

STUDENT HANDBOOK 2026

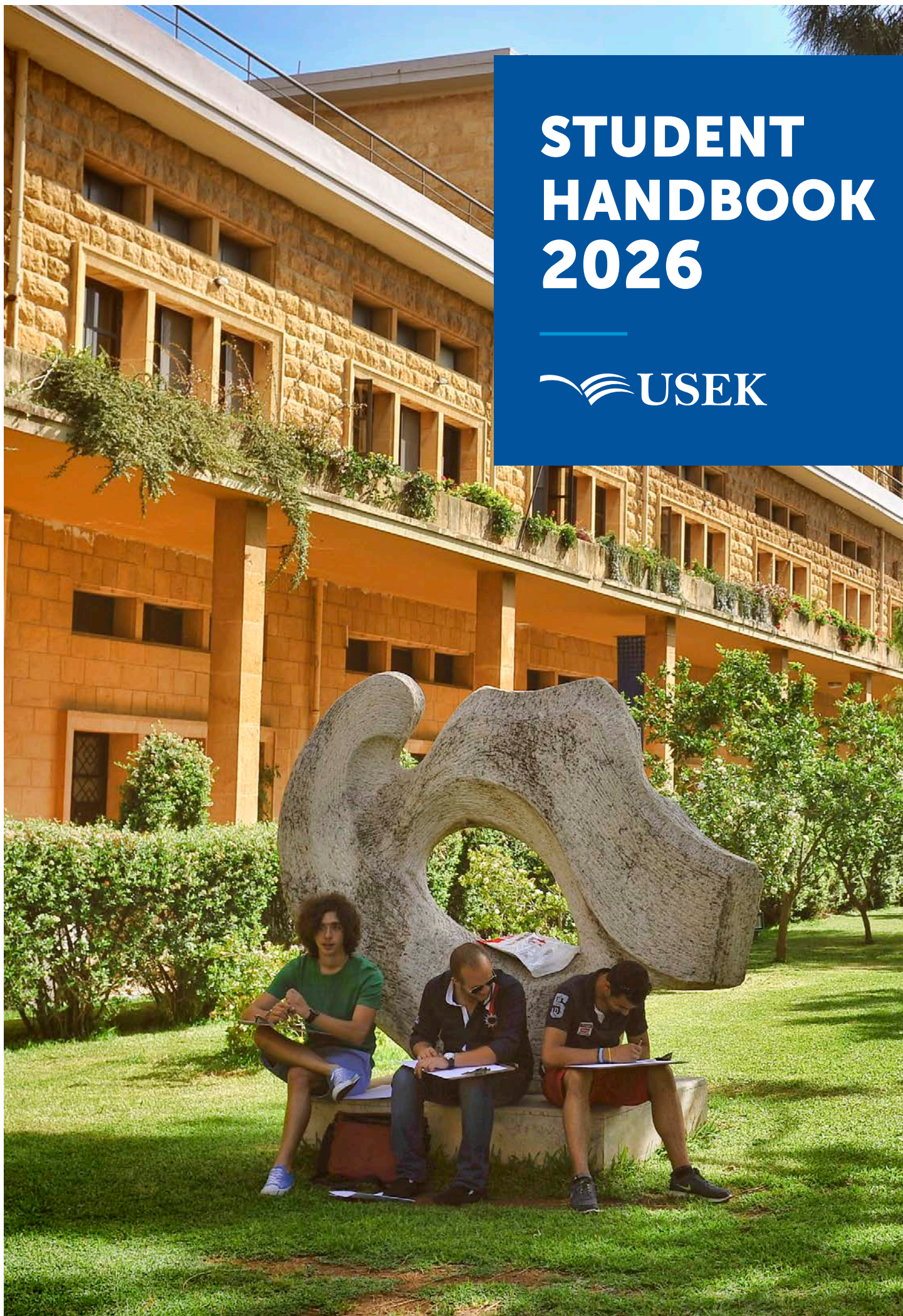




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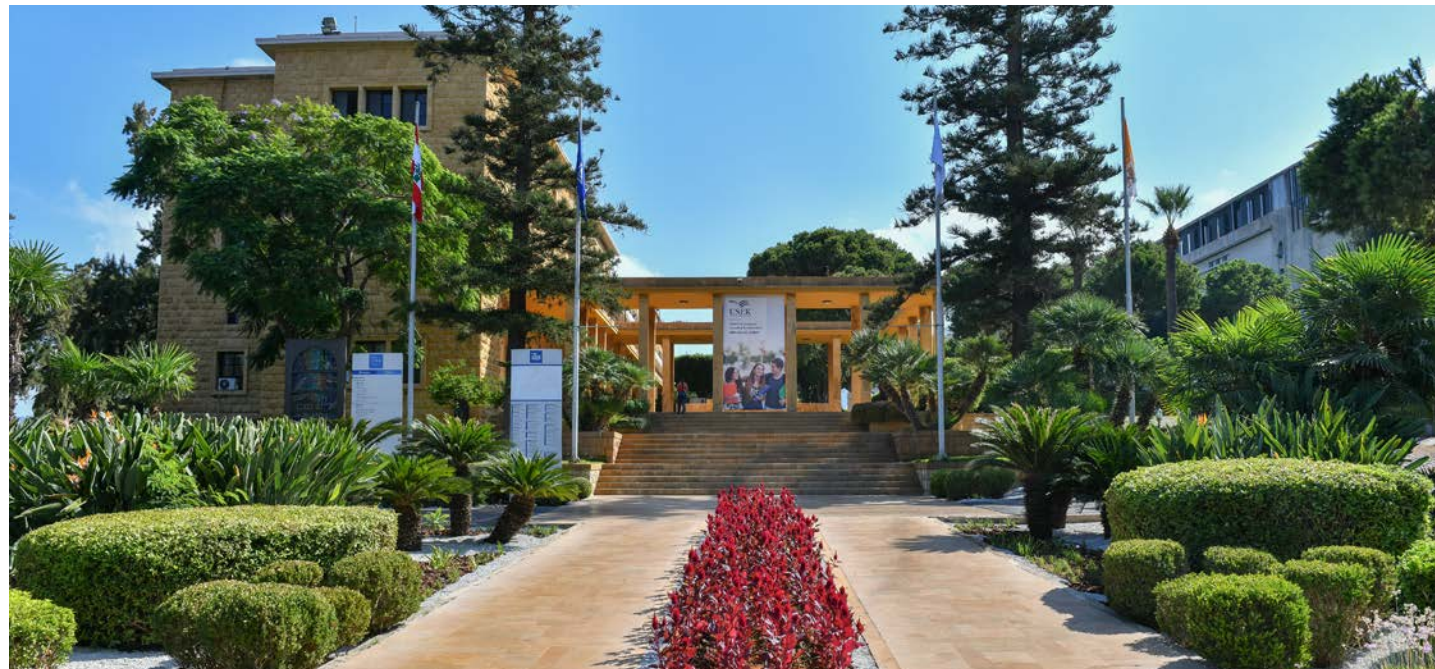
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OPENING WORDS FROM THE USEK LEADERSHIP: AN INTRODUCTION TO YOUR STUDENT HANDBOOK



1.1. Introduction: A Summary of the Handbook and its Objectives

Welcome to the USEK Student Handbook!

This instruction manual is designed to enhance your USEK journey.

Within these pages, you will discover all essential information about student life and academics, equipping you with the knowledge and confidence to live your university experience effectively and successfully.

Your handbook is a roadmap empowering you to make informed decisions, explore new opportunities, and actively participate in the dynamic student life at USEK. It acts as a compass throughout your education, offering valuable insights into policies and procedures, as well as introducing you to a wide range of available resources.

With this tool in hand, you are set to embark on an exceptional educational journey!

1.2. Welcome Message from the President: Highlight on USEK's Mission and Vision

Dear Students,

Welcome to USEK!

You are joining a community who believes education is not simply about knowledge transfer, but about transformation.

We are living in an era where the world of education is being redefined before our eyes: artificial intelligence reshapes how we learn, globalization broadens our horizons, and new skills emerge as quickly as old ones fade. These changes can feel daunting, but they are also an invitation; an invitation to rise, adapt, and lead.

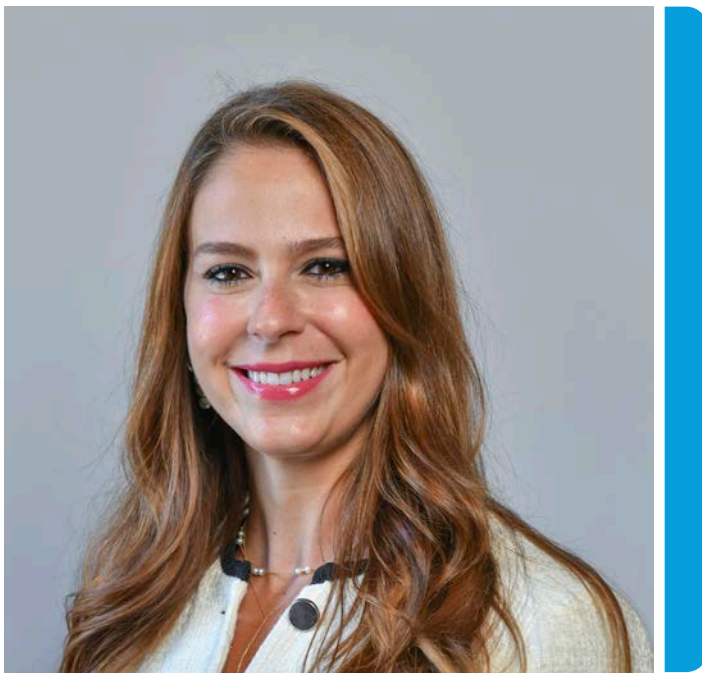
At USEK, we do not shy away from challenge: we embrace it. We are committed to equipping you with the tools, the resilience, and the creativity to thrive in this shifting landscape. Our programs evolve to reflect the latest trends, our instructors bring both rigor and innovation into the classroom, and our campus fosters dialogue that connects Lebanon to the world.

