



DEPARTMENT:ADM/ QUALITY ASSURANCE

TITRE: Master Record of Policies & Procedures

CODE : ADM/QA – FO -03

IMPLEMENTATION DATE: 18/01/2021

REVIEW DATE: 18/01/2024

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EDITION 1

Title of Policies&Procedures	Code	Imp. Date	Rev. Date	Concerned Departments	Receiver's Name& Signature	
					Name	Signature
Quality Assurance						
Documentation of Policies &Procedures	ADM/QA - PP- 01	18/01/2021	18/01/2024	Administrative Academic Dep.		
Documentation Standardization	ADM/QA - PP- 02	18/01/2021	18/01/2024	Administrative Academic Dep.		
Process Of Codification	ADM/QA - PP- 03	18/01/2021	18/01/2024	Administrative Academic Dep.		
Prepare and Follow-up The Quality Improvement Plan	ADM/QA - PP- 04	18/01/2021	18/01/2024	Administrative Academic Dep.		
Analysis of Customer Satisfaction	ADM/QA - PP- 05	18/01/2021	18/01/2024	Administrative Academic Dep.		
Process of Internal Audit	ADM/QA - PP- 06	18/01/2021	18/01/2024	Administrative Academic Dep.		
Control of Documents	ADMQA - PP- 07	18/01/2021	18/01/2024	Administrative Academic Dep.		
Control of Records	ADM/QA - PP- 08	18/01/2021	18/01/2024	Administrative Academic Dep.		

Edited by: Quality Coordinator

Verified by: Quality Assurance Committee

Approved by: The Dean



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Control Of Non Conformity Outputs	ADM/QA - PP- 09	18/01/2021	18/01/2024	Administrative Academic Dep.		
Terms of References of Committees	ADM/QA - PP- 10	18/01/2021	18/01/2024	Administrative Academic Dep.		
Documentation of Minutes of Meeting	AD/MQA - PP- 11	18/01/2021	18/01/2024	Administrative Academic Dep.		
Complaint and / or Customer Feedback	ADM/QA - PP- 12	18/01/2021	18/01/2024	Administrative Academic Dep.		
Preventive / Improvement Action	ADM/QA - PP- 13	18/01/2021	18/01/2024	Administrative Academic Dep.		
Process of Planning & Control Of Changes	ADM/QA - PP- 14	18/01/2021	18/01/2024	Administrative Academic Dep.		
Safety &Security Procedures	ADM/QA - PP- 15	18/01/2021	18/01/2024	Administrative Academic Dep.		
Quality Management System Documents Saving	ADM/QA - PP- 16	18/01/2021	18/01/2024	Administrative Academic Dep.		
Students Affairs						
Participation and acceptance of students in the entrance examination	ADM/SA - PP- 01	01/ 10/2015	01/10/2018	Administrative Academic Dep.		



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Request a certificate	ADM/SA - PP- 02	01/ 10/2015	01/10/2018	Administrative Dep.		
Process of Examinations	ADM/SA - PP- 03	01/ 10/2015	01/10/2018	Administrative Academic Dep.		
Student distribution and supervisors during exams	ADM/SA - PP- 04	01/ 10/2015	01/10/2018	Administrative Dep.		
Curriculum and Sections	ADM/SA - PP- 05	01/ 10/2015	01/10/2018	Administrative Academic Dep.		
Administrative Registration	ADM/SA - PP- 06	01/ 10/2015	01/10/2018	Administrative Dep.		
Academic Registration	ADM/SA - PP- 07	01/ 10/2015	01/10/2018	Administrative Dep.		
Student Evaluation (Grade report)	ADM/SA - PP- 08	01/ 10/2015	01/10/2018	Administrative Academic Dep.		
Faculty orientation for students	ADM/SA - PP- 09	01/ 10/2015	01/10/2018	Administrative Academic Dep.		



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Dean Office

Academic Autonomy and Freedom at the Lebanese University	ADM/ DO – PP – 01	18/01/2021	18/01/2024	Academic Dep.		
Administrative Policy of the Faculty	ADM/DO– PP – 02	18/01/2021	18/01/2024	Administrative Academic Dep.		

Academic

Program Planning and Development	ACD/ ACC – PP – 01	18/01/2021	18/01/2024	Academic Dep.		
Documenting and Updating Course Specifications	ACD/ ACC – PP – 02	18/01/2021	18/01/2024	Academic Dep.		
Authorship guidelines	ACD/ ACC – PP – 03	18/01/2021	18/01/2024	Academic Dep.		
Clarifications about Accepted Publications Criteria at the Lebanese University	ACD/ ACC – PP – 04	18/01/2021	18/01/2024	Academic Dep.		
Academic Program Quality Management System	ACD/ ACC – PP – 05	18/01/2021	18/01/2024	Academic Dep.		

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Documentation of field experience specifications	ACD/ ACC – PP – 06	18/01/2021	18/01/2024	Academic Dep.		
Academic orientation for students	ACD/ ACC – PP – 07	18/01/2021	18/01/2024	Academic Dep.		
Administrative coordination of practical laboratories	ACD/ ACC – PP – 08	18/01/2021	18/01/2024	Academic Dep.		
Process of internship	ACD/ ACC – PP – 09	18/01/2021	18/01/2024	Academic Dep.		
Laboratory safety measures	ACD/ ACC – PP – 10	18/01/2021	18/01/2024	Academic Dep.		
Writing the practical laboratory report	ACD/ ACC – PP – 11	18/01/2021	18/01/2024	Academic Dep.		
Administrative						
Process of equipment's purchasing	ACD/ AC – PP – 01	18/01/2021	18/01/2024	Administrative Dep.		



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Process of Library Documentation	ACD/ LB – PP – 01	18/01/2021	18/01/2024	Administrative Dep.		
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