



ANTONINE UNIVERSITY

Faculty of Public Health
Physical Therapy Department

WELCOME BOOKLET
Academic Year 2009-2010

1. Welcome

Our principal concern at the Physical Therapy Department has been to conceive an internationally recognized academic program. After a vast study of the current employment situation, the Faculty Administration judged necessary to build up a theoretical and practical studies program according to the academic and professional needs in Physical Therapy. Physical Therapy is an essential paramedical profession, as well as a knowledge field of motricity sciences, movement physiology and rehabilitation. The curriculum is made of practical and theoretical approaches based on sciences (basic, biomedical, human, motricity, etc.). The rigorous practical approach is the key of this academic curriculum.

During the physical therapy studies, the acquisition of professional competences on the therapist-patient or therapy-sickness levels is essential. Moreover, the interaction of the physical therapist with a multiple disciplinary team will help build a strong auto criticism spirit.

On the other hand, the Direction of the Physical Therapy department at the Antonine University provides a four year program based on strong scientific knowledge along with mastering of professional techniques. That way, the students can understand the theories from which the practical techniques emerge.

The four year program contents are divided as follows:

- The first year primarily contains courses of basic, exact, biomedical and human. Observational trainings in nursing care and physical therapy are scheduled at the end of the year.

- In the second year, the student will learn the systems pathologies as well as the basic methods in physical therapy treatment. Physical therapy observational and practical training periods are included in the curriculum.

- In the third year, the students will learn the specific techniques in physical therapy treatment and will be able to take a patient in charge. The practical trainings of the third year are distributed among hospitals and rehabilitation centers in Lebanon and abroad.

- In the final (fourth) year, the student will learn advanced methods of rehabilitation in specific fields and will work on a research topic during the whole year to be able to write the memoir.

This new program demonstrates the strong will of the Antonine University to revalorize the Physical Therapy profession.

Last but not least, all the staff of the Physical Therapy department of the Antonine University welcomes the students and wishes them an excellent academic year 2009-2010.

Miss Carole Stephan
Director of the Physical Therapy Department

2. The UPA today

L'Université Antonine est constituée de quatorze départements ou unités :

- Six Facultés :
 1. Faculté des Sciences Théologiques et des Études Pastorales
 2. Faculté des Sciences Bibliques, Œcuméniques et des Religions
 3. Faculté d'Ingénieurs en Informatique, Multimédia, Systèmes, Réseaux et Télécommunications
 4. Faculté de Santé Publique
 5. Faculté de Gestion des Affaires
 6. Faculté de Publicité

- Cinq Départements / Instituts:
 1. Département des Sciences Infirmières
 2. Département de Physiothérapie
 3. Institut d'Éducation Physique et Sportive
 4. Institut Supérieur de Musique
 5. Institut de Prothèse Dentaire

- Centre, École et Académie :
 1. Centre de Langues et de Ressources
 2. École de Musique des Pères Antonins
 3. Telecommunication, Information and Computer Key Enabling Technologies (TIKET)
 4. Académie de « CISCO Systems »

3. Who runs the UPA?

« Sous le haut contrôle du Chancelier et du Comité Directeur Supérieur, l'Université Antonine est administrée par un Conseil ».

■ **Le Grand Chancelier** : Révérendissime Père Abbé Paul TANNOURI, Supérieur Général de l'Ordre Antonin Maronite

■ **Le Conseil de l'UPA :**

Le Conseil de l'UPA est formé du Recteur qui en est le Président, du Vice-Recteur dont il est question à l'art. 48, du Secrétaire Général, de l'Administrateur, des Directeurs des Campus, des Doyens des Facultés, des Directeurs des Instituts/Départements, des Directeurs des Sections/Centres, de l'Aumônier de l'Université et un représentant délégué des étudiants par campus.

- | | |
|------------------------|---|
| - P. Antoine RAJEH | Recteur |
| - P. Nagib BAAKLINI | Vice-Recteur et Administrateur |
| - P. Fady FADEL | Vice-Recteur aux affaires académiques et aux relations internationales - Secrétaire Général |
| - Dr. Pierre GÉDÉON | Vice-Recteur aux relations avec les entreprises |
| - Mlle Pascale LAHOUD | Vice-Recteur aux activités culturelles |
| - P. Tony GHANEM | Directeur du Centre Universitaire de Zahlé-Békaa |
| - P. Nader NADER | Directeur du Centre Universitaire de Zghorta-Liban Nord |
| - P. Moussa EL-HAGE | Doyen de la Faculté des Sciences Bibliques, Œcuméniques et des Religions |
| - P. Joseph BOU RAAD | Doyen de la Faculté des Sciences Théologiques et des Études Pastorales |
| - S.E.M. Damien KATTAR | Doyen fondateur de la Faculté de Gestion des Affaires |
| - Dr. Paul GHOBRIEL | Doyen de la Faculté de Génie en Informatique, Télécommunications et Multimédia |

- Dr. Gaby MOUKARZEL Doyen de la Faculté de Santé Publique
- Dr. Elie FLOUTY Doyen de la Faculté de Publicité
- Dr. Nidaa ABOU MRAD Directeur de l'Institut Supérieur de Musique
- Mme Zeina MINA Directrice de l'Institut d'Éducation Physique et Sportive
- Mme Mona NEHMÉ Directrice du Département des Sciences Infirmières
- Mlle Carole STEPHAN Directrice du Département de Physiothérapie
- M. Nabil EL ASMAR Directeur de l'Institut de Prothèse Dentaire
- P. Toufic MAATOUK Directeur de l'École de Musique des Pères Antonins
- P. Charbel DAOUD Aumônier Général
- P. Joseph NAFFAH Directeur de la Seconde Section de la Faculté des Sciences Théologiques et des Études Pastorales, Karmsaddeh-Liban Nord
- Dr. Georges NEHMÉ Directeur académique de la Faculté de Gestion des Affaires
- Dr. Cynthia EID Directrice du Centre de Langues et de Ressources
- Mlle Maya NOHRA Directrice du Bureau d'Orientation et d'Admission
- M. Abdallah FICANI Directeur administratif du Centre Universitaire de Zahlé-Békaa
- M. Maroun JNEID Directeur administratif du Centre Universitaire de Mejdlaya-Liban Nord
- Un étudiant délégué par campus universitaire

