requirements

1. 1. For a faculty member to be eligible for promotion in the professorial ranks from one rank to the next higher rank, when there is a vacancy in the appropriate University quota requirement, he/she must:

- (1) have an appropriate Ph.D. degree or its equivalent.
- (2) have successfully completed at least 6 years of continuous full-time employment in the same professorial rank at NDU, unless he/she was initially credited with some years of services due to prior external full-time employment in the same rank in another accredited institution of higher education.
- (3) have shown clear of evidence deserving promotion.
- (4) be recommended by the President to the executive committee of the BOT, upon the completion of the evaluation process, and be approved by the executive committee of BOT.

Those who qualify for promotion and/or tenure, without meeting the quota requirement, must be placed on an orderly waiting list (based on seniority, and higher scores) housed in the Office of the VPAA until the appropriate vacancy arises.

² A tenure appointment is open for consideration by the University upon the recommendation of the VP/AA to the President, who shall review it with the BOT for a final action.

2. For a faculty member to be eligible for promotion in the non-professorial ranking from one rank to the next higher rank, he/she must:

- (1) have successfully completed at least 6 continuous years of full-time services in the same non-professorial rank at NDU, unless he/she was initially credited with some years of services due to prior external full-time work in the same rank in another accredited institution of higher education.
- (2) have shown clear evidence deserving promotion.
- (3) be recommended by the Faculty, the VP/AA, and approved by the President.

IV. Evaluation Process

In October of each year, the VP/AA shall ask each Faculty Dean to begin the consideration of file applications for re-appointment, promotion and/or tenure within his/her Faculty. The evaluation process shall consist of the following steps:

Step 1: The submission of the file by the faculty member concerned to the Department Chairperson concerned. Immediately, the Department Chairperson shall include his/her evaluation and recommendation in the file, and thereafter convene the DPC for deliberation by the deadline set by the Faculty Dean.

Step 2: The DPC shall submit the file along with written evaluation and recommendation to the Dean concerned, including the vote distribution. In due time, the Dean shall convene the FPC for deliberation by the deadline set by the VP/AA.

Step 3: The Dean shall submit the file along with the following:

- the written evaluation and recommendation, including the vote distribution of the FPC,
- his/her written evaluation and recommendation to the VP/AA, *no later than the end of April of the same academic year*.

The files approved by the VP/AA of a faculty member shall be submitted to the UGPC, while non-approved files will be returned to the concerned faculty members.

Step 4: The Board of Deans (BOD) through the VPAA shall forward the files of faculty members with its written evaluation and recommendation to the President for final action, *except for tenure, and promotion to Associate Professor and/or Professor*. In these latter cases, the files shall be submitted by the UGPC to the President for possible review by peer reviewers. Consequently, the files that receive positive assessment from the President shall be forwarded by the President to the Executive Committee of the BOT for final action.

Step 5: The President shall inform in writing the individuals concerned of the University's final decision not later than the end of May of the same academic year. Consequently, all approved applications for re-appointment, promotion and/or tenure shall be effective October 1 of the next academic year.

V. The Academic File

The file of each full-time faculty member shall contain only material pertaining to the work of the faculty member as it relates to his/her academic status, and it shall be the only File to be used in decisions concerning the conditions of service of the full-time faculty member. Initially, the file shall include the following:

- File's table of contents
- Candidate's letter requesting re-appointment, promotion and/or tenure.
- Summary of all previous actions on re-appointment, promotion and/or tenure.
- An updated and detailed curriculum vitae.
- The candidate's self-evaluation report.
- Evidence on teaching and curriculum development.
- Evidence on research and publications.
- Evidence on creative productivity.
- Evidence on professional activities and professional listings, *if any*.
- Evidence on services and administrative assignments, *if any*.
- Evidence on all other relevant documents, *if any*.

■ ■ ■ USE OF ORIGINAL TEXTBOOKS IN THE CLASSROOM

Policy

1. The University does not allow photocopied textbooks in the classroom.
2. Each course should identify whether or not a textbook is necessary.
3. If a textbook is necessary then the student should bring with him the assigned textbook every time he/she is in the classroom or every time that it is by the instructor.

Implementation

- This policy should be mentioned in the syllabus of each course.
- At the beginning of each semester the instructor is requested to remind his/her students of the Policy on Photocopied textbooks.
- Students with photocopied textbooks in a classroom are given one week's notice to use a printed copy.
- After the one-week notice students with photocopied textbooks are not accepted to be in the classroom.

Students who are not accepted in the classroom are reported as absent and the absence policy is applied to them for that particular course



EXAMINATION AND PROCTORING

1. Proctoring of examinations, and assisting in proctoring, is part of the academic duties of every full-time faculty member (University Bylaws, Section 8.6). Part-time faculty members are requested to proctor their own examinations (University Bylaws, Section 9.14).

2. Proctors are expected to spend proctoring time strictly supervising the students throughout the duration of the examination. Proctors shall refrain from indulging in activities that could distract them from their duties and responsibilities during examination sessions.

3. Proctors are expected to proctor exams in person. No delegation of such duties is allowed.

4. Smoking during examination sessions is strictly forbidden. This applies to examinees and proctors alike.

5. Seating arrangements for examinations, if applicable, should be posted at least half an hour before each examination session. Each examinee should be certain of his/her seat number and examination room before proceeding to sit for the examination. Instructors should arrange seating to minimize possibility of cheating.

6. Proctors should ensure that students are seated in a manner which is consistent with taking an exam in order to ensure academic integrity.

7. The proctor shall request examinees to place their I.D. cards on their desks.

8. The head proctor shall fill a proctoring form listing the names and signatures of examinees and including his/her comments on the examination session. The proctoring form is to be returned to the Chairperson concerned at the end of the examination session.

9. Exams should be error-free. At the beginning of the exam, a 5-minute grace period will be allowed for students to ask questions concerning possible errors. After this time, no questions will be permitted.

10. If the examinee needs scratch paper, he/she shall simply raise his/her hand. All scratch paper provided to examinees must be signed by a proctor.

11. No paper other than the examination booklet and scratch paper signed by a proctor may be used, unless the exam is "Open Notes".

12. Question sheets of examinations together with all scratch paper provided to examinees must be collected with the answer booklets at the end of the examination session.

13. No communication of any kind between examinees is permitted during an examination. The borrowing of any items, including pens, rulers, erasers, tissue papers, calculators and the like, is strictly forbidden.

14. Cellular phones are strictly forbidden inside the exam room.

15. Using mobile earphones during exams sessions is strictly forbidden. Any earphones in exam halls shall be immediately confiscated.

16. Examinees are not permitted to read the examination questions before the proctor announces the start of the examination, or to continue writing after the proctor has announced the end of the examination.

17. Neither books nor papers of any kind may be taken to a closed-book examination. In an open-book examination, the official textbook of the corresponding course is the only textbook that may be allowed.

18. Once an examinee has entered an examination room, he/she is responsible for that examination or set of examinations. If the examinee leaves the room for any reason whatsoever, he/she will not be allowed to return to the examination room and will receive credit only for that part of the examination that was undertaken. In case of illness or dire need, a student may be allowed to leave the room with a proctor, if one is available. The student will be allowed to continue the exam without additional time being added.

19. When the proctor announces the end of the examination, each examinee should stop writing and should place the answer booklet, with the question sheet and all scratch paper inside, face down at the edge of the table next to the passageway. Examinees should remain seated until all examination booklets are collected and they are told to leave the examination room.

20. If the examinee finishes before the end of the time allocated for the examination, he/she should not start a following examination until told to do so. If there is no following examination, the examinee may leave the examination room after handing the answer booklet to a proctor. The examinee may not talk to any other examinee or proctor on his/her way out of the examination room.

21. In examination sessions including examinees from two or more courses offered by one Faculty and including many proctors of that Faculty, or from courses offered by different Faculties and including many proctors of these Faculties, all proctors have the same prerogatives.

22. All examinees have the duty to strictly abide by the regulations mentioned above.

23. All proctors have the duty to strictly apply the regulations mentioned above.

Final Grades

After being approved by both the Department Chairperson and Faculty Dean concerned, the final grades of a course offered during a given semester or the summer session must be submitted to the Office of the Registrar within 72 hours from the schedule date of the final examination of that course. Carbon copies of these grades must be left at both the Department and Faculty concerned. Immediately thereafter, the Office of the Registrar shall post a carbon copy of these grades and shall mail to all students their semester or summer session final grades.

SABBATICAL LEAVE AND ACADEMIC DEVELOPMENT LEAVE

Sabbatical Leave

A. Full-time faculty members of the rank of Assistant Professor or higher shall be eligible for a sabbatical leave with full pay for one full academic year after successfully completing six academic years of continuous full-time service at the University. The sabbatical leave shall be spent on research projects or other related academic matters. This leave shall not adversely affect the academic and administrative work of the Faculty concerned or the University.

B. Upon the recommendations of the concerned Department Chairperson, Dean, BOD, VP/AA, the President may grant a sabbatical leave which shall be awarded to a faculty member in the light of

- Relevancy and importance of the project
- Seniority within rank
- Accomplishments of the faculty member
- Services of the faculty member to the University
- Personnel availability
- Budget availability.

Applications for sabbatical leave shall be submitted to the VP/AA for consideration at least 6 months prior to the leave.

C. The sabbatical leave shall be considered as equivalent to actual service at the University as far as continuity of work, tenure, seniority, salary increase, fringe benefits, and promotion are concerned.

D. Upon return from the sabbatical leave, the full-time faculty member shall submit a written report along with all supporting documents concerning his/her activities to the concerned Dean and VP/AA, for assessment.

E. A full-time faculty member who has been granted a sabbatical leave shall return to the University for at least one academic year immediately after finishing his/her sabbatical leave. Otherwise, the University shall have the right to charge him/her the full amount of money paid for his/her sabbatical leave.

F. A full-time faculty member who has been granted a sabbatical leave shall be able to apply for an Academic Development Leave only after spending successfully three years of continuous service at the University since returning from the Sabbatical Leave.

Academic Development Leave

A. A full-time faculty member may be eligible for an academic development leave with half-pay for a maximum of one academic year, renewable once, after the successful completion of at least six academic years of continuous full-time service at the University. The leave shall be awarded to a faculty member in the light of:

- University needs
- Seniority within rank
- Accomplishments of the faculty member
- Services of the faculty member to the University
- Personnel availability
- Budget availability.

The leave shall be spent on teaching renewal, writing of a Ph.D. dissertation or pursuing another graduate degree as approved by the VP/AA and the President. This leave shall positively contribute to the academic development of both the University and the full-time faculty member. Applications for an Academic Development Leave shall be submitted to the VP/AA for consideration at least 6 months prior to the leave.

B. Upon the recommendations of the concerned Department Chairperson, Dean, BOD and VP/AA, the President may grant an Academic Development leave for the full-time faculty member concerned.

C. The sabbatical leave shall be considered as equivalent to actual service at the University as far as continuity of employment, tenure, seniority, salary increase, fringe benefits, and promotion are concerned.

D. Upon return from the sabbatical leave, the full-time faculty member shall submit a written report along with all supporting documents concerning his/her activities to the concerned Department Chairperson, Dean, and VP/AA for assessment.

E. A full-time faculty member who has been granted an Academic Development Leave shall return to the University for at least one academic year immediately after finishing this sabbatical leave. Otherwise, the University shall have the right to charge him/her the full amount of money paid for his/her academic development leave.

Leave of Absence Without Pay

- A.** A full-time faculty member may be eligible for leave of absence without pay for a maximum of one full academic year, renewable once, after the completion of at least three academic years of successful continuous full-time service at the University. The leave shall not adversely affect the academic and administrative work of the Faculty. Applications for a leave of absence without pay shall be submitted to the VP/AA at least six months prior to the leave.
- B.** Upon the recommendations of the concerned Department Chairperson, Dean, BOD and VP/AA, the President may grant a leave of absence without pay for the full-time faculty member concerned. The leave shall not be considered as equivalent to actual service at the University as far as continuity of work, tenure, seniority, salary increase, fringe benefits, promotion, sabbatical leave, and academic development leave are concerned.
- C.** A full-time faculty member who is on leave of absence without pay must inform his/her respective Dean, in writing, of his/her decision to return on time to his/her full-time position at the University not later than May 1st of the same academic year. Otherwise, he/she may lose his/her full-time position at the University.

Maternity Leave

A full-time faculty member who is an expectant mother shall be eligible for full pay of maternity leave for the period determined by the Lebanese Government.

Sick Leave

Normally, a full-time faculty member shall be eligible for a paid sick leave of 10 working days per academic year. Any class lost and made up by a full-time faculty member shall not count as **sick day**. A leave of more than 5 working days must be verified by a medical report, and must be reported in writing by the Faculty Dean to the VP/AA.

Disability Leave

A full-time faculty member who is partially or permanently disabled due to illness, accident, or injury shall be protected by the provisions of the disability insurance plan that he/she is associated with through the University.

Compassionate Leave

Upon notifying the concerned Dean, the faculty member may be eligible for a compassionate leave, due to family reason, as approved by the President upon the recommendations of the concerned Dean and the VP/AA.



FACULTY SERVICES

Counseling Services

The well-being of individuals is not limited to physical health but includes physical, physical, mental, and emotional health. At NDU, counselors are available to serve and help students. This service is rendered with care, respect, and confidentiality. Assistance is available for a variety of concerns which include, but are not limited to, the following:

- overall stress and anxiety;
- crisis intervention for individuals facing traumatic stress;
- problems related to eating disorders;
- concerns related to addiction (drugs, alcohol, etc.);
- personal issues;
- relationship problems;
- chronic illness;
- sadness and depression;
- difficulty adjusting to new situations;
- grief and bereavement counseling.

Find out more about this service at the Medical House or by contacting ext: 2049 or 09/208809, or infirmary@ndu.edu.lb.

Health Services

NDU provides all its students with a variety of health services at the NDU Medical House located at the Student Affairs Office in collaboration with "Centre de Biologie Moleculaire et Polyvalente – BMP" in Adonis.

- a. The following tests are mandatory for all new students before registration period:

- Blood cell count;
- Blood grouping;
- P.R.D.;
- Serology HIV;
- Hepatitis B;
- Hepatitis C;
- Chest X-ray.
- Tuberculosis test.

All these tests will be administered at the NDU Medical House for a fee of LBP 205,000 to be paid in advance at Byblos Bank or Bank of Beirut. This fee will also allow students to benefit from other services provided at the Medical House. Any student who is readmitted at NDU after 2 semesters of absentia will have to undergo the same procedure again.

- b. In addition to the chest X ray, the NDU Medical House offers radiology X-ray services for emergency fractures. Students pay 80% of the medical expenses upon receiving the services, which is equivalent to what they claim from the NSSF.
- c. The "Centre de Biologie Moleculaire et Polyvalente – BMP" provides technicians to administer the various tests and examinations between 8:00 and 16:00 daily at the NDU Medical House.
- d. NDU reserves the right to request random blood-tests from any student to test for drug use or for any other medical reason.

The University physician is available **daily** (M-F) from 12:00 to 14:00 at the Medical House and is on call for any help and for free consultations 24/7 free of charge.

The University nurse is available on a daily basis from 8:00 to 16:00.

Serious cases are sent to the nearest hospital.

All students with medical ailments have to contact the NDU physician for validation within 48 hours of their sickness/injury. **No medical excuses will be accepted at NDU unless validated by the NDU physician.**

Athletic Services

NDU's athletics programs are designed to offer students the opportunity to fully develop their physical potential and competitive spirit while engaging in a sports activity for fun and for health reasons.

NDU's Sports Office provides a wide range of sports activities including: basketball, volleyball, Judo, Taekwondo, Aikido, physical fitness, body building, tennis, swimming, soccer, handball, rugby, track and field, water-polo, table tennis, chess, etc.

NDU's athletic teams are trained by qualified coaches and participate in local, regional, and overseas tournaments earning recognition for themselves and the University.

A multipurpose gym for fitness, martial arts, body building, and dancing is situated under the tennis courts. For more information please contact ext.: 2570/2376 or sportdep@ndu.edu.lb ...

CAMPUS MINISTRY

NDU believes that the spiritual dimension of human development is the most important one. The Campus Ministry is staffed by four chaplains from the Maronite Mariamite Order assigned to the NDU community.

The strength of the Campus Ministry presence comes from the many special programs it offers:

- For pastoral guidance, the chaplains are available to students, faculty and staff in response to requests for pastoral guidance and support. The loss of a loved one or any similar traumatic and troubling event may occasion a need for the services of a chaplain.
- The Spiritual Family is actively engaged in promoting religious awareness. Prayer groups and gospel discussions are held on a weekly basis. Guest lectures are scheduled every semester.
- Twice yearly the Campus Ministry sponsors a whole-day spiritual retreat for all faculty, staff, and students at one of the monasteries of the Maronite Order of the Holy Virgin Mary.
- If information regarding the death of a student, faculty or staff member is given to the Campus Ministry, a requiem Mass is conducted in the presence of their family.
- Religious services are celebrated daily at mid-day in the University Chapel, following the Liturgical Calendar.



ACADEMIC SUPPORT SERVICES

The University Libraries

The NDU Libraries strive to provide quality services by acquiring, organizing, preserving, and providing access to a variety of information resources. The libraries, thereby, support the University's mission to foster excellence in scholarship and lifelong learning, and to educate students to be future leaders who can exercise reason based upon knowledge.