But your education is more than the pursuit of degrees: it is the shaping of your character, your curiosity, and your courage. We will challenge you to think critically, to question, to collaborate, and to imagine solutions for problems that do not yet exist. In doing so, we aim to form not only professionals, but also the citizens of tomorrow: men and women ready to serve their communities, to honor Lebanon's rich heritage, and to help build a future of progress, dignity, and hope for this country and beyond.

This journey is not one where you walk alone. Together, as students, faculty, staff, and partners, we will face change with confidence. Together, we will craft not just a future, but a bright one rooted in knowledge, guided by values, and powered by the conviction that the best way to predict the future is to build it.

This is your time. Your time to learn, to lead, and to transform. And at USEK, we stand with you every step of the way.

Father Joseph Moukarzel
USEK President



1.3. Welcome Message from the Vice President for Community Life: Student Life at USEK

Dear Students,

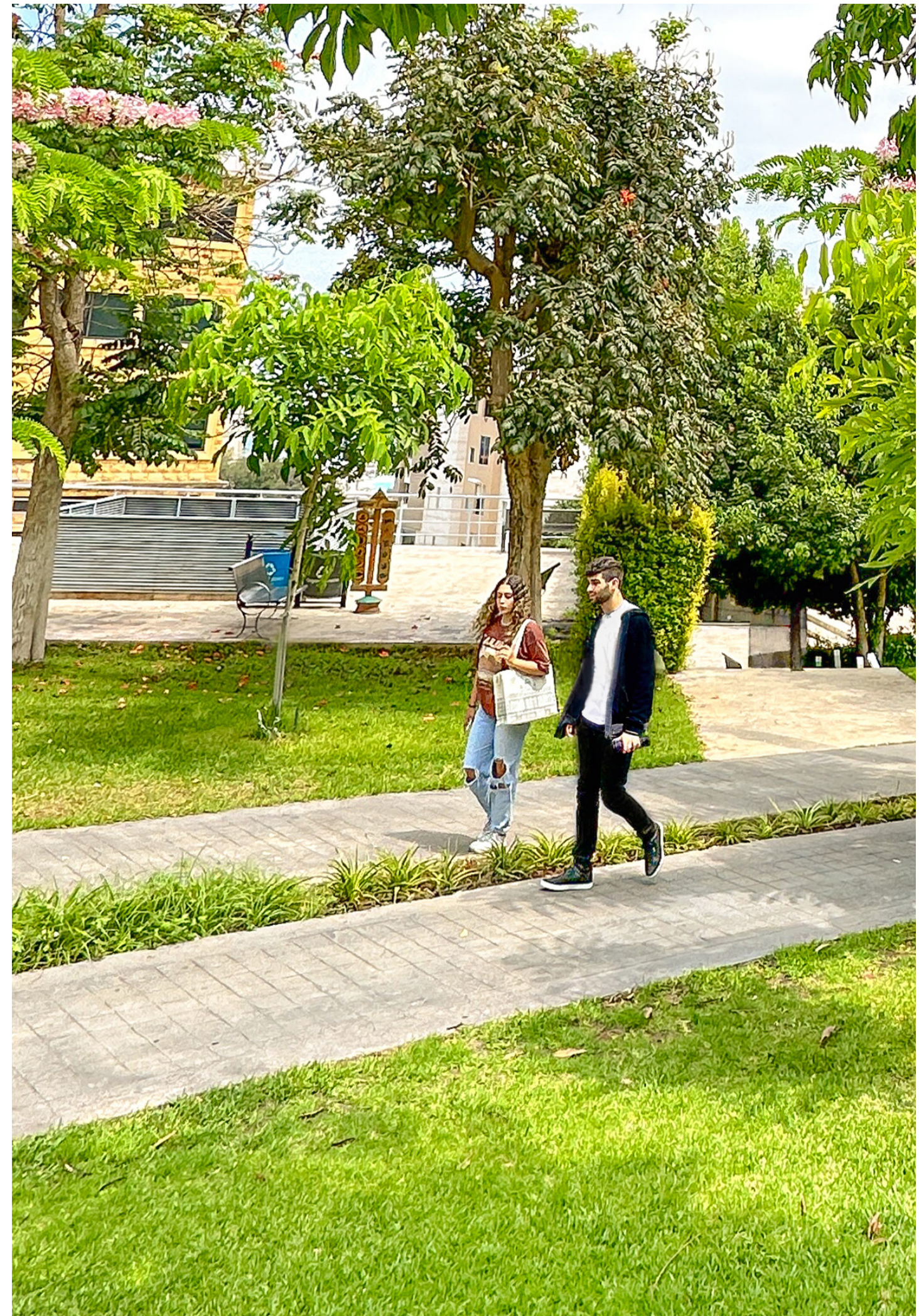
At USEK, your ambitions intersect with vibrant student involvement. Welcome to a community where participation in clubs, chapters, Student Council activities, and various initiatives unlocks a world of diverse experiences and enduring memories.

Through these channels, you can nurture your passions, initiate positive changes, and shape your academic journey.

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

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

Céline Baaklini
Vice President for Community Life





1.4. Welcome Words From the Academic Unit Deans

1.4.1. Faculty of Arts and Sciences

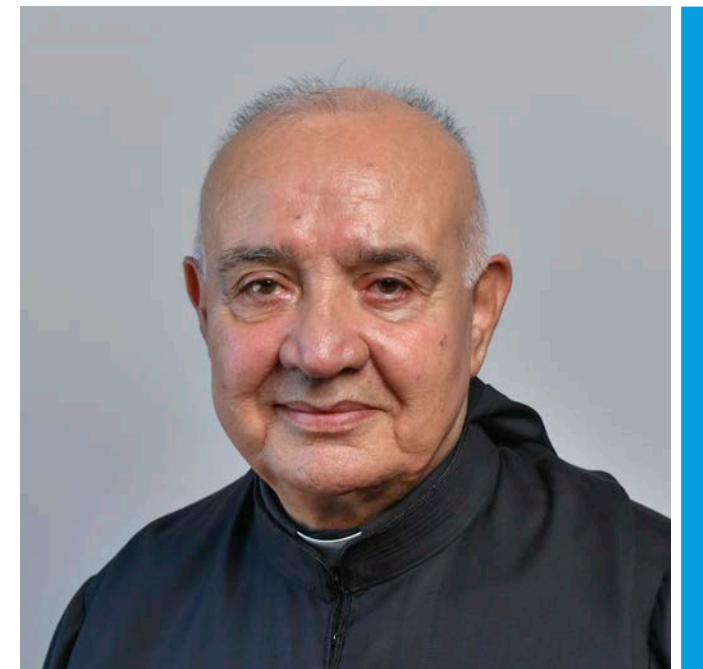
Dear Students,

We welcome you to the 2025–2026 academic year at the Faculty of Arts and Sciences (FAS) at USEK. The start of a new academic year marks more than the resumption of studies: it is a moment of renewed commitment to inquiry, growth, and the pursuit of excellence. It is an opportunity to engage deeply with knowledge, to challenge ourselves, and to embrace the transformative journey that education offers.

The Faculty of Arts and Sciences is dedicated to training graduates who are not only knowledgeable in their fields, but also capable of approaching challenges with analytical rigor, creative insight, and ethical awareness. Here, education is understood as a formative process that unites knowledge with values, cultivating both the mind and the character. Our mission is to give you the tools to contribute meaningfully to the common good through your future professional and civic roles.

Your academic and personal growth remains at the heart of this mission. As we embark on this academic journey together, I encourage you to approach it with curiosity, perseverance, and an openness to discovery. May this year be marked by meaningful learning, scholarly achievement, and a spirit of service that extends beyond our University into the wider community.

Father Farid El Moujabber
Dean, Faculty of Arts and Sciences



1.4.2. Pontifical School of Theology

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

Studying theology primarily means to embrace a dogmatic, liturgical, and spiritual dynamic, to see, represent, and think the world with a new perspective within a specific community.

We encourage our students, who are passionate about acquiring in-depth knowledge of the world, to orient their passion with our programs combining philosophy, spirituality, and applied theory to allow a renewed citizenship and to introduce you to a new philosophy of life, of the self, of humanity, saying in essence: "Be not afraid".

Father Elias Hanna
Dean, Pontifical School of Theology



1.4.3. School of Architecture and Design

Dear Students,

Welcome to the School of Architecture and Design. You are joining a community of creative thinkers and innovators dedicated to shaping a more sustainable, inclusive, and inspiring built environment.

Here, you will discover that design is not only about form and function, but also about responsibility—toward people, places, the planet, and – above all – toward sustainability. You will be encouraged to push boundaries, explore with curiosity, and collaborate across disciplines to create meaningful solutions.

Our faculty and staff are here to support your growth as designers and leaders. We invite you to embrace experimentation, learn from both success and failure, and see design as a lifelong pursuit of excellence and impact.

We are excited to welcome you, and we look forward to the futures you will design.

Antoine Dahdah
Dean, School of Architecture and Design



1.4.4. School of Engineering

Students, welcome to USEK's School of Engineering!

