



**ANTONINE UNIVERSITY**

*Institute of Dental Laboratory*

*Welcome Booklet*  
**Academic year 2009-2010**

## **WELCOME**

Welcome to the Dental Laboratory Institute, one of the Antonine University Departments.

The Dental Laboratory Institute “IPrD” is a professional Institute in Lebanon. Its mission is to offer educational program of the highest standard, excellence, integrity, and professionalism in dental laboratory.

The IPrD prepares its students in a challenging and intellectually stimulating environment that undergoes continuous improvement for life-long learning in the health profession and empowers them for richer personal and professional services.

The IPrD will enhance its status as a world-class professional Institute that attracts eminently qualified outstanding students from the region.

The vision of the IPrD is to provide teaching excellence that will enable students to develop into qualified professionals as well as civic-minded and concerned citizens.

So, we wish you a good start for the new academic year 2009-2010.

**Mr. Nabil ASMAR**  
Director of the IPrD

## **Role of the Dental Prothesiste**

The dental laboratory specialist takes on significant responsibility as a member of the dental health care team.

A career as a dental prothesiste offers a wide range of challenges. Since each dental patient's specific needs are different, the duties of a dental prothesiste are comprehensive and varied.

Although the diagnosis and treatment of the patients is the duty of the dentist, the making of the functional dental parts in line with the principles of health and artistry falls to the specialist in dental laboratory.

Although dental laboratory specialist may not work directly with patients, they work directly with the dentist by following detailed written instructions and using impressions of the patient's teeth or oral soft tissues. From these impressions they create complete dentures, partial dentures, crowns and bridges, ceramics, implant or orthodontic restorations.

After completing three years of study, the student will obtain a bachelor degree in dental laboratory and will earn directly the title of a dental laboratory specialist. He will be able to exercise his profession as a salaried capable of conceiving most of the dental laboratory restorations and become eligible to be member of the Lebanese Dental Laboratories Association.

After three years of experience as a paid employee, he will be able to open and run his own dental laboratory

❑ **Admission Requirements:**

In the field of dental prosthetics, great artistic skills, solid foundation in Sciences, Art, Health Studies, Computer science, hard work and perseverance are essential in order to reach perfection.

The graduate has to use the highest manual dexterity in order to satisfy the needs of the dentist who in turn must satisfy the needs of his patients.

If you are like doing precision work with your hands, enjoys working independently, and interested in health care, a career as a dental laboratory specialist may be for you.

To register for the Institute of Dental Prosthetics, the candidate must:

- Have the Lebanese “baccalaureate” or any other equivalent official diploma
- Pass the entrance test, which includes:
  - Dental drawings
  - English evaluation test
  - And an individual interview

*Maya NOHRA*

Director, Office of Orientation & Admissions,  
And Academic Consultant of the IPrD

## The UPA Today

Until today the Antonine University has 14 departments or units:

### Six Faculties:

1. Faculty of Theological and Pastoral Studies
2. Faculty of Biblical and Ecumenical Sciences
3. Faculty of Engineering:
  - ❑ Computer,
  - ❑ Multimedia,
  - ❑ Telecommunication,
  - ❑ Network and System.
4. Faculty of Public Health
5. Faculty of Business Administration
  - ❑ Operations Management
  - ❑ Finance – Money and Banking
  - ❑ Management Information System
  - ❑ Insurance and Risk Management
  - ❑ Accounting and Auditing
6. Faculty of Advertising and Media
  - ❑ Graphic Design
  - ❑ Advertising
  - ❑ Cinema (Audio-Visual)
  - ❑ Photography

### Five Departments / Institutes:

1. Department of Nursing
2. Department of Physical Therapy
3. Institute of Physical Education and Sports
4. Higher Institute of Music
5. Institute of Dental Laboratory

### Center, School and Academy:

1. Language and Resources Centre
2. Music School of the Antonine Fathers
3. Telecommunication, Information and Computer Key Enabling Technologies (TIKET)
4. Academy « CISCO Systems »

## Board Leadership

« Under the higher control of the Chancellor and the Superior Director Committee, the Antonine University is administrated by a Council. ».

