

2020-2021



Faculté de Médecine Dentaire
Université Libanaise

BYLAWS

FACULTY OF DENTAL MEDICINE – LEBANESE UNIVERSITY

The purpose of these bylaws is to specify the rules of operation of the Lebanese University - Faculty of Dental Medicine and to summarize the main legal and regulatory provisions having an impact on the internal organization. Adopted by the Faculty Council on March 2021.

CONTENT

Article 1: Mission	5
Article 2: Vision	5
Article 3: Objectives	5
Article 4: Administrative Structure	6
Article 5: Admission	6
Article 6: Requirements for Registration	7
Article 8: Admission to 3 rd Cycle	7
Article 9: Faculty Finances	7
CHAPTER III: ACADEMIC ORGANIZATION	8
Article 10: Organizational Structure	8
Article 11: Dean Tasks	8
Article 12: Faculty Council Structure	9
Article 13: Faculty Council Tasks	9
Article 14: Teaching Staff Categories	10
Article 15: Teaching Staff Academic & Clinical Qualifications	11
Article 16: Departments	11
Article 17: Organizational Structure of Departments	11
Article 18: Functions of Head of Department	12
Article 19: Functions of Department Council	13
Article 20: Functions of Head of Service	13
Article 21: Functions of 2 nd Cycle Studies Coordinator	14
Article 22: Functions of Clinic Coordinator	14
Article 23: 2 nd & 3 rd Cycle Committees	14
CHAPTER IV: RESEARCH CENTER	15
Article 24: Research Center Structure	15
Article 25: Functions of Research Committee	15
TITLE III: ORGANIZATION OF THE 2nd Cycle	16
CHAPTER V: THEORETICAL TEACHING	16
Article 26: Teaching Languages	16
Article 27: Student Attendance	16
Article 28: Theoretical Exam Schedule	16

Article 29: Theoretical Exams	16
Article 30: Absence from Theoretical Exams	17
Article 31: Correction of Theoretical Exams	17
Article 32: Grading System of Theoretical Exams	18
CHAPTER VI: PRECLINICAL AND CLINICAL TEACHING	19
Article 33: Attendance of Students in Preclinical/Clinical	19
Article 34: Schedule of Clinical Exams	19
Article 35: Clinical Grading System	19
TITLE IV: ORGANIZATION OF MASTER PROGRAM	20
CHAPTER XI: ORGANIZATION OF MASTER PROGRAM	20
Article 36: Master Program	20
Article 37: General Coordinator of Master Studies	20
Article 38: Master Studies Coordinator	20
CHAPTER VIII: MASTER THEORETICAL TEACHING	21
Article 39: Attendance of Master Residents in Theoretical Courses	21
Article 40: Schedule of Master Theoretical Exam	21
Article 41: Master Theoretical Exams	21
Article 42: Absence from Master Theoretical Exams	22
Article 43: Correction of Master Theoretical Exams	23
Article 44: Grading System for Master Theoretical Exams	23
CHAPTER IX: MASTER PRACTICAL/CLINICAL TEACHING	24
Article 45: Attendance of Master Residents in Clinics	24
Article 46: Master Clinical Examination Schedule	24
Article 47: Clinical & Applied Grading System for Master Residents	24
TITLE V: LEBANESE UNIVERSITY PHD	25
Article 48: Requirement for PhD in Dental Medicine	25
Article 49: Obtaining a PhD in Dental Medicine	25
Article 50: Defense Jury	25
Article 51: Defense of Dissertation	26
TITLE VI: COMMON PROVISIONS FOR STUDENTS	27
CHAPTER X: DRESS CODE AND DISCIPLINE	27
Article 52: Student Behavior	27
Article 53: Student Responsibility	27

Article 54: Disciplinary Measures 27

Article 55: Specific Arrangements 28

CHAPTER XI: STUDENT LIFE 29

Article 56: Academic Representatives 29

Article 57: Election of Academic Representatives 29

Article 58: Faculty Alumni..... 29

Article 59: Respect of Bylaws 30

Article 60: Adoption of Bylaws 30

Article 61: Enforce of Bylaws..... 30

TITLE: PREAMBLE

CHAPTER I: INTRODUCTION TO THE FACULTY OF DENTAL MEDICINE

Article 1: Mission

Based on the mission of the Lebanese University, the Faculty of Dental Medicine works to prepare students in the field of oral and dental surgery and treatment and prepare dentists in the third cycle through:

- Preparing and developing academic and clinical programs based on the science of evidence and critical thinking.
- Ensuring an administrative and academic culture that meets quality standards.
- Promoting scientific research and continuous education.
- Working to raise the level of health and preventive education in the Lebanese society.

Article 2: Vision

The Faculty of Dental Medicine aims at distinguishing itself in the preparation of specialists in the field of dental medicine in Lebanon according to the highest international standards.

Article 3: Objectives

The faculty objectives include the following:

- Preparing and developing academic programs.
- Focusing on demonstrating competencies in curriculum standards.
- Increasing the emphasis on competency statements in the curriculum standards.
- Emphasizing the creation of a correct educational environment and objectives that emphasize critical evidence-based thinking and scientific evidence and prepare graduates for continuing education..
- Systematizing the process of periodical academic accreditation, especially with regard to the essential criteria for evaluating the quality of educational programs.
- Promoting an educational environment that encourages continuous innovation and creativity.
- Serving the public community interest.

