



UNIVERSITY OF BALAMAND IN DUBAI

ADMISSION GUIDE 2018-2019





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INTRODUCTION

Why the University of Balamand in Dubai (UOBD)

University of Balamand in Dubai (UOBD), a subsidiary of Dubai Investments PJSC, will open its doors in September 2018 at Dubai Investments House, Dubai Investments Park (DIP) and will offer a range of undergraduate degrees based upon the American model of higher education. The operational management of the University of Balamand in Dubai has been entrusted on University of Balamand (UOB) – Lebanon and its academic programs have been adopted.

UOBD believes that learning occurs not only in the classroom, but also through engagement in campus life and in communities and organizations beyond the university. UOBD provides a holistic education that equips the learner with the necessary skills, knowledge, and abilities to build up a bright future for the student personally and for the community.

Our dedicated faculty and staff offer the guidance and raise the motivation level to enable you to become a wise decision maker. Our resources, facilities, research experiences and rich extra-curricular activities ensure that the student spends efficient years and attains a rich successful journey at the time you are learning at UOBD.

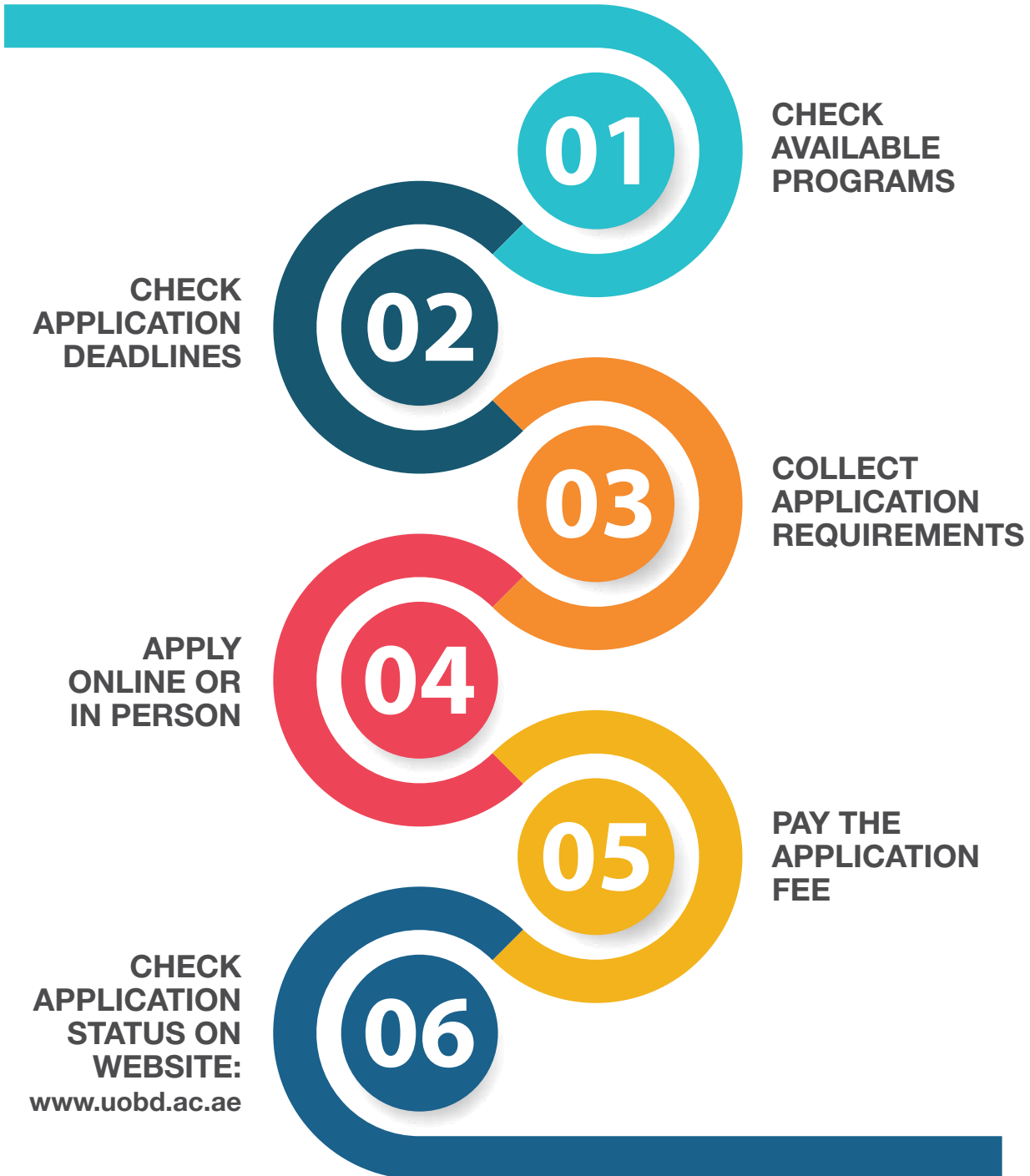
UOB – Lebanon is known as a major center for intellectual and cultural activities. UOB's profound experience will place UOBD among the best universities in the United Arab Emirates and the Arabian Gulf region which is a great challenge for a new institution of higher education that can and will be attained in the coming years.