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

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

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

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

Sincerely,

Joseph Al Assad
Dean, School of Engineering



1.4.5. School of Law and Political Sciences

Dear Future Leaders in Law and Politics,

It is with great joy and a profound sense of responsibility that I welcome you to the School of Law and Political Sciences at USEK for the academic year 2025–2026. You are now part of a community that cherishes intellectual rigor, ethical values, and a deep commitment to public service.

This year, our guiding theme is “Building Bridges Between Knowledge and Action”. In law and political science, ideas only reach their fullest potential when they inspire action, when legal principles guide just outcomes, and when political theories shape fair policies. As you embark on your studies, I encourage you not only to absorb knowledge, but also to practice applying it: debate thoughtfully, volunteer, intern, and engage in projects that make a difference.

Our faculty and staff are here to challenge you, support you, and help you discover your own path. Academic excellence and professional integrity are cornerstones of our programs, and so are collaboration, curiosity, and empathy. We want you to feel at home here, knowing that your voice matters and that your efforts can contribute to a better society.

Welcome to this vibrant journey. Together, let us work hard, think deeply, and lead with faith and purpose.

Father Wissam El Khoury
Dean, School of Law and Political Sciences



1.4.6. School of Medicine and Medical Sciences

Dear Students,

It is with great joy and heartfelt emotion that I welcome you, on behalf of the entire school, into our large academic family at the Holy Spirit University of Kaslik (USEK).

Today, you are entering a fascinating world: the world of medicine. More than just a field of study, it is a true commitment to life, to science, and to humanity.

From this moment on, you are beginning to lay the foundations of your future vocation. To be a doctor is to be a lifelong learner, but it is also to listen, to care, and – above all – to understand others. At USEK, we deeply believe in the potential of each and every student. Our mission is to support you on this journey with dedication, kindness, and passion.

What you will find here:

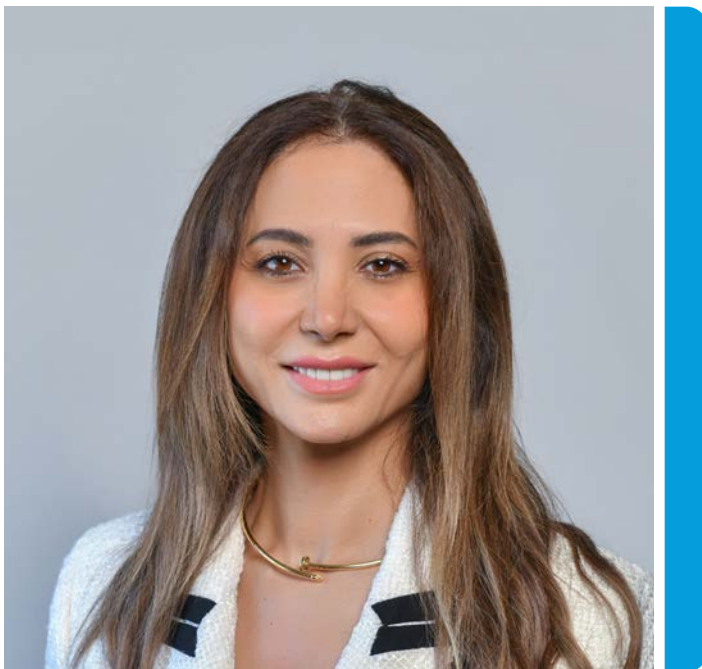
- A quality education, delivered by a committed and passionate faculty.
- A human and spiritual environment where respect, ethics, and compassion are at the heart of our approach.
- A close-knit community where you will find support, attentive ears, and inspiration.

A few pieces of advice to start off well: Be curious—every question opens a door to new knowledge. Be humble—medicine is a school of humility. Be supportive—you will grow together, not alone. And above all, be proud of the path you begin today.

This journey will not always be easy, but I promise you it will be deeply rewarding. You are here to learn, to grow, and to become competent, compassionate, and committed professionals.

We are proud and delighted to have you among us.

Jean Claude Lahoud
Dean, School of Medicine and Medical Sciences



1.4.7. Business School

Dear Students,

Welcome to the USEK Business School family! Whether you are just joining us or continuing your studies, I am truly delighted to have you with us. As an alumna of this school, I know firsthand how transformative this journey can be. Over the years, we have grown and evolved, but our purpose has remained the same: to support your success and help you make a positive impact wherever life takes you.

We are proud that the USEK Business School has been ranked among the Eduniversal 4 Palmes of Excellence institutions worldwide, a recognition of the quality, innovation, and dedication that drive our programs and our community. And through our accreditation journey with the Association to Advance Collegiate Schools of Business (AACSB), we are continually raising the bar to give you a learning experience that meets the highest international standards.

To prepare you for today's fast-changing world, our programs are constantly updated and enriched by strong international partnerships. Together with HEC Montréal, Université Paris II Panthéon-Assas, and Le Cordon Bleu, we bring the world to you here in Kaslik. And this year, we are especially excited to introduce our Doctorate in Business Administration (DBA) with Excelia, designed for professionals who want to push the boundaries of knowledge and leadership.

We also believe in learning by doing. At the Asher Center for Innovation and Entrepreneurship (ACIE), you will find a space to test your ideas, challenge your thinking, and even launch your own start-up.

Thank you for choosing the USEK Business School. I encourage you to be curious, to engage fully, and to take every opportunity that comes your way. I look forward to seeing the difference you will make here on campus, in Lebanon, and beyond.

Warm regards,

Danielle Khalife
Dean, USEK Business School



1.4.8. Doctoral College

Dear PhD Students,

Welcome to the USEK Doctoral College!

Our College offers 23 diverse PhD programs across a wide range of disciplines ranging from sciences to humanities and social sciences, as well as a Doctorate in Business Administration (DBA). This breadth makes our institution a dynamic hub for research, innovation, and academic excellence.

We are deeply committed to maintaining the highest standards in research and doctoral education. Our mission is to nurture the next generation of scholars and early career researchers who will make meaningful contributions to their communities and to the global academic landscape. Being selected to pursue a PhD here is both a privilege and a recognition of your potential to become a future scholar in your field.

The Doctoral College is here to support you at every stage of your journey. Through doctoral seminars and workshops, personalized advising, close academic follow-up, and opportunities to engage with the broader scientific and scholarly community, we aim to provide you with an enriching and empowering experience.

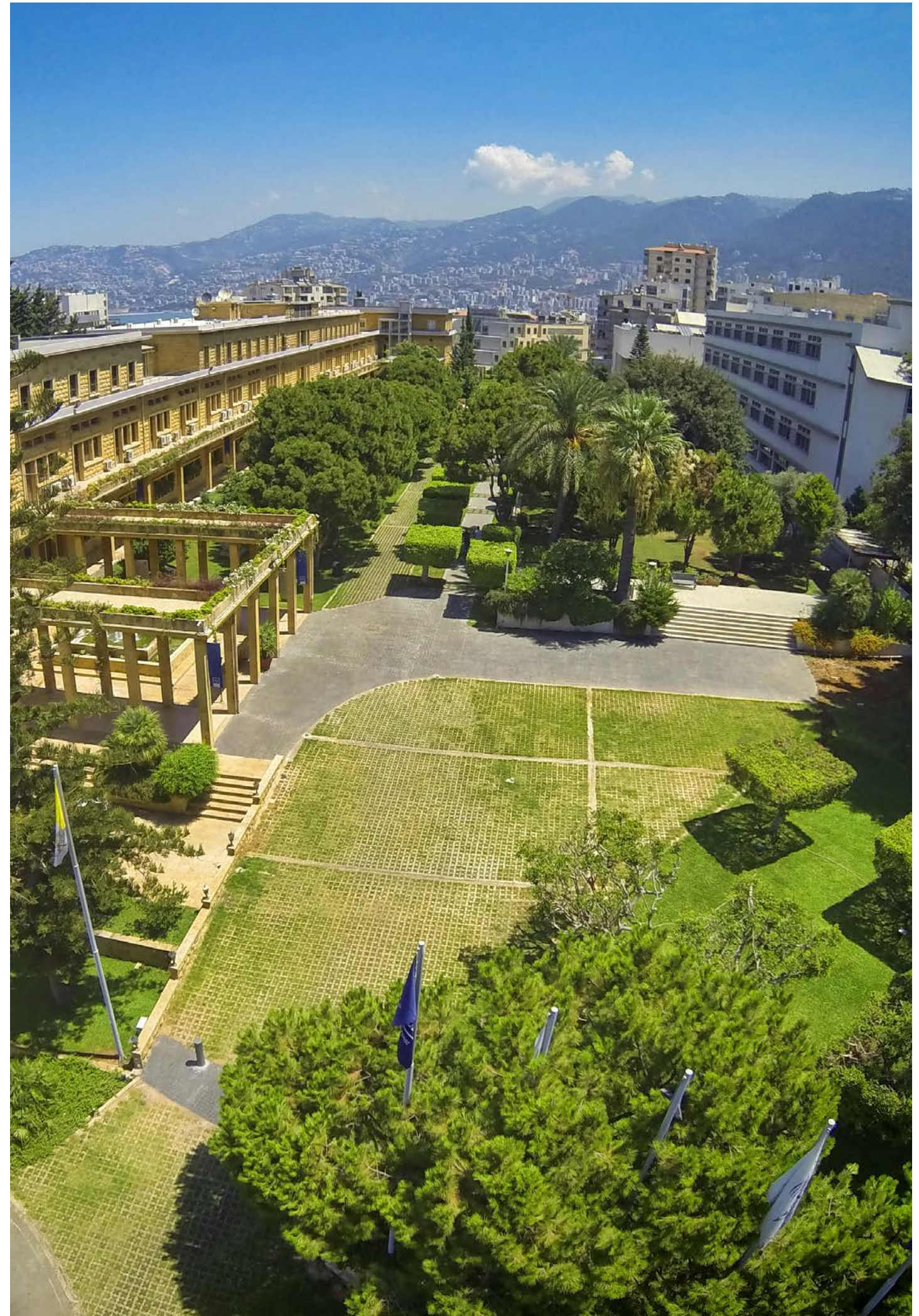
I wish you the very best as you embark on this exciting and transformative journey!