TITLE II: ORGANIZATIONAL STRUCTURE

CHAPTER II: ADMINISTRATIVE AND FINANCIAL ORGANIZATION

Article 4: Administrative Structure

The administrative structure of the Faculty includes:

- General Secretary
- Department of Student affairs
- Department of Faculty Affairs
- IT Department
- Finance Department
- Maintenance Department
- Department of Materials & Medicine Warehouses
- Department of Laboratory Affairs

Article 5: Admission

Students who finish the first year at the Faculty of Science of the Lebanese University, with an average of at least 12/20, are eligible to participate in the Competitive Entrance Exam (CEE) of the Faculty of Dental Medicine.

However, students of other universities may participate in the CEE, on condition of successfully completing in an officially recognized higher education institution that prepares students for a dental specialization the equivalent of the first-year curriculum in the Faculty of Dental Medicine at the Lebanese University.

Students from outside the Lebanese University are eligible to participate in the CEE of the third year, on condition of successfully completing, in an officially recognized higher education institution that prepares students in a dental medicine specialization, the equivalent in the Faculty of Dental Medicine at the Lebanese University, of the curricula of the years prior to the third year. Acceptance of students for the third-year CEE is subject to submitting the necessary documents before the exam.

The number of students from outside the Lebanese University to be accepted in the third year of the Faculty of Dental Medicine is determined based on the proposal of the Faculty Council, by a percentage not exceeding 10% of the number of students in the third year.

The CEE includes written and practical test and students are required to obtain an average of 12/20 to succeed.

The CEE for the second year, in its French and English sections, includes written examinations (common with the Faculties of Medicine and Pharmacy) and a manual test of aptitude for wax carving and drawing.

Article 6: Requirements for Registration

The necessary documents for registration are available on the faculty website.

The documents are the following:

- Individual civil status record
- Baccalaureate certificate (Cycle 2) or the equivalent
- Affidavit of success in the first year of Biology (with an average of at least 12/20)
- (2) Passport photos

Registration shall be done at the beginning of the academic year.

Students who have passed the second- and third-year CEE should register no later than 10 days after the results are posted.

Students enrolled at the Lebanese University shall renew their registration annually at the end of each academic year.

Article 7: Admission to 2nd Cycle

Students are admitted to the Faculty according to their ranking in the CEE and according to a number predetermined by the Faculty Council.

Children of employees and professors at the Lebanese University participating in the CEE and not classified within the previously determined number of students, are accepted on condition of obtaining an average of at least 12/20 according to a yearly decision issued by the University Council.

Article 8: Admission to 3rd Cycle

To sit for the Master's degree CEE, the candidate shall hold a dental surgeon diploma or the equivalent.

The CEE includes a written exam. The number of students per specialty is determined beforehand by the Faculty Council. The 3 students ranked first in the 4 years of study at the Faculty will have the privilege of being admitted to the specialty of their choice after passing the CEE, according to the ranking and with the approval of the Faculty Council. Their distribution depends on the specializations according to their ranking in the CEE and to the number predetermined in the Faculty Council for each department.

Article 9: Faculty Finances

According to Article 8 of Law No. 14246, the Faculty Dean prepares a draft of the projected income and expenditures for the fiscal year and submits it to the Faculty Council before February 15 of each academic year.

The Faculty Council studies the proposed budget and presents it, after making the modifications it deems necessary, to the President of the Lebanese University before March 15 of each year with all the necessary documents.

The revenues collected from the Faculty conference which is held once every two years, are sent to the LU rectorate which withdraws 30% of the final amount. The remaining amount will be used by the Faculty for expenses that were not foreseen in the Faculty annual budget.

According to Article 38 of Law No. 14246, if the gifts and donations have been made to be spent in a certain direction, the corresponding credits will be opened by decision of the University Council that decided to accept them.

CHAPTER III: ACADEMIC ORGANIZATION

Article 10: Organizational Structure

The total duration of studies required to obtain the "Diploma of Dental Surgeon" is five years, taking into account the first year of studies at the Faculty of Science (or its equivalent).

The Faculty of Dental Medicine is composed of:

1. Dean
2. Faculty Council
3. Research Center
4. Teaching staff
5. Administrative Staff
6. Students

Article 11: Dean Tasks

The Dean is appointed in accordance with the provisions of Law No. 75/67 of 26 December 1967 and its amendments relating to the organization of the Lebanese University, Chapter IV, Article 25.

According to Article 28 of Law No. 75/67 and its amendments, the Dean has the following tasks:

1. Preparing the agenda of the Faculty Council and implementing its decisions.
2. Applying the bylaws within the Faculty.
3. Organizing courses and examinations.
4. Preparing the Faculty annual budget and presenting it to the Faculty Council.
5. All duties dictated by the laws and the LU bylaws or those assigned by the President, University Council or Faculty Council.

Article 12: Faculty Council Structure

According to Article 29 of Law No. 75/67, the Faculty Council is composed of:

1. The Dean
2. The Heads of the Academic Departments
3. The Faculty Representative at the Faculty
4. The Director of the Research Center
5. Two student representatives
6. The Teaching Staff Representative at the Lebanese University Council
7. The Teaching Staff Representative at the Faculty Council

The Faculty Representative at the Faculty is elected from among the members of the Teaching Staff for a one-year renewable term provided that he/she is a full-timer or tenured and has spent at least five years at the Faculty.