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 of the Council for Research in Values and Philosophy (CRVP) Library, the Center for Applied Research in Education (CARE) Library, the Marian Studies Center (MSC) Library, and the Lebanese Emigration Research Center (LERC) Library.

Recognizing that the Library is central to fulfilling the mission of the University, the 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. The Libraries welcome and encourage donations and institutional exchanges that support the University's academic programs and the scholarly, teaching, and research interests of the NDU community.

The Mariam and Youssef Library provides access to an expanding collection of core reference and circulating materials in print, manuscript, electronic, audio, visual, cartographic, and other appropriate formats. It also provides individual and group study space for more than 300 simultaneous users, an Information Commons with appropriate support and access to information and technology resources, and a classroom for Library instruction. The NLC Library, Shouf Library, and DCE Library provide access to a core collection of references, circulating materials, periodicals and electronic resources, in addition to providing space for quiet, individual study.

All NDU Libraries collections are searchable via WebView, the NDU Libraries web-enabled online public access catalog (OPAC), which is available from NDU's website (<http://www.ndu.edu.lb>).

The NDU Libraries are open to all users, however, only NDU faculty, students, staff, and alumni are currently granted borrowing privileges. NDU Libraries guests and visitors are allowed to access and use the library's resources within the confines of the library only. NDU Libraries materials may be requested and borrowed from any campus library, regardless of where they are housed.

The NDU Libraries are founding members of the Lebanese Academic Library Consortium (LALC) and the Lebanese Inter-library loan and Document delivery services Consortium (LIDS).

Division of Computing Services

VISION

The Division of Computing Services is committed to the strategic use of the information technology for the continual improvement of the operation of NDU.

GOALS

We strive to support the essential educational, research, and administrative goals of NDU through the development and delivery of computing and communication services to the University's faculty, students, and staff.

GOAL FOR FACULTY

Provide stronger links with faculty members in order to promote and facilitate their use of technology to support teaching and learning.

EQUIPMENT AND FACILITIES

The administrative Computer Center is equipped with enterprise servers used for the Registrar, Library, and various Business and Administration applications, using the latest Data Base technologies.

For academic purposes, SUN and IBM Mini computers, Terminals, and X-Stations, operating under Unix, are used by Computer Science and Engineering students. A set of servers, operating under Unix, control the campus Internet and Intranet networks.

All Faculties have active computers running various platforms such as PC/Windows, PC/Linux, Sun/Solaris, and IBM/AIX. Unix workstations and Windows 2000 operating systems have transparent access to the Servers, and to one another through Network File System and Remote File System access.

The Main Campus Intranet is a fully interconnected, multimedia, multi-protocol infrastructure spanning well over 1 km of area networks and over 800 computers on the network. The new network is a routed, full duplex, fiber based, Gigabyte Ethernet backbone with Gigabyte Ethernet (1000 Mbps) links to all the major buildings. Network connection in offices and rooms are at 100 Mbps switched Ethernet.

A PowerPC and Macintosh network is connected to a variety of peripherals, and are available for Visual Arts students including: color laser printers, scanners and plotters.

Special classrooms are linked to the backbone network via communication lines and have local resources to allow the instructor an indoor on-line demonstration with illustrative materials projected during class hours. Students are required to put into practice the theoretical concepts and gain working knowledge during regular laboratory sessions scheduled individually for each course.

FAAD ACADEMIC SUPPORT FACILITIES

FAAD studios are designed to meet the various needs of Architecture, Art and Design programs. The studios are furnished with professional drafting tables and are appropriately equipped to provide support to all Architecture, Design and Fine Art courses.

MAC COMPUTER LABORATORY

Graphic Design and Fashion Design students have access to the up-dated Mac Computer Laboratory and the latest softwares to facilitate their performance.

PHOTOGRAPHY LABORATORY

The Photography Laboratory is a place where Architecture, Design, and Art students, as well as other disciplines at NDU, learn how to capture still images, develop, print, and experiment with the techniques of digital and analog photography. The studios are professionally designed and equipped with the latest technology and darkrooms for experimented analog prints to provide hands-on learning experience and optimal working conditions under the supervision of qualified instructors.

DOROTHY SALHAB KAZEMI - CERAMIC ATELIER

This Ceramic Atelier is equipped with two kilns and several wheel tables. Students can enjoy manual work with clay (slab, coil building, throwing, etc), and clay enamels powder glazing. The Ceramic Atelier has a terrace, overlooking pine trees.

METAL AND WOOD WORKSHOP

The Metal and Wood Workshop has the necessary tools that will help Architecture, Interior Design, Graphic Design, and Fashion Design students in the creative process of their works. Its main purpose is to create a tangible approach to the methodologies of teaching between the theoretical and applied.

SMART ROOMS

Within FAAD premises, 23 classrooms are equipped with Active Boards Touch, and another 12 have LCD projectors.

ARCHITECTURE COMPUTER WORKSHOP

Two Computer Workshops has been set up for the Architecture and Interior Design students; located within the Architecture studios. Both workshop are equipped with facilities, including 15 computers, an LCD projector and related projection screen. Each computer contains the latest versions of graphic software, in addition to Ecotect.

DESIGN COMPUTER WORKSHOP

Two fully equipped computer workshops has been developed in proximity to the studios for Graphic Design and Fashion design students.

Both equipped with room facilities, including 19 G4 Mackintosh computers. Each computer contains the latest versions of graphic software.

FASHION DESIGN STUDIO

The Fashion Design facilities consists of three studios, one studio with mannequins and large patternmaking tables, adjacent is a sewing studio with professional steam iron and sewing machines. Furthermore, a Mackintosh computer workshop is set-up to ensure a professional studio setting of digital illustration and pattermaking skills and hands-on execution. Students also have access to a catwalk installation and will produce fashion shows of their creations.

WRITING CENTER

The Writing Center is a resource at the disposal of both undergraduate and graduate students to help them develop their writing skills. The Center exists to provide opportunities for students who feel that their written work for their University courses could be improved by offering one-on-one or small group tutoring in a positive atmosphere. Personnel at the Center believe that all students have the potential to acquire sufficient skills to function in an English-language environment. It is located in HA 114.

ENGINEERING LABORATORIES

Engineering programs are supported by state-of-the-art laboratories that are open to all engineering students. These laboratories and workshops are managed by qualified and dedicated staff.

The Department of Civil and Environmental Engineering offers seven laboratory courses to cover the main topics in the fields of concrete and pavement design, environmental engineering, mechanics of materials, soil mechanics, hydraulics, field surveying, and engineering graphics.

The lab equipment is continuously upgraded and updated to ensure that our students are exposed to the most recent and advanced systems. The department also secures highly accurate and professional testing facilities such as spectrophotometry, strain gauging, triaxial testing, open and closed channel flow measurements, and total station application. Most of the lab facilities are connected to a data acquisition system. In addition, field equipment are available for in-situ testing, such as soil investigation, groundwater and surface water testing, and concrete quality control. Professional commercial testing as well as community services are also performed on a regular basis in the above areas.

The Electrical and Computer and Communication Engineering Department has several laboratories, which support teaching in the areas of communication systems, electronic circuit design, including microprocessors and programmable logic controllers, instrumentation, electric machines, power electronics, control systems, and digital signal processing. The laboratories are also used by students for executing their engineering project designs. The equipment is regularly updated to ensure that students are exposed to the best possible laboratory experience.

State-of-the-art laboratory equipments are being used in the Mechanical Engineering Department for

training purposes. The list includes: Large wind tunnel for aerodynamics testing, energy testing (solar systems, combustion, etc.), turbomachines testing (centrifugal pumps, fans, Pelton wheel, Francis turbine, etc.), air-conditioning testing (heating, cooling, refrigeration, etc.), Mechanical vibration testing and mechanical components and systems. A full workshop made of a set of machine-tools, including a CNC machine is used for student training and regular machining needs.

SCIENCE LABORATORIES

BIOLOGY LAB

The Biology Laboratory is equipped with many facilities, which support teaching and research across the biology curriculum. Disciplines supported include:

- Microbiology: Culture and analysis of viral, bacterial and parasitic species;
- Molecular biology: DNA purification, analysis, and manipulation, with preliminary PCR facilities for DNA amplification. Other available equipment such as an electroporator, promote research studies that require electrotransformation or transfection of cells;
- Cell culture: Preparation, culture and cryopreservation of animal cells;
- Plant biology: Plant cell culture and analysis;
- Histology: Histological assessment and histopathological examination of tissue samples.

Available equipment include microscopes (including a laser scanning microscope) and photomicrographic systems, biological safety cabinets, incubators, liquid nitrogen containers, diurnal growth chamber, autoclave, centrifuges, ovens, microtome, paraffin histoembedder, electrophoresis and blotting apparatus, thermal cycler (RT-PCR), chromatography systems, in addition to an animal house, green house, and herbarium facilities.

CHEMISTRY LAB

The Chemistry Laboratory provides a wide variety of facilities to support chemistry students and faculty members' research and teaching. Students are introduced to the fundamental quantitative, organic, and food analysis experimental methods through experiments in:

- Chromatographic analysis of alcohol content in beverages;
- Determination of nutrients, vitamins, and minerals in foods;
- Properties of enzymes;
- Browning reactions in foods;
- Spectrophotometric determination of analytes in different sample types;
- Water analysis;
- Precipitation and complexation titrations.

In addition, an analytical unit houses a number of modern equipment such as UHPLC, GC/GCMS, FTIR, AA, etc., gas chromatograph, UV-visible spectrophotometers, digestion-distillation unit for nitrogen determination, solvent extraction apparatus, digital densimeter, electronic refractometer, pH meters, ion-selective electrodes, etc.

GEOLOGY LAB

Geology Laboratory courses are held in the Sciences Lab building and are supported by a varied collection of rock-forming minerals, including silicates, carbonates, sulfates, fluorides, and oxides, as well as a core collection of igneous, sedimentary, and metamorphic rocks. Additional teaching support of sample specimens is provided by the Stone Wing Museum, which houses a rich collection of minerals and archaeological items from Lebanon.

PHYSICS LAB

The Physics Laboratory at NDU is a state-of-the-art teaching laboratory, offering computer controlled data acquisition and analysis as well as interesting experiments covering a wide range of topics in physics. Experimental work goes hand in hand with the theoretical physics courses at NDU. The physics lab is well equipped to allow students perform experiments that will help them understand the physical phenomena covered in the classroom. In many cases, the experiments follow closely the lecture courses leading to a better understanding of the physics.

MOUSSA AND FARID RAPHAEL OBSERVATORY

NDU has an on-campus observatory that contains a 60cm telescope equipped with a set of research-grade equipment consisting of CCD cameras, filters, and spectrograph. It is the most well-equipped observatory in the Arab countries and its telescope is the largest in the Arab Middle East. The observatory is made possible by a generous donation from His Excellency Ambassador Gilbert Chaghoury.

METEOROLOGICAL STATION

The Department of Sciences houses a meteorological station that provides climatic data for the Keserwan area. This station is supported by the L.A.R.I. society.

TUTORING CENTER

The tutoring center helps the students in remedial, freshman, and sophomore in math, biology, physics and computer science.

RESEARCH CENTERS

The research centers welcome all students who are receiving financial aid and are interested in having experience in assisting researchers in their work and research projects. The centers include The Center for Applied Research in Education (CARE); The Digitization and Preservation Center for Manuscripts (DPC); The Lebanese Center for Societal Research (LCSR); The Lebanese Emigration Research Center (LERC); The Marian Studies Center for Research (MSC); and The Water, Energy, and Environmental Research Center (WEERC).

DIVISION OF AUDIO VISUAL ARTS

The Division of Audio Visual Arts at NDU is a department that handles all academic and technical audio-video matters related to students majoring in communication arts, advertising, and music in order for them to execute their projects assisted by their academic instructors and professionals in the field.

The facilities include:

- Radio/TV Studio
- Acting Studio
- Computer/Music Lab
- Theater
- Issam Fares Conference Hall
- Pierre Abou Khater Auditorium
- Friends Hall
- Exhibition Hall
- Exam Halls
- NDU Choir Recording Unit.

All facilities are "high-tech" and fully equipped, and are at the service of students, staff, and faculty members. Besides handling all student-related matters, this department is responsible for all the activities that take place at NDU: conferences, lectures, exhibitions, and public and special events. All activities are taped and archived.

SMART ROOMS

The DAVA has four Smart Rooms that are fully equipped with computer hardware and software, LCD projector, DVD and VHS players, and surround sound systems for film screenings.

DVD LIBRARY

The DVD Library includes more than 1,500 DVDs (films, documentaries, series, and others). All members of the NDU community may check out these films.

CAMPUS SUPPORT SERVICES

DORMS ON CAMPUS

Arrangements for on-campus housing are made through the Campus Services Office. The accommodation is composed of three upper floors and a ground floor. The Residence is located 100 meters away from the campus, situated on the top of a small hill. The complex will accommodate up to 500 students, and it is divided into male, female and faculty member buildings. The ground floor houses the reception office, the kitchen, the TV room, and the study room, which is equipped with computers and connected with the internet. Accommodation at the dormitories is provided on a Semester basis. However, students may withdraw at any time with a month's notice and request. All rooms

are fully furnished, air-conditioned, and equipped with individual bathrooms, common kitchenette in each flat, laundry room, common terrace, daily cleaning and 24-hour security.

Arrangements for on-campus housing (male/female) are made through the Student Facilities Office at the SAO.

E-MAIL SERVICES

Notre Dame University supports the Exchange/Outlook email system and its Web interface for students. The email system is managed by the Division of Computing Services.

CAFETERIA SERVICES

NDU Cafeteria is currently operated by FAKRA Catering. It is divided into two sections, a small one in the middle of the University premises, offering cold food and beverages, and the other part located at the end of the premises offering hot meals.

General Rules:

- Opening hours: 7:00 a.m. till 7:00 p.m. during Fall and Spring semesters; 7:00 a.m. till 5:00 p.m. in Summer session.
- Playing cards and gambling are not allowed.
- Cigarettes and alcoholic beverages are not sold in the cafeteria.
- Smoking is not allowed except in designated areas.

BOOKSTORE SERVICES

NDU Bookstore is operated by Antoine Bookshop. Textbooks and a selection of non-required books are available for the students. Service hours during Fall and Spring semesters are Monday to Friday from 8:00 a.m. to 5:00 p.m. and during Summer session from 8:00 a.m. to 3:00 p.m.

CONFERENCE HALL SERVICES

Conferences and concerts are held at the Issam Fares Hall, which can seat 400 persons, and the new theater serves 650 persons.

SPORTS FACILITIES

The University campus enjoys the most up-to-date and fully equipped courts for Tennis and Basketball. The plan of the Sports City, under construction, includes a gymnasium, a swimming pool, a football pitch, and a lake for water games and canoeing.

PERFORMING ARTS CENTER

The two floors of the Performing Arts Center have just been inaugurated in the Issam Fares Conference Hall. This brand new facility accommodates 400 people and is fully equipped with sound and lighting facilities including the translation services in up to four languages at the same time. The theatre accommodates 650 people and is specially designed for theatrical and musical performances.

NON-SMOKING POLICY

Purpose of Policy

Since the University is committed to protecting the health and well-being of individuals on campus premises, and in view of the health hazard and safety risks associated with smoking and passive smoking, Notre Dame University-Louaize (NDU) is committed to complying with the Lebanese Law number 174 (# 174, Aug. 29th, 2011, Chapter 1, Article 1 "Enclosed Public Places" ¹).

Scope of Policy

- 1-** In accordance with Law #174, smoking is prohibited on all NDU campuses, within facilities, and in all NDU vehicles:
 - a. Smoking is not allowed in buildings, closed areas, and outdoor spaces.
 - b. Smoking is prohibited in all vehicles owned by or operated by the University.
- 2-** The non-smoking policy applies to all members of the NDU community as well as all guests and visitors of the University.
- 3-** No advertisements or sponsorship from any tobacco-related company are allowed on campus.

Compliance

- 1-** It is the responsibility of all members of the University community to observe the non-smoking policy. All members are encouraged to report smoking violations to security personnel on campus, extension 2222 or 2252, or email: controlroom@ndu.edu.lb.
- 2-** The security personnel on campus are in charge of monitoring the implementation of the policy among faculty members, staff members, students and visitors. Violators of the policy will be reported by the security personnel to the office of the VPAA (faculty members), the Office of Administration (staff members & visitors) or the SAO (students), as appropriate.
- 3-** Violators of the policy will be subject to disciplinary actions that are part of the administrative record. Repeated offenses may culminate in expulsion from the University.



¹ Lebanese Law # 174, Aug. 29th, 2011, Chapter 1, Article 1, (Enclosed Public Places): "Are considered as well as enclosed public places, all institutions of health, education and sports with all their opened and enclosed annexes."

OUTSIDE CONSULTING PROCEDURE

Preamble

Notre Dame University-Louaize (NDU) believes that professors serve their students more effectively when they are aware of best practice in their field of specialization. It is certain that contacts with companies who seek advice from university faculty members benefit the faculty member, the company and the university. Allowing for consulting will also make NDU more attractive to prospective faculty members and develop closer ties with industry and the community.

Definitions

Consulting is defined as professional service related to the faculty member's specialization or area of expertise and provided by the faculty member within a limited period to entities outside the university for a fee.