- Le Conseil de la Faculté de Santé Publique :

Dr Gaby MOUKARZEL, Mlle Carole STEPHAN, Mme Mona NEHMÉ, Mme Nancy WEHBÉ

- Le Conseil du Département de Physiothérapie :

Dr Gaby MOUKARZEL, Mlle Carole STEPHAN, Mme Nancy WEHBÉ, Mlle Rebecca FARAH

- The task of the faculty board (council) / institute or department consists of helping the Dean / Director to accomplish all their essential functions.
- The council meets at least once per month, according to a calendar fixed during the first meeting. Usually, the rectorship or the third of its members ask for a reunion.
- Even if the rector is represented, a report should be delivered to the rectorate in not more than one week.
- The faculties / institutes and teachers concerned by this issue can designate a delegate, according to an adequate procedure organized by the Dean / Director.
- The same council will designate for the purpose a scientific committee. This committee can also regroup experts that are not part of the UPA.

According to the regulations of the Antonine University [UPA]:

▶ The Rector is the legal representative of the UPA when all the civil, religious, judicial, academic, national and international courts are concerned. He looks after the preparation, the efficiency and the good performance of teachers and all the staff related to the university.

▶ The Secretary General:

Head of the general secretariat of the UPA, the secretary general is entrusted with the academic administration of the programs in all faculties / institutes. He is responsible for regulating and controlling the official steps students should follow where the academic administration is concerned. Finally he is responsible for the harmonization of the academic and cultural activities in this university. In addition, the General Secretary deals with local and international negotiations with regards to establishing relationships between UPA and local

and international universities abroad. Furthermore, he ensures the follow-up of the reports aforementioned.

► The Administrator is responsible for maintaining and managing in tight collaboration with the Rector, the functioning and financial administration of the university. He is a competent, wise and experienced person. In addition to his aforesaid functions, it is the duty of the Administrator to :

- Take care of the university's accounting system.
- Control the granted credits and their acquittal,
- Ensure the receipts perception and payments acquittal while preserving all justificatory documents,
- Control the equipment accountancy,
- Look after the maintenance, the order and the efficiency of the equipment premises and of the material,
- Control the functioning of the general services and their output and performance,
- Submit to the Rector a report of his activities at the end of every month,
- After the agreement of the persons in charge affected with the dealt issues and the consent of the Rector, the Administrator is enhanced with the power of choosing the employees. He can also determine their powers and responsibilities, observe them, guide them and listen to their point of view in order to reach the continuity of work, its success and progress as well.
- Define the working hours, the legal holidays and the annual vacations and take care of the procedures related to the engagement of employees and their dismissal or resignation,
- Interview the teachers / lecturers chosen by the Rector in order to finalize the administrative formalities of their recruitment,
- Procure certificates of good behavior for employees in addition to wages and revenue certificates,

- Determine the wages of employees and teachers/ lecturers while taking into consideration their capacities in addition to the expert and academic appraisal of each one of them. Furthermore, fix the date and methods of payment,
- Accept or refuse Study loans requests, , and facilitate employees' personal bank loans,
- Determine the university's budget including all sections,
- Be in contact with the banks and negotiate with them to provide good offers, adequate to the interests of employees and teachers / lecturers,
- Study the financial situation of all students and determine the methods of payment related to the university expenses.

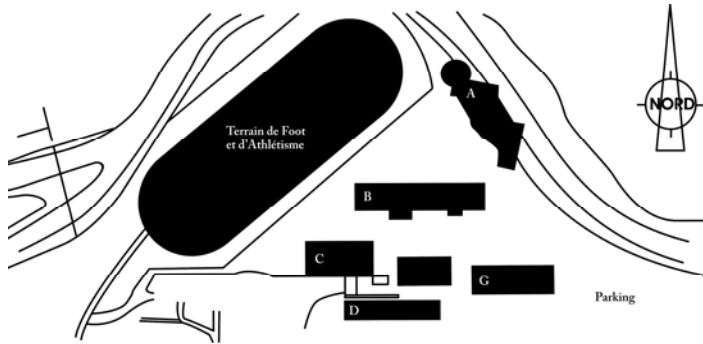
4. The UPA campuses

The Antonine University [UPA] is presented on a national level. It is currently comprised, of 3 campuses:

- The main campus in Hadath – Baabda, next to the capital city, Beirut:
 - ◆ Faculty of engineering (Data processing, Multimedia, Systems, Network and Telecommunication)
 - ◆ Faculty of Theological Sciences and Pastoral Studies
 - ◆ Faculty of Public Health:
 - Nursing
 - Physiotherapy
 - ◆ Faculty of Management
 - ◆ Faculty of Publicity
 - ◆ Physical Education and Sports institute
 - ◆ Superior institute of Music
 - ◆ Dental Prosthesis institute