Sincerely,

Ranya Salameh
Dean, USEK Doctoral College

2

ABOUT USEK



2.1. A Brief History of USEK: Tracing our Roots

Embrace your enrollment at USEK, where our commitment to academic excellence and exceptional education sets us apart. With a remarkable legacy spanning over six decades, USEK has consistently empowered students to reach their academic aspirations, cultivate critical thinking skills, and positively impact society.

As a unique private non-profit institution in Lebanon, USEK was founded in 1938 by the Lebanese Maronite Order (OLM) monks, renowned for their enduring dedication to education since the 17th century. Our educational programs and research endeavors harmonize with the requirements stipulated by the Lebanese government, the OLM Constitutions, the social teachings of the Catholic Church, an American-style education system, and international accreditations. This comprehensive approach ensures that our students receive a well-rounded education, enabling them to enjoy a wealth of diverse opportunities locally and internationally.

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

2.2. USEK in Numbers: Key Facts and Figures

USEK provides an inclusive educational journey. Serving as the central hub for academic pursuits, its Kaslik campus welcomed a student body of over 7,200 in 2024. Here, learners can explore a wide range of programs that actively promote personal development and ignite intellectual growth.

Furthermore, USEK extends its educational offerings to a Regional University Center in Zahle where hundreds of students can access exceptional educational opportunities.

With its eight academic units, USEK showcases a strong alumni network, with 1,493 graduates in 2024-2025 and more than 30,000 since 2001-2002, making significant contributions all around the world. The University values global connections, as evidenced in its 159 international agreements and memberships. Its dedicated 855 faculty prioritize quality education and mentorship, while a diligent administrative and technical staff of 375 members ensure a seamless university experience.

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

2.3. Educational Characteristics of the OLM

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

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

Embracing the motto, "When the Spirit of truth comes, he will lead you to the whole truth" (Jn 16: 13), we are guided by our core values: excellence in teaching and learning, quality service, creativity and continuous improvement, integrity and accountability, cooperation and diversity, as well as stewardship and service to society. These values shape our educational character and drive us towards excellence in all aspects of our University community.

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

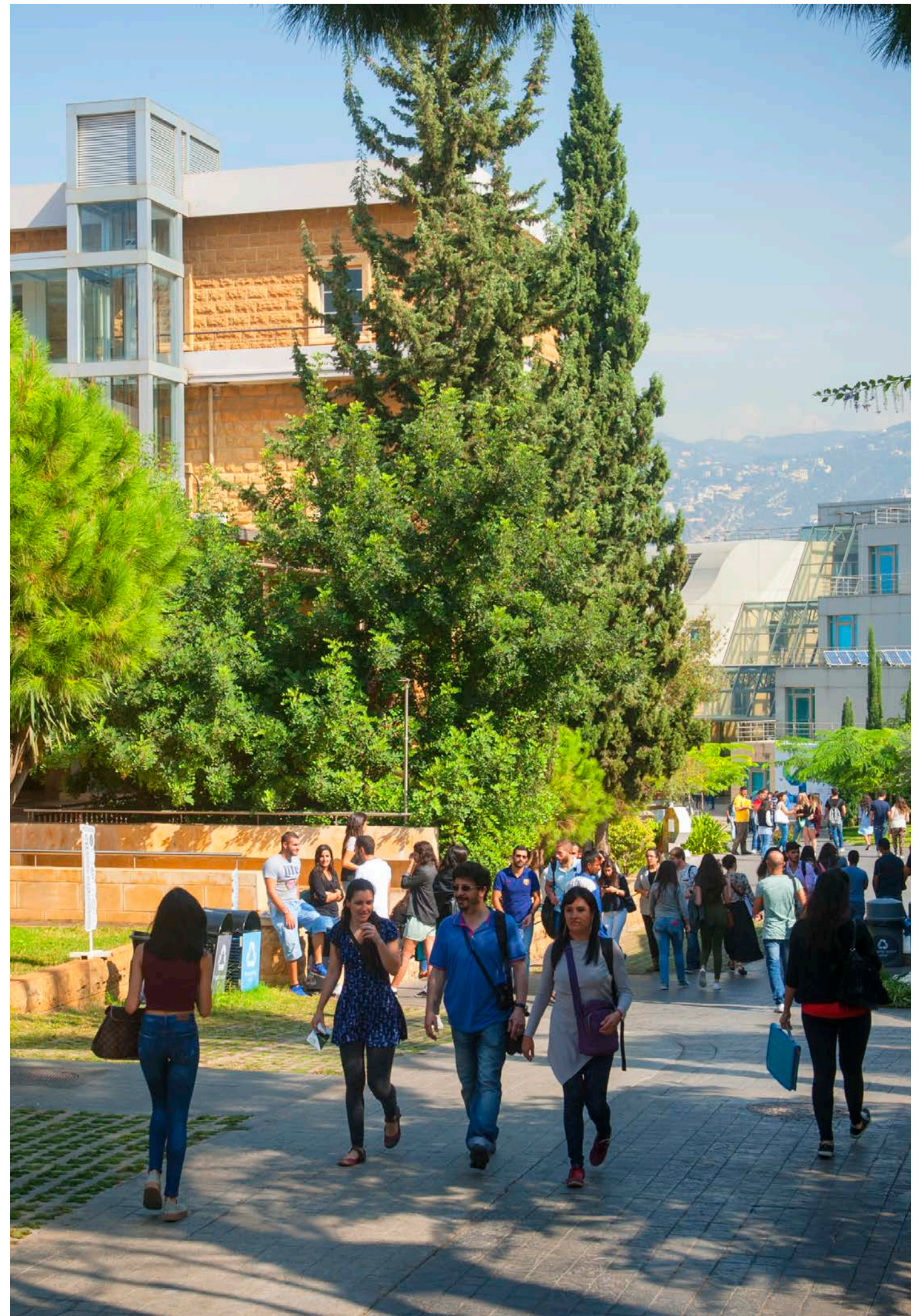
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**NAVIGATE YOUR WAY:
USEK CAMPUS MAP**



4

THE JOURNEY BEGINS: STUDENT LIFE AT USEK



4.1. Join the Fun: Student Activities and Events

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

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

4.2. Finding Your Community: Exploring Student Life and Development

4.2.1. Asher Center for Innovation and Entrepreneurship

The Asher Center for Innovation and Entrepreneurship (ACIE) empowers students and alumni to transform their ideas into impactful ventures that contribute to Lebanon's economic growth and job creation.

Through tailored programs, coaching, and strategic support, ACIE helps startups validate, build, and scale their businesses. The center provides access to training, networking opportunities, co-working space, expert mentorship, and technical assistance, creating a vibrant ecosystem where innovative ideas become sustainable ventures.

4.2.2. Clubs

A club is a gathering of USEK students sharing similar interests and passions, ascertaining no political affiliations, abiding by the University's mission and vision, and operating under the close supervision of the Student Affairs Office (SAO). A student club serves various purposes, such as encouraging student participation in new activities revolving around a specific cultural, athletic, artistic, creative, and professional theme, in addition to creating a community of students from diverse academic and cultural backgrounds.

A club is initiated and organized by active students who recruit fellow students sharing the same interests, points of views, and hobbies, among others. Any student enrolled at USEK with a clear disciplinary record can become a club member. Students who establish a new club have the right to nominate their club president according to the club's mission, vision, future activities, and collaborations. Officers are then appointed in collaboration with and under the supervision of the SAO, and a member of the SAO staff or the USEK community is selected to serve as club advisor.

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

Chess Club: USEK's chess community enhances members' strategic thinking skills through participation in tournaments and friendly matches.

Book and Poetry Club: A haven for book lovers and anyone aspiring to write poetry and read prose.

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

African Club: Serves as an inclusive community that fosters unity and cultural understanding among students from diverse backgrounds. Activities include potlucks, cultural movie nights, game days, community service, art exhibitions, and cultural panel discussions.

Astronomy Club: Brings together students passionate about space and the wonders of the universe. The club hosts stargazing events, interactive workshops, and hands-on activities exploring celestial phenomena.

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

K Club: Brings together fans of Korean music and drama through fun activities, such as K-drama watch parties, K-pop dance workshops, trivia games, scene and music video recreation, and K-culture talent shows.

4.2.3. Chapters

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

USEK has several chapters, such as:

- The USEK Model United Nations Chapter (UMC) reflects leadership and public speaking grounded in the principles of Model United Nations. Its goal is to promote sociopolitical education through international affairs and inter-governmental policies to shape our future leaders and thinkers.
- The American Institute of Architecture Students (AIAS) is an independent, non-profit, student-run organization dedicated to advancing leadership, design, and service among architecture students.