About the University of Balamand (UOB)

The University of Balamand (UOB) is a private, non-profit, independent, Lebanese educational institution of higher education. UOB does not discriminate on the basis of religion, race, sex, nationality, or physical disability. The University is dedicated to the study of the arts, sciences, and professional fields including Engineering and Medicine, that serves the interests of the community of Lebanon and the Arab world and is committed to excellence in these fields. It is also committed to research, teaching-learning, and service to its community. The University has 117 agreements/affiliations with national and international institutions around the world including UK, USA, Canada, France, Italy, etc.

ACQUIN “Accreditation, Certification and Quality Assurance Institute” granted UOB a six-year unconditional institutional accreditation: “The University of Balamand is institutionally accredited without conditions. The institutional accreditation is valid until September 30th, 2021”.

APPLICATION PROCEDURE



FACULTY OF ENGINEERING

The programs at the Faculty of Engineering at the University of Balamand in Dubai (UOBD) are committed to the advancement of the engineering profession and are ranked among the top.

In other words, the Faculty of Engineering is dedicated to providing high-quality engineering education and comprehensive undergraduate curricula, and to promoting high merit research and educational resources to further the development of the discipline of engineering in the Gulf and the region.

We strive to prepare engineers to meet the challenges of the new world with programs designed to culminate in a Bachelor of Science degree (four-year program).

Our BS program gives students basic theoretical and practical knowledge in Engineering Sciences and Design to practice their skills as engineers once they graduate. This is accomplished through a strong educational system supported by the latest technological advances.

The Faculty's vision is to pursue excellence in basic and applied research and to contribute to the expansion and innovative application of state-of-the-art knowledge to the benefit of society. Our approach is to stress learning rather than teaching, by integrating Information Technology driven lectures. We provide students with an innovative learning environment that integrates in-class instruction with our multidisciplinary laboratories.

Available Engineering Programs:

Bachelor of Science (B.S.) in Chemical Engineering

Bachelor of Science (B.S.) in Civil Engineering



FACULTY OF ARTS AND SCIENCES

The Faculty has six departments, including Biology, Chemistry, Mathematics, Physics, English Language and Literature, and Professional Teaching Diploma. Many departments also offer specialties that are constantly revised and updated to respond to market needs. The faculty and staff members all interact in a family atmosphere governed by mutual respect, friendliness, and professionalism. Our Faculty has two main missions, teaching and research, and we try to excel in both. Our classes are small, rarely exceeding 30 students, allowing professors and students to easily interact. Our curricula, combining theoretical and practical knowledge, give students the opportunity to gain hands-on training, a major advantage whether they are headed for the job market, graduate studies or professional schools. The top quality of our professors, the quality and scope of our infrastructure, our national and international reputation, make a BS/BA from our Faculty worth obtaining, and open the doors wide for you towards a brilliant career in industry, education or the professional world.

Arts and Sciences available programs:

- Bachelor of Science (B.S.) in Biology
- Bachelor of Science (B.S.) in Chemistry
- Bachelor of Arts (B.A.) in English Language and Literature
- Bachelor of Science (B.S.) in Mathematics
- Bachelor of Science (B.S.) in Physics

Professional Teaching Diploma (T.D.)