- ◆ Center of languages and resources
 - ◆ Music school (Antonine Fathers)
 - ◆ Telecommunication, Information and Computer Key Enabling Technologies (TIKET)
 - ◆ Academy of “Cisco systems”
- 4 campuses in provincial regions:
- ▶ Scientific (Zahle – Bekaa):
 - Faculty of engineering (Data processing, Multimedia, Systems, Network and Telecommunication)
 - Faculty of Business Administration
 - Faculty of Publicity
 - ▶ Scientific (Mejlaya – North Lebanon):
 - Faculty of engineering (Data processing, Multimedia, Systems, Network and Telecommunication)
 - Faculty of Business Administration
 - Music school (Antonine Fathers)
 - ▶ **Human and religious sciences (Dekwaneh):** Biblical, ecumenical and religious sciences
 - ▶ **Human and religious sciences (Karmsaddeh – North Lebanon):**
 - Theological sciences and pastoral studies
- Hadath – Baabda site contains 5 main buildings:
- **Building A:** it is a polyvalent building. It contains:
 - 1- The rectorate (next to the parking)
 - 2- The church
 - 3- The central library
 - 4- The cafeteria
 - 5- The students’ union club
 - 6- The big auditorium
 - **Building B:** the different units of Baabda site share the floors of this building; we have:

- Ground floor:
 - Languages and resources center
 - Office related to the persons in charge of students' affairs / Faculty of engineering (Data processing, Multimedia, Systems, Network and Telecommunication)
 - Orientation and Admission office
 - Network administrator's office
 - University servers' room
- 1st floor:
 - Faculty Administration of Public Health:
 - Nursing Department
 - Physical Therapy Department
 - Directorate of Physical Education and Sports Institute
- 2nd floor:
 - Faculty Administration of Engineering (Data processing, Multimedia, Systems, Network and Telecommunication)
 - Faculty of Business Administration
 - Class rooms (courses and practical work)
 - Teachers' room
- 3rd floor:
 - Administration of the Faculty of Publicity
 - Directorate of Dental Prosthetics Institute
 - Class rooms and laboratories
- 4th floor:
 - Directorate of Theological sciences and pastoral studies
 - Class rooms



- **Building C:** this building contains Issam Fares “Center for technology” in addition to class rooms and specialized laboratories (in Data processing, Electronics, Systems, Multimedia and Network):
 - 1st floor:
 - Teachers’ room
 - Electronic and telecommunication laboratories and Class rooms
 - 2nd floor:
 - Data processing, Systems, Network and Multimedia laboratories
 - Class rooms
 - 3rd floor:
 - Electronic and Telecommunication laboratories
 - Long / Short distance teaching laboratories
 - Multimedia studies
 - Ground floor:
 - Amphitheatre
 - Physics and electronic laboratories
- **Building D:** it contains:
 - Antonine Music School
 - Antonine Superior Institute of Music

- **Building G:** this building, reserved for the business faculty contains an esplanade and common places of meeting

■ **Numbering of rooms:**

In order to find one's way about... without problems, the establishment, offices, amphitheatres, class rooms, practical work rooms and laboratories, are identified by specific numbers that contain 3 distinct numbers.

Example:

- B.2.3 means Building B, 2nd floor, room 3
- C.1.4 means Building C, 1st floor, room 4

5. The academic calendar 2009-2010

■ Les enseignements commencent le 5 octobre 2009.

■ **Le premier semestre :**

- **Enseignements :** du 05/10/2009 au 15/01/2010 inclus.
- **Vacances de Noël :** du 24/12/2009 au 03/01/2010 inclus.
- **Examens du premier semestre :** du 01/02/2010 au 12/2/2010 inclus.

■ **Le second semestre :**

- **Enseignements :** du 22/02/2010 au 04/06/2010 inclus.
- **Vacances de Pâques :** du 01/4/2010 au 12/04/2010 inclus.
- **Examens du second semestre :** du 21/06/2010 au 02/07/2010 inclus.
- **Examens de 2eme session:** du 26/07/2010 au 30/07/2010 inclus.

■ Jours fériés :

- **Fête du Fitr** (suivant le communiqué de l'État) : 20 et 21 Septembre
- **Fête de l'Indépendance du Liban** : 22 Novembre
- **Adha** (suivant le communiqué de l'État) : 27 et 28 Novembre
- **Nouvel an de l'hégire** (suivant le communiqué de l'État) : 18 Décembre
- **Vacances de Noël** : 24 décembre au 3 Janvier inclus
- **Achoura** (suivant le communiqué de l'État) : 27 Décembre
- **Fête de l'Épiphanie** : 6 Janvier
- **Fête de St. Antoine** : 17 Janvier
- **Fête de St. Maroun** : 9 Février
- **Naissance du Prophète** (suivant le communiqué de l'État) : 26 Février
- **Fête de l'Annonciation** : 25 Mars
- **Vacances de Pâques** : 1 au 12 Avril (inclus)
- **Fête du travail** : 1^{er} Mai
- **Fête Notre Dame du Printemps** : 15 Mai

6. Schedules and teaching premises

To get acknowledged with the premises, schedules, class rooms, practical work rooms and laboratories, go to:

- Antonine University site: <http://www.upa.edu.lb>
- The notice board is located on the administrative floor of your faculty (B.1)

If there is a course cancellation or a change in the rooms or in the schedule, you will be informed:

- By the teacher during your courses

And the information will be confirmed according to a circular posted up on a billboard. Usually the notice boards are found next to the administration office of each faculty (B.1).

7. Your educational project

The team is at your disposal all year long, in order to inform, orientate and accompany the students. Do not hesitate to ask for an appointment to see the person with regard to this matter in order to obtain answers to all your questions.

8. Your pedagogical follow-up

If you encounter difficulties during your studies, our team is at your disposal in order to accompany you and:

- Help and improve your working methods,
- Give you advice to go work in small groups or workshops,
- Encourage practical work in laboratories.

