

ACADEMIC REGULATIONS OF THE FACULTY OF BUSINESS ADMINISTRATION AND MANAGEMENT

Internal regulations for studies

According to the new bylaws of USJ, attention should be drawn to specific regulations regarding the Faculty of Business Administration and Management at USJ .

Article 1: Conditions for Admission

The requirements for admission to the curriculum of a bachelor degree in business administration are the following:

- Holding a Lebanese baccalaureate or a diploma recognized by the Equivalence Commission of the Ministry of Education and Higher Education of Lebanon.
- Getting passing grade at the English placement test of USJ for the English bachelor degree.
- Submitting the application form for the first cycle at the admission office.
- Interview with the admission Jury.

The first registration is considered to be final only if all the requirements are met and the down payment is settled.

Article 2: The progress of the studies and the exams regulations for the curriculum of the bachelor degree in business management

- a. **Content**: The curriculum of the bachelor degree in business includes mandatory teaching units (TU); closed electives required by the business school, closed electives required by the University called “General Education USJ” and open electives.

The distribution is as follows:

- | | |
|---------------------------|---------------|
| - Mandatory TU | : 140 credits |
| - Closed electives FGM TU | : 12 credits |
| - General education USJ | : 12 credits |
| - Open TU electives | : 6 credits |
| - Internship in companies | : 10 credits |

The TU of the curriculum of the Bachelor degree in business are all available at the faculty’s website: <http://www.fgm.usj.edu.lb>

- b. **Registration**: A first registration is desirable for all Teaching Units of each academic semester before the beginning of the teaching of the “Teaching Units”. The registration will take place according to the established order of the academic semesters of the curriculum (unless exemption). Each Teaching Unit is assigned a specific number of credits.

Students will have a period of two weeks, in the beginning of each semester for drop and add procedure allowing them to modify their initial registration of the semester.

c. The grading system (according to article 29 of common provision regulations):

- The final grade of each TU is submitted over 20 according to the grading system of USJ.
- The student should acquire an average of 10/20 or above to validate each of the TU he/she had registered for.
- The results indicating the Pass or Failure of a student are categorized as follows: A+,A,A-; B+,B,B-; C+,C,C-; D+,D,D-; F

d. The juries (according to article 30 of common provision regulations) :

- A jury approves the results of the evaluation of achievements and validates the credits at the end of each semester (semi-annual jury) and in some cases, at the end of an educational period (jury issuing diplomas). It consists of faculty members who released the corresponding teaching units.
- The jury is summoned and presided by the dean.
- The jury's decisions are irrevocable. The grades approved by the jury cannot be altered unless a material error is noticed.

e. Second session

The second session will take place at the end of each study semester during which the TU is offered to the students, it is applicable to all mandatory TU offered during in the semester and for which a first exam session is planned.

For the final exam, the student has normally to sit for the first exam session and in case of failure he/she sits for the exams of the second session. However, he/she has the choice to sit for either the regular final session or the second session.

If the student wishes, he/she can write a demand to ask for the permission to sit for the second session of an exam he/she has set for during the first session, in order to improve the grade obtained. The grade obtained for the second session replaces, in all cases, the grade of the first session.

f. Requirements for registration to the following academic semesters

The students should, as a priority, register to the required TU not validated previously. Students, who did not succeed in validating a TU after two registrations, are not allowed to register to other required TU without the Dean's approval obtained after consultation with the Board of the faculty.

Students, who accumulate less than 20 credits following the two first academic semesters, will not be able to register to new TU while keeping the right to re- register to the non-validated TU.

Registration to a TU may have” Pre requisite TU”.

The “Pre requisites “are part of other TU program, with Learning Outcomes that need to be certified and corresponding credits need to be approved by the jury before the registration to this TU.

g. Weighting system of the final grades

Regarding the **mandatory TU**, the weighting of the final grade of these TU will be calculated according to the following percentages: TPC 25%, Midterm exam 25%, Final exam 50%.

As for the TU known as **closed electives FGM**, it is supposed to be performed according to a biannual basis without prerequisites. The weighting of the final grade of these TU will be calculated according to the following percentages: TPC 25%, Final exam 75%.