- The American Society of Agricultural and Biological Engineers (ASABE) is a leading organization promoting engineering solutions in food, water, energy, fiber, and environmental sectors. We aim to establish the first ASABE chapter in Lebanon, building connections between agricultural and food engineering students and strengthening collaboration within the engineering faculty. Through organizing webinars, workshops, events, and competitions. The ASABE explores new topics, like vertical and urban farming, green technologies, and food innovations, under the aegis of industry experts. This initiative will not only enhance the engineering focus of our major but also grant our department and University valuable international exposure, ultimately contributing to securing ABET accreditation.
- The Institute of Electrical and Electronics Engineers (IEEE) Chapter gives students access to a community of peers, faculty, and industry professionals. It provides opportunities to meet and learn from fellow IEEE Student and Graduate Student members and engage with professional IEEE members locally. An active IEEE Student Branch can be one of the most positive elements in a department offering programs in IEEE-designated fields of engineering, computer science, and information technology.
- The American Society of Mechanical Engineers (ASME) is a non-profit organization that promotes art, science, and multidisciplinary engineering while encouraging collaboration across all engineering disciplines.
- The American Society of Civil Engineers (ASCE) is a preeminent organization representing the civil engineering profession. Its mission is to provide essential value to its members and partners, advance civil engineering, serve the public good upon their graduation, promote student life, and strengthen bonds among members.
- The American Institute of Chemical Engineers (AIChE) student chapter promotes the professional development of its members through its programs and its relations with other student chapters and with the American Institute of Chemical Engineers, to contribute to the development of chemical engineering at USEK through activities involving faculty and student members. Moreover, the AIChE student chapter provides a voice for undergraduates in department affairs, encourages the professional development of students, and provides seminars concerning graduate school application, job hunting, and life in industry. The chapter also organizes study breaks and student faculty events.
- The IEEE Engineering in Medicine and Biology Society (EMBS) provides its members with access to the people, practices, information, ideas, and opinions that are shaping one of the fastest growing fields in science. Biomedical engineers are the link between science and life science, creating innovations in healthcare technology for the benefit of all humanity.

- The IEEE Power and Energy Society (IEEE PES) is a student chapter with the main goal of enriching its members. Each semester, it launches many workshops and conferences on a variety of topics from daily life or related specifically to engineering.

4.2.4. University Student Council

The University Student Council (USC) is a structured, nominated body comprising a minimum of two students from each academic unit, including the Pontifical School of Theology. A more substantial representation may be considered depending on the number of students enrolled in the academic unit and the number of applicants all serving in non-hierarchical, equally empowered positions. The USC serves as an institutional communication bridge and a student advocacy organization dedicated to meeting student needs, promoting inclusivity and collaboration, and recognizing student potential.

Being a part of the Student Council is your opportunity to advocate for the needs and recommendations of your fellow students, thereby helping enhance the academic and student life experience at USEK.

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

An annual selection process is initiated by an email invitation to eligible students to apply. Candidates must meet specified academic and behavioral criteria and complete an online application. Shortlisted applicants are interviewed by a committee representing the Office of the Vice President for Community Life (OVPCCL) the Student Affairs Office (SAO), the relevant academic unit, and former USC members. Final selection is based on a scored evaluation of skills, motivation, and potential.

The selected Student Council members will attend summer workshops with the SAO to prepare for the upcoming academic year. These workshops will focus on team management, communication, and leadership skills, setting the stage for their council involvement in the Fall semester.

4.3. Exploring Opportunities: Student Development

4.3.1. USEK Talent Program

As part of a collaborative initiative between the SAO, the Faculty of Arts and Sciences, and the School of Music and Performing Arts (SMPA), the USEK Talent Program aims to highlight the diverse musical and artistic abilities of our students and provide each talent with the opportunity to shine.

Open to all talented students across the University – not only those enrolled in the SMPA – the program offers participants the chance to benefit from a scholarship based on their performance and commitment throughout the year. Under the supervision of a specialized committee, students are invited to audition at the beginning of the academic year for membership in the music band or to showcase any other artistic talent, such as singing or photography.

Selected students take part in regular rehearsals on campus and are expected to actively participate in all scheduled events throughout the year.

4.3.2. Soft Skills Training

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

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

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

4.4. Multiple Locations, One Vision: USEK RUC and Facilities

Explore our premises, united by a shared vision!

4.4.1. USEK Regional University Center

Committed to providing higher educational opportunities for students who would otherwise not have access to it, USEK's Regional University Center (RUC) of Zahle offers courses for students who want to earn a degree within their communities and achieve their educational and career goals. Students can benefit from studying in a small learning environment, developing meaningful relationships with faculty attentive to their needs in a convenient location

4.4.2. Inclusive Facilities

USEK has modified ramps, bathrooms, and elevators, among others, to meet access codes and requirements for people with special needs. As of August 2022, extensive efforts have been deployed to make all areas of campus, including previously off-limits building entrances, fully compliant with accessibility standards for people with limited mobility, a significant move towards friendlier facilities that offer a more inclusive and accommodating community.

4.5. The University Residence and the Role of Resident Assistants

4.5.1. The University Residence Regulations

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

Located on the northeastern side of campus (Building F), it is close to the Conference and lecture halls, the University Restaurant, and our trademark green spaces. Accommodating up to 168 students over 6 floors with a shared kitchen on each, it is open every day from 7:00 a.m. to 1:00 a.m. (2:00 a.m. on Fridays and Saturdays).

The University Residence is open to female students actively pursuing a degree at USEK. To reserve your room, please send an email at residence@usek.edu.lb one month ahead of your expected arrival. Priority will be given to students with the longest commute to the University, while the second tier of selections will be on a first-come, first-served basis. Your stay covers the whole semester, and the fees for the whole semester will apply.

Every resident is requested to pay a monetary deposit equivalent to one month of rent depending on their choice of rent upon signing the contract. You can settle this deposit at the Student Accounting Desk once your room is confirmed (Office of the Registrar) for final confirmation before you receive your keys.

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

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

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

4.5.2. The Role of Resident Assistants

Resident Assistants (RAs) are selected each year to ensure effective direct communication with the University through the SAO. As the voice of their fellow residents, RAs handle all residence-related issues and have a specific number of office hours to serve. As coordinators over a full academic year, including on holidays and during the summer, they undertake their confidential duties under the supervision of the SAO, which oversees their recruitment by filling in a form in which they present a briefing of their ideas and plans for improving the University Residence and the residents' experience. The SAO interviews the chosen students and selects at least two RAs among second-year students who have three semesters left to finish their studies.

4.6. Getting Active: Sports Opportunities at USEK

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

Tryouts to join your chosen team take place in September for the Fall Semester and in January for the Spring Semester (if needed). During these tryouts, you will be meeting with the respective coaches who will assess your sporting skills. In 2024-2025, USEK introduced new teams in handball, cheerleading, track and field, and badminton, in addition to planning the launch of a padel team in 2025-2026. Selected sports team members benefit from a 10-50% scholarship depending on skills, attendance, academic performance, and added value to the team, noting that sports scholarships do not apply to first-semester students. Team members are expected to attend weekly training sessions and participate in every competition their team is registered in.

Upon joining the team, you will be held responsible for any USEK branded sportswear you have been given. Moreover, several sport events are organized by the Sports Office on campus. The Hannibal Race and the Streetball Competition are but a few examples of events tailored to our students' preferences on our vibrant campus. Regardless of your skill level, the Sports Office invites you to participate in these recreational activities to develop a sense of community and spirit through sports events and activities.

The Sports Office also launched "the Brave Spirit", the USEK Mascot accompanying all our sports teams.

4.7. Creating Positive Impact: Volunteer and Service Programs at USEK

Be an outstanding student and enrich your USEK experience!

4.7.1. The Reward System

The Reward System aims to incentivize and recognize USEK undergraduate students' active participation in co-curricular activities, encourage engagement within the community, and promote a culture of excellence and personal development. The Co-Curricular Reward System is applicable only to undergraduate students enrolled at USEK. Points are assigned to each pre-approved on the website [here](#).

For more information, please visit the SAO.

4.7.2. Resident Assistants

Please refer to paragraph 4.5.2 for more information.

4.8. Diversity and Inclusion Initiatives

Diversity and inclusion are central to our academic community. Through the Accessibility Services Unit (ASU) operating under the Counseling and Accessibility Office (CAO), the University is committed to fostering an inclusive environment where accessibility is a core principle.

The ASU envisions a campus where all students are empowered to thrive academically, socially, and personally by reducing barriers, promoting awareness, and valuing individual strengths.

Its mission is to work with students, faculty, staff, and the wider community to create an accessible campus and learning environment, offering individualized accommodation while upholding academic standards.

The ASU provides a wide range of services, including academic guidance, progress tracking, tailored accommodation, awareness-raising events, and referrals to specialists. Services are offered based on the student's documented needs; as such, students may be asked to provide the necessary documentation to ensure appropriate support. Students are encouraged to contact the ASU at any stage of their studies, ideally as early as possible, to ensure timely support.

In addition, the ASU safeguards confidentiality, provides ongoing case follow-up, and works closely with academic units to ensure that students can fully participate in all aspects of campus life.

In line with its ongoing commitment to wellbeing, USEK signed a Memorandum of Understanding with the National Autism Community (NAC) in 2021, reinforcing its dedication to tailoring assistance to students with disabilities/conditions and advancing a culture of equality, accessibility, and inclusion.

4.9. Health and Wellness Services

Stress, especially when combined with the demands of academic life during such a critical stage of development, can lead to many challenges, which can be effectively managed with the support of psychological counseling.

The Counseling Services Unit (CSU), part of the CAO at USEK, offers complimentary support in a safe and confidential space where you can explore and better understand your thoughts, emotions, and experiences. In this setting, you can speak openly with a certified professional about personal, social, or academic concerns.

The mission of the CSU is to create a safe haven for the USEK community by providing psychological services, addressing mental health needs and breaking the stigma around them.

Because confidentiality is a key part of our ethical practice:

- Counseling sessions within the CSU are private and confidential.
- No record of your visit to the CSU will appear on your academic transcript or official records.