The Teaching Staff Representative at the Lebanese University Council represents the Teaching Staff of the Faculty at the University Council and attends the meetings of the Faculty Council. The term and the election process follow the general law of the Lebanese University.

The role of the General Secretary in the Faculty Councils is to draft the minutes of the meetings and to submit them to the members of the Council for approval and signature.

Article 13: Faculty Council Tasks

The Faculty Council meets every fifteen (15) days or less if necessary, during the academic year, according to a predefined agenda, upon the invitation of the Dean or two-thirds of the Council members or at the request of the University President.

The minutes of the Faculty Council meetings are sent by e-mail to the professors in order to inform the Teaching Staff of the proposals and decisions taken by the Council.

According to Article 32 of Law No. 75/67 and its amendments, dated 26/12/1967, the Faculty Council has the following functions:

1. Setting up the internal regulations of the Faculty provided that they have been approved by the University Council beforehand.
2. Taking suggestions on the Faculty various activities, especially regarding academic programs, research, research contracts, examination systems and entrance examinations.
3. Proposing contracts and appointments to teaching positions taking into account the recommendations of the Department Councils according to the systems in force cited in Law No. 9084 dated 13/11/2002 and submitting teaching contracts for full-time contractual, tenured and hourly based professors.

4. Appointing members of the technical and administrative staff to offer them contracts and promotions.
5. Submitting proposals for the recruitment of qualified persons in the different Faculty departments.
6. Proposing an annual budget for the Faculty.
7. Discussing and validating the annual report prepared by the Dean on the Faculty activities, particularly on the administrative, financial and academic levels, in order to present it to the University Council before the end of March.
8. Proposing the names of the outstanding students to benefit from the specialization scholarships based on the department Council recommendations.
9. Proposing the names of the Teaching Staff to benefit from the scholarships in order to continue their academic career based on the recommendations of the Faculty Council.
10. Elaborating the requests of the Teaching Staff to benefit from the seventh year.
11. Suggesting cooperation and exchange projects between public and private institutions in the country and outside the country, and to actively participate in scientific conventions and specialized conferences.
12. Suggesting flat fees for access and use of the faculty premises.
13. Approving scholarships, donations, benefits and gifts granted to the Faculty or to any of its departments.
14. Discussing the mid-year reports and recommendations proposed by the Dean to the Faculty Council.
15. Validating the proposals of the candidates for the positions of Dean and Director of the Research Center.
16. Deliberating on the results of the CEE and the end of the academic year exams
17. Suggesting to the University Council by an absolute majority to revoke the decisions taken by the Dean which are incompatible with the applicable laws and bylaws.
18. Suggesting to the University Council, by an absolute majority, to revoke the decisions taken by one of the Heads of Departments that are incompatible with the approved regulations and laws, while preserving the right of the challenger to appeal to the University Council.
19. All functions dictated by applicable laws and systems.

Article 14: Teaching Staff Categories

The Teaching Staff is composed of two categories: Full-time professors and part-time professors. Part-time professors, tenured and hourly contractual professors or contractual professors with annual contract.

Hourly contractual professors per hour are paid according to their academic title and the number of hours taught, while contractual professors with annual contract are paid an annual lump sum once a year.

According to Article 6 of Law No. 3261 dated 21/5/2018, the Teaching Staff shall be a member of one of the two Orders of Dentists in Lebanon (Beirut or North Lebanon).

Article 15: Teaching Staff Academic & Clinical Qualifications

The Teaching Staff is composed of full-time and tenured professors holding a PhD in Odontological Sciences (or the equivalent) or a Master's degree. These professors come from different national or international universities, which enriches the teaching program by gathering the knowledge of different dental schools in the world.

According to Article 1 of Law No. 3261 dated 21/5/2018, the titles of the members of the Faculty of Dental Medicine are the following:

Academic titles: Professor, Assistant Professor, Adjunct Professor

According to Article 2 of Law No. 3261 dated 5/21/2018, the titles of the members of the contractual Teaching Staff at the Faculty of Dental Medicine are divided into two types:

Academic titles: Professor, Assistant Professor, Adjunct Professor, Lecturer.

Clinical titles: Clinical Professor, Clinical Assistant Professor, Clinical Adjunct Professor, Clinical Lecturer, Head of Clinical Department, Assistant Head of Clinical Department, Instructor, Assistant Instructor.

Article 16: Departments

According to Article 1 of Resolution No: 2348 amended on 7/21/2017, the academic departments are distributed as follows:

- Oral and Maxillofacial Surgery
- Pediatric Dentistry and Community and Public Dental Health
- Restorative and Cosmetic Dentistry and Endodontics
- Orthodontics
- Periodontology
- Oral Medicine and Dento-Maxillofacial Radiology
- Fixed and Movable Prosthodontics
- Forensic Odontology, Anthropology and Human Identification
- Research
- Basic Sciences

Article 17: Organizational Structure of Departments

Based on Chapter Twelve of the Principles of Candidacy and Elections of the University Bylaws, Article 83, Clauses 2, 3 and 4, each Department is headed by a Head elected by the members of the Teaching Staff of the Department for a term of two years, renewable only once.