Faculty member is defined as a full-time employee of the University whose title is that of Instructor, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or Professor. Full-time research faculty and full-time employees are excluded.

Policy

Faculty members may be granted the permission to engage in consulting services, devoting the equivalent of a maximum of one day a week for consulting services provided such services do not interfere with the faculty member's teaching, research and service activities at the university. The maximum number of consultancy days shall be **thirty** during Fall and Spring and **six** in Summer when the faculty member has a summer teaching assignment. No maximum number of consultancy days is set for those periods of the year during which faculty members have no teaching/administrative duties.

General Guidelines

- a. The main commitment of the faculty member is to NDU. The time and effort devoted to consulting activities may not in any way interfere with the prime commitment to the university.
- b. The consulting activity should be an extension to the faculty member's professional expertise and should be limited in time and scope. The experience gained from the activity should be applied to the faculty member's teaching and interaction with students.
- c. The faculty member shall inform the Department Chairperson of his or her intention to conduct outside consulting activities in order to obtain prior approval. Approval should also be secured from the Dean and the VP AA.

- d. No faculty member shall accept or retain employment which would bring him or her as an expert or in any other capacity, into conflict with the interests of NDU.
- e. Faculty members should not engage in consulting services already offered by one of the research centers, Departments or other offices at NDU.
- f. A complete list of consulting activities, including a copy of the request for consulting received by the faculty member, should be attached to the faculty member's annual self-evaluation. The self-evaluation should also describe how these activities have been used to benefit the teaching or research activities of the faculty member or NDU in general. Some Faculties may consider consulting activities that involve original research and applications as a component in their promotion criteria.
- g. NDU resources and staff services are not to be used in any consulting activities. Any minor use of university equipment, or other resources must have the written approval of the Chairperson and Dean.
- h. NDU's name shall not be used by a faculty member in relation to any consulting activities except in citing his or her credentials.
- i. Time spent on consulting activities should not exceed the equivalent of one working day per week.
- j. Any documented abuse of this policy by a faculty member (exceeding the max. weekly allowed time for consulting or neglect of university duties in order to engage in consulting activities or accepting consulting assignments outside one's area of expertise, etc.) shall disqualify him or her from obtaining approval for consulting activities in the future.

Implementation Procedure

- 1- Upon request for consultation, every faculty member shall fill in the consulting Request Form at the Dean's Office including the type of consultancy, the time expected for this outside service, and the institution asking for the service.
- 2- If one of the Deans is asked for consultation, the Form shall be filled in the VPAA Office.
- 3- The total Consulting expenses shall be paid from the institution concerned directly to the University's Business Office.
- 4- Once the service is completed, the faculty member concerned shall fill in the Consulting Remuneration Form at the Dean's Office. A copy of that Form shall be submitted to the Business Office.
- 5- At the end of each semester, the Business Office shall inform the faculty member concerned of the total; 80% of the amount is due to him/her.

6. The faculty member concerned may choose either to get this amount from the University in cash (one lump sum) **OR** to be added to his salary/by installments.

Consulting Request Form

Name of Faculty Member: _____

Faculty: _____ Department: _____

Institution requesting the Consultancy: _____

Type of Consultancy: _____

Please give details: _____

Total Consulting Expenses: _____

20% of the amount due to NDU: _____

The Consulting period begins on: _____

and ends on: _____

Signature of Consultant: _____ Date: _____

Signature of:
the Dean/or related Director: _____ Date: _____

Signature of: the VP/AA _____ Date: _____

Signature of the President: _____ Date: _____

Consulting Remuneration Request Form

Name of Faculty Member: _____

Faculty: _____ Department: _____

Institution requesting the Consultancy: _____

Type of Consultancy: _____

Consulting completed on: _____

Total expenses paid to NDU on: _____

Total Consulting Expenses: _____

80% of the amount due to Dr.: _____

The Consulting period begins on: _____

and ends on: _____

Signature of Consultant: _____ Date: _____

Signature of the President: _____ Date: _____

FULL-TIME FACULTY PRESENCE AT NDU

Introduction

The following policy serves to clarify the minimum requirements for full-time service of faculty members. It also affirms faculty responsibilities as members of Notre Dame University (NDU). By agreeing to the terms of their contract, full-time faculty members have committed themselves to participation in the fulfillment of NDU's mission of transferring knowledge in a spirit of cooperation and goodwill. The university expresses its deep appreciation for the efforts and dedication of its full-time faculty members towards the accomplishment of their duties.

Definition of Full-Time Faculty Members

Full-time faculty members are those instructors who devote their active academic time to university related duties which include, but are not restricted to, teaching, office hours, student advising, research, academic committees' membership, and other services to the university.

General Presence

All full-time faculty members are expected to be available during the full academic term, including registration periods at the beginning of fall, spring and summer semesters as specified in NDU Bylaws and published in the NDU academic calendar.

General Presence on Campus

In order to fulfill their duties with dedication, faculty members are expected to spend on campus a *significant and meaningful* amount of time during which they are accessible to students, colleagues and staff. Faculty members are expected to expend energy and employ their expertise in the day-to-day workings of the University.

Faculty members generally:

- Conduct classes scheduled at times that are optimal for their students and departments. Classes may be scheduled between 8 a.m. and 8 p.m. Mondays till Fridays.
- Hold examinations as scheduled and proctor whenever requested.
- Hold office hours within a reasonable time schedule that is distributed throughout the week and allows students regular access to the faculty member. NDU requires that a full-time faculty member hold *one* office hour for each *three credits* taught. Office hours shall be posted in public and shall appear on the class syllabus.
- Meet advisees on a regular basis and during the pre-registration and advising periods as stipulated in the NDU academic calendar.

- Meet on a regular basis the students under their supervision in research/practicum/internship/senior study courses.
- Be readily available to attend and participate actively in ad-hoc and regular departmental, faculty and university committee meetings.
- Interact with university colleagues.
- Engage in professional scholarship and research. Keep up to date in the discipline/s in which they teach.
- Participate in a reasonable and significant number of university activities.

Such work implies availability on campus on a daily basis to meet the aforementioned duties. Any unavailability for one working day or more needs to be reported and approved by the corresponding chairperson and dean.

Implementation

Deans of Faculties are responsible for the proper implementation of the present policy in whatever way they deem appropriate, taking into consideration that specific professional activities, field research and academic duties may differ among Faculties. Faculty members should cooperate with their department chairs so that the latter have access to the former throughout the working week.

Conclusion

This policy is meant to allow full-time faculty members to balance in a proper way the fulfillment of institutional academic requirements with the management of time for personal academic achievement. It also allows the administration to determine meritorious performances deserving reward and remedy problems if they should arise.

TRANSITION OF ACADEMIC OFFICERS AND ADMINISTRATORS PROCEDURE

Rationale: The institutionalization of change in administrations and its related procedures may contribute to a university's reputation for academic excellence. Systematic organization of the transition from one administrator to another is a case in point from which NDU can continue to enhance its best practices of institutional productivity and integrity, as well as the dignity and respect of all its members.

Applies to: All administrative and academic appointments

Definition: In this policy, transition refers to the process of transfer of power to newly appointed officials at NDU from their outgoing counterparts to ensure a seamless passage of authority.

Policy: It is the immediate supervisor's responsibility to initiate the transition process. Access to the office, all university-related files, and sufficient information to conduct duties required by the job description should be in place on the date the incumbent is scheduled to take office.

All outgoing administrators (VP Dean, Chair, etc.) must make themselves available to the incoming administrators two weeks before the contract takes effect, that is, during the tenure of the outgoing administrator. Working sessions will be scheduled to hand over files, meet with colleagues, and become acquainted with the requirements of the positions.

Suggested Transition Process Form

We, the undersigned, declare that the transition process has been concluded in a manner deemed satisfactory by both parties.

The following have been duly transferred:

Office

Office IT system

General Office Record System

Office Related Files (hard and soft copies)

Ongoing Projects

Other Items: Please mention in the space provided:

Signature of Incumbent

Position

Date

Signature of Outgoing Administrator

Position

Date

ACADEMIC POLICIES

ATTENDANCE POLICY

Introduction

A student who is not officially registered may not attend a course at the Notre Dame University-Louaize (NDU). Otherwise, NDU expects regular attendance from its registered students.

Two basic rules apply to all excused absences, whether excused because of an NDU policy or at the faculty member's discretion:

- Students must still meet all course requirements; and
- Faculty must offer students reasonable assistance in making up missed work, if and only if an excused absence has been justified.

Scope of Policy

Full participation in classes, laboratory periods, and examinations is expected of all students. Faculty must keep a record of attendance throughout the semester. Furthermore, faculty must detail the attendance policy, including procedures for submitting excuses and for scheduling makeup work when the excuses are accepted, in their syllabus that is distributed on the first day of classes. Students may be asked to provide documentation for multiple consecutive absences or frequent single class absences.

A pattern of absences may affect a student's grade substantially. **The faculty member teaching a certain class, in full coordination with the Department Chair, is the direct authority responsible for the implementation of the Attendance Policy in such class. The Student Affairs Office (SAO) only validates absences related to University events, travel, or medical excuses upon need and only when requested by the Department Chair.**

The student is responsible for the material presented during his/her absence. The maximum number of absences for classes that meet on MWF is six and for those that meet TTH and in summer is four, (or two hours per credit course). Any student whose absences exceed the maximum limits shall automatically be unofficially withdrawn from the course, unless he or she withdraws.

Range of Excused Absences

NDU has a commitment to all students. Students shall receive excused absences for a reasonable number of anticipated absences, as well as for emergencies, as specified below:

- Anticipated Absences: Excuses for anticipated absences must be cleared with the relevant faculty member before the absence. Examples of anticipated situations where a student would qualify for an excused absence are:

- a. The student is away from campus representing an official NDU function, such as participating in a professional meeting, as part of a judging team or athletic team;
 - b. The student is required to travel due to a family emergency or renewal of an expiring visa /residency permit;
 - c. Required military duty; and
 - d. Obligatory court attendance.
- Unanticipated Absences: Excuses for unanticipated absences must be reported to the relevant faculty member as soon as possible, but not more than one week after the return to class. Examples of unanticipated absences are:
 - a. Short-term illness or injury affecting the ability to attend or to be productive academically while in class, or that could jeopardize the health of the individual or the health of the classmates attending. Student must notify the relevant faculty member of such absence prior to class absence by e-mail if possible; and
 - b. Death or serious illness in the family when documented appropriately.

University Closure

Unexpected University facility closures due to weather, emergency, or disaster may occur from time to time. Students may be required to complete coursework missed due to these or other class cancellations. However, faculty members requiring mandatory makeup sessions may not penalize students if they are unable to attend due to time conflicts, etc.

Drop for Non-Attendance

Students are not automatically dropped from class(es) if they do not attend. They must officially drop their class(es) by the published deadline in the academic calendar to avoid a "UW" grade.

CODE OF ETHICS

Rationale

As a Maronite Catholic university and a community of faith, Notre Dame University-Louaize (NDU) is committed to high standards of respect and equity in personal conduct and actions.

Policy Statement

NDU expects all executive officers, faculty, staff, student employees, students, and others, when acting on behalf of the University, to maintain the highest standard of ethical conduct.

The University's commitment to adhere to the highest standard of ethical conduct is an integral part of its mission in order to foster:

- 1. Initiative.**
- 2. Integrity.**
- 3. Excellence.**
- 4. Responsibility.**
- 5. Collegiality.**
- 6. Moral and physical self-discipline.**

This level of ethical conduct is expected in an environment of academic, civil and professional stewardship.

Reason for Policy

The University's commitment to this ethical conduct upholds the reputation of the NDU both on the national and international level, and encourages compliance with applicable University Bylaws and other policies, rules and regulations.

Related Conduct

In order to implement the Code of Ethics, NDU personnel should avoid any behavior that could lead to abuse of power, conflict of commitment, conflict of interest, divulging confidential information, financial irregularity, fraud, kickback, and misconduct.

Executive officers, faculty, staff, student employees, and others should encourage an environment at the University that supports the highest level of integrity as an integral part of the University's goals of attracting quality students and faculty members.

Ethical Standards

Given the variety and complexity of ethical questions that may arise in the course of carrying out the University's business, the Code can serve only as a general guide. Confronted with ethically ambiguous situations, University Constituents should keep in mind NDU's commitment to the highest ethical standards and seek advice from appropriate sources so as to ensure that this commitment is honored at all times.

Conflict of Interest: A conflict of interest exists when a University representative's direct or indirect personal interests are inconsistent or interfere with the best interests of the University. The University's Conflict of Interest Policy sets forth in detail the standards and procedures to be followed when dealing with situations that may present a conflict of interest.

Conflict of Commitment: University Entities owe a duty to the University to advance its legitimate interests whenever possible, and they are prohibited from taking for themselves opportunities that are discovered through the use of University property, information, or position without the prior written consent of NDU. Therefore, no University Entities may use University property, information, or position for improper personal gain, and no employee may directly or indirectly compete with the University.

Abuse of Power: The University is an equal opportunity employer committed to maintaining the highest degree of integrity and honesty in a work environment free of any and all forms of hostility and/or harassment. Officers and employees of the University are not allowed to use the authority given to them to advance any personal interest or to harass and intimidate others. University members are required to use any authority given to them by virtue of their positions within the parameters of this Code and other applicable University policies, striving, at all times, to advance the best interest of the University, and to protect its reputation.

Collegiality and Academic Integrity: The University fosters an atmosphere of high integrity by maintaining an ongoing dedication to honesty and responsibility. Any act of lying, cheating, plagiarism, deliberate misrepresentation, theft, scientific fraud, dishonesty, or ill-use of other human beings is a blatant violation of this Code and will not be tolerated. The University recognizes and protects the concept and practice of Academic Freedom as essential to the proper conduct of teaching, research, and scholarship within the University.

Confidentiality: The University stresses the necessity to respect the right to privacy and confidentiality in all matters related to administrative and academic work. Confidential information includes, but is not restricted to, all personal and private information, such as: health records, students' records, salaries, financial information, performance evaluations, and University databases. Furthermore, confidential information includes all non-public information that might be of use to competitors or other third parties, or information that could be harmful to the University or its Entities if disclosed. Confidential information also includes information that third parties have entrusted to the University.

If provided with confidential information, University Entities must respect this confidentiality and refrain from using it for personal gain. Unauthorized use of confidential information may be considered as breach of contract. In serious cases, the University reserves the right to initiate legal proceedings. When in doubt

as to whether or not information is indeed confidential, no information should be disclosed without first obtaining permission from the party involved. Parents or legal guardians of students over the age of 18 whose children are still financially dependent may have access to academic information in the presence of the concerned student.

At the end of one's contract with the University, employees must return any confidential files in any form which refer to the University's private business, and sign an agreement not to use private University information after the end of the contract.

The obligation to preserve confidential information continues even after employment ends.

Any claim of a breach of confidentiality should be reported to the immediate supervisor.

Non-Discrimination: No form of discrimination is tolerated on the basis of gender, race, religion, national or ethnic identity, marital status, disability, sexual orientation, or political affiliation.

Discrimination applies to any inequity regarding all terms and conditions of employment, which include, but are not limited to, recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions, and termination of contract. University publications, whether written or visual, must be free of any discriminatory content.

Any claim of discrimination should be brought before one's immediate supervisor and, if necessary, before the University Appeals Committee.

Maintenance of Accurate Accounts and Records: All University accounts and records are to be maintained in an accurate and auditable manner in conformity with accepted and established business and all other relevant and applicable laws.

All University records, such as, but not limited to, reports, vouchers, bills, invoices, payroll information, personnel records, student records, and other essential business records must be prepared with care and honesty. No false or deceptive entries may be made.

Members of the University who improperly convert these records and accounts for their own personal use or for the personal use of others, or who wrongfully discloses such records or accounts will be subject to appropriate administrative and legal sanctions by the University.

Fraud, the act of misrepresentation, dishonesty, trickery, or suppression of truth, shall not be tolerated by the University

Kickbacks/Gratuities: University members are not allowed to solicit gifts or benefits for themselves or others, which might, in any way, compromise or influence them in carrying out their duties.

Stewardship: University members are expected and required to be responsible stewards of University resources. Accordingly, they should use said resources in an efficient and conservative manner. University property must not be used for personal purposes unless such a use is approved and is in accordance with University policies. University members are also required not to permit the abuse of University resources or property by others.

■ Reporting and Resolving Infractions

Members of the University who have information concerning any infraction of the policies in this Code of Ethics should report such infraction(s) to their immediate supervisor.

Upon confirming the legitimacy and gravity of the reported infraction, the supervisor shall forward the case to the University officer concerned who shall then follow the set procedures of the administrative hierarchy, reaching the President when deemed necessary. The President, based on need, may form an Ad-hoc Ethics Committee to investigate and report its findings and recommendations within three working weeks.

The University will protect its members who report an infraction from any retaliation. Abuse of any of these policies in the form of false complaints or misrepresentation of facts will not be tolerated and may lead to serious disciplinary measures up to, and including, discharge.

CONFIDENTIALITY POLICY

Preamble

As mentioned in the Notre-Dame University–Louaize (NDU) Code of Ethics, the University stresses the necessity to respect the right to privacy and confidentiality in all matters related to administrative and academic work. Confidential information includes, but is not restricted to, all personal and private information, such as: health records, students' records, salaries, financial information, performance evaluations, and University databases. Furthermore, confidential information includes all non-public information that might be of use to competitors or other third parties, or information that could be harmful to the University or its Entities if disclosed. Confidential information also includes information that third parties have entrusted to the University.