However, in keeping with professional and legal guidelines, confidentiality may be broken in the following cases:

- When there is an immediate risk of harm to yourself or others.
- If you provide written consent to share information with specific individuals or agencies.
- If required by a formal court order or applicable law.

CSU counselors are committed to safeguarding your privacy and ensuring that no information is transmitted to third parties inside or outside USEK, except in the situations mentioned above.

In addition to counseling, the CSU offers a range of psychological support services, including crisis intervention and orientation, psychoeducational and awareness-raising events, psychiatrist and psychotherapist referrals, and collaboration with Talk Campus, a confidential and safe international platform where students facing life challenges can support each other online. For more details about counseling services and to learn how to book an appointment, we kindly invite you to refer to this [link](#).

5

ACADEMIC AND STUDENT EXPERIENCE



5.1. Forge Your Path: Browse our Academic Units

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

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

5.2. Academic Calendar

The Academic Calendar equips students with essential information regarding important dates, events, and academic deadlines along their educational journey. With careful planning and organization, you will be able to maximize your learning experience and make the most of the diverse opportunities on offer. The Academic Calendar is your trusted companion, ensuring that you stay informed and engaged throughout the academic year. It is accessible on the USEK [website](#) and mobile app.

5.3. Start Your Journey: New Students' Orientation Guide

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

The orientation session is a one-day program, exclusively designed for new students and held at the beginning of Fall and Spring Semesters. It introduces you to the University community and offers a valuable opportunity to discover university life. Through a series of engaging activities and informative sessions, the program helps you transition smoothly from high school to university and feel fully integrated into campus life.

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

5.4. Transfer Students

Applicants who have previously pursued academic studies in another higher education institution recognized by the Ministry of Higher Education in their home country, and who meet USEK's general admission requirements are eligible to apply for admission by file transfer. Once the required documents are submitted, the application file will be reviewed, and the applicant will be notified of the transfer decision as issued by USEK's Admissions and Transfer Committee.

NB: Details regarding transferred courses cannot be provided in advance as they depend on the outcome of the file review.

5.5. Expanding Your Horizons: A Guide to Academic Opportunities

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

5.6. Course Registration and Enrollment Processes

Course registration is done exclusively online according to the [Academic Calendar](#). Related notices are shared with students by email or on the website ahead of the registration period.

5.7. Academic Substitution of a Course

In exceptional circumstances, a regular student is allowed to follow a course other than the one included in the program, when they are unable, for legitimate reasons, to follow the course as defined by the program, or when the course offering does not allow for attendance during their graduation semester.

5.8. Credit and Grading Systems

USEK adopts the American credit system, where one credit represents one teaching hour (50-minute course) per week during a 15-week semester (including examinations and tests). Every diploma/degree has a specific number of credits specified in the University Catalogue. Credits facilitate flexibility across university programs and the mobility of students. Acquired credits are capitalized and can sometimes be transferred from one academic unit to another or even from one university to another.

5.9. General Education

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

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

5.10. Language Proficiency Requirements

Students admitted to USEK must demonstrate a level of language proficiency defined based on the delivery language of their chosen program. [Click here](#) for more information.

5.11. Graduation Procedure

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

5.12. Graduation Requirements

Graduation requirements vary between undergraduate and graduate studies, in addition to specific criteria related to the type of degree granted within the same level.

5.13. Inactive Status

A student who wishes to temporarily suspend their studies must submit a request to the Office of the Registrar.

Students who have interrupted their studies for less than two years and are willing to resume their curriculum at USEK are granted automatic re-admission to their major, if they already mentioned in their interruption request their return semester.

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

Students who have interrupted their studies and earned credits in another higher education institution during the interruption period may submit a request for credit transfer to the Office of the Registrar, in accordance with the rules and regulations of Admission on File Transfer.

N.B: An interruption of studies can only be granted twice during a student's course of study as long as they do not exceed the graduation period.

5.14. Academic Honesty

USEK prioritizes academic integrity in everything we do. It is not just about being honest in your academic work, but also in all other processes. Our University has a strict policy against plagiarism and cheating. We want to make sure that everyone understands the importance of giving credit to original sources, doing their own research, and submitting their personal work. We believe in fairness and take any violations seriously, with consequences of dishonesty ranging from warnings to expulsion. By upholding academic honesty, we not only maintain our University's reputation, but also develop vital skills in critical thinking and ethical decision-making.

5.15. Student Withdrawal Policies

After the Add/Drop period, course withdrawals must be requested as per the related procedure before the deadline stated in the Academic Calendar.

6

STUDENT SUPPORT SERVICES



6.1. Student Support Offices and Services

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

As students, your support offices are:

- Admissions Office
- Career Center
- Counseling and Accessibility Office
- Financial Aid Office
- Enterprise IT User Support Management
- Office of the Registrar
- Student Affairs Office
- Sports Office
- University Chaplain Office

6.1.1. Admissions Office

Serving as the first contact point with prospective students, parents, and schools, the Admissions Office welcomes, guides, advises, and enrolls all prospective students in keeping with USEK's student-centric values, inclusiveness and diversity. Our staff is here to help prospective students explore various learning opportunities, guiding them through the admissions process from inquiry to enrollment and ensuring they receive the information and support needed to make informed decisions about their academic journey.

The Admissions Office also aims to ensure a smooth transition into university life post-enrollment by providing the students with the support needed and collaborating with other student support offices to promote retention, student satisfaction, and long-term engagement with USEK.

6.1.2. Career Center

The Career Center is dedicated to supporting students and alumni in building fulfilling and meaningful careers.

We offer personalized career advising and coaching to help participants explore their options, set goals, and plan their professional journey. Our team provides expert support with résumé and cover letter writing, mock interviews, and a broad range of workshops focusing on building key career skills.

We also help students and alumni navigate today's job market by connecting them with companies and industries experts to gain insights into technical requirements, corporate cultures, hiring practices, and potential job openings/internships.

Our Career Fair and field experts panels provide invaluable networking opportunities, references, and professional advice that improve our students' employability.

Furthermore, our team collaborates closely with all academic units to ensure that career development is integrated into academic programs.

Through these initiatives, we strive to empower individuals to confidently pursue their career choices and make the most of every opportunity.

6.1.3. Counseling and Accessibility Office

The Counseling and Accessibility Office (CAO) is composed of the Counseling Services Unit (CSU) and the Accessibility Services Unit (ASU). While each unit operates within its specialized functions, they form together a central hub dedicated to comprehensive student support at USEK. Our mission is to foster an inclusive community that prioritizes mental health, embraces diversity, and ensures equal access to educational opportunities for all students.

The Counseling Services Unit (CSU) provides a safe space within the University community, offering professional psychological services to address a wide range of mental health needs. We actively work to challenge the stigma surrounding mental well-being, emphasizing that seeking support is a strength, not a weakness.

Our licensed professionals offer confidential short-term counseling to support students in managing whatever challenges they may be facing, whether personal, emotional, or social. They offer a safe and private space to talk through concerns, with full assurance that counseling sessions will not appear on academic records. In addition to counseling, the CSU also designs and delivers training sessions, events, and workshops throughout the academic year to promote well-being, encourage healthy lifestyles, break the stigma on various mental health topics, in addition to providing crisis management.

If you are facing any psychological challenges, such as feelings of depression, anxiety, or cognitive difficulties, whether related to academics, relationships, family, or personal adjustment, we are here to support you. Our services are complimentary, and when needed, we can provide referrals for off-campus, free-of-charge psychiatric care and long-term psychotherapy.

The Accessibility Services Unit (ASU) is committed to implementing inclusivity by offering crucial support to students with disabilities/specific conditions. Our support involves collaborating with students, faculty, and staff to identify and implement personalized accommodation, ranging from accessibility on campus to academic accommodation.

The ASU offers a range of services, including accommodation management, pre-admission meetings, advisory learning sessions, and academic progress tracking for each student. In addition to providing individual support, the office takes a proactive approach in promoting inclusivity across the University community.

The ASU conducts training sessions and campaigns to raise awareness about diverse learning needs, contributing to the creation of a more supportive and informed campus environment. Through these initiatives, the ASU plays a vital role in ensuring that everyone, regardless of their abilities, can thrive within the USEK community.

6.1.4. Financial Aid Office

The Financial Aid Office (FAO) is committed to helping students achieve their academic goals by providing various forms of financial support. Our team of experienced professionals is ready to help students understand and navigate the financial aid application process and explore various sources of funding. We strive to make education accessible to all students, regardless of their financial circumstances, and are committed to promoting equity and inclusivity. Our goal is to support our students in overcoming economic and societal challenges, enabling them and their families to access, secure, and make the best use of all available financial resources.

6.1.5. Enterprise IT Support Management

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

6.1.6. Office of the Registrar

The Office of the Registrar strives to efficiently connect students to academic units, programs, and classrooms on a continuum of service from enrollment to graduation and beyond. Our staff captures, preserves, and disseminates information in a timely and ethical manner with respect to legal and confidentiality standards. The office is committed to securing and certifying the accuracy of student records, implementing and monitoring USEK's academic policies while maintaining efficient student systems and providing quality administrative services to students, faculty, staff, and alumni.

6.1.7. Student Affairs Office

The Student Affairs Office (SAO) collaborates with the Office of the Vice President for Community Life (OVPCL) to help students deal with academic challenges in keeping with USEK's rules and regulations. Our trained team develops ethical programs and services that help students overcome obstacles, enhance their teamwork and creativity, and promote personal growth and lifelong learning. Additionally, we organize various campus activities and events to enrich the student experience, create a vibrant campus community, and manage the University Residence.