ADMISSION REQUIREMENTS AND PROCEDURES

The Office of Admissions and Registration processes admission to all University Faculties. All inquiries, requests for application forms, and correspondence must be sent to the Office of Admissions and Registration.

A. Selection of Applicants

The University Admissions Committee, based on the recommendations of the Faculty sub-committees, selects applicants for admission. The Office of Admissions and Registration is responsible for handling admissions procedures. The University admits qualified students without regard to race, color, sex, religion, age, physical handicap, or national origin. The University receives applications on dates announced by the Office of Admissions and Registration. Application forms are obtained from the Office of Admissions and Registration or from the university website.

B. Conditional Acceptance

Applicants who do not meet University admissions requirements may be granted, upon the recommendation of the Admissions Committee, conditional acceptance. This acceptance continues until the end of the first regular semester.

C. UOBD Admission to Undergraduate Studies

Minimum Admission Requirements:

- Secondary school average:
 - The minimum average for accepting an applicant is the equivalent of 75 percent or more in the final year or 75 percent or more in the two years out of the last three years.
 - Higher averages may be applicable for certain colleges/schools and/or specific majors.
- SAT scores or placement examinations results (as applicable).
- A score of 71 or more on internet based TOEFL (iBT) or a score of at least 527 on the institutional paper-based TOEFL (ITP) or a score of at least 5.5 on academic IELTS. Scores are only valid for two calendar years. EMSAT results for national students only.
Students who score below the minimum required TOEFL or IELTS but meet the other admission standards may be admitted to the University Orientation Program.
- Secondary School certificates are awarded either by ministries of education or by private schools or institutions. UOBD recognizes certificates awarded by ministries of education and secondary school certificates awarded by private schools and recognized by their host country. The university also accepts certificates awarded by recognized qualification authorities, international boards and national boards.

Example of secondary school certificates:

- *National general Secondary School Certificate (Arts or Science): minimum average of 75 percent or equivalent*
- *American High school diploma: minimum average of 2.5 GPA or equivalent*
- *International Baccalaureate Diploma: complete 6 subjects where at least 3 are at higher level*
- *Lebanese Baccalaureate: minimum average of 75 percent or equivalent*
- *French Baccalaureate: minimum average of 75 percent or equivalent*
- *Pakistani Board Certificates II: minimum average of 75 percent or equivalent*
- *Indian Board certificates: minimum average of 75 percent or equivalent*

- *IGCSE, GCSE, GCE: minimum average of C or equivalent in 2 A or 4 AS (no same subject between A's and AS's)*
N.B. Have completed 12 years of schooling and must provide school leaving certificate
- *German Abitur: Minimum average of 2.5 or equivalent*

Program Admission requirement:

- Literary certificates: Holders are admitted to Arts Majors.
- Scientific Certificates: Holders can be admitted to any major in any Faculty.

D. Advanced Standing

The University of Balamand in Dubai may give up to a maximum of 12 transfer credits for undergraduate students towards University degree courses from the first year. Decision is based on the diploma the students have or the examination scores they earned on the internationally recognized examinations and various other enhanced instructional programs in secondary schools, i.e., AP, GCE etc.

Secondary School Credit Transfers:

Applicants must submit a copy of their original secondary school certificate authenticated by the UAE Ministry of Education, or appropriate authority.

Students who have completed The International Baccalaureate (IB) Diploma/Certificate Program, French Baccalaureate, German Abitur, the GCE Advanced level courses, or any other diploma approved by the University may get equivalence up to a maximum of 12 transfer credits from the first year. Minimum examination scores, applicable credit hours, and eligibility requirements are decided by the relevant Dean and the Registrar.

GCE A-level courses:

University of Balamand in Dubai, UOBD, gives transfer credits for GCE A level courses with Grades of B or above

IB courses:

University of Balamand in Dubai, UOBD, gives transfer credits for IB courses with grades of 6 or above.

- No repetition of subjects is allowed
- Based on the HL level courses chosen at High-School and the intended future major at university, students may be requested to register for a number of “remedial courses”. Such courses are nominated by the specific major as pre-requisite to admission

American Advanced Placement (AP) Exams:

University of Balamand in Dubai, UOBD, gives transfer credits for AP exams with grades of 4 or above.