❑ The Great Chancellor: **Reverend Father Abbot Paul TANNOURI, General Superior of the Antonine Maronite Order.**

### ❑ The UPA Council:

- |                        |   |
|------------------------|---|
| ➤ F. Antoine RAJEH     | Rector  |
| ➤ F. Nagib BAAKLINI    | Vice-Rector and Administrative Director                                 |
| ➤ F. Fady FADEL        | Vice-Rector of the Academic and International Affairs–General Secretary |
| ➤ Dr. Pierre GEDEON    | Vice-Rector for enterprises relationship                                |
| ➤ Miss Pascale LAHOUD  | Vice-Rector of the Cultural Activities                                  |
| ➤ F. Tony GHANEM       | Director, Zahle & Bekaa Campus  |
| ➤ F. Nader NADER       | Director, Zghorta-North Lebanon Campus                                  |
| ➤ F. Moussa EL-HAGE    | Dean, Faculty of Biblical and Ecumenical Sciences                       |
| ➤ F. Joseph BOU RAAD   | Dean, Faculty of Theological and Pastoral Studies                       |
| ➤ S.E.M. Damien KATTAR | Dean Founder, Faculty of Business Administration                        |
| ➤ Dr. Paul GHOBRIEL    | Dean, Faculty of Engineering  |
| ➤ Dr. Gaby MOUKARZEL   | Dean, Faculty of Public Health  |
| ➤ Dr. Elie FLOUTY      | Dean, Faculty of Advertising and Media                                  |
| ➤ Dr. Nidaa ABOU MRAD  | Director, Higher Institute of Music                                     |
| ➤ Mrs. Zeina MINA      | Director, Physical Education and Sports                                 |
| ➤ Mrs. Mona NEHMÉ      | Director, Nursing Department  |
| ➤ Mrs. Carole STEPHAN  | Director, Physical Therapy Department                                   |
| ➤ Mr. Nabil EL ASMAR   | Director, Institute of Dental Laboratory                                |
| ➤ F. Toufic MAATOUK    | Director, Antonine Father’s School of Music                             |

- F. Charbel DAOUD                      General Chaplain
- F. Joseph NAFFAH                    Director, Faculty of Theological and  
Pastoral Studies Karmsaddeh-North  
Lebanon
- Dr. Georges NEHME                   Academic Director, Faculty of Business  
Administration
- Dr. Cynthia EID                        Director, Languages and Resources  
Centre
- Mrs. Maya NOHRA                     Director, Office of Orientation &  
Admissions
- Mr. Abdallah FICANI                   Administrative Director, Zahle & Bekaa  
Campus
- Mr. Maroun JNEID                    Administrative Director, Mejdlaya-  
North Lebanon Campus
- A delegate student per campus

## **DENTAL LABORATORY INSTITUTE**

### **The Council of the Dental Laboratory Institute:**

- Mr. Nabil ASMAR, Director,
- Mrs. Maya NOHRA, Academic Consultant,
- Mr. Elie SABBAGH, President of the Lebanese Dental  
Laboratories Association, and Lecturer
- Mr. Georges Sayegh, Lecturer, and
- Dr. Daniel KAHALÉ, Lecturer.

## 1. Academic Calendar Year 2009-2010

The academic year is divided into two semesters: Fall term (1<sup>st</sup> semester), and Spring term (2<sup>nd</sup> semester).

	<b>Holiday, No classes</b>
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### Third year

#### Fall term 2009-2010

Sunday 20 and Monday 21 September, 2009	Id Al Fitr * holiday
Thursday 24 September, 2009	First semester classes begin
from Thursday 24 to Tuesday 29 September, 2009	On-line course registration
Friday 16 October, 2009	Last day to « Drop & Add »
From Monday 2 to Thursday 5 November, 2009	Progressive period exam (theory)
Sunday 22 November, 2009	Independence Day, holiday
Friday 27 and Saturday 28 November, 2009	Al Adha*, holiday
Friday 18 December, 2009	Hijra New Year*, holiday
From Thursday 24 December 2009 to 3 January 2010,	Christmas and New Year Vacation
Sunday 27 December, 2009	Ashoura*, holiday
Wednesday 6 January, 2010	Armenian Christmas, holiday
Friday 15 January, 2010	Classes end 1 <sup>st</sup> semester
Sunday 17 January, 2010	St. Antoine's Day, holiday
Monday 18, Wednesday 20 and Friday 22 January, 2010	First semester examinations (theory)
From Monday 25 to Friday 29 January, 2010	Winter vacation