6.1.8. Sports Office

The Sports Office promotes student wellbeing, physical activity, and a vibrant sports culture. We develop programs and services that help students, including our sports teams and student athletes, enhance their athletic skills, teamwork, leadership, and overall personal development. Additionally, we organize competitive and recreational sports activities, wellness events, and workshops, besides managing the University's sports facilities and equipment to ensure all students have access to a healthy and engaging campus experience.

6.1.9. University Chaplain Office

The University Chaplain Office (UCO) reports directly to the Vice President for Identity and Mission (VPIM). Working in close collaboration with the VPIM, the UCO sustains and nurtures all aspects of spiritual life on campus.

Its mission is to embody and share the spirituality and identity of the Church with all members of the University community—broadly the universal spirituality of the Catholic Church and, more specifically, the Eastern Antiochian Maronite spirituality of USEK's founder, the Lebanese Maronite Order (OLM).

In partnership with the USEK University Pastoral, the UCO offers a wide range of spiritual and social activities for students, faculty, and staff, including:

- Weekly Masses.
- Regular spiritual meetings (such as Bible study sessions, spiritual guidance, and lectures).
- Monthly campus events.
- Off-campus activities (such as retreats, pilgrimages, humanitarian and social service initiatives, and cultural outings).

In addition, the UCO provides space and time for personal counseling, listening, and confessions, while fostering areas for prayer and reflection in the chapels and other dedicated spaces across campus.

For more information, please contact us at office.chaplain@usek.edu.lb or check our Instagram account [**USEK Pastoral**](#).

6.2. Financial Assistance Options for Students

The Financial Aid Office (FAO) provides a range of services to support students in managing tuition fees and overcoming financial challenges. Students may apply for tuition discounts through the Financial Aid Application (FAA) by submitting the required documents and attending an interview with a social worker. In cases of significant changes in financial circumstances, students may also submit an appeal with supporting evidence for reconsideration.

Additional financial support options include the siblings' allowance for families with more than one student enrolled at USEK and the third-party agreements for students whose parents are military/security personnel or members of affiliated organizations. The FAO also offers payment facilities, allowing students to customize tuition installments based on their socioeconomic situation, and a 50% tuition discount for OLM relatives (brothers, sisters, nephews, or nieces of OLM members) upon submission of the required official documentation.

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

6.3. Emergency Response and Crisis Management Policy

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

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

At USEK, sustainability is guided by a simple and repeatable framework that integrates environmental, social, and governance (ESG) principles with the circular economy, rooted in the UN-SDGs and inspired by Pope Francis' encyclical letter *Laudato Si'*. This framework is implemented through the Green Committee's 13 student-led chapters, where students transform ideas into concrete campus projects that advance nine priority objectives. On the environmental level, efforts focus on reducing waste at the source, promoting reuse and repair, closing material loops through recycling and composting, lowering energy consumption and emissions, and supporting biodiversity. On the social side, initiatives emphasize inclusive volunteering and service learning through the mandatory Civic Engagement and Citizenship (GEP205) course, ensuring fair access to opportunities and building partnerships that support communities in need. For governance, the framework ensures clear roles, transparent micro-grants, ethical practices, safety standards, and public reporting of results.

Our focus is what students can do now: simple actions, clear ownership, fast feedback, visible results all tracked with ESG-aligned KPIs (ex. kg diverted, % of materials recirculated, CO₂ avoided, hours volunteered, policy changes). In practice, this means circular initiatives like repair and swap drives, refill stations, zero-waste events, compost-to-garden loops, and responsible purchasing. In short, we turn care for creation into daily habits on campus and beyond to reduce, reuse, repair, regenerate with global goals as our compass, not the headline.

Mission

The Green Committee's mission is to form future eco-citizen leaders grounded in the UN-SDGs and *Laudato Si'* through GEP205, student-led practice, and community engagement, applying an ESG and circular-economy lens so learning becomes measurable action for our common home.

Objectives

1. Awareness and advocacy: Position students as SDG ambassadors who inform, inspire, and mobilize peers.
2. Decision literacy: Equip students with the knowledge, tools, and resources to make informed, sustainability-aligned decisions.
3. Student-led action: Empower students to design and lead feasible, context-aware projects that address real community needs.
4. Capacity building via curriculum: Embed the SDGs across General Education and link with GEP205 to certify learning, skills, and civic impact.
5. Joyful engagement: Use creative, positive, and fun methods to broaden participation and sustain motivation across SDG themes.
6. Results and accountability: Set SMART goals and track KPIs (such as waste diverted, emissions avoided, participation, policy changes) to ensure tangible impact.
7. Innovation and entrepreneurship: Foster an eco-mindset that nurtures problem-solving, startups, and scalable solutions to current challenges.
8. Community life and collaboration: Create living-learning opportunities on campus that strengthen teamwork, solidarity, and service.
9. Communication and arts: Develop storytelling, design, and media skills so students can communicate sustainability effectively and catalyze wider change.

How We Work

Plan → Do → Measure → Share

- Plan: Choose a clear focus per project (waste, mobility, biodiversity, reuse).
- Do: Run high-impact activities with student leads and signups.
- Measure: Track a few metrics that matter and post results publicly on campus.
- Share: Celebrate wins, learn fast, and scale what works.

Pathway to Greater “Green Involvement”

From participant to leader: clear steps, clear responsibilities.

- Join and Participate: Community Service Student

The first step in the process of moving from a community service student to an executive volunteer is to actively participate in community service projects organized by USEK’s Green Committee. This involves demonstrating a commitment to the mission and values of sustainability and showing enthusiasm for the cause.

- Project Contributor

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

- Executive Volunteer

Once the community service student has demonstrated a commitment to sustainability and additional responsibilities, they may be offered the opportunity to become an executive volunteer. As an executive volunteer, you will be responsible for organizing chapters, recruiting, and training other volunteers.

- Chapter/Project Leader

Finally, if the executive volunteer demonstrates exceptional leadership skills and a deep commitment to the Green Committee’s mission and values, they may be offered the opportunity to become a chapter or project leader. This involves leading a team of volunteers in addressing a specific sustainable matter or challenge on campus or outside campus.

As a project or chapter leader, you will be responsible for coordinating all aspects of the project or chapter in coordination with the Green Committee.

Support and recognition: training, mentorship, certificates/credit alignment (such as GEP205), and public acknowledgment for impactful leadership.

What You Can Join Today

- Awareness: Promote sustainability through social media (USEK.Green) or on-campus events. Target: Reach 30% of enrolled students each month.
- Earth Day Event: Celebrate creation with fun, hands-on workshops and interactive booths. Target: 1,500 participants and five partner clubs.
- Seedballs: Make and distribute native-seed balls on hikes and events. Target: 5,000 seedballs distributed with mapped drop-zones.
- Animal welfare: Care for campus species while promoting awareness about migratory birds. Target: Two events every year on World Migratory Bird Day.
- Green and Environmental Art: We upcycle waste by giving waste items artistic added value.
- Recycling: USEK has been ranked First Green University for five years in a row, mainly in waste management. Students are responsible for peer-to-peer bin checks, feedback, and signage fixes.
- Book exchange: Unwanted used books are salvaged by our own Material Recovery Facility (MRF) staff, sorted by students, and put back on shelves on campus to promote book exchange and reading.
- Clean-ups: We engage students in activities towards waste management in their own communities by having them organize clean-up groups in their own regions.
- Bring your Bucket to Campus: We encourage our community to sort waste from source. We collect organics for animals/composting and give back eggs or compost.
- Carpool: We encourage students to commute in a sustainable way and help reduce transportation emissions by carpooling to campus. In return, they benefit from VIP parking spots and rewards. 251 car-poolers participated in this initiative last semester.
- I Hear You: Individuals bring their plastic bottles from home, funding hearing aids for the Blind and Deaf School in Baabda.
- Agora: Bi-weekly dialogues on sustainability and ethics. Target: Ten sessions/semester featuring cross-faculty speakers.
- Re-Mug_It!: Free coffee when you bring your own mug. This has helped save more than 1,200 disposable cups so far.

Micro-Actions for Every Student

- Bring a reusable mug or bottle; say no to single-use cups and cutlery.
- Sort waste at the source and follow bin icons.
- Join a carpool group.
- Attend one Agora session per month and one clean-up per semester.
- Volunteer one hour per week with any team.

6.5. A Safe Place to Learn: Campus Safety

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

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

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

For more information on the campus nurse and the USEK Medical Services Office, students can always contact: medical.services@usek.edu.lb.

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

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

6.7. A Guide to E-Learning

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

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

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

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

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

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

6.8.1. Laboratories

The mission of the USEK Laboratories, grounded in education, research, and Analysis Services, is to act as dynamic hubs of learning and innovation. They provide students with comprehensive active education and training, conduct pioneering research that expands the frontiers of knowledge, and deliver expert analytical support for academic, industrial, and innovative projects.

Aligned with student-centered goals for practical learning, the USEK Laboratories work synergistically with all academic units to provide practical experience, tactile visual learning methods, and inquiry-based activities for students in support of lectures, R&D, and innovation. Shared facilities are an integral part of education at USEK to give students interdisciplinary hands-on means to generate and experiment with innovative ideas and inventions to enhance their educational experiences.

Not only do students access these labs for educational purposes or senior design projects, but they also serve as hubs for resourceful learners to pursue their entrepreneurial aspirations.

6.8.2. Research

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

Mission

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

We envision upholding USEK among the best leading research-oriented universities at the national and international levels and having a transformative impact on society through continual innovation and creativity in research and entrepreneurship.