9. The Physical Therapy Department

In order to succeed in your education, the team is destined to accompany you throughout your studies. The department is formed of the following individuals:

- **Dean:** Dr. Gaby MOUKARZEL
- **Director:** Miss Carole STEPHAN
- **Assistant Director:** Mrs Nancy WEHBÉ

10. The curriculum

Physiotherapy studies are based on mastering Physiotherapy methods and rehabilitation. This practical formation rests on motility sciences, the meeting point between exact sciences, biomedical sciences and human sciences.

Detailed program
Bachelor of Physical Therapy (4 years = 160 credits)

PHY 1 1ST YEAR		Hours	Credits
Motion Sciences (YMS)			
Major	YMS 1100 <u>Introduction to psychomotor therapy (T + P)</u>	(19.5h)	1.5
Major	YMS 2100 <u>Aquatic education (psychomotor therapy in the aquatic environment) (T + P)</u>	(19.5h)	1.5
Complementary	YMS 2110 <u>Physical education and sports I (Track and field) (T + P)</u>	(19.5h)	1.5
Humanities (YSH)			
Complementary	YSH 1200 <u>General psychology</u>	(13h)	1
Complementary	YSH 1210 <u>Basic law</u>	(13h)	1
Basic Sciences (YBS)			
Complementary	YBS 1400 <u>Basic computer</u>	(13h)	1
Complementary	YBS 1420 <u>General biochemistry</u>	(13h)	1
Specialized physical therapy courses (YPT)			
Major	YPT 1310 <u>Introduction to physical therapy</u>	(13h)	1
Complementary	YPT 2300 <u>Disability psychology</u>	(13h)	1

Major	YPT 2310 <u>Introduction to patient assessment in physical therapy</u>	(13h)	1
Complementary	YPT 2320 <u>Introduction to ergonomics</u>	(19.5h)	1.5
Complementary	YPT 2340 <u>Methods of nursing care</u>	(39)	3
Biomedical Sciences (YBM)			
Complementary	YBM 2501 <u>Anthropometry</u>	(13h)	1
Complementary	YBM 1511-2511 <u>General and systemic anatomy and physiology</u>	(39h + 32.5h)	5.5
Major	YBM 1513-2513 <u>Anatomy and physiology of the musculo-skeletal system</u>	(26h + 26h)	4
Major	YBM 2514 <u>Neuroanatomy and neurophysiology</u>	(39h)	3
Complementary	YBM 1520 <u>Introduction to biomechanics</u>	(39h)	3
Medical Sciences (YME)			
Major	YME 2800 <u>Elements of clinical semiology</u>	(19.5h)	1.5
Research (YSR)			
Complementary	YSR 1600 <u>Supportive tools for learning</u>	(19.5h)	1.5
Trainings (YST)			
Major	YST 2700 <u>Training in nursing care</u> Prerequisite: YPT 2340	(39h)	1.5

Major	YST 2710 <u>Observational training in physical therapy and surgery</u>	(39h)	1.5
Languages			
Complementary	<u>English</u>	(13h + 13h)	2
TOTAL		565.5	40.5

PHY 2 2 ND YEAR		Hours	Credits
Motion Sciences (YMS)			
Complementary	YMS 3110 <u>Physical education and sports II (team sports)</u>	(19.5h)	1.5
Complementary	YMS 3130-4130 <u>Motion analysis</u>	(19.5h + 19.5h)	3
Specialized physical therapy courses (YPT)			
Major	YPT 4340 <u>Applied biomechanics</u>	(19.5h)	1.5
Major	YPT 3311 <u>Palpatory anatomy (T +P)</u>	(13h)	1
Major	YPT 3315 <u>Massage and Reflex massage (T +P)</u>	(19.5h)	1.5
Major	YPT 3313 <u>Methods of physical assessment (T +P)</u>	(26h)	2
Major	YPT 3319-4319 <u>Muscle testing (T +P)</u>	(26h + 26h)	4
Major	YPT 4311 <u>Passive mobilization methods (T +P)</u>	(13h)	1
Major	YPT 4312 <u>Active mobilization methods (T +P)</u>	(13h)	1
Major	YPT 4318 <u>Physical therapy methods for pediatrics (T +P)</u>	(19.5h)	1.5
Major	YPT 4316 <u>Physical therapy methods for gynecology and the urinary system (T +P)</u>	(6.5h + 6.5h)	1

Major	YPT 3324 – YPT 4324 <u>Physical therapy methods for the muscular and skeletal systems</u>	(13h + 39h)	4
Major	YPT 3323 – YPT 4323 <u>Physical therapy methods for the cardiac, vascular and respiratory systems</u>	(19.5h + 19.5h)	3
Major	YPT 4320 <u>Applied ergonomics</u>	(19.5h)	1.5
Medical Sciences (YME)			
Complementary	YME 3800 - 4800 <u>Pathology</u>	(39h + 39h)	6
Trainings (YST)			
Major	YST 3700 – YST 4700 <u>Observational and practical trainings in physical therapy and rehabilitation</u>	(156h)	6
Languages			
Complementary	<u>English</u>	(13h + 13h)	2
TOTAL		617.5	41.5