French Baccalaureate:

University of Balamand in Dubai, UOBD, gives transfer credits for French Baccalaureate subjects' exam with grades of 13 and above.

German Abitur:

University of Balamand in Dubai, UOBD, gives transfer credits for German Abitur subjects' exam with grades of 10 and above.

Lebanese Baccalaureate:

University of Balamand in Dubai, UOBD, gives transfer credits for Lebanese Baccalaureate subjects' exam with grades of 65% and above.

E. University Students Credit Transfers

Applicants must submit a copy of their original transcript authenticated by the UAE Ministry of Education, or the appropriate authority, along with the course descriptions to the Admissions and Registration office, that will in return forward it to the relevant Faculty for review of syllabi before taking the decision to transfer the courses. As per the UAE Ministry of education rules and regulations the course to be transferred:

1. should have a minimum grade of C
2. Its syllabi should match at least 80% of the offered course syllabi at UOBD

No more than 50 percent of required credits to earn a UOBD degree may be transferred from another recognized institution.

F. Admission Response Policy

All UOBD applicants will be notified through social media mediums as soon as the admission decisions are published. The admission decision list will be posted on the official website of the university by ID numbers. Each ID number will be linked either to the student acceptance package documents or to an apology letter. The applicant will have the option to print his own documents or to request a printed copy.

The admission response will consist of:

1. An apology letter in case the student was not accepted.
2. An admission package when the student is accepted and it will consist of the following documents:
 - a. Acceptance letter that will include:
 - i. Student type of acceptance (Regular or Conditional)
 - ii. Student English level decision
 - iii. transferred courses if applicable
 - b. University Academic Calendar
 - c. An important data sheet:
 - i. Registration dates
 - ii. University orientation gathering date
 - d. Registration procedure with list of advisors names and offices' location
 - e. Medical Record form
 - f. Medical insurance form for students that are not covered by a UAE medical insurance
 - g. Payment Registration slips

A copy of the admission decision letter will be kept in the student's file.



ADMISSION EXAMINATIONS

All applicants who attain the minimum score or higher on the TOEFL or IELTS are required to sit for placement tests appropriate for their intended Major as shown in the chart below:

Major	Required Placement Examinations by Major	
	TOEFL/IELTS	SAT
Civil Engineering	x	x
Chemical Engineering	x	x
Mathematics	x	x
Physics	x	x
Chemistry	x	x
Biology	x	x
English Literature and Language	x	x
Professional Teaching Diploma	x	

Students who score below the minimum required TOEFL/IELTS or SAT but meet the other admission standards may be admitted to the **University Orientation Programs**.

Students will be placed in English leveled courses according to the following chart:

TOEFL Computer Based	TOEFL Internet Based	TOEFL Paper Based	IELTS	Level
$x < 103$	$x < 34$	$x < 410$	$x < 3.5$	Not accepted
$103 \leq x \leq 130$	$34 \leq x \leq 44$	$410 \leq x \leq 447$	3.5	ENGL001
$133 \leq x \leq 153$	$45 \leq x \leq 53$	$450 \leq x \leq 477$	$4 \leq x \leq 4.5$	ENGL002
$157 \leq x \leq 193$	$54 \leq x \leq 70$	$480 \leq x \leq 523$	5	ENGL003
$197 \leq x \leq 227$	$71 \leq x \leq 87$	$527 \leq x \leq 567$	$5.5 \leq x \leq 6.5$	ENGL101
$230 \leq x \leq 247$	$88 \leq x \leq 99$	$570 \leq x \leq 597$	7	ENGL102
$x \geq 250$	$x \geq 100$	$x \geq 600$	$7.5 \leq x \leq 9$	ENGL203

APPLICATION DEADLINE

When do you apply?

- Early Admission: Before **March 1, 2018**
- Regular Admission: Before **May 24, 2018**

FEES AND EXPENSES

1. Application and Entrance Exams Fees:

Applicants must complete the University Application Admission Form and pay a non-refundable undergraduate application fee of 300 AED (Hard copy application) or 250 AED (online application).