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

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

The efficient conduct of research relies on respecting the researchers' individual freedom and responsibility, striving to secure optimal research conditions and ensuring proper coordination between all stakeholders under the research strategies of the University. All members of the USEK community have a collective duty to uphold and promote the utmost ethical standards throughout the entire research process, including proposal development, execution, peer review, and dissemination. The integrity of research plays a pivotal role in advancing scientific knowledge, preserving public confidence in the research process and bolstering the reputation of the University, its scholars, and their collaborators.

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

The Review and Dissemination Center (RDC) contributes to the development of comprehensive, systematic, and scoping reviews, in addition to meta-analysis and other research syntheses in various research fields at USEK to enhance the research culture of the University. It also builds the capacity to conduct and publish reviews at the individual, thematic, and institutional levels, and supports researchers in publishing in open access journals and engaging in scientific conferences.

6.8.3. USEK Writing Center

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

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

We provide:

- in-person or online peer-to-peer consultations (for Zahle RUC students) with well-trained tutors and experienced writers.
- writing resources that are available on the USEK [website](#).
- workshops on advanced writing techniques.
- a space to write, think, and exchange.

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

Our in-person and online consultations are efficient in helping you become an independent, confident, and skillful writer through an interactive and modern approach to writing. Our peer tutors do not proofread or edit assignments; they rather teach you to recognize and correct your own mistakes with the aim of transforming you into self-sufficient writers in the long term. Peer tutors help you throughout the writing process from brainstorming to polishing and finalization in a shared effort that depends on your active involvement to succeed. You are welcome to make an online or in-person appointment with

our tutors at any stage of the writing process. During the 45-minute session, the tutor discusses the writing and helps you outline the next stage. We are here to assist you with any type of writing, such as papers, graduate theses, scientific reports, and laboratory reports by:

- sharing strategies and resources to plan, organize, draft, revise, and edit writings.
- offering strategies to improve the writing process from brainstorming to polishing.
- turning your weakness into strengths.
- using the writing conventions pertaining to your field.
- providing relevant feedback on writing.
- planning the next move forward.

Confidentiality

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

Policies

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

6.9. Campus Resources: Library, Bookstore, and Restaurant Services

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

6.9.1. USEK Library

The USEK Library provides you with outstanding resources and services. Its two reading rooms and study spaces equipped with modern tools and digital resources operate for 40 hours per week, ensuring that collections are continuously updated based on student usage patterns. The Library is fully automated, granting remote access to a wide range of digital resources and reference services. To optimize student support, we also offer personalized assistance through a variety of channels, including webinars, emails, online chat, and in-person interactions.

Since 2006, we have proudly established centers devoted to the preservation of Lebanese cultural heritage, allowing researchers seamless access to invaluable archives.

To access our resources, kindly click [here](#).

6.9.2. Bookstore

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

6.9.3. University Restaurant

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

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

6.10. Understanding Fees: A Guide to Registration, Tuition, and NSSF Membership

At USEK, we always make sure your journey into our University is as smooth as possible. Excellent education is synonymous with an efficient registration system, and our registration process is specifically designed to make it easier for you to navigate and join our institution.

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

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

6.11. Understanding Payment Procedures

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

If you have any concerns or questions about the payment process, the FAO's dedicated staff are always here to help.

6.12. International Experience Opportunities

USEK's international experience offers the following opportunities:

6.12.1. Mobility Programs to Partner Universities Abroad

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

USEK offers two types of mobility programs:

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

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

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

6.12.2. The Be-a-Buddy Program

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

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

6.12.3. The Global Engagement Certificate

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

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

6.13. International Students' Tuition Fees

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

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

7

GUIDELINES AND POLICIES FOR INTEGRITY AND ETHICS



7.1. Student Responsibility and Ethical Conduct

At USEK, we trust our students to be responsible and ethical individuals whose actions reveal impactful insights on the community.

7.1.1. Positive Participation

Positive participation is required for all courses, practical activities, tutorials, and laboratory sessions, among others. An undue number of absences may affect your grades and/or academic status.

7.1.2. Academic Integrity

Academic integrity is at the core of higher education and is compromised by plagiarism and fraud, which are not tolerated at USEK.

7.1.3. On-Campus Code of Ethics

The On-Campus Code of Ethics is a complement to institutional and academic rules defined by the Bylaws and regulations in force at USEK. It determines the main rules aiming to create an amenable atmosphere conducive to respect and studying.

7.2. Student Code of Conduct and Disciplinary Council Procedure

By holding you to high standards, the USEK Student Code of Conduct prioritizes your personal and intellectual development by upholding a respectful educational environment for all.

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

USEK is committed to upholding the highest standards of respect and human dignity within an environment that fosters academic excellence and professionalism. Acts of discrimination, harassment, sexual misconduct, intimidation or exploitation are fundamentally inconsistent with the University's mission and core values and constitute violations of University policy.

In alignment with this commitment, the University takes proactive measures to prevent and address all forms of discrimination, harassment, and sexual misconduct, prevent its recurrence, and impose disciplinary or other appropriate action against those responsible.

USEK is equally committed to preventing retaliation for reporting a concern or assisting in an investigation, and will take all necessary steps to remedy the effects of discrimination and harassment.

7.4. Diversity and Inclusion

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

All students must demonstrate mutual respect. Failure to do so is liable to disciplinary action as per USEK's Bylaws.

Discrimination based on protected characteristics, such as race, ethnicity, gender, sexual orientation, religion, disability, and others is strictly prohibited.

To reinforce this commitment, Student Support Offices implement various programs alongside diverse curriculum and research opportunities that are accessible to all students.

7.5. Dress Code Policy: Attire for Professional Appearance

USEK aims to prepare its students for the professional world. As such, the University encourages all students to dress appropriately and project a professional image, while recognizing that suitable casual attire on campus is entirely acceptable.

At the same time, the University is committed to maintaining a respectful learning, social, and working environment where students, faculty, and staff feel comfortable. Therefore, students are asked to avoid wearing clothing that is provocative or displays offensive content, including logos, symbols or messages related to alcohol, tobacco, drugs, or profanities.

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

7.6. Parking Services Policy

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

- Parking times: Mondays to Fridays, from 7:00 a.m. to 8:30 p.m. No cars are allowed to park after this time; however, cars that are already in the parking lot may remain there until the closing time at 10:00 p.m.
- It is strictly forbidden to leave any car in the parking lot at night. In case of emergency, please contact the Campus Security and Safety Office.
- Parking closing time: 10:00 p.m.
- To enter the parking lot, you will need to use your USEK ID.

- Cars are routinely searched for security reasons.
- Always show respect to security personnel and follow their instructions within the parking lot, especially when parking your car.
- The University is not responsible for cars or their contents in the parking lot and reserves the right to inspect or remove any vehicle if necessary.
- Failure to comply with the parking regulations or to engage in respectful behavior may result in disciplinary action.
- The University reserves the right to amend the parking regulations without prior notice.
- Please ensure your vehicle is properly parked within the designated lines, refrain from occupying more than one parking space, and respect the speed limit at all times.

7.7. Smoke-Free Campus Policy and Alcohol and Drug Use Policy

At USEK, the well-being of our students is a top priority. Our goal is to maintain a safe and healthy campus environment, which is why strict regulations prohibit smoking indoors, consuming substances that are harmful to health or disruptive to public order, and drinking alcohol anywhere on campus.

Recognizing the rights of both smokers and non-smokers, smoking is only allowed in outdoor areas, offering a suitable space for students to take their smoking breaks without affecting indoor air quality or causing disturbance to others.

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

7.8. Policy on Disclosure of Students' Records

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

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

7.9. Mandatory Reporting Policy

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

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

7.10. Intellectual Property Policy

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

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

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

8 DIRECTORY



8.1. Who to Contact: List of Essential USEK Contact Information

UNIT	PHONE NUMBER	EMAIL
Admissions Office	+961 9 600 050 +961 81 124 984 (WhatsApp Business)	admissions@usek.edu.lb
Alumni Relations Office	+961 9 600 080	alumni@usek.edu.lb
Asher Center for Innovation and Entrepreneurship (ACIE)	+961 9 600 080	acie@usek.edu.lb
Counseling and Accessibility Office (CAO)	+961 9 600 790/1/3-5	students.cao@usek.edu.lb
Career Center	+961 9 600 580	careers@usek.edu.lb
E-Learning	+961 9 600 414	elearning@usek.edu.lb
Financial Aid Office	+961 9 600 205/9	fao@USEK.edu.lb
Green USEK	+961 9 600 963	green@usek.edu.lb
Campus Nurse	+961 9 600 911	medical.services@usek.edu.lb
International Affairs Office	+961 9 600 321	iao@usek.edu.lb
Enterprise Information Technology Services (EITS) Office	+961 9 600 414	servicedesk@usek.edu.lb
Library	+961 9 600 071	library@usek.edu.lb
Office of the Registrar	+961 9 600 400 +961 9 600 244	registrar@usek.edu.lb
Student Affairs Office	+961 9 600 280	sao@usek.edu.lb
Sports Office	+961 9 600 296 +961 9 600 194	sports@usek.edu.lb
University Chaplain Office	+961 9 600 282	office.chaplain@usek.edu.lb
USEK Campus	+961 9 600 000	usek@usek.edu.lb
University Residence	+961 9 600 280	residence@usek.edu.lb
Zahle RUC	+961 8 932 132	zahle@usek.edu.lb

8.2. Comprehensive List of Forms for USEK Students

New online applications and forms are continuously published on **MyUSEK's** Student Services workspace. Their availability depends on the timeline and deadlines set by the University. More information can be found on the **MyUSEK** platform.