Purpose of Policy

The intent of this Policy is to ensure an environment that complements the NDU mission as a provider of research and education. All confidential information should be maintained in a manner that ensures complete privacy for those involved.

If provided with confidential information, University entities must respect this confidentiality and refrain from using it for personal gain. Unauthorized use of confidential information may be considered as breach of contract. In serious cases, the University reserves the right to initiate legal proceedings. When in doubt as to whether or not information is indeed confidential, no information should be disclosed without first obtaining permission from the party involved. Parents or legal guardians of students over the age of 18 whose children are still financially dependent may have access to academic information in the presence of the student concerned.

At the end of one's contract with the University, employees must return any confidential files in any form, which refer to the University's private business, and sign an agreement not to use private University information after the end of the contract. The obligation to preserve confidential information continues even after employment ends.

Definitions

Confidential Information is any information to which the duty of confidence applies. A duty of confidence is created when private information has been passed on in such a way that the person receiving the information was aware, or should have been aware, that the information was being imparted on the basis of confidentiality.

Protecting Student Confidential Information

The University holds student records, and students have a right to expect that these records are legitimately held and maintained as confidential information, and kept safe from unauthorized access and processing. These records may not be disclosed to a third party, including parents, spouses, partners or relatives, friends or associates, landlords, credit companies, banks, schools, colleges, universities, or even court officials, and the law enforcement agencies without a court order or ruling from a competent authority requesting such release of confidential information. Only the person/ student concerned may request a release of confidential information, and only when such a request is made in writing to the University.

Breach of Confidentiality

Any claim of a breach of confidentiality should be reported to the immediate supervisor. Violators of the University's Confidentiality Policy shall be subject to disciplinary action.

■ ■ ■ CONFLICT OF INTEREST POLICY

Purpose of Policy

It is in the best interest of Notre-Dame University-Louaize (NDU) to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This Conflict of Interest Policy is designed to help NDU directors, officers, employees, and volunteers identify situations that present potential conflicts of interest and to provide NDU with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in its operations.

Definitions

- a. **Conflict of Interest:** A board member, officer, director, employee, or volunteer (or family member of any of the foregoing), when he/she is a party to a contract, or involved in a transaction with NDU for goods or services; when he/she has a material financial interest in a transaction between NDU and an entity in which the board member, officer, director, employee, or volunteer, or a family member of the foregoing, is a trustee, officer, director, agent, partner, associate, employee, personal representative, receiver, guardian, custodian, or other legal representative; when he/she is engaged in some capacity or has a material financial interest in a business or enterprise that competes with NDU.
- b. **Interested Person:** Any person serving as a board member, officer, director, employee, or volunteer, or a major donor to NDU, or anyone else who is in a position of control over NDU who has a personal interest that is in conflict with the interests of NDU.
- c. **Family Member:** A spouse, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
- d. **Material Financial Interest:** A financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. **Contract or Transaction:** Any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to NDU is not a Contract or Transaction.

Procedures to Avoid Conflict of Interest

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest.
- b. Interested Persons who have a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such

person shall not attempt to exert his/ her personal influence with respect to the matter, either at or outside the meeting. Such person shall not be allowed to vote on the matter.

Confidentiality

Each board member, officer, director, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of NDU. Furthermore, board members, officers, directors, employees, and volunteers shall not disclose or use information relating to the business of NDU for their personal profit or advantage or the personal profit or advantage of their family member(s).

Annual Disclosure of Conflict of Interest

Annually, each board member, director, officer, employee, and volunteer shall complete a Conflict of Interest Disclosure Form identifying any relationships, positions, or circumstances in which he/she is involved that he/ she believes could contribute to a Conflict of Interest. Such relationships, positions, or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to NDU. Any such information regarding the business interests of a board member, director, officer, employee or volunteer, or a family member thereof, shall be treated as confidential and shall generally be made available only to the immediate supervisor, and through him/her to the hierarchy and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

POLICY ON ETHICS IN RESEARCH

I. Introduction and Purpose

Congruent with the mission of Notre Dame University–Louaize (NDU), which promotes “excellence in scholarship, lifelong learning, human dignity, and moral integrity,” the Policy on Ethics in Research is set to protect the rights, dignity, welfare, and privacy of both human and non-human subjects, and to protect the environment, in all research that involves the University. Its ultimate goal is to ensure that researchers adhere to the guidelines and principles, which prevent unethical practices consistent with recognized standards in the various academic disciplines. Research projects usually involve complex social, legal, and ethical issues. The Policy and Procedures set forth in this document are applicable to all faculty, staff, and students at the University as well as to external research and administrative partners whose research activities involve human subjects, animals, and/or the environment.

II. Guiding Principles

Recalling on the

- Ethical principles, as determined by the University’s mission and as prescribed by universal rules governing moral integrity, human rights, animal welfare, respect for the environment, which shall be observed at all times in any kind of research activity under the auspices of NDU;
- Belmont Report (Appendix 1)³ and Lebanese enforced law when applicable;
- Policy on Conflict of Interest in Research;

Recognizing that

- Academic researchers understand the importance of obtaining Informed Consent (IC) from the participants, and parent/guardian if applicable;
- Any research project must consider the rights, safety, risk-to-benefit ratio and protection, not only of humans as specified in the Belmont Report but also of animals and/or the components of the environment involved in the study;
- After considering property rights, any researcher shall be bound to fully disclose the methods and results related to his/her research when requested by the Institutional Review Board (NDU-IRB) in order to ensure full transparency and accountability to the University and to the overall scientific community;

Affirming that

- NDU research adheres to professional and moral processes;
- The rights and well-being of subjects (human or animal) are adequately protected;

An NDU-IRB will be formed to implement the present Policy on Ethics in Research.

III. Role and Responsibilities of the NDU-IRB

The NDU-IRB shall ensure that all individuals involved in research abide by the set policy and guiding principles. The following list is a summary of the most important responsibilities of the NDU-IRB:

- Offer advice, information, and guidance; rather than act as a legislative or judicial body;
- Recommend modifications, if necessary, for proposals submitted by the University researchers,

regardless of the location of research activities;

- Oversee and determine intervals of periodic review, where appropriate;
- Recommend suspension or termination of research not conducted in accordance with IRB requirements or complicit in the foreseen or unforeseen possible serious harm to research subjects;
- Prepare an Annual Report to the University Research Board on the operations of the NDU-IRB;
- Ensure that appropriate mechanisms exist within the University to resolve issues related to ethical procedures and ethical violations when conducting research;
- Ensure the provision of appropriate training for all University academic and non-academic staff to equip them with the knowledge and competencies required for the ethical treatment of research subjects; and
- Ensure full confidentiality for all research participants during the mandate of the research process, unless a priori disclosure guidelines are agreed upon by all individuals involved.

Should the NDU-IRB recommend suspension or termination of a research project, the IRB shall make disclosure to the leading researcher(s) and research participants as well as all administrators concerned, including, but not limited to, the Vice-President for Research and Graduate Studies (AVPRGS), the Dean and Department Chair concerned. The NDU-IRB’s report must include a complete statement providing evidence for disapproval with supporting evidence for the withdrawal of support.

IV. Composition of the NDU-IRB

The President designates the Assistant Vice President for Research and Graduate Studies (AVPRGS as having ultimate responsibility for the assurance and implementation of the fulfillment of all NDU-IRB roles and responsibilities and for the compliance with research guidelines and procedures.

In coordination with the Faculty Deans, the AVPRGS invites faculty members to express their interest to serve on the NDU-IRB. The selected members’ names are forwarded to the President for final approval. Members are selected based on the need of their particular expertise. They must be characterized by maturity, research experience, and academic expertise to qualify for membership as well as to be able to ascertain the acceptability of proposals in terms of risks and benefits, institutional commitments, regulations, applicable laws, and standards of professional conduct and practice.

Members of the NDU-IRB are appointed to a two-year term that is renewable.

The NDU-IRB may not at times have the necessary expertise to judge the soundness (scientific or non-scientific) of a research protocol and may possibly be unable to provide a fair and accurate risk assessment. For these protocols, the NDU-IRB chair, may call upon an ad-hoc committee for assistance to review the scientific merit by performing an in-depth review of the study, or legal counsel to assist the NDU-IRB in conducting its duties. The ad-hoc consultants/legal counsels have no voting rights and must disclose whether they have any conflicts of interest with the protocol.

V. Submissions and Review Procedures

Prior to the implementation of the research project, each researcher shall:

First, consult with the NDU-IRB prior to submission of a research proposal to discuss any issues relating to

³ The appendices are not part of the Policy on Ethics in Research.

human, animal, and environmental subjects, and the possibility of ethical considerations for the successful carry-out of the project.

Second, secure the approval of the Department Chair and Dean concerned. In some circumstances, however, the NDU-IRB will consider delegating (should the Dean concerned communicate to the NDU-IRB in writing) to an appropriate person in the Faculty, as long as that person is experienced in the requirements for protecting research subjects and has the authority to sign for the Department Chair in this regard. The responsibility for local supervision of the project, however, remains with the Department Chair.

Third, submit the application form (Appendix 2), IC form (Appendix 3)⁴, and other forms whenever applicable to the NDU-IRB. The NDU-IRB checks the application to ensure that all the necessary documents/materials have been submitted for NDU-IRB review.

It is worth noting that research projects are reviewed according to the research potential level of risks to research subjects/environment, and as determined by the NDU-IRB. The risks to which research subjects may be exposed are classified as physical, psychological, social, and/or economic. The NDU-IRB holds all research proposals to the same standards.

VI. Training

In order to comply with the policy, the NDU-IRB members and researchers from NDU who wish to conduct human and/or animal subject research at the University are required to complete the online training as outlined in the Collaborative Institutional Training Initiative (CITI)⁵.

Appendix 1 Belmont Report Principles⁶

Three basic principles of the Belmont Report are central to the ethics in research, involving human subjects. These are:

- Respect for persons-applied by obtaining informed consent and considering privacy, confidentiality, and additional safeguards for vulnerable populations;
- Beneficence-applied such that the potential benefits of research are maximized and possible risks are minimized to the persons involved; and
- Justice-evidenced in the equitable selection of research participants.

Appendix 2 Application Form

(Based on the IRB Guidebook)

Title of the Study	
Sponsored by	
Purpose	
Concise Summary of Project [200 words]	
Profile of the Research Subjects	
Recruitment Methods and Consenting Process	
Potential Risks (such as discomfort, inconveniences expected)	
Potential Benefits(solution to social/ environmental problems, advance of knowledge, treatment of any kind, etc.)	
Subject Safety and Data Monitoring	
Procedures to Maintain Confidentiality	

Evaluation criteria: (For experimental purposes only, the NDU-IRB will adopt the evaluation criteria as developed in the IRB Guidebook.)

1. Are both risks and anticipated benefits accurately identified, evaluated, and described?
2. Are the risks greater than minimal risk? Has the NDU-IRB taken into account any special vulnerabilities among prospective subjects that might be relevant to evaluating the risk of participation?
3. Has due care been used to minimize risks and maximize the likelihood of benefits?
4. Are there adequate provisions for a continuing reassessment of the balance between risks and benefits? Should there be a data and safety monitoring committee?

⁴ The appendices are not part of the Policy on Ethics in Research.

⁵The CITI Program is a subscription service, providing Research Ethics Education to all members of the research community. Online training can be obtained at <https://www.citiprogram.org/>

⁶Belmont Report: <http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html>

Appendix 3 **Informed Consent Form**

(Based on IRB Guidebook⁷)

General Information

Title of the Research	[insert title]
Funding Agency/Sponsor, if any:	
Purpose	
Names of the Leading Researcher and Those Individuals Who Will Obtain Consent	
Contact Person Phone Office Hours	[Insert LR name in the absence of a contact person] [insert phone number]

Research studies: Materials & Methods

Statement About the Research Studies	
Purpose(s) of the Research	
Expected Duration of the Subject's Participation	
Description of the Procedures to be Followed	
Detailed Experimental Procedures	
Approximate Number of Subjects Involved in the Study	
Profile of the Research Subjects	
Circumstances Under Which the Subject's Participation May be Terminated by the Leading Researcher Without Regard to the Subject's Consent	

Risks and Benefits

Foreseeable Risks or Discomforts to the Subject	
Benefits Expected from the Research	
Disclosure	Description of appropriate alternative procedures or courses of treatment if any, that might be advantageous to the subject
Confidentiality Statement	Describe the extent, if any, to which confidentiality of records identifying the subject will be maintained
Medium to High Risks	Explain as to whether any treatments are available in the case of injury, damage and, if so, what they consist of, or where further information may be obtained
Subject's Compensation to be expected (if any)	

Consent Statement (Based on IRB Guidebook)

Being informed that any particular treatment or procedure may involve risks, which are currently unforeseeable; I, [insert name], hereby state that my participation in the research study is voluntary. Any refusal to participate will involve no penalty or loss of benefits to which I am entitled. I may also discontinue participation at any time without penalty or loss of benefits to which I am entitled.

_____,
Signature(s) of the participant(s)
or guardian

_____,
Signature of the Leading Researcher
(LR)

_____,
Signatures of the witnesses (where appropriate)

Evaluation criteria: (For experimental purposes only the NDU-IRB will adopt the evaluation criteria as developed in the IRB Guidebook).

⁷The IRB Guidebook: http://www.hhs.gov/ohrp/archive/irb/irb_guidebook.htm

- 1.** Do the researchers plan to involve a particularly vulnerable subject population?
- 2.** Do the proposed explanations of the research provide an accurate assessment of its risks and anticipated benefits? Is the possibility (or improbability) of direct benefit to the subjects fairly and clearly described?
- 3.** Is the language and presentation of the information to be conveyed appropriate to the subject population? (Consider the level of complexity and the need for translation into a language other than English.)
- 4.** Are the timing of and setting for the explanation of the research conducive to good decision making? Can anything more be done to enhance the prospective subjects' comprehension of the information and their ability to make a choice?
- 5.** Who will be explaining the research to potential subjects? Should someone in addition to or other than the Leading Researcher be present?
- 6.** Should subjects be reeducated and their consent required periodically?
- 7.** Should the NDU-IRB monitor incoming data to determine whether new information should be conveyed to participating subjects? How often should this occur? Who is responsible for bringing new information to the attention of the NDU-IRB between scheduled reviews?
- 8.** If a waiver of some or all of the consent requirements is requested, does the importance of the research justify such a waiver? Is more than minimal risk involved? Can the research design be modified to eliminate the need for deception or incomplete disclosure? Will subjects be given more information after completing their participation? Would the information to be withheld be something prospective subjects might reasonably want to know in making their decision about participation?



ACRONYMS

CITI		Collaborative Institutional Training Initiative
IC		Informed Consent
IRB		Institutional Review Board
NDU		Notre Dame University - Louaize
LR/PI		Leading Researcher/Principal Investigator
AVPGRS		Assistant Vice-President for Research and Graduate Studies

HARRASSMENT POLICY

Policy Statement

Notre Dame University–Louaize (NDU) is committed to creating a work and study environment built on mutual respect and transparency, and is committed to eliminating all forms of harassment and discrimination on its campuses. This Harassment Policy is fundamental to preserving NDU's mission, and it is in no way to be construed as a means to inhibit free speech, the freedom of association, or the free communication of ideas. No form of implicit or explicit harassment, sexual or otherwise, will be tolerated by any member of the NDU community, guest, or visitor, whether intentional or unintentional. All members of the NDU community are expected to conduct themselves professionally and to base all interactions on maintaining others' dignity and well-being.

Definitions

Harassment is defined as veiled insinuations, persistent acts of bullying, or attempts to traumatize another, especially when, but not limited to, using one's authority or position of power. Sexual harassment is defined as any unwelcome implicit or explicit, verbal or physical sexual advances, and/or requests for sexual favors especially when they create a hostile and intimidating impact on educational performance, employment, or professional development.

Scope of Policy

This Policy applies to all student, faculty, and staff at NDU, and is related to harassment perpetrated by:

- A student against a student;
- A student against a member of staff or faculty;
- A member of staff or faculty against a student; and
- A member of staff or faculty against another member of staff or faculty.

Reporting and Resolution of Complaints

NDU is opposed to harassment, sexual or otherwise, and will respond firmly with the belief that such behavior goes against the University's mission and values.

The following entails reporting procedures that students, staff, and faculty may follow:

Students should report their complaint verbally or in writing to the Dean concerned.

- The Dean will interview the student and invite him or her to recount the incident and to write it on the Report Form (Appendix A);
- The Dean will inform the VPAA in writing within two (2) working days and will attach the student's Report Form;
- The Dean concerned will interview the faculty/staff member or fellow student named by the student. The faculty/staff member or fellow student will be asked to respond in writing to the complaint within two (2) working days;
- In case of substantial evidence, the Dean will inform the VPAA who will inform the President. The President will form an ad-hoc committee to investigate the incident;

- At the end of the investigation, which should not exceed more than seven (7) working days, the committee chair will send a written report, which includes a summary of the incident, evidence submitted, and a suggestion for solutions to the President and VPAA; and
- The President will take the final appropriate action.

Staff members should report their complaint to the VP for Administration.