PHY 3 3 RD YEAR		Hours	Credits
Motion Sciences (YMS)			
Major	YMS 5100 <u>Psychomotor therapy</u>	(19.5h)	1.5
Specialized physical therapy courses (YPT)			
Major	YPT 5314 – YPT 6314 <u>Physical therapy methods for the nervous system</u>	(26h + 26h)	4
Major	YPT 6316 <u>Physical therapy methods for the vestibular system</u>	(13h)	1
Major	YPT 5332 <u>Electricity and electrical therapy</u>	(19.5h)	1.5
Major	YPT 5313 – YPT 6313 <u>Physical therapy and rehabilitation methods in rheumatology</u>	(19.5h+ 19.5h)	3
Basic Sciences (YBS)			
Complementary	YBS 6420 <u>Introduction to statistics</u>	(19.5h)	1.5
Biomedical Sciences (YBM)			
Complementary	YBM 5550 <u>Biomaterials</u>	(13h)	1
Complementary	YBM 6550 <u>Prosthetics and orthotics</u>	(13h)	1
Complementary	YBM 5530 <u>Exercise physiology</u>	(13h)	1
Complementary	YBM 6510 <u>Nutrition</u>	(13h)	1

Medical Sciences (YME)			
Complementary	YME 5800 <u>Pathology of the nervous system</u>	(39h)	3
Trainings (YST)			
Major	YSP 5700 – YSP 6700 <u>Practical trainings in physical therapy and rehabilitation</u>	(468h)	18
Languages			
Complementary	<u>English</u>	(13h + 13h)	2
TOTAL		747.5	39.5

PHY 4 4 TH YEAR		Hours	Credits
Specialized physical therapy courses (YPT)			
Major	YPT 7316 <u>Physical therapy and rehabilitation methods for sports injuries</u>	(39h)	3
Complementary	YPT 7321 <u>Deontology, professional ethics and legislation</u>	(13h)	1
Basic Sciences (YBS)			
Complementary	YBS 7420 <u>Statistics (software)</u>	(19.5h)	1.5
Biomedical Sciences (YBM)			
Complementary	YBM 7510 <u>Basic pharmacology</u>	(19.5h)	1.5
	YPT 7511 <u>RED CROSS</u>	(30h)	1.5
Major	YBM 7530 <u>Applied medical imaging</u>	(19.5h)	1.5
Research (YSR)			
Complementary	YSR 7600 <u>Research methods</u>	(19.5h)	1.5
Major	YSR 8601 <u>Memoir</u>	(39h)	3
Trainings (YST)			
Major	YSP 7700 - YSP 8700 <u>Practical trainings in physical therapy and rehabilitation</u>	(624h)	24
TOTAL		823	38.5

11. Fees and graduates

Superior studies in relation with the department of Physiotherapy allow students to obtain a degree in Physiotherapy (University degree).

12. Rules and Regulations

You will find below an extract of the interior statute of the Physiotherapy department:

■ Interior statute's frame and finality

Article 1

- §. 1. This interior statute is subordinated to the organic statute that regulates the life of the Antonine University. This statute was promulgated by the council of the Antonine Order during the academic year 2006-2007.

- §. 2. Subsidiary to such a statute, this present regulation aims to apply, where the Physiotherapy Department is concerned, the general provisions of this following statute; we refer particularly to the articles 30, 31, 34, 85, 88, 111 and 163 § 2 of the organic statute mentioned before.

Article 2 - The present statute comes into effect while all the employees of the department in question are concerned, such personnel is formed of the Administration of the Physiotherapy Department, its students, the teachers and people, whatever their job is, carry out a specific function or exercise, some activity related to the frame and the premises of the department in question.

Article 3

- §. 1. The Department's **memos which emanate from the university's** academic authority form, with full power, adjunctions to the present statute. In this case it is not contingent but notes bearing the general and permanent for the life of the academic unit concerned. Such notes will be applied immediately upon completion of the formalities prescribed by law.

- §. 2. However the provisions and guidelines, which have a degree of urgency or emergency, take effect immediately. It is exclusive to those relating to security, common good, public order and hygiene which are made necessary by an exceptional situation. The coming into effect of such provisions is not bound by any process. It does not follow any routine formality.

- §. 3. If the provisions referred to in paragraph 1 usually come in writing, those contemplated by § 2 may be, if any, only oral.

■ General Discipline

Article 4

- §. 1. Every act capable of breaching the good functioning of teaching is forbidden.

- §. 2. It is also forbidden to:

- Talk or have fun during courses ;
- Take care of something else during teaching hours apart from paying attention to the course or accomplishing university tasks that are required ;
- Eat, drink or chew during lessons and practical work ;

- Smoke in classrooms, laboratories, corridors or stairs ;
- Use the mobile phone or have it in working premises ;
- Take out material or documents from the department without written authorization ;
- Move about in working premises during teaching hours ;
- Distribute printed books or paper, or leaflets without authorization unless they are in relation with identified legal or conventional prerogatives ;
- Lacerate posters or ruin posters or notes placed on boards reserved to the direction or the students' representatives ;
- Write down or post up things outside cases foreseen by provisions related to students' representatives.

- **§. 3.** Students must respect the environment in which they move around in addition to nature, premises, furniture, material, etc... and before anything else, with who they share the educational surrounding. Every act of vandalism is followed by indemnification and amends in terms of the caused damage.

- **§. 4.** No association or group of persons or individuals is permitted to take measures on the suspension, the cessation or postponement of meetings (courses, TD and TP). Only the leadership of the UPA is the competent authority for the adoption of administrative and academic communications in the form of circulars. In the absence of compliance with the foregoing, the individual (s) person (s) in question (s) may (will) administer penalties.

- §. 5. The compositions in relation with the mid term exams are given back to students. The mid year final exams are kept in the general secretariat as the university's property in accordance with the Lebanese law taken into effect. The student who wishes to look at his/her composition of the mid-year final exam may risk a sanction of -5/20, if the grade turns out to be correct or if there is no error while counting the grades. Otherwise, the student benefits from the formal rectification of his/her grade. There is no possibility, no matter the case, after looking at the composition, to ask the teacher for a second correction of the exam.