The candidate to head the department shall:

- 1- Be tenured at the Lebanese University or full-time professor in one of its faculties of the two higher ranks in the department and has spent at least ten years in university education.
- 2- Have one of the main specializations in the department.
- 3- nominated where he/she has the highest number of teaching hours if he/she is teaching in more than one faculty.
- 4- In the event of special cases, these cases are referred to the University Council for a decision, based on the recommendations of the Faculty Council.
- 5- In the event that there are no full-time professors in the department, it is permissible to elect one of the contractors per hour from the parallel categories, i.e., the first or second category, with a teaching quorum of not less than two hundred hours and on condition that at least ten years have passed since he/she taught in the Faculty.

The Head of Department is assisted by a Head of Service holding the title of at least Head of Clinical Department, who is elected by the department teaching staff for a one-year term, renewable once.

Article 18: Functions of Head of Department

Based on Chapter 11 in the academic departments of the University Bylaws, and articles 80, 81 and 82, the Head of the Academic Department shall perform the following functions:

1. Represent the department in the Faculty Council.
2. Report to the Faculty Council on the proper functioning of clinical, preclinical, practical and theoretical education within the Department in the context of the 2nd and 3rd cycles.
3. Ensure the scientific and academic supervision of the Department in cooperation with the officer in charge of the graduate specialization.
4. Convene the Faculty to meetings of the Department, at least once a month, to ensure the proper functioning of the Department, and to submit the reports and minutes of the meetings of the Department Council to the Faculty Dean at the end of each semester and at the end of the academic year.
5. Assign academic courses and clinical and pre-clinical assignments pursuant to the recommendation of the Department Council, and to inform the Dean thereof in writing.
6. Communicate the theoretical, preclinical, and clinical evaluation procedures to students at the beginning of the academic year.
7. Notifying the Dean of the absence, lack of interest, or punctuality of a faculty member in the Department.
8. Prepare the Department Council agenda, head its meetings and follow up on the smooth operation of graduate studies in the second and third cycles.

9. Recommend, in consultation with the Department Council, members of the Teaching Staff for promotion or appointment.
10. Assign, in coordination with the Department Council, faculty members to the various activities of the Department.
11. Present the proposed budget of the Department in coordination with the Department Council.
12. Propose programs of scientific and academic activities related to the Department.
13. Participate in administrative and organizational decisions in the Faculty Council.

Article 19: Functions of Department Council

Reference: Chapter Eleven, Academic Sections of the University Bylaws, Articles 80, 81 and 82

According to Article 82 of Law No. 67/75, the functions of the Department Council are:

1. Distribute subjects and courses to the Teaching Staff according to their specialties and teaching experience
2. Propose the annual program of activities
3. Identify the educational affairs of the department
4. Specify the department's needs in Teaching Staff
5. Propose the creation of review committees
6. Participate in the modification of curricula and programs related to the department
7. Propose the nomination of professors capable of supervising the Graduate Studies in the department
8. Propose and organize the scientific content of the courses/teaching subjects in the department taking into account the evolution of the educational system and examinations
9. Specify the needs of the department and present them to the Faculty Council.

Article 20: Functions of Head of Service

The Head of Service performs the following functions:

1. Coordinate with the Head of Department on all graduate affairs.
2. Ensure the implementation of the Department Council decisions (regarding graduate studies).
3. Submit a course schedule in coordination with the course coordinator following the approval of the Head of Department.
4. Appoint the examination boards for the graduate department.
5. Replace the Head of Department, in case of absence, at the Faculty Council meetings.

Article 21: Functions of 2nd Cycle Studies Coordinator

One or more academic coordinators are appointed by the Dean for a renewable term of one year among the three names proposed by the Faculty Council, provided that they hold at least the rank of Assistant Professor.

The Coordinator of Theory Studies performs the following tasks:

1. Monitor the proper functioning of the theoretical courses and the distribution of lessons.
2. Monitor the proper functioning of pre-clinical courses.
3. Check student attendance.
4. Reporting to the Faculty Council through the Dean.

Article 22: Functions of Clinic Coordinator

The Clinic Coordinator is appointed by the Dean for a one-year renewable term.

The Clinic Coordinator performs the following functions:

1. Monitor the proper functioning of the clinics
2. Organize clinical relationships between departments
3. Control the attendance of students
4. Submit reports to the Faculty Council through the Dean

Article 23: 2nd & 3rd Cycle Committees

The 2nd and 3rd Cycle committees are:

- a. The Research Committee
- b. The Scientific Specialization Committee
The Scientific Committee mission is to evaluate the educational and academic activities and original research of the Faculty professors in accordance with Decree 3261 of 14/06/2018.
- c. The Ethics Committee
Ethics naturally finds its source of reflection in action. Therefore, the more the student is in direct contact with action, the more he or she will appreciate the variety of questions and challenges raised. Ethics programs are offered in three stages: pre-clinical, clinical and post-graduate.

Two members of the Faculty of Dental Medicine with the title of Professors to evaluate scientific articles that require ethical approval, ensure compliance of specifications and give approval.

CHAPTER IV: RESEARCH CENTER

Article 24: Research Center Structure

According to Articles 7, 8 and 9 of Law No. 3261 dated 21/5/2018, the Research Center is headed by a Head of Department and a Council.