2. Tuition Fees

Faculty	Program	Undergraduate
		Tuition/Credit Hour
		AED
Arts and Sciences	Biology	2650
	Chemistry	2650
	English Language and Literature	2500
	Mathematics	2650
	Physics	2650
Engineering	Chemical Engineering	2750
	Civil Engineering	2750

Program	Professional Diploma Tuition
	Credit Hour
	AED
Professional Teaching Diploma	2500

The University reserves the right to change the above tuition fees for newly admitted students. For continuing students increases in tuition fees will be limited to a maximum of 5% per academic year.

Library and Laboratory deposit fee	1500 AED held until the student graduates or discontinues his course of study, at which time the deposit, minus debts incurred will be refunded
Health Insurance Fee	1700 AED per year (subject to change)
Residency Visa Fee	1500 AED (subject to change)
Reservation Enrollment Deposit	5000 AED required upon acceptance and fully applied toward tuition once registered
Student Activity Fee	550 AED (per semester)
Late Registration Fee	500 AED is charged to all students who register during the late registration period
Passport Deposit Fee	2000 AED (refundable after cancellation of Visa)

Withdrawal Policy

If a duly registered student withdraws for justifiable reasons, the following refund policy will be applied:

Before the official beginning of classes	Full tuition refund less AED 5000 pre-registration fee
During the first week of classes	50% of the tuition
During the second week of classes	25% of the tuition
As of the third week of classes	0%

3. Scholarship and Grants

A. Financial Aid and Student Work Program

- Financial aid is given to qualified and needy students whose financial situation cannot cover educational costs. University financial assistance may be in the form of scholarships (partial or full), student work, or deferred payment of tuition fees. Students should submit an application for financial aid to the Office of Financial Aid and/or an application for student work to the Office of Student Affairs.

Students should comply with the following:

- Be enrolled as regular students
 - Have a good academic record
 - Be in financial need
 - Should not be on disciplinary probation.
- Continuing students who are interested in applying for financial aid for the next academic year should apply by mid-May. New students may also apply for financial aid and submit the applications by mid-October (if joining UOBD in the Fall semester) or by mid-March (if joining UOBD in the Spring semester).
 - Deferred payment is handled during the registration process through the Financial and Business Office.
 - Student work opportunities are available on Campus. Jobs vary from clerical work to laboratory and library assistance. Student work applications should be completed and submitted to the Office of Student Affairs at the end of each semester. New students are not eligible for student work.

B. Sibling Grant

A Sibling Grant (7.5% for second, 12.5% for third) is given when two or more brothers and/or sisters are registered at the University of Balamand in Dubai. No application is needed to qualify for this Grant.

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs through its various divisions provides opportunities for student development through extra-curricular activities and programs that improve the students' potentials and interpersonal skills. The office offers a variety of multidisciplinary activities and services in:

1. Career Guidance

The Career Services Activities works on enhancing students' leadership and technical skills through developmental and capacity building projects. It gives attention to the undergraduates' career guidance, graduates' employability and ensures students' success when transitioning from academic life to post-graduation destinations.

2. Counseling

Transitioning from high school to university life can be challenging and stressful for many students. The Counseling Center at UOBD provides professional counseling services and programs to help students succeed and make the most of their total college experience personally, intellectually, vocationally, socially and physically.

3. Campus Life and Student Development programs

Clubs and Societies represent a wide variety of interests in which students experience growth outside the classroom setting. Professional staff members and advisors are available to assist individuals forming a club or society, and to advise registered groups.

4. Athletics

Sports and recreational activities offer students the opportunity to improve their physical well-being as well as enhance their social lives. A coordinator for athletic activities is available to ensure that athletic programs are designed to meet the diverse needs of the UOBD community.

5. Student Work

Student work is considered to be an integral part of the daily operation of Faculties, Departments and Offices at the University of Balamand in Dubai. The mission of the Student Work Program (SWP) is to offer students, mainly those with financial need, on-campus jobs which would allow them to earn income that will be deducted from their tuition fees and at the same time would help them achieve both professional and personal development skills.

6. Student Publications

A newsletter and a yearbook will be issued by students on regular basis. These publications will provide students the experience of the regular creation and publication of a newsletter. It also enlightens the University Community about issues and events relevant to it and improves reading habits, knowledge and awareness.