## Spring term 2009-2010

Monday 1 February, 2010	Second semester classes begin
From Monday 1 to Friday 5 February, 2010	On-line course registration
Tuesday 9 February, 2010	St. Maroun's Day, holiday
Wednesday 19 February, 2010	Last day to « Drop & Add »
Friday 26 February, 2010	Prophet's Birthday, holiday
Monday 15, Wednesday 17 and Friday 19 March, 2010	Progressive Period exam (theory)
Thursday 25 March, 2010	Annunciation Day, holiday
From Thursday 1 April to 12 April 2010 (included)	Easter vacation
Saturday 1 May, 2010	Labor Day, holiday
Saturday 15 May, 2010	Our Lady of Spring, holiday
Friday 28 May, 2010	2 <sup>nd</sup> semester classes end
Tuesday 1, Wednesday 2 and Friday 4 June, 2010	Second semester examinations (theory)
From Monday 7 to Friday 11 June, 2010	Second semester examinations (hands on)
From Monday 5 to 9 July, 2010	2 <sup>nd</sup> chance

## First year and Second year

### Fall term 2009-2010

Sunday 20 and Monday 21 September, 2009	Id Al Fitr * holiday
Monday 5 October, 2009	First semester classes begin
From Monday 5 to Thursday 8 October, 2009	On-line course registration
Friday 29 October, 2009	Last day to « Drop & Add »
From Monday 16 to Thursday 19 November, 2009	Progressive period exam (theory)
Sunday 22 November, 2009	Independence Day, holiday
Friday 27 and Saturday 28	Al Adha*, holiday

November, 2009	
Friday 18 December, 2009	Hijra New Year*, holiday
From Thursday 24 December 2009 to 3 January 2010,	Christmas and New Year Vacation
Sunday 27 December, 2009	Ashoura*, holiday
Wednesday 6 January, 2010	Armenian Christmas, holiday
Sunday 17 January, 2010	St. Antoine's Day, holiday
Friday 29 January, 2010	First semester classes end
Monday 1, Wednesday 3 and Friday 5 February, 2010	First semester examinations (theory)
From Monday 8 to Friday 12 February, 2010	Winter vacation
Tuesday 9 February, 2010	St. Maroun's Day, holiday

### Spring term 2009-2010

Monday 15 February, 2010	2 <sup>nd</sup> semester classes begin
From Monday 15 to Thursday 18 February, 2010	On-line courses registration
Friday 26 February, 2010	Prophet Birthday, holiday
Monday 8 March, 2010	Last day to « Drop & Add »
Thursday 25 March, 2010	Annunciation Day, holiday
From Thursday 1 April 2010 to 12 April 2010 (included)	Easter vacation
From Monday 19 to Wednesday 21 April, 2010	Progressive period exam
Saturday 1 May, 2010	Labor Day, holiday
Saturday 15 May, 2010	Our Lady of Spring, holiday
Friday 4 June, 2010	2 <sup>nd</sup> semester classes end
Tuesday 8, Thursday 10 and Monday 14 June, 2010	2 <sup>nd</sup> semester examinations (theory)
From Tuesday 15 to Friday 18 June, 2010	2 <sup>nd</sup> semester examinations (hands on)
From Monday 19 to 23 July, 2010	2 <sup>nd</sup> chance

### □ **General meeting:**

The students of the third year are invited to a general meeting on the Thursday 24 September 2009 at 10h00 on the 4th floor of the building B. Room B.4.7

The students of the first and second year are invited to a general meeting on Monday 5<sup>th</sup> October 2009 at 14h00 at the amphitheater of the Faculty of engineering (Ground floor).