■ Organization of lessons

Article 5

- §. 1. The studies are the raison d'être of the faculty, staff, its premises and its equipment. The life of the Faculty is organized for this primary purpose and will safeguard the success and smooth functioning of their studies.

- §. 2. Each person should scrupulously avoid anything that might prejudice the effectiveness of education or constitute an obstacle to their normal course of study.

Article 6

- §. 1. The establishments of the curriculum, the distribution of the schedule, the identity of course, use of time and consistency of the subjects taught, are the exclusive ownership of the academic authorities.

- §. 2. It is clear that in exercising its functions under Section 1, the Department of the Faculty will be anxious to comply strictly with the requirements of Public and governmental bodies in this area.

■ Assiduity and Delay

Article 7 – In the Physiotherapy department, as it is in all other units dependent on the Antonine University, assiduity is a must. All students are asked to participate in a personal and active way in all academic activities foreseen by the statute.

Article 8

- §. 1. Every absence must be justified by a report or a serious excuse.

- §. 2. Should the student be absent from any courses / TP / TD and the absence is permitted, the combinations of authorized absences can not exceed 50%. Otherwise, the student will be denied the right to pass the final exam in (the) subject (s) in question. The Department of the Faculty is required to comply strictly with the requirements of the public and governmental bodies in this area. Nevertheless, 50% absences are not allowed for practical courses.

- §. 3. The department's direction is the sole competent power with the right to judge the validity of excuses and the reliability of the report mentioned in the previous paragraph; it is open to the direction to send for, should the occasion arise, a doctor or an expert in order to verify the validity of the pleaded excuses.

Article 9

- §. 1. Attendance is mandatory in all classes (lectures, practice sessions, trainings, etc.), and must be respected by students.

- §. 2. Attendance is seriously considered in the Physical Therapy department. The none authorized or justified absences cannot exceed 34% of the expected numbers of sessions of total course. Any further absence must be justified and accepted by the Administration. Under any condition, a

student who has missed more than 50% of the course will not be allowed to present the final exam, and he/she will have to repeat the course again.

- §. 3. . Derogation claims must be left at the General Secretariat of UPA at the latest on the 2nd of November 2009. Situations will be studied; each case alone and people with interest to this matter will receive a written letter relating to the final decision of the administration council. Assiduity being the rule, derogations will be given with limits

- §. 4. Any late entry to class (more than 15 minutes since the beginning of the lecture) will be considered as half an attendance, unless mentioned otherwise by the teacher in charge. After 15 minutes of the beginning of the lecture, the student may be admitted to class only if the teacher allows it, but no attendance will be counted.

- §. 5. Excuses and medical reports must be presented the day after absence day and they should be given to the Secretariat of the department (1st floor). The refusal or approval of the medical excuse / report will be communicated to the student in question in writing. Every document presented after the abovementioned delay is seen as invalid.

Article 10

- §. 1. During the end of the year deliberations, all these irregularities will be taken into consideration.

- §. 2. Attendance is graded. The grade constitutes 10% of the total grade of any given course. The grades are distributed as follows: **Above 75%, the grade is calculated by dividing the percentage by ten. Below**

75%, the grade is calculated by dividing the percentage per twenty. For example:

100% attendance	=	10	points
90%	=	9	points
80%	=	8	points
70%	=	3.5	points
60%	=	3	points
50%	=	0 point	

- §. 3. Academic authority has the power to determine and define the topics mentioned in the previous paragraph.

Article 11

- §. 1. When it is about a prolonged absence without justification and authorization, the student is seen as resigning from the course; he/she will not be able, whatever the issue may be, to change the formation process concerned or during their possible reinstatement.

- §. 2. If the teacher has expelled the student 3 times from the same course, he/she will be considered as resigning.

Article 12

- §. 1. Each missed minute during a training session, no matter the reason, must be recovered at the same training place. The total number of hours of training must be fully accomplished at the same training place.

- §. 2. The student must notify the responsible person at the training place as well as the responsible person designated by the university about every late arrival and every absence to a training session, before the beginning of the training that day.

- §. 3. If the absence is justified and authorized, the missed hours will be recovered at 100%: 1 recovery hour for every hour missed. If the absence is not justified nor authorized, every missed hour will be recovered at 200%: 2 recovery hours for every missed hour. The recovered hours of training are marked on a special red sheet and should be done during week-ends before the end of the training period.

Article 13

- §. 1. The department's administration is the one to fix the courses and scheduled academic activities

- §. 2. The department's direction reserves oneself the right to modify the schedule should the occasion arise, during the academic year. Consequently, students should be available between 7h30 and 20h00 with a view to possible modifications of the schedule, between Monday and Saturday.

- §. 3. Students, teachers or accompanists should be present on the premises 10 minutes before the foreseen time to begin the activity in question.

- §. 4. Latecomers must tell the administration the motives of them being late.

Article 14 - When the concerned student is a minor, the person to communicate with the administration is in all cases, the guardian of the minor in question.

Article 15 - Teachers are sovereigns during their teaching sessions. They cannot be bothered nor can they be objects to shameful actions. Dialogue between the teacher and the student remains a main value within the ethical system of the UPA. Consequently it is after the teaching session (course, TD or TP) that the student has the right to ask for explanations in relation

with the teacher's decision with respect to the situation in question. The department's administration remains the instancy entitled with the continuation of the dialogue.

■ Students

Article 16 - Students are given the right to insist on having a solid and adequate education.

Article 17 - Students should follow the statutes and regulations prescriptions of the university in addition to disciplinary and academic provisions in relation with the competent authorities. Furthermore, students are required to observe discipline, course assiduity, regular assessments and exams participation.