1. The Head of Department is appointed for a period of three years, renewable only once, by the resolution of the President of the University. The Dean selects among three candidates from a list of five candidates, approved by the Faculty Council. The five candidates shall be members of the Faculty, tenured or contractual professors, and shall have an academic title of Professor or meet the requirements of such title.
2. The Research Committee is formed by four members proposed by the Faculty Council according to Law No. 3261. The members of the Scientific Research Council shall be tenured having the academic title of Professor or Assistant Professor. The selection of members shall take into account their scientific competence and the multiplicity of disciplines and specialties.
3. The Teaching Staff are required to participate in research activities in the Research Center, according to the decisions recommended by the Scientific Research Council and approved by the Faculty Dean.
4. The decisions of the Research Center are subject to the approval of the Faculty Council.

Article 25: Functions of Research Committee

Members of the Research Center perform the following functions:

1. Scientific orientation and methodological approaches
2. Preparation and supervision of the continuous scientific education courses and the conference organized by the Faculty
3. Annual publication of the scientific journal
4. Evaluation of theoretical, practical and clinical courses
5. Approval to allow the teaching staff (except professors) to give lectures outside the Faculty in the framework of scientific activities.
6. Collaboration with the Heads of Departments when necessary.
7. Approval for publication of scientific articles written by the Faculty professors in journals not indexed in PubMed.
8. Consideration of applications for contractual professors.

TITLE III: ORGANIZATION OF THE 2nd Cycle

CHAPTER V: THEORETICAL TEACHING

Article 26: Teaching Languages

The academic programs for graduate students are provided in two languages: French for the French section and English for the English section, while the Master program is provided in English.

Article 27: Student Attendance

According to Article 8 of Law No. 524 dated 10/2/2016, student attendance in theoretical classes is mandatory. It is possible to allow 10% absence from the total number of hours per subject. Any student who is sanctioned may not take the written exam, due to absence.

Article 28: Theoretical Exam Schedule

An exam schedule specifying the date, place, and time of each exam is posted on the bulletin board and on the website one month in advance.

A make-up exam will be scheduled during the week following the Council deliberation. If, due to force majeure, an exam shall be cancelled and/or postponed, students will be re-scheduled as soon as possible.

A 10-15 day-off is scheduled twice a year for course review prior to each set of final exams.

Article 29: Theoretical Exams

The assignment of seats in the composition room is done before the beginning of each theoretical exam.

The student shall place his or her student card on the table or, failing that, a valid ID for the current year and show it to the supervisor upon request.

The exams are held anonymously on copies provided by the Faculty.

The presence of a professor from the department concerned is also preferable during the entire exam if the exams require additional information or correction.

The student is not allowed to leave the room once the papers have been distributed.

The student stops composing as soon as the scheduled time for the exam is over. Before leaving the exam room, the student hands in his/her copy and leaves the room.

Any behavior or action contrary to the rules is reported to the Dean by the supervisor. In case of flagrant fraud or attempted fraud, the supervisor in charge of the room can confiscate the exam sheet at any time. Fraud shall be reported and be subject to disciplinary action by the Dean and the Faculty Council.

Article 30: Absence from Theoretical Exams

The student who has presented a legitimate excuse approved by the Faculty Council, has the right to sit up for a make-up exam before the results deliberation. This exam is considered the first.

A student who has failed the initial exam and the make-up exam with a legitimate excuse approved by the Dean and the Faculty Council, shall obtain a general average of 12/20. If the student obtains less than 8/20 in one of the subjects, the student will be required to sit for another make-up exam and shall be considered to have succeeded in case of obtaining an average of 10/20 in the subject in which he/she was absent.

If a student is absent from an initial exam without a legitimate excuse, he/she will receive a mark of zero for the exam. The student may sit for a make-up exam after the results are published at the end of each academic year. The condition of success is to have an average of 12/20 on the make-up exam.

Legitimate excuses are: death of a relative in the first-degree relative or emergency situations.

A supporting document shall be provided to the administration within 72 hours of the date of the absence. And if he/she is ill, he/she shall provide a medical report certified by one of the doctors accredited by the faculty.

The final decision to accept or reject any excuse for absenteeism rests with the Dean and the Faculty Council. This decision will be final and irreversible.

Article 31: Correction of Theoretical Exams

Grading is done within two weeks of the exam. All papers are graded in the Dean's office. Each professor corrects the questions related to his/her part of the course and sign the grade according to the distribution of the composition grade.

Two course related professors add up the grades and re-evaluates the marking signed with the Head of Service, before the papers are turned in to the Student Affairs Office where he/she opens the papers and copies the grades to the class list.

The Head of Service or Department submits the papers to the Student Affairs Office following the signature of the Head of Department. This list is then rechecked, signed and dated by the Head of Service or the person in charge of the Student Affairs. A copy of the list is submitted to the IT Department.

The results are entered into a computerized database and the documents used for the deliberations are prepared. The results of the grades will be posted after approval and signature of the Dean.

Students have the right, upon request, to a second correction of their copy within three days after the results. This correction is done following a request to the Student Affairs Office and after approval by the Dean.

Article 32: Grading System of Theoretical Exams

According to Article 2, of Law No. 524 dated 10/2/2016, the final grade of the theoretical courses is distributed as follows: 90% for the written final exam and 10% for the continuous evaluation (Quiz or other).

In case of absence from the continuous evaluation, the percentage is transferred to the final exam. The final exam, which will cover all the chapters taught for each subject, is scheduled at the end of the semester.