- The VP for Administration will meet with the staff member and invite him or her to recount the incident and to write it on the Report Form (Appendix A);
- The person being investigated shall be notified of the request for investigation within two (2) working days and will be asked to respond in writing to the complaint within two (2) working days;
- In case of substantial evidence, the VP for Administration will inform the President who will form an ad-hoc committee to investigate the incident;
- At the end of the investigation, which should not exceed more than seven (7) working days, the committee chair will send a written report, which includes a summary of the incident, evidence submitted, and a suggestion for solutions to the President and the VP for Administration;
- The President will take the final appropriate action.

Faculty members should report their complaint verbally or in writing to the Dean concerned.

- The Dean will interview the faculty member and invite him or her to recount the incident and to write it on the Report Form (Appendix A);
- The Dean will inform the VPAA in writing within two (2) working days and will attach the faculty member's Report Form;
- The Dean concerned will interview the person concerned named by the faculty member. The person named will be asked to respond in writing to the complaint within two (2) working days;
- In case of substantial evidence, the Dean will inform the VPAA who will inform the President. The President will form an ad-hoc committee to investigate the incident;
- At the end of the investigation, which should not exceed more than seven (7) working days, the committee chair will send a written report, which includes a summary of the incident, evidence submitted, and a suggestion for solutions to the President and VPAA; and
- The President will take the final appropriate action.

Retaliation

NDU will not condone retaliation against any person making a complaint, assisting another person in the complaint process, or a person investigating the process.

False Complaint

Any false statement in an investigation, or any false accusation of a student, staff, or faculty member, will be considered as a serious offense and will subject the false accuser to disciplinary action up to and including termination of contract or expulsion from the University.

Penalties

Breach of the above Policy will be considered a serious offense. Any member of the University community who is found to have engaged in harassment, sexual or otherwise, will be subject to disciplinary action up to and including termination of contract or expulsion from the University.

APPENDIX A NDU Sexual Harassment Report Form

1. Name of individual filing report: _____

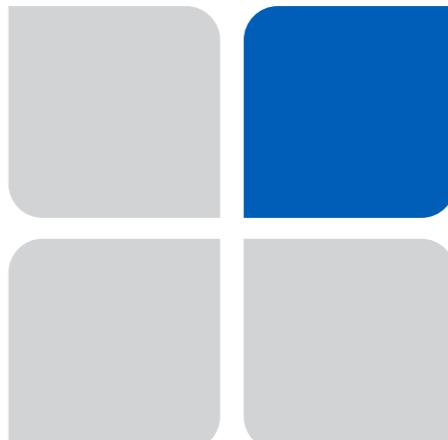
2. Check the correct box - I am: faculty member staff member student

3. Report of incident:

Please describe the nature of your complaint of sexual harassment, specifically stating what happened, where it happened, and when it happened. Please include as many appropriate details as possible. It might be easier if you tell the story in chronological order.

4. If available, please provide the name (or names) of others who may have knowledge about this claim.

Name _____ Telephone Number or e-mail _____



5. Please describe how the harassment about which you are complaining is affecting your work/educational environment.

The information in this declaration is true.

Signature: _____ Date: _____

Student ID (if applicable): _____

Telephone Number: _____ E-mail: _____

LIBRARIES POLICY

Purpose of Policy

Notre-Dame University-Louaize (NDU) has several libraries on campus that are home to many resources and may be accessed by all NDU constituents. Some resources may be accessed and used within the confines of the libraries; others may be checked out of the libraries. Some resources are also electronic. The purpose of this document is to provide guidelines related to library lending, interlibrary loan, and document delivery services; all these services are provided by NDU libraries.

Definitions

- Library Lending (LL) entails allowing all NDU current students, NDU employees (faculty, academic administrators, co-academics members and staff), NDU alumni who have met specific requirements, and members of the Maronite Order of the Holy Virgin Mary, to borrow books and other materials from the NDU libraries.
- Interlibrary Loan (ILL) and Document Delivery Service (DDS) is a service that allows the NDU library users to obtain materials, such as books, e-book chapters, journal articles, theses and dissertations, conference papers, and other publications, which are not available at the NDU Libraries. ILL/DDS cannot be used to request materials for work for private employers, for personal non university research, or for recreational reading.

Use of Library Services

The libraries' user must appear in person and present a valid NDU identification card to check out books or other materials. No proxy borrowing will be allowed. All libraries' users will be held responsible for any materials borrowed in their name. All loans are renewable provided another user has not recalled the borrowed material.

ILL is offered by the NDU Libraries to the NDU entities holding a valid NDU identification card. Borrowers with holds on their library accounts (whether for overdue items or outstanding fees) are ineligible to use the ILL service until their records are cleared. The NDU Libraries reserve the right to evaluate any ILL request and to reject it, if necessary.

DDS is a service provided only to NDU alumni, at cost. An updated schedule of DDS charges and summary fees may be obtained from the ILL/DDS Specialist. DDS is not available to any other NDU libraries' user.

Loans, Restrictions, Recalls and Lost Materials / Non-Circulating Materials

The following library materials do not circulate, however they may be accessed and used within the library:

- Newspapers;
- The most currently received issue of a periodical or magazine;
 - Reference books;
 - NDU theses;

- Closed Circulation materials; and
- Special Collections materials.

Upon request, all non-circulating materials housed at another campus library may be brought to the user's campus library for consultation within the library only.

Short Loan and Restricted Materials

The following library materials have restricted loan periods as noted:

- Books classified as Art and Architecture (700-790) are circulated to students for one week;
- Bound periodical volumes (maximum of two) circulate only to faculty, academic administrators, and co-academics, for one week;
- Bound periodical volumes (maximum of two) circulate only to graduate students for three days;
- The most recently received issue of a journal or magazine does NOT circulate. Older copies of journal or magazine issues (maximum of two issues per title and six issues total) circulate only to faculty, academic administrators, and co-academics, for one week;
- Videocassettes and DVDs circulate for one week. At the Mariam and Youssef Library only, facilities are available for library users to view videocassettes and DVDs within the confines of the library; and
- Materials located at the Marian Studies Center (MSC) Library circulate only to members of the Maronite Order of the Holy Virgin Mary and to NDU faculty members for four weeks. All other users must use these materials on-site.

Course Reserves

Course reserves are placed on short-term loan periods at an instructor's request so that all students in a class may have an opportunity to read or review the materials. These materials are available on request at the Circulation Desk. Library users must have their current NDU identification card and know the instructor's name and the course title to ask for these materials.

The policies concerning the circulation of Reserve books and materials apply to students, faculty, academic administrators, co-academics, staff, and members of the Maronite Mariamite Order, and are as follows:

- Open reserve books and materials circulate for 3 days, 7 days, or overnight, according to the requirements of the instructor placing the materials on reserve. Overnight reserve books and materials must be returned to the library not later than 9:00 a.m. of the next working day;
- Closed reserve books and materials do not circulate outside the libraries unless the instructor who placed the materials on reserve provides written permission; and
- Library users may reserve materials daily for overnight use by registering their names at the Circulation Desk. Materials will be handed out on a first-come, first-served basis. A valid NDU identification card must be submitted to check out reserve materials.

Alumni are not allowed to check out course reserve materials from the libraries. These materials may be accessed and used in the libraries.

High Priority Requests

Items listed in WebView (NDU Libraries online public access catalog) as In process or On Order, may be requested to be cataloged as High Priority by filling out a form at the Circulation Desk.

Recall of Library Materials

At the request of another library user, any library item may be recalled at any time, from any user. Normally, the current borrower will be allowed one week to return the item(s) to the library where they will be held for the requester for one week. Borrowers may be requested to return an item within a shorter time period.

If an instructor requests an item to be placed on Reserve for class use, the item may be recalled immediately, regardless of when it is due and who has it.

Overdue fines of LBP 3,000 per item, per day, will be charged if recalled items are not returned when requested.

ILL/DDS Service Availability: The ILL/DDS request form is available at the Information Systems Department or online at www.ndu.edu.lb/services/req.asp.

- Requestor Responsibilities

Before submitting an ILL/DDS request, the requestor should check to ensure that NDU Libraries do not hold the needed item(s) by searching in the following:

1. WebView - NDU Libraries Online Public Access Catalog.

2. NDU Libraries Electronic Resources.

NDU Libraries' users who request three or more items in one academic year through ILL/DDS that are available through the NDU Libraries resources mentioned above may be banned from using the ILL/DDS service for the remainder of the academic year.

- Eligible Materials

ILL provides access to materials that are not available in the collections of the NDU Libraries. These include: books, e-book chapters, journal articles, government documents and reports, theses, doctoral dissertations, etc. Books that have been declared missing by the Circulation Department after a search has been done may be requested through ILL; books being reviewed for damage and replacement may also be requested upon evaluation.

- Ineligible Materials

Rare materials, materials designated as 'reference' by other libraries, audiovisual materials, special collection materials, photographs, slides and microforms, music scores, and complete copies of e-books.

- Submitting Requests

The ILL/DDS request form may be obtained at the Information Systems Department or online at www.ndu.edu.lb/services/req.asp.

Telephone or e-mail requests will not be accepted.

Before submitting requests, the following procedure should be applied:

1. Each item requested requires a separate form.

2. An e-mail and/or daytime phone number MUST be included in every ILL/DDS request form.

Requests will usually be processed within one (1) working day of receipt, excluding delivery time (service for alumni only). More than two requests from an individual may need several days to be processed. The NDU Libraries will attempt to provide all requested items, but delivery cannot be guaranteed since materials are occasionally in use or are unavailable from lending libraries. Requestors will be notified of delays of more than four (4) weeks.

- Time Required

The average time required to obtain materials from lending libraries is one to three weeks, depending upon the availability of the item(s) requested.

- Duration of Loans, Renewals, and Recalls

Due dates for items borrowed through ILL, as well as the renewal terms, are established by the lending library. The due date for items is indicated on the date due slips attached to the items. The borrower is solely responsible for respecting loan periods and will be charged for any loss, damage, or overdue items.

Library users may request a one-time renewal of any ILL material, provided the request is made at least three (3) working days before the due date indicated on the date due slip. Library users will be notified on or before the original due date if the renewal request has been approved by the lending library. Renewal requests cannot be made for overdue items.

ILL materials are subject to recall by the lending institution without prior notice. Recalled items must be returned to the ILL/DDS Specialist within one working day after the library user is notified; otherwise overdue charges will be assessed.

- Notification, Pick-up, and Return

The ILL/DDS Specialist will notify the user when the requested item(s) are available. Item(s) can be picked up from the Circulation Desk. DDS materials become the property of the library user; ILL materials must be checked out with a valid NDU ID.

Items on loan must be returned to the Circulation Desk that they were borrowed from by the indicated due date.

- Restrictions on Use

NDU Libraries and the borrower are bound by any restrictions on use imposed by the lending library.

- Recently Published Books

Recently published books are often difficult to borrow on ILL because they are in demand at the libraries owning them. Request for purchase of such materials for the NDU Libraries collections can be made through the Acquisitions, Gifts & Exchange Department.

- Copyright Information

The DDS service is compliant with the Copyright Law of Lebanon (Resolution no. 75, published April 3, 1999) and all applicable international copyright laws.

Borrowing Privileges

1. Students

Student borrowing privileges are determined by the class standing provided to the library by the Registrar's Office.

- Freshmen, sophomore, and junior students may borrow a maximum of seven (7) items for a period of two weeks or as specified in the section on loan restrictions and recalls. These students are also allowed a maximum of 5 ILL requests free of charge; additional requests may be provided at cost*;
- Senior students may borrow a maximum of 10 items for a period of four weeks or as specified in the section on loan restrictions and recalls. Senior students are also allowed a maximum of 5 ILL requests free of charge; additional requests may be provided at cost*; and
- Graduate students may borrow a maximum of 15 items for a period of four weeks or as specified in the section on loan restrictions and recalls. Graduate students are also allowed a maximum of 10 ILL requests free of charge; additional requests may be provided at cost*.

*Items that cannot be obtained through ILL will not be counted toward the maximum number of requests allowed per academic year.

2. Full-time Faculty, Academic Administrators and Co-academics

Full-time faculty, academic administrators and co-academics may borrow a maximum of 30 items for the duration of the current semester or as specified in the section on loan restrictions and recalls.

They are also allowed 20 ILL requests free of charge; additional requests may be provided at cost*.

*Items that cannot be obtained through ILL will not be counted toward the maximum number of requests allowed per academic year.

3. Part-time Faculty

Part-time faculty may borrow a maximum of 15 items for the duration of the current semester or as specified in the section on loan restrictions and recalls.

They are also allowed 5 ILL requests free of charge; additional requests may be provided at cost*.

*Items that cannot be obtained through ILL will not be counted towards the maximum number of requests allowed per academic year.

4. Staff

Staff members may borrow a maximum of 15 items for a period of four weeks or as specified in the section on loan restrictions and recalls.

They are also allowed 5 ILL requests free of charge; additional requests may be provided at cost*.

*Items that cannot be obtained through ILL will not be counted toward the maximum number of requests allowed per academic year.

5. Researchers Affiliated with NDU Research Centers

Researchers affiliated with NDU Research Centers may borrow a maximum of four (4) items for a period of four weeks, or as specified in the section on loan restrictions and recalls. Borrowing privileges will be extended to researchers affiliated with the NDU Research Centers upon presentation of a letter, signed by the Director of the Research Center concerned and the Assistant Vice-President for Research and Graduate Studies.

It is the responsibility of the Director of the Research Center concerned to inform the library at least one month in advance when a researcher will be terminating their relationship with the Research Center and that borrowing privileges should be withdrawn. The Research Center will be held responsible for all materials not returned to the library by their affiliated researchers.

ILL/DDS services will be provided to researchers associated with the University Research Centers. There is no limit to the number of ILL/DDS requests which can be made by researchers affiliated with Research Centers; however the cost of the requests will be deducted from the annual materials budget of the requesting Research Center. All ILL/DDS requests must be approved by the Director of the Research Center concerned before they will be processed.

6. Division of Continuing Education (DCE) Faculty Members

Division of Continuing Education (DCE) faculty members may borrow a maximum of 10 items for a period of four weeks or as specified in the section on loan restrictions and recalls. They do not have the privilege of free ILL requests, but they may make an ILL request at cost.

7. Division of Continuing Education (DCE) Students

Currently enrolled Division of Continuing Education (DCE) students may borrow a maximum of two items for a period of two weeks from the DCE Library only. They do not have the privilege of free ILL requests, but they may make an ILL request at cost.

8. Alumni

NDU alumni are allowed and encouraged to use the University Libraries and are subject to the same rules and regulations that apply to all library users. Alumni may access and use library materials within the library during regular operating hours. Borrowing privileges will be extended to alumni who are registered with the Alumni Affairs Office and who have paid a one-time deposit of LBP 150,000. This deposit will be returned to the alumni member when all checked out items have been returned, any applicable fees have been paid and borrowing privileges have been suspended.

Alumni who meet the above requirements may borrow a maximum of two (2) items for a period of two weeks or as specified in the section on loan restrictions and recalls.

Alumni are not allowed to check out course reserve materials from the library. These materials may be accessed and used in the library.

Alumni are the only ones who can make use of the DDS service when they make ILL requests. All ILL/DDS services are provided to alumni at cost.

9. Members of the Maronite Order of the Holy Virgin Mary

Members of the Maronite Order of the Holy Virgin Mary may borrow a maximum of 10 items for a period of four weeks or as specified in the section on loan restrictions and recalls. They do not have any ILL privileges.

10. Library Guests and Visitors

Guests and visitors are only allowed to access library books and materials within the confines of the library. No borrowing privileges are granted. No ILL/DDS privileges are granted.

Charges, Overdue Materials and Penalties / Overdue Library Materials

Fines are charged for overdue or lost library materials and borrowing privileges will be suspended for any library user with overdue items or outstanding fines. It is the responsibility of the library user to be aware of the due dates for borrowed items and return them on time. Failure to receive notification does not relieve the borrower of the obligation to return materials when they are due. Daily fines will begin accumulating the day after the item is due. The fines for overdue items are as follows:

Regular circulating materials: LBP 500 per item, per day

Reserve materials: LBP 3,000 per item, per day

Recalled materials: LBP 3,000 per item, per day

All other library materials: LBP 500 per item, per day

Library materials that are more than four weeks overdue will be presumed lost and charged for accordingly.

Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. Faculty, academic administrators, co-academics, or staff members may have the library fees deducted from their paycheck or have their final paycheck stopped until all fees are paid. Clearances will not be provided to library users until all checked out items are returned to the libraries and all outstanding charges are paid.

As for ILL borrowed materials, library users are responsible for returning these materials on or before the indicated due date. Overdue items will be charged a minimum fine of LBP 3,000 per item per day by the NDU Libraries; any additional charges imposed by the lending library must also be paid by the library user. ILL items that are more than two weeks overdue will be presumed

lost and charged for accordingly. Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. Faculty members and University employees may have the library fees deducted from their paycheck and/or have their final paycheck stopped until all fees are paid. Clearances will not be provided to library users until all outstanding charges are paid.

Lost or Damaged Library Materials

A library user who loses, damages, or is unable to return library materials for any reason, will be charged a replacement fee. Library materials that are more than four weeks overdue will be presumed lost and charged for accordingly. The replacement fee for lost or damaged materials will be determined by the costs associated with replacing the item, plus any accumulated fines. If the user pays these fees and then returns the item within three months, the replacement fee, minus the accumulated overdue fines, will be refunded. Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. Faculty, academic administrators, co-academics, or staff members may have the library fees deducted from their paycheck or have their final paycheck stopped until all fees are paid. Clearances will not be provided to library users until all checked out items are returned to the library and all outstanding charges are paid.