## **2. Schedules and teaching premises**

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

- To the web site of the Dental Laboratory Institute:  
<http://www.upa.edu.lb/prd>
- The notice board is located on the administrative floor of your faculty (B.3)

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.3).

### □ **Identification of the room's number**

All the offices, the 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, 2<sup>nd</sup> floor, room 3
- C.1.4 means Building C, 1<sup>st</sup> floor, room 4

### 3. The curriculum

The IPrD offers program of study leading to the degree of the Bachelor of Science in dental laboratory. The dental laboratory program provides the general education core, sciences, and laboratory education courses necessary for career-entry preparation.

The prime duty of the member's Institute shall be to serve the students by giving them the best educational experience, to advise and orient them, and to provide them guidance throughout their curriculum.

- Director: Mr. Nabil ASMAR
- Academic Consultant: Mrs. Maya NOHRA
- Administrative Assistant: Mrs. Mira N. CHEHWANE

The program is completed in three calendar years. The curriculum of the BS degree in dental laboratory is divided into six semester's equivalent to seventy-eight weeks, totaling 175 credits, without summers. Each credit is equal to thirteen hours of teaching. The candidate must accomplish 2275 hours of three study years. The necessary training is carried out in related laboratories, workshops and summer practices throughout the three academic years.

Students must successfully undergo a course schedule that contains theoretical and hands-on classes. The courses in The Dental Laboratory Institute are listed into two categories: the main courses directly related to the major, and the complementary courses. The average required for:

- The main theoretical courses: 60/100
- The main hands-on courses: 70/100
- The complementary courses: 50/100

A grade below the required average is considered eliminatory. In this case the student has to register, and to attend again the course in question.

## 4. Program

<b>First Year</b>					
<b>Code</b>		<b>Subjects</b>	<b>Average Required /100</b>	<b>Cr</b>	<b>Fall Spring</b>
<b>FPT</b>	<b>1201</b>	<b>Fixed Dental Prosthesis TH I &amp; II</b>	<b>60</b>	<b>1.5</b>	<b>Fall &amp; Spring</b>
<b>PDT</b>	<b>1241</b>	<b>Removable Partial Denture TH I &amp; II</b>	<b>60</b>	<b>1.5</b>	<b>Fall &amp; Spring</b>
<b>CDT</b>	<b>1221</b>	<b>Removable Complete Denture TH I &amp; II</b>	<b>60</b>	<b>1.5</b>	<b>Fall &amp; Spring</b>
<b>DMT</b>	<b>1271</b>	<b>Dental Morphology TH I &amp; II</b>	<b>60</b>	<b>1.5</b>	<b>Fall &amp; Spring</b>
<b>FPL</b>	<b>1211</b>	<b>Fixed Dental Prosthesis LW I &amp; II</b>	<b>70</b>	<b>4.5</b>	<b>Fall &amp; Spring</b>
<b>PDL</b>	<b>1251</b>	<b>Removable Partial Denture LW I &amp; II</b>	<b>70</b>	<b>4.5</b>	<b>Fall &amp; Spring</b>
<b>CDL</b>	<b>1231</b>	<b>Removable Complete Denture LW I &amp; II</b>	<b>70</b>	<b>4.5</b>	<b>Fall &amp; Spring</b>
<b>DML</b>	<b>1281</b>	<b>Dental Morphology LW I &amp; II</b>	<b>70</b>	<b>4.5</b>	<b>Fall &amp; Spring</b>
<b>SDM</b>	<b>1291</b>	<b>Science of Dental Materials I &amp; II</b>	<b>60</b>	<b>1.5</b>	<b>Fall &amp; Spring</b>
<b>DHA</b>	<b>1261</b>	<b>Descriptive Human Anatomy I &amp; II</b>	<b>50</b>	<b>1.5</b>	<b>Fall &amp; Spring</b>
<b>CLC</b>	<b>1101</b>	<b>Computer Literacy</b>	<b>50</b>	<b>1.5</b>	<b>Fall</b>
<b>CLC</b>	<b>2101</b>	<b>Laboratory Management</b>	<b>50</b>	<b>1.5</b>	<b>Spring</b>