The number of hours determines the final exam in the first semester or at the end of the academic year. Only subjects with more than thirty hours will be presented at the end of the academic year or divided into two exams, one exam at the end of the first semester and another for the whole subject at the end of the year.

CHAPTER VI: PRECLINICAL AND CLINICAL TEACHING

Article 33: Attendance of Students in Preclinical/Clinical

According to Article 8, of Law No. 524 dated 10/2/2016, attendance at practical and/or, clinical work (100%) is mandatory for all students except for those who have exemptions granted by the Dean and approved by the Faculty Council with a legitimate justification.

Article 34: Schedule of Clinical Exams

A timetable for clinical exams is set by the Clinic Coordinator following the approval of the Faculty Council. The grading is generally scheduled at the end of the first and second semesters within the last two weeks of each semester. The date of the final clinical examination is usually set following the recommendation of the Clinical Coordinator and approval of the Faculty Council.

Article 35: Clinical Grading System

The final clinical grading is divided as follows: 60% for the continuous evaluation of clinical procedures (30% for the first semester grade 30% for the second semester) and 40% for the final examination.

The grade for each semester includes several assessments:

- Clinical: The student shall perform one or more clinical procedures on which he/she will be evaluated according to predetermined evaluation criteria.
- Oral: The student is subjected to oral questions, the procedure for which is specific to each department.
- Assessment by the professor in charge: the professor in charge of the student analyzes his or her performance and competence according to a predetermined grading grid.
- Number of clinical cases performed: each student has a logbook in which the clinical procedures performed and validated by the professor in charge are noted. Based on the number of clinical procedures performed and noted in the internship book, the Head of Department and Head of Service establishes his/her grade.

TITLE IV: ORGANIZATION OF MASTER PROGRAM

CHAPTER XI: ORGANIZATION OF MASTER PROGRAM

Article 36: Master Program

The Master's degrees are divided as follows:

- Master in Oral Surgery
- Master in Pediatric Dentistry - Public and Community Dental Health
- Master of Restorative and Esthetic Dentistry and Endodontics
- Master in Orthodontics
- Master in Periodontology
- Master in Oral Medicine and Maxillofacial Radiology
- Master in Prosthodontics
- Master in Forensic Dentistry, Anthropology and Human Identification

Article 37: General Coordinator of Master Studies

The General Coordinator of Master Studies is responsible for coordinating with those in charge of the postgraduate program in all specializations on all matters related to the program and for submitting reports to the Faculty Council through the Dean.

The General Coordinator of Master Studies is appointed by the Dean from the tenured or full-time professors for a renewable term of one year, provided that his/her academic title is not lower than that of Assistant Professor.

The functions of the General Coordinator of Master Studies are:

1. Ensuring the proper functioning of practical work (TP) and theoretical and preclinical tutorials (TD) at all the Master levels.
2. Preparing the examination schedule for all specializations in coordination with the Heads of Departments.
3. Ensuring the implementation of the decisions of the Faculty Council concerning the theoretical and pre-clinical courses in the second cycle.
4. Submitting a monthly report to the Faculty Council.

Article 38: Master Studies Coordinator

The Master Studies Coordinator is appointed by the Dean from two tenured or full-time professors whose rank is at least Adjunct. If this is not possible, an Assistant Professor out of the full-time professors proposed by the Head of Department shall be selected, for a period of one year, renewable once only.

The functions of the Master coordinator are:

1. Coordinate with the Head of Department on all matters related to the specialization and participate in academic, scientific and research decisions.

2. Ensuring the implementation of the Faculty Council decisions with regard to postgraduate specialization.
3. Following up periodically on the specialization courses, implementing the planned programs and examinations and evaluating the results with the Head of Department.
4. Proposing the invitation of foreign professors to give lectures in the Master's program.
5. Submitting a course schedule.
- 6.

CHAPTER VIII: MASTER THEORETICAL TEACHING

Article 39: Attendance of Master Residents in Theoretical Courses

According to Article 8, of Law No. 2626 dated 29/6/2016, the attendance of students in theoretical classes is mandatory and controlled. It is possible to allow 10% absence from the total number of hours per subject. Any student who is sanctioned may not take the written exam.

Article 40: Schedule of Master Theoretical Exam

The date, place and time of each exam is posted on the bulletin board and on the website one month in advance.

A make-up exam will be scheduled during the week following the Council deliberation. If, in case of force majeure, a exam has to be cancelled and/or postponed, students will be summoned again as soon as possible.

A 10-15 day-off retreat is scheduled twice a year for course review before each set of final exams.

Article 41: Master Theoretical Exams

The administrative organization of the written exams is carried out by the Student Affairs Office. Their role is to:

- Prepare the exam rooms (reception and placement of students).
- Summon the exam supervisors.
- Provide the necessary material for the exams according to the specificities of the exam: signature sheet, a sufficient number of perfectly legible copies of the subject, anonymous copies.
- Supervise the exams: at least two supervisors per room. The presence of a professor from the department concerned is also desirable throughout the exam.