Article 3: The curriculum of the Master degree

- a. **The Master degree**: the Master degree is a diploma issued by the Faculty of Business Management of USJ, but it is also a ranking of higher education (second Cycle). It requires usually four semesters (two years after the bachelor degree: Bacc. +3) and imposes five years after the baccalaureate (Bacc. +5).
- b. **Admission**: The Master degree is carried out after the student has validated 180 credits ECST (European Credits Transfer System) for the bachelor degree.
Each candidate should have a bachelor degree in business or the equivalent to apply for a master degree.
For a graduate student holding a degree in Business administration , there are two types of admission procedure to be accepted in a Master degree:
 - Admission based on application file
 - Admission based on a knowledge test in management. The candidate is thereafter subject to a selection jury.

In other cases, the application is evaluated by the competent bodies of the Faculty and validated by the Equivalence Committee of the University, who assesses the pre requisites and the consistency of the record of accomplishment (consistency line) with the scheduled teaching master program.

- c. **The grading system (according to article 29 of common provision regulations):**
 - The final grade of each TU is submitted over 20 according to the grading system of USJ.
 - The student should acquire an average of 10/20 or above to validate each of the TU he/she had registered for.

- The results indicating the Pass or Failure of a student are categorized as follows: A+,A,A-; B+,B,B-; C+,C,C-; D+,D,D-; F

d. **Second session exams :**

The student has the right to sit for a second session exam. This session is planned at the end of each teaching semester and is relative to all the TU that have been offered during the semester and for which first session exams have been organized.

For the final exam, the student has the right to sit normally for the first session of exams, in case of failure he/she can sit for the second session of the exams. However the student has the possibility of sitting either for the first or the second session exams.

If the student wishes, he/she may as well, sit for the second session exam in order to improve the grade of the first session, he /she has in this case to ask a written permission through writing a letter. In all cases, the grade obtained in the second session replaces the grade obtained in the first session exams.

For each TU, the grade of the second session is calculated based on the grade obtained for the TPC during the semester and the grade of the second session exam. In this calculation the TPC has the same weight as the weight given in the computation of the TU grade for the regular session.

e. **The organization of studies**

The acquisition of 120 course credits for the master degree is distributed over 4 semesters. The master program includes theoretical, methodological and applied teaching and, when required, one or several internships. It also includes a research initiative and, in particular, the writing of a thesis or other personal studies. Bridges could be developed between the different paths suggested by the FGM.

The organization of Graduate studies varies according to the availability of the Business Faculty. For semesters 1 and 2, a core curriculum is suggested (equivalent to 52 credits) with 8 credits for elective TU along with TU leading to different specialization paths or specialization options equal to 60 credits delivered during semesters 3 and 4.

Periods of international mobility could be scheduled. Many of the Master studies are also developed in partnership with a higher establishment abroad. The joint degree or the double diploma issued, are both recognized in Lebanon and the partner country.

Students could perform one semester of study or internship abroad during their master degree, with the Dean's approval.

If a validated credit in the Bachelor degree appears in the Master program, it should be replaced by another credit. The same credit cannot be accounted twice.

The weighting of the final grade for each TU will be calculated according to the following percentages: 60% for the final exam; 40% for personal academic assignments.

The student should accumulate 60 credits to have access to the TU of the academic semesters 3 and 4.

The Master degree allows the enrollment to the university degree PHD.

The Teaching Units of the curriculum of the Master degree in business are all available at the faculty's website: <http://www.fgm.usj.edu.lb>

Article 4: The International MBA

- a. **The International MBA**: An international MBA is offered with the collaboration of both universities Dauphine and Paris 1.

The Teaching Units of the MBA curriculum are available on the Faculty website: <http://www.fgm.usj.edu.lb>

- b. **Conditions for admission at the curriculum of the International MBA**: In addition to the professional experience, each candidate should hold a university degree level (Bacc. +3) to apply to the curriculum of the International MBA. There are two admission procedures:
- An aptitude test in Management
 - Meeting with a selection jury

- c. **The progress of the studies and the exams regulations for the curriculum of the International MBA**:

Content: Each of the curriculums includes 10 mandatory TU totaling 70 credits, and 5 elective TU totaling 20 credits and a professional project of 30 credits.

Obtaining the degree: When the student succeeds at all mandatory and elective TU and at the professional project, he or she will obtain the International MBA.

Article 5: “Executive Doctorate in Business Administration” program

The FGM issues a “Doctorate in Business Administration” (Bacc. +8) for professionals (decision makers, executives, managers, experts, ...) holding a Master degree in management or a diploma recognized to be equivalent by the Equivalence Commission of the Ministry of Education and Higher Education having a significant experience and willing to deepen their knowledge in business and in management.

For requirements and regulations, refer back to the program brochure on the FGM website.