## Second Year

Code		Subjects	Average Required /100	Credits	Fall/Spring
FPT	3002	Fixed Dental Prosthesis TH III	60	1.5	Fall
PDT	3042	Removable Partial Denture TH III	60	1.5	Fall
CDT	3422	Removable Complete Denture TH III & IV	60	1.5	Fall & Spring
OAT	3062	Orthodontics TH I	60	1.5	Fall
FPL	3402	Fixed Dental Prosthesis LW III & IV	70	4.5	Fall & Spring
PDL	3452	Removable Partial Denture LW III & IV	70	4.5	Fall & Spring
CDL	3432	Removable Complete Denture LW III & IV	70	4.5	Fall & Spring
OAL	3462	Orthodontics LW I & II	70	3	Fall & Spring
SDM	3492	Science of Dental Materials III & IV	60	1.5	Fall & Spring
OCC	3412	Occlusion I & II	60	1.5	Fall & Spring

### Third Year

Code		Subjects	Average Required /100	Credits	Fall/Spring
FPT	5003	Fixed Dental Prosthesis TH IV	60	1.5	Fall
EDT	6033	Esthetics in Dentistry	60	0.5	Spring
DIF	6023	Dental Implants FP	60	0.5	Spring
DIC	6013	Dental Implants CD	60	1	Spring
OAT	6063	Orthodontics TH II	60	1	Spring
DCT	5603	Dental Ceramic Restorations TH I & II	60	1.5	Fall & Spring
PDT	5643	Removable Partial Denture TH IV & V	60	1.5	Fall & Spring
CDT	5623	Removable Complete Denture TH V	60	1.5	Fall
FPL	5613	Fixed Dental Prosthesis LW V & VI	70	4.5	Fall & Spring
DCL	5623	Dental Ceramics Restorations LW I & II	70	4.5	Fall & Spring
PDL	5653	Removable Partial Denture LW V & VI	70	4.5	Fall & Spring
CDL	5633	Removable Complete Denture LW V & IV	70	4.5	Fall & Spring
OAL	5663	Orthodontics LW III & IV	70	4.5	Fall & Spring
BLC	5103	Business Law	50	1.5	Fall
ECC	6103	Emergency Care	50	1.5	Spring

English Courses for Dental prosthetics					
MSA1	1111	Multi-Skills for Beginners A1-S1	50	1	Fall
MSA1	2111	Multi-Skills for Beginners A1-S2	50	1	Spring
MSA2	3112	Multi-Skills for Low-Intermediate A2-S1	50	1	Fall
MSA2	4112	Multi-Skills for Low-Intermediate A2-S1	50	1	Spring
REB1	1513	Remedial English B1-S1	50	1	Fall
REB1	2613	Remedial English B1-S2	50	1	Spring
ARWB2	1513	Academic Reading & Writing B2-S1 TOEFL	50	1	Fall
ARWB2	2613	Academic Reading & Writing B2-S2 TOEFL	50	1	Spring
ESP1	5613	ESP for Dental Prosthetics I	50	1.5	Fall
ESP2	6613	ESP for Dental Prosthetics II	50	1.5	Spring

## 5. Courses Objectives

### ❑ Fixed Dental Prosthesis

Fixed Prosthodontics, also known as Crown & Bridge prosthodontics, is the “the Science and Art of providing suitable substitutes for the coronal portions of teeth or for one or more lost or missing teeth and their associated parts in order that impaired functions, appearance, comfort and health of the patient may be restored”. Fixed Dental prosthesis is firmly held in place and cannot be removed by the patient.

This course will develop all types of fixed restorations, the different materials used, and the laboratory procedures from pouring the impressions made by the Dentist until the restoration is finished and returned to the Dentist for cementation.

An understanding of these techniques and competence in them will enable a Dental Prothesiste to progress to more refined techniques and to accomplish variations which different Dentists Require.