- Ask the student to put aside cell phones, electronic storage devices, any document, material and/or personal effects that may contain information (bags, binders, bags, clothes, etc.).
- Have students sign in when they enter the room or at the beginning of the exam. They shall verify that the number of signatures corresponds to the number of students present in the room.
- Ask the candidates to put their student card on their table, or if not available, an ID.
- Ask the student to write his/her name in French or Arabic and his/her candidate number in a predetermined place at the top right of the exam paper before closing it with a glue to keep the students anonymity.
- Prohibit the student from leaving the room once the papers have been distributed.
- Do not allow the student to remain in the room after the exam paper has been handed in.
- Collect the papers at the end of the exam and return them to the corresponding envelope on which is written the number of students who have presented the exam, the name and signature of the supervisors as well as the course title and the academic year.

In the event of flagrant fraud or attempted fraud, the supervisor in charge of the room may confiscate the examination paper at any time. Fraud shall be reported and is subject to disciplinary action by the Dean and the Faculty Council.

Article 42: Absence from Master Theoretical Exams

According to Article 7 of Law No. 2626 dated 29/6/2016, the student who has presented a legitimate excuse approved by the Faculty Council, has the right to sit for a make-up exam before the deliberation of the results. The success is subject to obtaining an average of 12/20 according to the method of calculating the course grade.

According to Article 7 of Law No. 2626 dated 29/6/2016, the student who has failed the initial exam and the make-up exam with a legitimate excuse approved by the Dean and the Faculty Council, shall obtain an average of 12/20 to succeed, according to the method of calculating the course grade.

According to Article 7 of Law No. 2626 dated 29/6/2016, a student who failed to present the initial test without a legitimate excuse shall have zero on the test. He/she will be allowed to sit for a make-up exam considered as initial after the publication of the results, at the end of each academic year. The success is subject to obtaining an average of 12/20.

Legitimate excuses include: death of a first-degree relative or emergency situations.

A supporting document shall be provided to the administration within 72 hours from the date of his absence. And if he/she is ill, he/she shall provide a medical report certified by one of the doctors accredited by the faculty.

The final decision to accept or reject any excuse for absenteeism rests with the Dean and Faculty Council. This decision will be final and irreversible.

Article 43: Correction of Master Theoretical Exams

Grading is done within two weeks of the exam. All papers are graded in the Dean's office. Each professor corrects the questions related to his/her part of the course and according to the distribution of the composition grade.

The Master coordinator adds up the grades and re-evaluates the marking before the papers are delivered to Student Affairs Office where he/she opens the papers and copies the grades onto the class list and presents it to the Master Secretary. After approval and signature of the Dean and the Head of Department, the grades will be posted or emailed to the residents.

Article 44: Grading System for Master Theoretical Exams

According to Article 2 of Law No. 2626 dated 29/6/2016, the distribution of the final grade for theoretical courses is 70% for the semester final exam and 30% for the continuous evaluation.

The executed quizzes represent 10% of the 30% of the continuous evaluation.

CHAPTER IX: MASTER PRACTICAL/CLINICAL TEACHING

Article 45: Attendance of Master Residents in Clinics

According to Article 8, of Law No. 2626 dated 29/6/2016, attendance at practical and/or, clinical work is mandatory (100%) for all students except for those who have exemptions granted by the Dean and approved by the Faculty Council.

Article 46: Master Clinical Examination Schedule

A schedule of clinical examinations specifying the date, place and time of each test is posted on the bulletin board one month in advance.

Article 47: Clinical & Applied Grading System for Master Residents

According to Article 3 of Law No. 2626 dated 29/6/2016, the distribution of the final grade of the practical work is 40% for the final exam (20% for the oral exam and 20% for the practical exam) and 60% for the continuous evaluation.

According to Article 5 of Law No. 2626 dated 29/6/2016, the continuous evaluation of clinical works represents 60% of the final grade and 40% for the final evaluation.

Any resident fails if the conditions of Article 6 of Law No. 2626 dated 29/6/2016 are applicable.

TITLE V: LEBANESE UNIVERSITY PHD

Article 48: Requirement for PhD in Dental Medicine

According to Article 2 of Law No. 2912, the requirements for a PhD in Dental Medicine are:

1. Obtain the Lebanese Baccalaureate Part 2 or its equivalent.
2. Obtain the diploma of Doctor of Dental Surgery from the Lebanese University or its equivalent from another university.
3. Obtain two higher studies diplomas from the Lebanese University (provided that the duration of study is at least two years) or its equivalent from another university.
4. Obtain the title of Head of Clinical Department at the Lebanese University according to the conditions specified in Law No. 4710 dated 28/1/1994.

Article 49: Obtaining a PhD in Dental Medicine

According to Article 1 of Law No. 2912, the PhD in Dental Medicine is prepared in cooperation and under the supervision of the Faculty of Dental Medicine of the Lebanese University and another Faculty of Dental Medicine having previously signed an agreement of cooperation and scientific exchange in this field (Joint Dissertation).

Article 50: Defense Jury

The entire dissertation file is submitted to the scientific committee at the Faculty of Dental Medicine for review, study and for drafting the appropriate report in its regard. If the result is positive, recommendations are submitted to the Faculty Dean for approval of the registration upon the proposal of the two professors involved.