As for ILL material, repair or replacement fees are established by lending libraries according to their rules and regulations. ILL/DDS services will be denied to NDU borrowers violating these rules. The service may be restored after resolving the problem that caused the denial of service.

If materials are lost, stolen or damaged, the individual to whom the item is checked out will be held responsible and charged for all expenses incurred by the NDU Libraries to repair or replace the lost, stolen or damaged items. Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. Faculty members and University employees may have the library fees deducted from their paycheck or have their final paycheck stopped until all fees are paid. Clearances will not be provided to library users until all outstanding charges are paid.

Mutilation or Theft of Library Resources

Mutilation or theft of library resources will incur disciplinary action, including the suspension of borrowing privileges. In addition, the party responsible will be charged for the repair or replacement of the materials as described in the section on lost library materials. Mutilation includes, but is not limited to, cutting or tearing paper-based materials, writing or highlighting in books or other materials, and damaging audio/visual and computer resources, and all ILL/DDS material. Library users are held responsible for all library materials borrowed in their name. It is the responsibility of the user to notify the library of any damage or mutilation of library materials, whether it occurred before or after they borrowed the materials, including damage caused by normal wear and tear, or they may be penalized.

MERIT REWARD POLICY

1. Preamble

Faithful to its mission to encourage excellence in the areas of teaching, research, self-development, creative activity, and service, Notre Dame University–Louaize (NDU) [hereinafter called the University] shall introduce a Merit Reward Policy, as of the academic year 2008-2009.

2. Objective

The objective of the present Policy is to recognize academic merit by granting financial rewards to eligible full-time faculty members who, beyond fulfilling all their duties adequately, whether in teaching, research/creativity, self-development, or service, are excelling in some or all of these areas.

3. Eligibility

Full-time faculty members with at least three years of continuous service at the University are eligible for merit evaluation and reward. Visiting professors, full-time researchers, part-time faculty members, and emeriti are non-eligible.

4. Budget and Funds for Merit Reward

a) The budget allocated for merit shall be divided into "merit rewards" of equal amounts.

b) The number of merit rewards allocated to each Faculty shall be the following:

- One merit reward for Faculties with 3 to 10 full-time faculty members.
- Two merit rewards for Faculties with 11 to 20 full-time faculty members.
- Three merit rewards for Faculties with 21 to 30 full-time faculty members.
- Four merit rewards for Faculties with 31 to 40 full-time faculty members.
- Five merit rewards for Faculties with 41 to 50 full-time faculty members.
- Six merit rewards for Faculties with 51 or more full-time faculty members.

The President shall have discretionary power to slightly amend these quotas in exceptional cases.

c) The President shall establish the amount of one merit reward on a yearly basis, subject to the availability of funds, and shall accordingly announce the total budget for merit at the beginning of each academic year.

5. Merit Evaluation Period

The evaluation and rewarding of merit shall cover performance over one academic year.

6. Merit Evaluation Plan

a) Based on the recommendations of all departments, each Faculty shall set its own Merit Evaluation Plan (MEP), which includes the merit evaluation criteria, a quantitative method for computing the final merit score, and guidelines for distinguishing between "fulfilling duties" and "excellence." To be considered for a merit reward, an eligible candidate must at least "fulfill duties" in two categories and "excel" in one.

b) The MEP of each faculty will be submitted to the VPAA for final approval.

c) The merit evaluation criteria shall cover three separate categories: teaching; research/creativity or self-development; and service.

d) The computation of the final merit score shall include the following general components:

- The weight allocated to each category shall be:

i) For regular faculty in the professorial rank: 40% for teaching, 40% for research/creativity, 20% for service.

ii) For faculty in the professorial rank having received a substantial release from teaching for research assignments: 20% for teaching, 60% for research/creativity, 20% for service.

iii) For faculty in the professorial rank with significant service assignments (Faculty officers): 30% for teaching, 20% for research/creativity, 50% for service.

iv) For faculty in the non-professorial rank: 60% for teaching, 20% for self-development, 20% for service.

- Each category shall be assigned a score between 0 and 4.

- The final merit score shall be the weighted average of the category scores.

e) The MEP shall be circulated before the end of October of each academic year.

f) If any, amendments of the MEP can be made on a yearly basis and shall obey the same requirements as those of its adoption.

7. Merit Evaluation Procedure

a) The starting documents for merit evaluation are the annual self-evaluation report, an updated CV, and supporting documents. These documents shall be made available to the corresponding Chairperson's office no later than the end of the second week of April.

b) The Department Personnel Committee (DPC) shall evaluate all files and compute the final merit score according to the criteria and methods set in the MEP.

c) The Faculty Personnel Committee shall review the evaluation of the different DPCs and recommend a list of meritorious candidates, arranged in order of decreasing final merit score, to the Faculty Dean for final consideration.

d) The Faculty Dean, taking into consideration the merit funds allocated, the report of the FPC and his/her personal judgment, shall submit his/her final decision to the VPAA by the end of the second week of May.

e) The Faculty Dean may reserve the granting of part or all of the merit rewards.

f) Merit rewards may be shared equally by no more than three meritorious candidates following a discretionary decision of the Faculty Dean.

g) By the end of May of each academic year, the President shall issue the merit reward list, and shall inform each reward recipient by letter of the achievement(s) to which merit was ascribed.

PLANNING POLICY

Policy Statement

The Notre-Dame University–Louaize (NDU) has undergone rapid growth over the years; this growth has created a greater demand for educational services, and as a result NDU needs to develop explicit statement of priorities and orderly plans for its further growth.

Planning Guidelines

The following policy establishes a planning process to ensure that the University engages in appropriate long-range planning:

- NDU shall develop and maintain a 5-year Strategic Plan to set forth common system goals and planning principles and, as appropriate, system and unit-specific strategies to implement these goals.
- NDU shall develop and maintain a 5-year Facilities Master Plan to reflect the physical development plan of its campuses in response to the academic program priorities and projected growth.
- NDU shall develop and maintain a Financial Aid Budget that is to be increased each year by, at least, the percentage increase in tuition fees, or by an amount providing increasing aid to needy and deserving students.
- NDU shall constantly revise the student tuition fees; the rates may be approved by the Board of Trustees for a single academic year or for a multi-year period. The proposed rates must respect the following: an analysis of various factors, including the comparative rates of similar institutions, student enrollment, anticipated University expense increases, economic indicators, and goals set forth in the University's Strategic Plan. Before adopting such rates, the Board of Trustees may consult members of the University community to share their perspectives. Upon approval by the Board of Trustees, the new tuition and fees are announced to the University community.
- NDU shall develop a Salary Scale for faculty and staff that is to be fairly comparable to that of similar universities in Lebanon.
- NDU shall develop and maintain a Student Enrollment Plan that is to project the steady increase of student enrollment at NDU.

Budget Planning

NDU shall operate based on integrated planning links between planning and budgeting to ensure that planning results are considered and reflected as appropriate in budget priorities.

The University Budget is a plan of financial operation embodying an estimate of proposed expenditures and proposed means of financing and managing during a given period.

The development of a budget shall include the preparation, the execution, and the monitoring steps. Such steps will be driven by the University's administrative and financial policies and procedures.

The Budget Plan is an integral part of the University Strategic Plan. It's the expression of the optimal use of resources to meet short-term objectives and to move in the direction indicated by long-term plans. In other words, the University Strategic Plan, which incorporates the enhancement and expansion of the physical, programmatic and administrative capacities of the University, shall provide the framework for budget planning.

Being a primary instrument of fiscal control, the annual budget contains the estimated income and expenditure of activities, which will be carried out in the course of one academic year. NDU budget aims to develop thoughtful and intelligent forecast regarding the revenues and expenses that cater for capital planning and operational performance and create financial management that aligns with the University's Strategic Plan.

Planning Responsibility

The President is ultimately responsible for the overall planning process of the University. The President shall delegate the responsibility of planning to the different University constituents, in accordance with the University organization structure, and proper processes, procedures, and controls.

Evaluation of Planning Endeavors

Each year, the University shall evaluate the effectiveness and efficiency of the plans established by the University.

STUDENT EXCHANGE POLICY

Preamble

Notre Dame University–Louaize (NDU) is mindful of the trend toward ‘internationalization’ of education. Only through building bridges for our students will they further develop their professional and cultural potential, and be able to take advantage of the many opportunities that the world of higher education has to offer. Through this rich exposure, they will be able to become more competitive candidates for career opportunities in the Middle East and the world at large. This Policy serves as an attractive option for enhancing student exchange (mobility) between NDU and other universities around the world.

Definition

An exchange program is a unique feature of international universities wherein a student may apply for a site transfer in any of the universities with which NDU shares an academic collaboration or exchange agreement. The student exchange program is a program coordinated by the Office of International Relations (OIR), a unit that reports to the Vice President for Academic Affairs (VPA).

Objective

The objective of the student exchange program is to promote international attentiveness and construct effective partnerships with established universities and educational institutions. A student exchange program will provide academic and intellectual benefit through the exchange of students between NDU and respective institutions that are party to a formal Exchange Agreement or a Memorandum of Understanding/Cooperation.

General Considerations

1. The OIR, in consultation with NDU academic and administrative units, will establish and maintain a register of all Exchange Agreements and Memoranda of Understanding/Cooperation. This Office will be the central resource for information on agreements, memoranda, and the files of participating students.
2. Institution to Institution Exchange Agreements and Memoranda of Understanding/Cooperation are normally authorized and approved by the President of the University, and such exchanges are available to all eligible NDU students who wish to participate in a student exchange program.
3. Special Exchange Agreements (Presidential Scholarship or the like) are nonetheless authorized and approved by the President of NDU, and are normally available to students selected, as per high achievement and merit.
4. A formal Memorandum of Understanding/Cooperation or an Exchange Agreement must be in place before a student may apply to participate in a student exchange program at a Host Institution.
5. Approval for a student to undertake a student exchange program will be granted subject to the selection criteria detailed in the procedures below, and the availability of places.
6. The OIR will work in the direction of making the number of exchanged students equal between NDU and the partner institution.
7. In addition to securing the consent of the Dean of Faculty, the Admissions Office, and the Registrar’s Office, the proposed field of study to be undertaken by any student during a student exchange program has to be approved by the Director of International Relations.

8. NDU policies and procedures include grievance procedures if students have objections to the decisions arising from this policy.

Outgoing Exchange Students

NDU exchange students will be considered as ‘outgoing students.’ This does not mean, however, that they are no longer NDU students. No matter how long the exchange program may be, Outgoing Students will not receive a degree from the Host Institution; they have to come back to NDU to receive their degree. That being said, Outgoing Students must fulfill a set of requirements and complete an application to make their participation in the student exchange program a reality.

Eligibility Requirements

In order for the applicant to be eligible for the student exchange program, the following criteria have to be met:

- a) The applicant has to have:
 - A current enrolment at NDU;
 - Successfully completed at least 15 credits of study;
 - No record of failing a course in the program in which the applicant is enrolled;
 - A minimum GPA of 2.5/4.00 (undergraduate) and 3.00/4.00 (graduate);
 - Provided an academic recommendation from an appropriate faculty member, and a statement of purpose;
 - A proven record that he/she is socially, psychologically, and intellectually fit for an exchange program;
 - A proper conduct; and
 - No outstanding financial record.
- b) The student is expected to be in good health.
- c) The applicant has to agree to:
 - Be responsible for meeting all costs of the student exchange program such as travel, accommodation and insurance, and pay all administration fees to NDU by the due dates;
 - Enroll at the Host Institution for no more than two semesters and one summer, unless specific circumstances require other arrangements to be made; and
 - Abide by the rules and regulations of the Host Institution.
- d) Where there are more applicants than places available for a given institution, eligible students will be ranked according to academic merit and may be offered a student exchange program at their second or third preferred institution.

Application Process

Students who wish to participate in a student exchange program are required to:

- a) Complete and lodge an application form with the OIR by the date specified on the application form.
- b) Agree in writing to the terms and conditions set out in the student exchange program.
- c) Be aware that the attainment of the transcript of grades from the Host Institution is the student’s responsibility.

Registration Requirements

- a) The NDU Registrar will register a student for courses if the student presents a properly signed form listing the course(s) to be taken at the Host Institution (see the attached form).
- b) The student must have completed all course prerequisites.
- c) All credits earned will be considered as resident credits at NDU for degree purposes.
- d) At the end of the period of study at Host Institution, no official diploma or certificate whatsoever will be delivered to the student, but an official transcript of records will be issued for the exclusive purpose of transfer to the Home Institution.
- e) An exchange student is entitled to an enrolment statement from NDU.

Incoming Exchange Students

Eligibility Requirements

Student exchange programs at NDU are short-term programs that enable international students to study for up to two academic semesters and a summer session (one academic year, not renewable) in any of the NDU campuses.

Who can be an Incoming Exchange Student?

- Someone who wishes to study part of his/her degree at NDU and take all credits achieved to his/her Home Institution; and
- Any student registered in a university that has a formal agreement with NDU in such respect.

Prospective Study Program

The student will have many opportunities to explore his/her interests and talents, and he/she will be able to negotiate a study program, which may include:

- a) Courses that accommodate international perspectives.
- b) Opportunities to learn about the Lebanese culture and traditions.

Admission Requirements

- a) Exchange Agreements and Memoranda of Understanding/Cooperation will assume that students coming to NDU from an approved international exchange partner, and taking courses at NDU will complete no more than one academic year (two semesters + one summer) at NDU.
- b) At the conclusion of the initial year, the students should either return to the Home Institution to complete their degree, or formally enroll at NDU provided they:
 - (1) Secure an approval from their Home Institution.
 - (2) Fulfill NDU admission requirements.
- c) Students applying for exchange programs will complete a special exchange program form approved by the OIR, which will include a letter of approved participation by the Home Institution detailing the dates of participation.
- d) No exchange applicant will be accepted without proof of qualified English proficiency. All applicants to the Exchange Program must meet the English language requirement for their program of study. Typically this will be a minimum score on the TOEFL or on the writing section in SAT I (please refer to NDU Admissions Guide). The OIR must approve special exceptions to this rule.

Credit Transfer

The OIR at NDU will work with the student to negotiate a suitable program, with credit transferable to his/her Home Institution. The student will need to work hard on this part of the process at his/her Home Institution, but should not expect to have it completely finished until he/she is here at NDU.

When the student finishes his/her study in the student exchange program at NDU, he/she will be issued an official transcript of the courses he/she has completed and the grades achieved. It is, however, the student's responsibility to obtain his/her transcript. Therefore, follow-up on the attainment of the transcript of grades is the student's responsibility.

Registration Requirements

The NDU Registrar will register a student for courses if the student:

- a) Presents a properly signed form listing the course(s) to be taken.
- b) Has completed all prerequisites of the courses to be taken.

All credits earned shall be considered as resident credits at NDU for degree purposes. The registration of exchange students is valid for one academic year and is not renewable. At the end of the period of study, no official diploma or certificate whatsoever will be delivered to the student; only an official transcript of records will be issued for the exclusive purpose of transfer to the Home Institution.

An exchange student is entitled to an enrollment certificate from the Home Institution.

Registration Procedures

For registration, an incoming exchange student will observe the following steps:

- a) Secure an official exchange form from the Home Institution.
- b) Hand in all the required documents to the Director of OIR.
- c) Obtain an acceptance letter as an exchange student from the Admissions Office.
- d) Proceed to the Registrar's Office in order to finalize registration.
- e) The NDU Registrar will sign the student exchange program form. The following copies should be distributed:
 - Copy to the Host Institution;
 - Copy to the Business Office;
 - Copy to the Registrar's Office;
 - Copy to the OIR; and
 - Copy to the student.

NB: Attached are:

- Exchange Student Registration Form;
- Glossary; and Appendices 1 and 2.

P.O.BOX: 72 ZOUK MIKHAEL
TEL: (09) 218950 - FAX: (09) 218771
ZOUK MOSBEH, LEBANON

Exchange Student Registration Form

To: The Registrar _____ Date _____/_____/_____

From: The Registrar's Office (NDU)

Subject: Exchange Student – Registration for _____ Semester 20_____

Upon the approval of the units concerned at NDU,

Ms./Mr. _____

Family Name First Name Father's Name

ID No. _____

Has permission to take the following _____ course(s) at your institution and be given credit at Notre Dame University-Louaize

Course No. Course Title (see attached form) Credit

1. _____
2. _____
3. _____
4. _____
5. _____

Approved By:

Advisor _____ Date _____

Department Chairperson _____ Date _____

Faculty Dean _____ Date _____

Registrar's Office _____ Date _____

Business Office _____ Date _____

Exchange Student – Registration for the above mentioned course or courses is allowed.

Date

Authorized Signature

Copy to: Host University – Registrar's Office – Business Office – Student

Glossary

Exchange Student

An exchange student is a student who participates in a student exchange program that has been formally agreed between Notre Dame University-Louaize and another higher educational institution.

Home Institution

The home institution is the institution at which a student has been formally admitted to, that is, the institution at which the student is normally enrolled.

Host Institution

The host institution is the institution at which a student participates in a student exchange program that is, the institution which the student visits for the exchange program.