### ❑ **Removable Complete Denture**

This course is designed to provide the student with a comprehensive study of theory and practice in the replacement of lost natural dentition and associated structures of the maxilla and/or mandible by an artificial substitute. The student will be able to:

- Write the steps of denture construction;
- Construct edentulous casts, and finish a complete denture;
- Mount casts on all kind of articulators adjustable and non adjustable;
- Select and set up teeth for different classes of arch forms;
- Set up and process an immediate denture and fabricate surgical tray
- Reline, rebase and repair full dentures.

### ❑ **Removable Partial Denture**

This course examines the biomechanics of removable partial denture design as well as fabrication and concepts. It is designed to study the basic and advanced techniques used in fabrication of removable partial dentures. Laboratory phases include:

- Fundamentals of survey and design;
- Constructing refractory casts and casting removable partial denture framework;
- The use of internal attachments, precision attachments, and advanced clasping techniques;

### ❑ **Dental Morphology**

Dental morphology is the science and study of the structure and form of the teeth and their associated parts. A complete working Knowledge of this subject is essential for the laboratory prothesiste to perform many prosthetic procedures. One of the main objectives of this course is: to acquire the mastery in dental sculpture and morphology.

### ❑ **Orthodontics**

Orthodontics is the art of preventing and straightening malocclusion, in order to obtain better functional and aesthetical concept. This course introduces techniques for fabricating removable wrought and orthodontic pedodontic appliances.

### ❑ **Occlusion**

It is a basic subject in the dental practice; it signifies the relation between the teeth in their different positions. This course will include the physiology of occlusion, the determinants of occlusion, and popular occlusion theory and techniques. The main objective is to fabricate crowns and full dentures respecting the normal occlusion of the patient.

### ❑ **Dental Ceramic**

This course is designed to study the physical properties, characteristics, composition, aesthetic, color, shading, manipulation and firing of porcelain (porcelain fused to metal, laminates, free metal restoration). This course enhances the student's ability to design, critique and self evaluate their laboratory prostheses. Students will learn modern methods, and techniques. They will be able to define and select correct shade in Hue, Chrome, and Value for ceramic restorations.

### ❑ **Science of Dental Materials**

This course is designed to study the composition, the properties, and the uses of dental materials, and it provides policies related to hygiene and security control. The laboratory exercises are designed to illustrate the properties and uses of the materials studied and the result of proper and improper manipulation. One of the main objectives is to represent the material characteristics and principles of critical importance to general dentistry: biocompatibility, bonding, composites, ceramics, impression materials, denture base resin materials, alloys dental metallurgy, cementation agents, restorative cements, and finishing materials;

### ❑ **Descriptive Human Anatomy**

The anatomy is the science which deals with the gross structure of organisms. This course is designed to identify the anatomical features of the head and oral cavity; it shows the topographic, disposition, and repartition of the organs. The student will be able:

- to understand the bony foundation of dental structures and alveolar bone,
- to list the muscles of mastication, and know the insertion of each muscle;
- to be able To identify the anatomical parts of the maxilla and mandible;
- To differentiate the movements of the mandible;
- to understand the primary and permanent dentition development and their inter relation;

### ❑ **Emergency Care**

This course will provide the student with the knowledge and skills necessary to manage ill or injured victims at the scene of an emergency until the arrival of course personnel. A certificate will be delivered to the student, upon Successful completion of this course, as a medical first responder.

### ❑ **Business Law**

The Lebanese legal system affects each of us on a daily basis. Educated citizens, no matter what career path they may choose, should be aware of the ways in which the law can impact on their lives. This course introduces students to the essential aspects of law.

### ❑ **Computer Literacy**

This course is designed to teach the basic skills for anyone to be able to use a computer and prepares students to integrate informatics solutions in their daily business.

The students will:

- Learn about the different hardware components of a computer;

- Understand the different terminology for computer hardware;
- Explore the windows operating system;
- Learn to produce word document, Excel spreadsheet and PowerPoint presentations;
- Improve their keyboarding skills;
- Perform Internet searches.

## 6. Diploma

After completing three years of study, the student will obtain a bachelor degree in dental Laboratory and will earn directly the title of a dental laboratory specialist. He will be able to exercise his profession as a salaried capable of conceiving most of the dental laboratory restorations and become eligible to be member of the Lebanese Dental Laboratories Association. After three years of experience as a paid employee, he will be able to open and run his own dental laboratory.