Article 18 - The student who has decided to follow our university courses must accept its regulations, social objectives, finality and spiritual, academic and juridical situation.

Article 19 - Registration application constitutes, in all effects, a formal engagement of the candidate or his/her legitimate tutor to respect university its institutions statutes and regulations and to abide by them.

Article 20

- §. 1. Applications for registration must be submitted by the candidate on time and according to the predetermined regulations by the administration.

- §. 2. The administration above-mentioned in § 1, will be anxious not to let its prescriptions depart from the provisions taken by the university in general.

Article 21

- §. 1. Under the assumption that students are responsible for their own actions, the UPA does not discriminate by religion, race, sex or social status. The student is judged only by conditions of conduct and a satisfactory legal situation, and to state in advance of a level of education which empowers him/her to profit from the education they receive by UPA.

- §. 2. The UPA is entitled to require for admission of a candidate, a probationary test for admission. The object is to ensure the assimilative capacity and expression in the languages of instruction.

Article 22 - A student's admission can only be at the beginning of the academic year.

Article 23 - Registration bestows the quality of student in the Antonine University.

Article 24 - All students are under the jurisdiction of the Rector, the university's council and the department's director. They are subordinated to the university's and department's discipline.

Article 25 - Students are not allowed to leave class before the end of the course, unless they have the express authorization of the direction or the teacher.

Article 26 - Registration entitles the student the right to have the student's card of the year according to the format established by the direction.

Article 27

- §. 1. The presentation of the student card may be required at any time at the university.

- §. 2. The card is particularly important during exam admission or communication with the General Library of the university or one of its units regarding books taken or received. The exhibition of the card may be required for participation in any student activity. In some circumstances, the university may even require students' exhibition of the card to access the premises of the university.

13. Fees and exams

■ Continuous assessment of knowledge and exams

Article 28 – The rules in relation with knowledge assessment, test and exams aims at allowing the validation of the student's acquired knowledge and the necessary accompaniment in order to form competent people capable of answering the expected needs.

Article 29 – The Evaluation process consists of continuous assessment and of an exam at the end of each semester.

Article 30 – During each test, students will be informed if they are authorized or not to use documents. By default, documents are prohibited.

Article 31

- §. 1. During tests, candidates must occupy the place that has been assigned for them. Communication with colleagues or other people is strictly forbidden. It is also forbidden, during tests, to borrow material or tools.

Communication is allowed, only through the authorized personnel.

- §. 2. During tests, candidates are not allowed to use mobile phones or any other means of communication; not only the use of such instruments is forbidden but also its presence with the students.

- §. 3. Infraction of these rules risks the invalidation of the test and the exposure of both the guilty and his/her accomplice to expulsion.

Article 32 - Tests may include all chapters students have studied since the beginning of the current academic year. Tests may be given in different forms according to the professor preferences; therefore students must be well prepared to all eventual questions. Hence, the final exam of a practical course is practical.

Article 33

- §. 1. There is only ONE second session of exams. The students are required to register by paying \$25 for each failed course.

No special permission will be given

In case of absence, the grade will be zero. The date of the second session will be in July 2009.

The courses in the second session will be graded at 80%, those 80% will be added to the 20% of the total grade of the exams done during the semester.

The second session for practical courses is a practical exam.

- §. 2. From the academic years 2003-2004 onwards, courses that are not validated beforehand will be accounted for, according to the credits system (140\$/credit), and the student should attend the course in question, even if this procedure deprives him of attending another course decided for this year.

- §. 3. Students are to abide by the regular norms as for their financial situation. They are required when their financial contract expires, to confirm their current situation to the administration. If not, they risk being penalized academically as well as have disciplinary measures taken against them.

The make up session for a training course is a practical exam. If failing this exam, the student is required to make a full time training during one month (usually September) in addition of paying the credits fees of the missed training. Additionally, at the end of the month, the student must present and pass another practical exam.

Failing more than 3 main courses planned for the semester will lead to the student repeating their year.

Article 34

- §. 1. The objective of monitoring is to measure the achievements and assimilation of knowledge by the student(s). The objective of continuous tests is to measure knowledge assimilation of the student in addition to their experience.

- §. 2. Therefore, the Department can schedule events in advance and ask the teacher to test at the end of each chapter the level of assimilation of the student(s).

Article 35 - To succeed, the required grades are: 60 over 100 for the main courses of the student's specialization; and 50 over 100 for the complementary courses.

Article 36 - It is recommended that teachers prepare one unplanned quiz each semester. The grade can be added to the continuous tests and considered as a bonus. Exceptions remain, as for the percentage, when there is a written assignment related to a theoretical course.

■ End of semester exam

Article 37 - At the end of each semester, there is a final exam. Dates are planned beforehand and published by the administration at the beginning of each academic year. The administration is entitled to modifying the dates of the exams that appear on a calendar.

Article 38 - The grades for the practical and theoretical courses are distributed as follows:

- 40% final exam of the semester
- 25% projects and quizzes
- 25% continuous examinations
- 10% attendance

If the professor chooses to make only two evaluations of the course, the grades are distributed as follows:

- 50% final exam of the semester
- 40% continuous examinations
- 10% attendance

The administration of the Physical Therapy department, in accordance with the professors, can modify these distributions and communicate the changes to the students at the beginning of each semester for each course.

Article 39

- §. 1. For each course, the total of the grades obtained from the continuous tests added to those of the end of the semester, are over 100.

The total sum of every semester is calculated according to the following formula:

- **§. 2.** For theoretical courses:

40% final exam of the semester + 25% projects and quizzes+
25% total continuous examinations + 10% attendance.