The jury is composed of four or five members, provided that all of them are holders of the rank of professor or assistant professor, or they fulfill the legal requirements for the two ranks mentioned, and that the Head of the Jury is a professor. The members shall have the following requirements:

- The first supervisor shall be from the Faculty of Dental Medicine with the rank of professor or assistant professor.
- A second supervisor from a foreign university with which a scientific cooperation agreement has been concluded shall be present.
- Two of the professors shall have the rank of professor, between whom the Head of Jury.
- The remaining Jury members shall have the rank of at least assistant professor, or they fulfill the legal requirements of these two ranks.
- Two members of the jury shall be from the Lebanese University, and at least one of them shall be from the Faculty of Dental Medicine.
- One of the jury members may be from different medical specializations.

Article 51: Defense of Dissertation

After the candidate for a PhD in Dental Medicine completes his/her work, the professor supervising the dissertation submits a written report explaining:

- The approval of the completion of the dissertation, with the approval of the second supervisor from the foreign university (Joint Dissertation). The first supervisor also submits a proposal with the names of the jury to the scientific committee, which has the right to accept or amend what it deems appropriate for its members.
- The Dean of the Faculty of Dental Medicine, the Head of the Scientific Committee, assigns one of the jury members to conduct a second reading of the dissertation. If the dissertation obtains two positive signatures, the Dean agrees to print it.
- The Dean submits the names of the jury to the University President to obtain the approval of the University Council and allow the discussion of the dissertation.
- The candidate for a PhD in Dental Medicine delivers the required copies to the Faculty library (four copies) and to each member of the jury, fifteen days before the date of the discussion.
- The Dean of the Faculty of Dental Medicine determines the date and place of the discussion.
- The discussion is public and shall be performed in the compound of the Lebanese University.

According to Law No. 779, dated 9-4-2020 the Jury awards the title of Doctor in Dental Medicine according to the following grades: Acceptable: 12-13,99/20; Good: 14-15,99/20; Very Good: 16-17,99/20; Excellent: >18/20.

TITLE VI: COMMON PROVISIONS FOR STUDENTS

CHAPTER X: DRESS CODE AND DISCIPLINE

Article 52: Student Behavior

The behavior of students, whether by their actions, oral or written, shall comply with the laws and regulations in force as well as the commonly accepted rules of civility and respect for others.

Clothing shall comply with hygiene and safety requirements and be appropriate for the activities being undertaken (Ref: Code of Ethics).

Article 53: Student Responsibility

All persons present at the Lebanese University are required to respect the general safety rules and regulations and those specific to certain workstations or areas and to report any malfunction without delay.

The Lebanese University cannot be held responsible for the disappearance of or damage to personal property, which shall remain in the custody of its owner.

Persons present on the Lebanese University shall respect physical property (premises, furniture, equipment, etc.). Any deliberate damage to equipment, furniture or buildings engages the responsibility of its author and will result in disciplinary sanctions and possibly civil and criminal proceedings (Ref: Code of Ethics).

Article 54: Disciplinary Measures

The disciplinary measures include warning, reprimand and dismissal from the Faculty for a period of seven days to one month (with the approval of the Faculty Council in case of exceeding one week), and these first three penalties are issued by the Dean. The prohibition penalties from sitting for examinations for one or more sessions, or dismissal from the university for a maximum of three years or permanent dismissal from the University, are issued by the University President based on the decision of the Faculty Council.

Any student may be subject to a disciplinary procedure when he/she is suspected of being the author or accomplice of a fraud or attempted fraud. There are two types of fraud: academic and non-academic.

Academic frauds are: Cheating on the exam or registration, plagiarism, objectionable attitudes in class/disorder, dishonesty.

Non-academic frauds are: Aggressive behavior with colleagues, professors or patients;

destruction of equipment, theft, destruction of property, possession of hazardous materials, discrimination and harassment, alcoholism and inappropriate conduct in the library (Ref: Code of Ethics).

Article 55: Specific Arrangements

Students justifying a specific arrangement (in particular for reasons of pregnancy, disability, salaried activity, sports or artistic activity or elective office) can benefit from pedagogical adjustments in the modalities of knowledge control after approval by the Dean and the Faculty Council.

TITLE VII: COMMON PROVISIONS FOR STUDENTS

CHAPTER XI: STUDENT LIFE

Article 56: Academic Representatives

Class representatives are elected at the beginning of each year for a renewable one-year term.

Each class elects two delegates: one responsible for the theoretical courses and another for the practical and clinical work.

Article 57: Election of Academic Representatives

The student who wishes to run for the position of representative, presents his candidacy to the Faculty General Secretary at the beginning of the year and after the date of the election has been fixed.

The election takes place in the presence of the General Secretary and the students. The first two candidates with the highest number of votes will be elected as delegates for their class.

Article 58: Faculty Alumni

Any graduate of the Faculty (Dental Surgeon or holder of a Master's or PhD degree) has the right to become a member of the Association of Dentists Graduates of the Lebanese University (ADDUL). ADDUL, which was established on 6 February 1988, is an apolitical and non-profit society.

ADDUL aims at strengthening the bonds of cooperation and harmony among graduates, promoting a better position and representation of the graduates in the Orders of Dentists and organizing social and educational activities.

TITLE VIII: FINAL PROVISIONS

Article 59: Respect of Bylaws

Failure to comply with the provisions of these bylaws may result in disciplinary proceedings or prosecution.

Article 60: Adoption of Bylaws

These Bylaws are adopted by the Faculty Council by an absolute majority of the members present or represented.

Article 61: Enforce of Bylaws

The Bylaws shall be in force after adoption by the Faculty Council, approval by the University Council and signature by the University President.