Exchange Agreement/Memorandum of Understanding/Cooperation

The Exchange Agreement/Memorandum of Understanding/Cooperation is a mutual bilateral agreement that has been formalized between Notre Dame University-Louaize and another university. The agreement/memorandum is normally based on principles of equity and reciprocal benefit.

The Exchange Agreement/Memorandum of Understanding/Cooperation by and large articulates the specific details of the student exchange program.

Partner Institution

A university that has a formal exchange agreement/memorandum of cooperation with NDU.

Appendix 1

Services Provided by the Office of International Relations (OIR)

The OIR will:

- a) Inform the student of funding which may be available for the student exchange program.
- b) Provide advice on the financial commitment required by the student on student exchange programs to cover accommodation arrangements, travel, insurance, etc.
- c) Provide the student with general advice about travel and health insurance, as well as visa requirements.
- d) Provide the student with the required student exchange program documentation, and a copy of the Student Exchange Policy.
- e) Confirm with all parties whether the Host Institution has approved the application.
- f) Submit the approved student exchange program documentation to the respected Host Institution.

Appendix 2

Services Provided by the Student Affairs Office (SAO)

NDU, through its SAO, provides the incoming exchange students with an introduction and an orientation to its campuses, counseling services, allocation of course offerings and registration procedures.

Exchange students will also be provided with student ID cards, access to e-mail and other online facilities, and briefed on the many international student support services available, including language and study advisors.

Students are invited to participate in all orientation sessions in the initial study period on campus. The care and well-being of students on exchange programs will be monitored by the SAO in consultation with the academic units and divisions concerned, and the relevant Program Director, as appropriate.

The SAO will provide incoming exchange students with special assistance regarding visas, residency permits, lodging and food facilities.

Among the different services offered to Exchange Students:

a) Health Care: NDU provides all students with a variety of health services at the NDU Infirmary located in the SAO. A University physician is available every day from 10:00 a.m. to noon at the Infirmary and is on call for any emergency and for consultations 24/7 (free-of-charge). A counselor is also available upon request and by appointment.

NDU does not provide health insurance for exchange students. It is the responsibility of the exchange students to ensure that they are covered by health insurance and any other insurance for the period and place of their exchange, including travel between their Home and Host Institutions, and the repatriation of remains. Exchange students are expected to submit a photocopy of this health insurance while submitting their file to the NDU Infirmary. Exchange students who have a special medical condition (physical condition or mobility issue), which requires immediate medical attention during the exchange period, have to inform the NDU Infirmary about this prior to their arrival.

b) Student Housing: Arrangements for on-campus housing are made through the SAO. Exchange students are asked to reserve a room through the SAO while they are submitting their file to NDU. Housing is not free-of-charge, and this cost must be covered by the exchange student.

c) Athletic Services: Exchange students can join any of the sport activities that are offered by the Athletic Services Office.

d) Activities Office: One way for exchange students to be more involved in campus life is by partaking in activities and by being involved as members in the various NDU Clubs and Societies. Exchange students can join any activity organized by any student Club or Society.

e) Campus Ministry: The NDU Campus Ministry is a space where culture, thought, and civilization interact with faith. The Campus Ministry is open to all students, including incoming exchange students.



STUDENT RIGHTS AND RESPONSIBILITIES POLICY

Learning Freedom

The Catholic tradition and the mission of Notre Dame University-Louaize (NDU) recognize and encourage every student to practice their rights and duties, and to sincerely engage in the search for truth. It is within the NDU tradition to encourage every student to be involved in activities related to learning and research, and to support all students to benefit from the knowledge imparted to them at the undergraduate and graduate levels.

Freedom of Expression

NDU students are entitled to the freedom of expression as part of the learning process. Accordingly, students are entitled to the freedom of speech as growing intellectual citizens contributing to the development of themselves and of the community. As university students, their attitude and performance should be characterized by accuracy, objectivity, and respect for others' opinions. Therefore, NDU students should not accept nor engage in any behavior that jeopardizes this freedom of expression. Any such demeaning behavior will be sanctioned by the University. A non-comprehensive list of frowned-upon behavior is included hereunder:

- Possession, use, or distribution of alcoholic beverages or drugs;
- Possession and/or use of firearms, explosives, dangerous chemicals or compounds or the brandishing of any object in a threatening manner on University premises or entrances;
- Cheating, fabrication, falsification, forgery, multiple submissions, plagiarism, complicity, or other forms of academic dishonesty;
- Harassment (verbal or physical) and/or intimidation of a member of the University community;
- Improper or unwanted sexual invitation, revelation, or indecent exposure; and
- Theft or other abuse of University computing resources.

University Benefits and Use of Facilities

The University student is entitled to draw on the moral and intellectual benefits provided by the University for its internal community. Students are also entitled to make use of every learning facility, whether electronically, in the form of printed matter, or otherwise. Laboratories and conference halls are at the disposal of every single student in order to facilitate his/her all-round growth and ongoing performance.

However, when a student's or student organization's behavior is judged to threaten the health, safety, and/or property of any individual or group, said student or student organization will be subject to disciplinary sanctions. A non-comprehensive list of such demeaning behavior is included hereunder:

- Disruptive behavior by any student or group of students, in or out of class, which for any reason materially disrupts the classwork of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the University;
- Any behavior that leads to physical violence on University premises;

- Tampering with or misuse of fire or any other safety equipment or disregarding, circumventing, or disabling any security or safety device or system;
- The use of another person's identity, password, identification number, University identification card or any other identification card; or assisting in any of the above cases; and
- Attempted or actual removal or, theft of, damage to, littering on or defacing property of the University or any of its constituents.

Learning Responsibilities

Within the Classroom

- Demonstrating the ability to learn;
- Contributing in the learning process; and
- Participating in the creation of an atmosphere favorable to suitable education.

Outside the Classroom

- Preparing regularly written and oral daily homework;
- Writing term papers, reports, projects, and theses, when and if required;
- Keeping in contact with the academic advisor during office hours;
- Being familiar with the curriculum and academic requirements of one's major; and
- Abiding by academic rules and regulations related to course schedules, examinations, and the grading system.

University Service Responsibilities

- Participating in student assembly meetings, club meetings, commencements, and other student activities on campus;
- Offering services, where and when possible, to the larger university community; and
- Getting involved in the social and cultural student campus life.

Student Dress Code

Students are expected to dress appropriately for an academic setting. Clothes should be neat, decent, and not provocative. Reasonable suggestions by the Dean of Students with respect to what constitutes appropriate dress will be communicated to students. Refusal to comply with such specific reasonable requests may constitute ground for University disciplinary action.

Students' Responsibilities

1. Reading the catalog carefully.
2. Being familiar with degree programs and requirements at the University.
3. Seeking out answers to questions.
4. Developing self-awareness.
5. Keeping scheduled appointments.
6. Following through on advisor recommendations.
7. Accepting ultimate responsibility for personal decisions.
8. Making fair use of all resources on campus.

UNIVERSITY RESEARCH AND GRANTS POLICY

University Support for Research

Notre Dame University–Louaize (NDU) commits itself to the creation and promotion of a general atmosphere conducive to individual and collective research, to the allocation of a specific part of its budget for research activities, to a systematic program for attracting external financing and sponsoring of research, to the dissemination of all results derived from research, and to the establishment of the best possible conditions for carrying out research at all levels, whether in development and design or in publication, dissemination and integration into the classroom. The University places special emphasis on research work that encourages and advances universal values based on humanistic principles, social justice, and spiritual development.

Policy Goals and Objectives

Commensurate with the University's mission, vision, and core values as well as with its commitment to liberal arts education, increased emphasis shall be placed on the academic development process for both faculty members and students.

While emphasizing the paramount role of fundamental research activities by faculty members in the academic development process at NDU, emphasis on student research shall be considered as a complementary aspect of research at NDU. Student research shall go hand-in-hand with the development of faculty teaching and research skills in the respective majors and in the General Education Requirements (GERs) courses. The latter offer a platform for academic development based on educational inter-disciplinarity.

Inter-disciplinarity as such, be it in the education of students or in the research activity of faculty members, shall always be considered as a commendable track toward knowledge creation and a powerful promotion of NDU as a place of choice for scholars at all levels.

The University's commitment to gender equality and cultural diversity enables it to serve the interests of the community and to help integrate and retain faculty members and students in a way that reflects the complex makeup of the country as a whole. The use of outreach programs and Information and Communication Technology (ICT) will enable the University to introduce "information commons" by integrating the resources of the respective Faculties, libraries, and research centers as well as the greater scientific community. This process will serve NDU targets in terms of funding and resource development by linking it to alumni, potential domestic partners, and international donors and sponsors.

Protecting the Rights of All Who Do Research

The primary guideline of NDU in supporting research shall be to protect the rights of all individuals, be they faculty members, students, or non-academic research staff involved in research activities. Participants in the research process are free to carry out their research as they see fit, provided the principles of the Policy on Ethics in Research are always respected.

The University shall also acknowledge the eligibility of all its researchers, including students,

for financial support by the University within the limit of its resources and its priorities for funding research projects coming from the various Faculties and research centers.

In return, any researcher at NDU shall assume responsibility for protecting the best interests of the University when carrying out any kind of research, including the rights of the University as detailed in any contract pertaining to a research activity or the general duties of researchers toward the University. Possible misconduct by researchers shall be dealt with according to the general academic policies and by the appropriate committees or panels.

Disclosure of Research Results

The University shall not participate in research projects classified as secret or constrained by any secrecy-of-results agreements of any kind, except upon the explicit approval of the President and in accordance with the Policy on Ethics in Research. In particular, the University shall not approve in principle that its researchers be involved in research, the results of which cannot be disclosed publicly due to the researcher's possible agreement with an outside party involved in or sponsoring said research.

The right to publish and disseminate research results, and the obligation to disclose research methods and results, including those related to artistic production, as well as the right to demonstrate compliance and transparency, must apply to faculty members, students, and non-academic staff alike. The right and obligation to disseminate results could also be significant in cases related to the integration of certain findings into students' Master's and doctoral dissertations.

The University does, however, recognize that the fundamental principles of research ethics allow for specific forms of constraint and confidentiality in order to protect personal and private information that might have been used in the course of the research process.

Conflict of Interest in Research

Researcher's professional integrity is the first line of defense against conflict of interest. In the emergence of a case, a disclosure form must be submitted to the University Research Committee (URC) that handles conflict of interest cases and sending recommendations to the Office of VPAA through the AVPRGS.

The following are researcher guidelines to avoid conflict of interest:

- Research findings are to be disseminated;
- University policy on copyrights applies to the transfer of research data or material entrusted to the University, if they need to be disclosed externally. This transfer cannot be for purposes of personal benefits;
- Researchers must be very cautious about involving students in projects with outcomes serving their own financial or other benefits;
- Unless approved by the University, a research cannot be carried out or oriented with the objectives of meeting persons or organizations interests, even if funding is offered; and

- Researchers should not use NDU administrative or research facilities for personal or consulting activities unless properly authorized.

Departments, Research Centers and Laboratories

Research at NDU shall be undertaken as part of the activities to be performed by the basic academic units of the University, i.e. the departments, Faculties, research centers, interdisciplinary units, and laboratories. In line with its declared commitment to enhance research for the service of the community, be it in a local, national, regional or international setting, NDU emphasizes the need for all academic units to engage in interdisciplinary research besides their basic internal scholarly work. Accordingly, NDU strongly encourages research networks among its various academic units in order to achieve the following:

- Secure optimal conditions which enable active members in the individual departments and units to do research;
- Support international research projects and cooperation between individual researchers and University research centers on the one hand, and international partners on the other;
- Establish and promote national and international funding programs by connecting the University with as many external academic institutions and exchange programs as possible;
- Cooperate with the private and public sectors, nationally and internationally, in order to promote funded cooperative research;
- Work with representatives of the local community in order to disseminate research results that are beneficial to the mission of the University and to the economic and social advancement of Lebanon; and
- Ensure that the results of research carried out at NDU are integrated into the teaching process as far as possible.

Promoting Research at NDU

Promoting research at NDU by developing research-related policies and providing administrative follow-up for research endeavors is of particular significance and shall be carried out according to the following guidelines:

- The University Council shall be the primary framer and initiator of policies with regard to research and research-related matters, in addition to its responsibilities in reviewing the proper functioning of the various research-related policies and establishing the necessary preconditions for supporting research at NDU;
- Research activities at NDU, which are carried out according to the set fundamental principles, may be initiated and followed up through the Faculties concerned, through the URC, or through any other committee and panel that the University might find necessary to establish in order to deal with specific research-related cases requiring special attention; and
- Conflicts regarding authorship and ownership rights, the dissemination of research results, the ethics governing the research methods, the possible misconduct by researchers, or any related case, shall be dealt with by the appropriate University appeal bodies.

The criteria for evaluating a research proposal include the following:

- Any research, whether funded externally or sponsored by the University must be in line with the University mission, vision, and core values;

- Any University-sponsored research is contingent upon the availability of funds and must take into consideration the capacity of the University physical resources. The decision on the amount and on the form of support, if any, rests solely with the University;
- Any request for University-sponsored research, e.g., applying for a course release, must be considered according to the rules and regulations pertaining to that request. These rules and regulations, normally, stipulate that the request be processed by the Department Chair, Faculty Dean, AVPRGS, and VPAA before a final decision is made by the President.; and
- Externally funded research and projects are governed by a contract drawn between the granting institution and the University acting on behalf of the researcher/project leader. The contract should be cleared by the Office of the AVPRGS and signed by the President, in case of approval.

Extra Compensation

The University faculty or staff members who engage in research activities/projects may be compensated for those services they have rendered or have executed along the way (of research or otherwise), and that fall outside the scope of their basic duties (of teaching or research or committee work, etc.), as outlined in their letters of appointments or job descriptions with the University.

Faculty compensation for the previously mentioned extra services, must be acknowledged by the appropriate Dean and the VPAA, and must secure the approval of the President.

Extra compensation (for extra work) for staff members must be approved by the Vice-President for Administration and the President.

Sponsored Research

In conformity with its mission as a non-profit educational institution, NDU has always welcome an added external support for research activities, projects, and/or programs. Such support is essential, because it facilitates the students' and/or facultys' pursuit of knowledge and its appropriate practical application.

'Sponsored Research' as used in this Policy is a research activity that requires University facilities, assistance or budget, and, in general, is a research supported and/or funded in whole or in part by an external or internal source.⁸ The external source may be:

- Governmental or non-governmental agencies and/or organizations;
- Business firms;
- Foundations;
- Institutes;
- Private companies;
- Personal donations;
- Fundraising for research; and
- Others.

⁸Conferences, seminars, workshops, etc. are not included.

Based on available funds, NDU may partially or fully support and/or sponsor competitive research submitted by faculty or students.

Proposals sponsored by external source(s) within the Faculty structure must include:

- A formal research proposal that requires University facilities, budget and/or assistance submitted to the department concerned (or departments) for initial approval; and
- The Dean's concerned (or Deans') approval(s).

Once approved, the proposal is forwarded by the Dean concerned to the VPAA.

Proposals sponsored by external sources outside the Faculty structure, i.e. through one of the research centers at NDU or through an academic or administrative unit placed outside the Faculties:

- These proposals should first secure the initial approval of the Center concerned;
- then they should be submitted to the URC for review; and
- after which they are forwarded to the VPAA and President for final action.

Proposals requesting NDU's support should secure favorable recommendations from the respective and concerned Director(s), Chairperson(s), Dean(s), URC, and VPAA before they receive final approval from the President.

Course Release Policy

A full-time faculty member may be eligible for a 3-credit course release per semester, from his/her regular teaching load, with regular pay. This course release shall be granted by the President after the candidate submits a proposal. The remaining teaching load of the faculty member with a course release for a specific semester shall be at least 3 credits during that semester. By the end of the semester, the faculty member shall submit a progress report along with supporting documents for possible renewal on a semester basis.

A. General Considerations for Sponsored Research

- It is a general and basic policy of NDU to encourage faculty members to engage in fundamental research to further their professional and academic development in serving themselves, the University, and the field of knowledge. However, it is expected that sponsored research be consistent with the academic interests or priorities of the university, or with those of the sponsor of such research;
- In as much as sponsored research is concerned, faculty members are responsible for the writing of their proposals, and once the approval is granted and an agreement is signed, it is the responsibility of the faculty member to comply with the specific terms and conditions associated with the project, including the provision of progress reports to the funding body and to the AVPRGS, and the latter will forward the report(s) to the respective head of unit in the University;
- Faculty members are expected to maintain budgetary control through the coordination with the University bookkeeping budget, and financial control system;
- It is the responsibility of the AVPRGS's Office to provide the Business Office with the necessary information about the budget, and request the establishment of a project account number and take whatever administrative steps needed for the proper management throughout the period of the research project;

- In the course of the project period, the Office of the AVPRGS should be notified in case of modification of the terms and/or conditions associated with the interconnected agreement. In case of violations of the contract/agreement, the University has the prerogative to query and investigate the conditions and actions pertaining to these violations, and to settle such cases according to its adopted set of rules and regulations;
- Upon completion of the project, the Office of the AVPRGS is to be notified by the faculty member(s) concerned (or student) to be able to close the file and instruct the Business Office to lock and settle the account; and
- In principle, the University does not set any limitations or restrictions upon the rights of the faculty or student to disseminate or publish the results of sponsored research unless such limitations or restrictions are incorporated into the research agreement. All embracing, faculty and students protect themselves by adhering to all agreements that may carry limitations or restrictions reviewed by the URC .