- **§. 3.** For practical courses:

40% final exam of the semester + 25% projects and quizzes+
25% total continuous examinations + 10% attendance.

GENERAL RULES AND REGULATING FOR CONTINUOUS AND FINAL EXAMS

Before...

- 1- 1- Are strictly prohibited in exam rooms:
 - Hand or backpacks
 - Documents (unless mentioned otherwise)
 - Mobiles
 - Snacks
 - Drinks (except for water)
- 2- Students coming late cannot enter without the permission of the Secretary General.
- 3- Students who failed to undergo mid-term or final exams because of health problems must show a medical report issued only by the university, signed by Doctor Gaby Moukarzel, other reports are not accepted

In the classroom...

- 4- Students are advised to:
 - Take the place indicated by the invigilator,
 - Present their ID card of the current year.
- 5- It is strictly prohibited to:
 - Talk about any subject with teachers or invigilators,
 - Argue with the invigilator regarding any decisions taken,
 - Borrow materials from colleagues
 - Any communication with a third party must go through the authorized invigilator.
- 6- It is strictly unacceptable to:
 - Smoke,
 - Leave the room temporarily,
 - Exchange work materials (calculators, rulers, erasers),
 - Give back the paper within the first 30 minutes of the examination.

Any attempt to cheat is punished by the having the exam paper taken away and may lead to the cancellation of all exam sessions for the student – this includes the possibility of standing before the disciplinary council

7a- Any recording or writing on documents admitted for test such as books, codes, etc ... will be considered as attempted fraud, and therefore liable to the same penalties mentioned above.

8- When the student finishes his/her exam, they signal to the supervisor. The latter takes the paper and allows them to leave. While waiting for permission to leave, the student must sit silently in his/her place. This rule is equally applicable at the end of examination.

9- Unless otherwise mentioned, students shall only use blue or black ink while writing their mid or final exams. Any failure to do this will be considered as cheating.

10- Once the student is admitted to the examination classroom and has taken possession of the examination sheet, he/she can no longer invoke his/her right to take the make up exam, no matter the reason.

When leaving ...

11- Students are urged to:

- Leave silently,
- Evacuate rapidly down the lobbies and stairs.

12- Students can check their final exam grades before the General Secretariat as per article 4.4 within one week from the online communication of the semester results.

■ Training grade

Article 40 – The training grade is calculated as follows:

Observational training: training report 70% + evaluation of the trainer 30%

Practical training: practical exam 55% + training report 25% + evaluation of the trainer 20%

Article 41:

- §. 1. Students must accomplish their training in time, following the way mentioned by the administration.

- §. 2. During training, students must follow the instructions of the head of the care service regarding tasks or general behavior.

- §. 3. In training establishments, students must observe the same obligations of personnel in care services especially professional secrecy and discretion.

- §. 4. Any leave, even justified ones are to be compensated on Saturdays or Sundays.

- §. 5. Training starts at 7 A.M and ends at 12 A.M. If it is full time, it starts at 7 A.M and ends at 16 P.M. The Trainee must sign the attendance sheet at the time of checking in and out. At the end of the training, the head of service and supervisor makes an evaluation of the students' attendance. During full time training, the trainee is entitled to a 30 minute break.

- §. 6. Students must wear convenient clothes and strictly follow the rules. They must keep the internal and external premises clean.

- §. 7. Clothing must be appropriate, white blouse and trousers, badge, white shoes, short or tied up hair, no jewelry, no nail polish, discreet make up, neck watch for vital signs.

- §. 8. Trainee cannot change imposed training place without the permission of the head of the service.

- §. 9. Is prohibited during training:

- Visits outside the fixed service,
- Going to the cafeteria,
- Receiving third parties,
- Visiting patients at other services,
- City clothes or short wear,
- Wearing the white uniform outside the hospital.

■ Memoir

To obtain the B.S in Physical Therapy diploma, the student must accomplish a complete bibliographic (or experimental) research work. The student must write a memoir and defend it in front of a jury of specialists.

If failing, the student is asked to correct and defend his work (2nd session). If failing once again, the student has to register as a fourth year student and present his work the following year during the period designated for defending memoirs. Nevertheless, exceptions can be made upon the request of the UPA Administration for allowing special students to present their work beforehand, thus during the first semester of the following academic year.

14. Practical information

Constituted on a green and panoramic field, the campus overlooks the capital of Beirut. It is located at the brink between mountain and city. It offers several facilities to students such as:

- ▶ Chapel,
- ▶ Infirmary,
- ▶ Library,
- ▶ Cafeteria,
- ▶ Associative space for physical and sport education

■ Infirmary, library and cafeteria

In addition to the administration, the A building includes the chapel, infirmary, library and cafeteria.

■ Physical and sports activities

Students of the Antonine University have the possibility to practice at least one sport activity in complete harmony with Physic and Sport Education Institute.

1. Athletics and Football are practiced in the big stadium TF1,
2. Basket-ball and Volley-ball are played in the covered field or at the Basket-ball field TB1,
3. Gymnastics are done at the gymnasium D11,
4. Judo takes place at Dojo: room E.O.1,
5. Swimming occurs in the swimming pool

15. For further information:

For more information, you can consult UPA website:

- 1) <http://www.upa.edu.lb>
- 2) Notice boards
- 3) The General Secretariat
- 4) Your administration.

16. Conferences and events

During the academic year, conferences, symposiums and events are organized in order to allow people to meet industry and market leaders. We are asked to participate actively to these events organized by the university. Detailed programs of the events will be communicated through the billboard and the conferences rubric of the university's internet site. Visit the address: [http:// www.upa.edu.lb](http://www.upa.edu.lb)