These services will be available to guide students throughout their university life and will be developed gradually depending on the student enrollment and available facilities. Events and programs will be communicated to students through electronic means (mainly on UOBD website and social media pages) and updated continuously.



REQUIRED DOCUMENTS

The admission committee will compile a dossier of documents to be reviewed for your application to UOBD. The required documents to be uploaded if applying on line or to be brought along with application if applying in person:

- A recent passport-size photograph (taken within the past 6 months)
- A photocopy of your identity Card and Passport
- A certified official secondary school certificate approved by the Ministry of education (when received)
- Official Grades' report and Recommendations from each of the schools you have attended during the past three years
- University Official Transcript (for transfer applicants)
- SAT or entrance examinations scores. Your English proficiency test: TOEFL/IELTS or EMSAT (only for national students)
- An application Fee of 300 AED (in person) or 250 AED (online application)





For official use

Do not write in this box

Attach a recent
colored passport-size
photo

Application number

Date application received

Semester and academic year for which you
are applying

Fall Spring Year

Type of admission

Regular
 Transfer

FILL IN USING BLOCK LETTERS

1. PERSONAL INFORMATION

- Student's full name (as in official documents)

(English)
First name Father's name Last name

(Arabic)
First name Father's name Last name

- Mother's maiden name in full

(English)
First name Father's name Last name

(Arabic)
First name Father's name Last name

- Gender Male Female
- Marital status Single Married Separated Divorced Widowed

- Maiden name for Married Women

(English)
First name Father's name Last name

(Arabic)
First name Father's name Last name

- Date of birth (day/month/year)/...../.....
- Place of birth
City Province Country

● Nationality Second nationality (if any)

Passport #

● Is any of your immediate family currently affiliated with the University? Yes No

If yes, please specify name of affiliated member

Relation Father Mother Brother Sister Other

● Mailing address

.....
Building *Street* *Quarter* *City*

.....
Country *Email* *Home Phone #* *Mobile #*

2. ACADEMIC INFORMATION

● Secondary school(s) or University(ies)* which you have attended during the past three years:

Name of institution	Address	Dates enrolled	Language of instruction
.....
.....
.....

*Diploma Date

● Government or secondary school certificate you hold or expect to hold by the start of the semester for which you are applying:

- الفرع (..... الثانوية العامة)
- High School Diploma GCE IB
- French Baccalaureate (Concentration:))
- Other (Please specify):

● Programs to which you are applying for (specify your first **three choices** based on preferences)

Campus	Faculty	Major
.....
.....
.....

● If you were previously enrolled at the University of Balamand in Dubai, please write your ID #

If you were not attending school or university last year, please indicate what your occupation was
.....

3. EXAMINATION RESULTS

SAT (Username Password)

Score	Test Date

TOEFL (Username Password)

Score	Test Date

IELTS

Score	Test Date

4. FINANCIAL INFORMATION

How do you expect to meet the cost of your tuition and other expenses at the Univeristy of Balamand?

Parents Self Sponsor or Other Name of Sponsor/Other

5. PERSONAL STATEMENT

In considering your application for admission to the University of Balamand in Dubai, the Admissions Committee will try to know as much as possible about you. Please use the space provided below to write about yourself. Include hobbies and special interests you have. Explain why you have decided to apply to this University.

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6. FINAL STATEMENT

Your signature in the line below indicates that all information provided in the application is true to your knowledge.

Signature

Date

2. RECOMMENDATION

In comparison to other students at your school, indicate how you rate the applicant in terms of academic skills and potential.

	Average or below	Good (Above Average)	Excellent (Top 10%)	Outstanding (Top 2-3%)	No Basis Judgement
Academic Achievement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Intellectual Curiosity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Motivation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Initiative, Independence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Creativity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Disciplined Work Habits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Potential for Growth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the applicant was ever suspended for reasons of conduct please explain

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Please describe the applicant's relative maturity and attitude towards school, teachers and fellow students

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Please mention any special talents, interests, and activities you have observed in the applicant

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If you have any reason to doubt the integrity of this applicant, please explain why

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.....
Principal's Name in Block Letters

.....
Principal's Signature

.....
Date

Please affix school stamp over signature