It is University policy to embark on research based on 'best efforts basis,' but professes no guarantee of results.

B. Research File for Sponsored Research

With respect to all sponsored research, the file of any research project or program should include the following:

- A formal research proposal;
- Assistance and/or Budget Justification:
 - A description of the expense or service;
 - How it relates to and benefits the project;
 - The anticipated cost;
 - The time period; and
 - Any other information that will aid the sponsor in evaluating the proposed cost.
- The written approval of the Chairperson and Dean concerned. In case of proposals involving faculty members from more than one department or faculty, the written approval of the Chairpersons and Deans concerned is required.

C. Financial Conflicts of Interest in Sponsored Research

The purpose of this section is to outline the principles for identifying and managing financial conflicts of interest related to sponsored research conducted at the University. Conflict of interest could arise:

- When a member of the University involved in sponsored research is in a position to influence a decision, policy, or purchase, with the intent to financially benefit, provide benefit to others, or advantage or disadvantage a colleague, staff member, or student;
- As a consequence of researchers' involvement in outside activities or commitment, adversely affecting the primary faculty commitment to NDU in terms of student instruction, research, and services; and
- When a researcher (or immediate family member or co-dependent) has a financial interest in an external venture that exhibits similarity to the researcher's line of investigation at the University. Such financial interest encompasses any form of paid service.

To avoid such instances of financial conflict of interest:

- Research findings are not to be disclosed unless an approval is granted by the stakeholders;
- Sponsored research cannot be accepted if the findings are predicated, predetermined, dictated, or influenced by the sponsor or any other party;
- Researchers must exercise common sense when involving students in projects, with outcomes that serve the interests of a researcher in terms of personal gain or any other personal benefit accruing from such research; and
- Researchers involved in external consulting or other agreements must ensure that these external commitments do not in any way conflict with the NDU policy, or the commitment of the University under sponsored research.

Since the professional integrity of a researcher is the first and most fundamental line of defense against conflict of interest, in the emergence of a conflict of interest in sponsored research, a disclosure form must be submitted to an ad-hoc committee of the URC. The committee receives and evaluates each case in collaboration with the Dean of the Faculty concerned. After due investigation, the committee will recommend the appropriate measure(s) to the URC by which research objectives would be reached. The form has been appended to this policy as Appendix A⁹.

Awarded Grants

Leading Researcher(s) - LR (Principal investigators)¹⁰ affiliated to a Research Center or Faculty are expected to assure that the project finances are represented as accurately as possible. Once the grant is awarded, the LR will be the sole responsible person to manage the technical and administrative work for the project, in accordance with the University policy and requirements of the grant provider, unless otherwise mentioned in the grant agreement.

A. Grant Files and Conditions

The LR is responsible for establishing a grant file which will include the terms and conditions of the grant and which will define the relationship between the grant provider and the University. The grant file outlines:

- Project Title and Proposal;
- Name of principal investigator(s)
- Name of co-investigator(s), if any;
- Duration of the project or grant;
- Project budget;
- Cost sharing, if applicable; and
- Project deliverables, i.e. publications, programs or products.

⁹ Appendix A is not part of the University Research and Grants Policy.

¹⁰ The status of Leading Researcher (LR) is granted to full-time faculty members and/or to senior administrative staff.

Requests for LR status should secure approval and endorsement from the relevant department chair (if applicable).

The terms in the grant agreement may vary depending upon the grant provider and the type of the grant. It is important that the terms and conditions do not conflict with NDU's mission or established policies.

Notification of any changes in budget or work plan must be submitted to the grant provider for approval by a written letter, drafted in coordination with the Assistant to the Vice-President for Research and Graduate Studies (AVPRGS).

B. Overhead Costs

When a grant is awarded and funded, an account is opened by the NDU Business Office for the research project. (Refer to the 'Sponsored Research Policy' for details.)

Unless otherwise stated in the agreement with the funding body, the University reserves the right to withhold 10% to 20% of the total grant for overhead costs. Common overhead costs include but are not limited to: the use of office space, computers, printers and other office equipment, electricity, access to the Internet and Library resources, office supplies, accounting services, etc.; costs not traceable within the budget, but subsumed within indirect costs.

In the case where the grant provider has cost limitations, the University has the right to reject the project or agree to contribute in costs that would be incurred, as time release for principal investigator(s), office space, electricity, internet access for the principal investigator(s), purchase, accounting, personnel, supply, library, student services and multimedia utilities as needed.

C. Administration of Funds

The LR, affiliated to a Faculty or Research Center, is the sole person to distribute funds, through a memo requesting payment addressed to the AVPRGS. The memo should include the following information:

- Amount to be reimbursed or paid ;
- Name of person/company to be reimbursed or paid ;
- An expenditure sheet with budget with each request ; and
- Original payment vouchers invoices, etc.

Once approved by the AVPRGS, the payment request is submitted to the VP for Finance for approval.

D. Purchase of Supplies and Equipment

The purchasing of all items will be the responsibility of the LR(s).

The AVPRGS reserves the right to study the quotation of goods supplied by the principal investigator(s). All non-consumable purchased goods may be donated to NDU once the project is completed.

Procurements — not consistent with the project budget — made by principal investigator(s) without prior approval of the AVPRGS are not legal and not binding, and may result in a personal obligation for the individual making the procurement or commitment.

E. Consultants, Administrative and Research Staff

Appointments of personnel on sponsored research grants are recommended by the LR(s).

The LR(s) prepares all contracts with consultants, administrative, and research staff (subcontractors) for the

funded project. The leading researcher(s) will draft an agreement for the part-time employee which includes:

- Title of the project;
- Employee's name;
- Rate per hour;
- Nature of the job and/or task;
- Hours of work; and
- Total amount allocated for the task as outlined in the budget of the project.

Once the contract is prepared, it is sent to the Director/Dean concerned for approval. Once approval is secured, it is signed by: the LR(s), the employee, and the AVPRGS. Monthly tasks are kept in a ledger matrix, including the hours and days of employment, which is then attached to a request form for the release of funds. (Refer to the 'Sponsored Research Policy' for details.)

The Business Office is responsible for the payment upon the approval of the AVPRGS and VP for Finance. Current University employees may be employed on a contractual basis in accordance with the University policy on outside employment.

F. Monitoring of Funds

Since LR(s) are responsible for the ongoing fiscal management of their sponsored projects, they have to comply with the approved project plan and budget. Grant providers and NDU expect expenditures to be reasonably consistent with the approved project and budget. They reserve the right to question or restrict expenditures that appear inconsistent with the project plan and/or budget.

LR(s) should request prior approval from both the grant provider and AVPRGS when additional funding is required due to a change in the scope of the project or other valid reasons. It is NDU's expectation, however, that projects will be managed within their established budgets.

G. Progress and Final Reports

The LR(s) is responsible for all progress and final reports. The LR(s) must submit those reports to the Director/Dean concerned with a copy to the AVPRGS. It is the responsibility of the LR(s) to remain in communication with the grant provider and the AVPRGS and to ensure that all the required progress reports are submitted on time. The LR(s), in agreement with the grant provider and the AVPRGS, may make extensions of the set due date. If it is the final report, the LR(s) must present a final detailed expenditure report with respect to the project budget. The LR(s) must send the expenditure ledger to the business office for approval before submitting the final report to the grant provider.

It is the responsibility of the LR to notify the grant provider in writing with a copy to the AVPRGS that all the requirements of the project have been fulfilled and that the project is completed.

Award for Distinction in Research

This annual award recognizes full-time faculty members who have demonstrated outstanding achievement in research. The award could be:

- A monetary award: Honorarium + a research grant;

- An engraved plaque presented in an Awards Ceremony in recognition of his/her research achievements; and
- A ceremony in honor of recipient(s).

A. Eligibility

Full-time faculty members who have sustained their status at NDU for at least six (6) regular semesters prior to the current academic year of nomination are eligible for an award, especially if they participated in research publication(s) or creative endeavor(s) that must have been presented within the last three academic years.

B. Nominations

In consultation with the Dean, a Department nominates faculty members for the award. The nominee is requested to provide the following:

- Cover letter summarizing his/her research and/or creative accomplishments;
- Letters of recommendation from established academicians, minimum of three. At least one letter must be from an individual outside of NDU;
- Comprehensive and up-to-date C.V. that includes:
 - Complete list of publications (refereed and invited publications should be so designated);
 - Special honors and prizes;
 - Presentations, exhibits or concerts (invited or other);
 - Editorial and review positions;
 - National or international committees or panels;
 - Symposium, conference, or program organizational responsibilities;
 - Grants and contracts awarded; and
 - Other noteworthy achievements or activities.
- Samples of the candidate's research and/or creative accomplishments, for example, journal publications, and/or audio/visual ; and
- Representations of creative works.

C. Evaluation Criteria

The following criteria, as appropriate, will be used for evaluating nominations:

- Publications published in internationally recognized journals, with demonstrable impact (i.e. impact of journal and/or citations by other authors);
- Critical reviews or published appraisals of the work under consideration;
- Awards, grants, or other recognitions from National or International organizations with regard to the work under consideration; and
- Demonstrable utility or usefulness of the research or creative endeavor.

D. Submissions

Nomination files should be submitted as follows:

- Full-time faculty members shall submit their files to the Chairperson concerned who will forward it to the Department Personnel Committee for review. After review by the Faculty Personnel Committee, the

Dean shall give his/her assessment and submit nominations to the VP for Academic Affairs;

- Faculty members who are primarily associated with NDU Research Centers shall submit their files to the Center Director who shall submit the nominations to both the VPAA and AVPGRS who in turn give their written assessment and send the nominations to the URC for further review;
- All nomination files will be reviewed by a Presidential Review Committee, appointed by the President based upon the recommendations of the VPAA; and
- The President deliberates and takes final action.

E. Suggested Deadlines

- End of fall semester, as indicated in the University calendar, is the deadline for submission of completed nomination files to the head of the unit concerned; and
- Decisions shall be announced before the end of the spring semester, as indicated in the University calendar.

APPENDIX A

**Notre Dame University-Louaize
University Research Committee
URC - Disclosure Form**

This form is to be completed in the cases of conflict of interest in sponsored research. It is to be submitted to the VPRGS office, and forwarded to the University Research Committee (URC).

Name: _____ Dept: _____ Faculty: _____

Title & Position: _____

Telephone Number: _____ Mobile: _____ E-mail: _____

Principal Investigator: _____ Sponsor: _____ Proposal Deadline: _____

Proposal Title:

Please answer the following questions to help in clarifying the case to be investigated:

- 1- Were you withholding any information for improper personal benefits?
 YES NO
- 2- Did you accept Sponsored Research knowing that the findings are predicated, predetermined, dictated, or influenced by the sponsor or any other party?
 YES NO
- 3- Have you involved students in projects, with outcomes that serve your interests in terms of personal gain or any other personal benefit accruing from such research?
 YES NO
- 4- Did you undertake external consulting or other agreements that conflict with NDU's policy or the commitment of the University under sponsored grant or contract?
 YES NO

If you have answered YES to any of the above questions, kindly provide more information in the box below, or attach an extra sheet. Please note that further specific information might be required.

I have read and understood the **Notre Dame University-Louaize Conflict of Interest in Sponsored Research Policy** and made all required disclosures. I am committed to submit a proposal for a Conflict of Interest Management Plan if requested. I certify that I will comply with all conditions and restrictions imposed by the URC to manage, reduce, or eliminate any situation of Conflict of Interest concerning my research.

Name: _____ Signature: _____ Date: _____

TO BE COMPLETED BY THE URC

Was any Conflict of Interest situation noted?

YES

NO

If NO, forward this form to the AVPRGS

IF YES, recommend action:



Name: _____ Signature: _____

Title: _____ Date: _____



ACADEMIC CALENDAR 2016-2017

FALL SEMESTER 2016

Aug.29-31	M-W	9:00 a.m.-1:00 p.m.	Orientation Sessions for New Students
Sep. 1-2	Th-W	8:00-12:30/1:30-4:00	Registration Period
Sep. 5	M	7:00 a.m.	Classes Begin
Sep. 5-14	M-W		Application for Sibling Grant
Sep. 6	T	8:00-12:30/1:30-4:00	Late Registration (Classes are in session)
Sep. 7-8	W-Th	8:00-12:30/1:30-4:00	Drop and Add (Classes are in session)
*Sep. 11-13	S-T		Al-Adha: Holiday
			Opening ceremony (Main Campus) for the academic year 2016-2017
			Opening ceremony (NLC) for the academic year 2016-2017
			Opening ceremony (Shouf Campus) for the academic year 2016-2017
*Oct. 2	S		Hijra New Year: Holiday
*Oct. 11	T		Ashoura: Holiday
Oct. 20	Th	4:00 p.m.-8:00 p.m.	Facts & Figures Seminar
Nov. 1	T		All Saint's Day: Holiday
Nov. 3	Th	4:00 p.m.	Deadline for Spring and Summer 2016 Incomplete Grades
Nov. 4	F		Open Doors NLC
Nov. 7-18	M-F	8:00 a.m.-4:00 p.m.	Advising & preregistration period for Spring 2017
Nov. 7-Dec. 1	M-F		Application for Work Study Grant
Nov. 22	T		Independence Day: Holiday
Nov. 30 & Dec. 1	W & Th	4:00 p.m.-7:00 p.m.	Parents Orientation Days
*Dec. 11	S		Prophet's Birthday: Holiday
Dec. 15	Th	8:00 a.m.-2:00 p.m.	Entrance Examination For Spring Semester 2017
Dec. 21	W	4:00 p.m.	Deadline for officially withdrawing from a course
Dec. 23	F	12:00 p.m.	Christmas Mass

Dec. 23	F	12:00 p.m.	End of Classes Christmas vacation begins
Jan. 6	F		Epiphany and Armenian Christmas: Holiday
Jan. 8	S	9:00 p.m.	Christmas vacation ends
Jan. 9-19	M-Th		Final Examinations Period
Jan. 17	T		Saint Anthony's Day: Holiday

SPRING SEMESTER 2017

Jan. 24	T	9:00 a.m.-1:00 p.m.	Deadline for officially withdrawing from a course
Jan. 25-26	W-Th	8:00-12:30/1:30-4:00	Registration Period
Jan. 27	F	7:30 a.m.	Classes Begin
Jan. 27-Feb. 3	F-F		Application for Sibling Grant
Jan. 30	M	8:00-12:30/1:30-4:00	Late Registration (Classes are in session)
Jan. 31-Feb. 1	T-W	8:00-12:30/1:30-4:00	Drop and Add (Classes are in session)
Feb. 9	Th		St. Maroun's Day: Holiday
Feb. 25	Sat	8:00 a.m.- 2:00 p.m.	Entrance Examinations for Fall semester 2017
Mar. 20-May 22	M-M		Application for Work Study Grant
Mar. 23	Th		Open Doors- Shouf Campus
Mar. 24	F	4:00 p.m.	Deadline for Fall Semester 2016 Incomplete grades
Mar. 25	Sat		Feast of the Annunciation: Holiday
Mar. 27-Apr. 7	M-F		Advising & preregistration period for Summer and Fall 2017
Mar. 30-31	Th-F	8:00 a.m. - 5:00 p.m.	Open Doors Main Campus
Apr. 12	W	12:00 p.m.	Easter Mass
Apr. 12	W	9:00 p.m.	Western & Eastern vacation begins
Apr. 18	T	9:00 p.m.	Western & Eastern vacation ends
Apr. 19	W	7:30 a.m.	Classes Resume
May 1	M		Labor Day: Holiday

May 4	Th	4:00 p.m.- 8:00 p.m.	Graduate Open House Main Campus
May 5	F		Founder's Day- Shouf Campus (Classes are not in session)
May 12	F		Founder's Day-Main Campus (Classes are not in session)
May 12	F		Founder's Day- NLC (Classes are not in session)
May 18	Th	4:00 p.m.	Deadline for officially withdrawing from a course
May 22	M		End of classes
May 23	T		Reading Day
May 24-June 3	W-Sat		Final Examinations Period
May 31	W		Reading Day



SUMMER SESSION 2017

June 8	Th	8:00a.m. - 2:00p.m.	Registration period
June 9	F	7:30 a.m.	Classes Begin
June 12	T	8:00a.m. - 2:00p.m.	Late Registration (Classes are in session)
June 13	W	8:00a.m. - 2:00p.m.	Drop and Add (Classes are in session)
*June 25-27	S-T		Al Fitr: Holiday
June 29	Th	8:00a.m. - 2:00p.m.	Entrance examinations for Fall semester 2017
June 30	F	7:15 p.m.	Commencement: Conferring of degrees
July 20	Th	2:00 p.m.	Deadline for officially withdrawing from a course
July 24	M	9:00 p.m.	End of Classes
July 25	T		Reading Day
July 26- 28	W-F		Final examinations period
Aug. 3	Th	8:00 a.m.- 2:00 p.m.	Entrance examinations for Fall semester 2017
Aug. 15	T		Assumption Day: Holiday

* Tentative dates

The **NDU** Faculty Handbook
is published by
Notre Dame University -
Louaize, Lebanon

Editor
Fadia El Hage

Design and Layout
NDU|ODB Office of Design
& Branding

FACULTY HANDBOOK | 2016 - 2017