## 7. Rules and Regulations

You will find below an extract of the General Discipline of the Dental Laboratory Institute:

<b>A. General Discipline</b>
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### Article 1

- §. 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 Laboratory 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 competent authority of the UPA is responsible for passing the 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 terms exams are given back to students. The compositions in relation to the 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.

## **B. Organization of the Curriculum**

### **Article 2**

- §. 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 the 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 3** - The implementation of the curriculum, the organization of the schedule, the codification of the course, the notification of the time and the consistency of the subjects taught, are the exclusive ownership of the academic authorities.

## **C. Assiduity and Delay**

**Article 4** – In the Dental Laboratory Institute, 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 5**

- §. 1. Attendance is mandatory in all classes (lectures, practice sessions, trainings, etc.), and must be respected by students. The authorized absences in the Dental Laboratory Institute are equal to 25% of the total course.

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

- §. 3. The Direction of the Institute is the only academic authority competent to judge the validity of excuses and the reliability of the report mentioned in the previous paragraph;

- §. 4. The justified and permitted absences should not exceed 50%. Otherwise, the student will be denied the right to pass the midterm the final exam, and the 2<sup>nd</sup> chance exam in (the) subject (s) in question.

- §. 5. Derogation claims must be left at the General Secretariat of UPA at the latest on the 10<sup>th</sup> 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

- §. 6. Any delay, (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.

- §. 7. It is forbidden that the student skip the same study period if he doesn't have permission from the administration council.

- §. 8. Excuses and medical reports must be presented the **day after the absence day** and they should be given to the Secretariat of the department (1<sup>st</sup> 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 6**

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

- §. 2. Attendance is graded, and the grade constitutes 10% of the total grade of any given course. The grades are distributed as follows:

<b>Attendance ≤ 5%</b>	:	+	<b>10/100</b>
<b>Attendance &gt; 5% &amp; ≤ 10%</b>	:	+	<b>8/100</b>
<b>Attendance &gt; 10% &amp; ≤ 15%</b>	:	+	<b>5/100</b>
<b>Attendance &gt; 15% &amp; ≤ 20%</b>	:	+	<b>3/100</b>
<b>Attendance ≥ 20%</b>	:	+	<b>0/100</b>
<b>Attendance ≥ 25%</b>	:		<b>Penalty</b>

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

### **Article 7**

- §. 1. In case of a prolonged absence without justification and authorization, the student will be considered as resigning from the course; and whatever the issue may be, the student will not be able to insist upon one's right concerning its process formation.

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

### **Article 8**

If a student miss hands on class, he will be responsible to do, and to fully accomplish the laboratory work in the laboratory during the hands on courses.

### **Article 9**

- §. 1. The courses timetable, and all the academic activities are fixed by the administrative staff of the Institute,

- §. 2. Only the academic authority of the Institute reserves the right to modify the schedule, should the occasion arise, during the academic year. Consequently, students should be available with a view to possible modifications between Monday and Saturday.

- §. 3. Students, teachers should be present on the premises 10 minutes before the beginning of the class.

- §. 4. Latecomers must tell the Institute administration the reasons of their delay.

- §. 5. Students are not allowed to leave class before the end of the course, unless they have the authorization from the Institute Direction or the teacher.

### **Article 10**

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 11**

Teachers 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.

## **D. Students**

**Article 12** - Students are given the right to expect, and to require a solid and an adequate education.

**Article 13** - The statutes and the principals policies applied across the university must be respected by all students with honesty and integrity. Students must contribute to the intellectual and cultural vitality of the university community. They must seek to uphold the highest ethical and professional standards.

**Article 14** – Student’s registration constitutes a formal engagement of the candidate or his/her legitimate tutor to abide by the principals policies and rules applied by the university.

### **Article 15**

- §. 1. Applications for registration must be submitted by the candidate on time and according to the principals and procedures applied by the administration.

- §. 2. The administration above-mentioned in § 1, will ensure the legal control of the registration's principals and procedures.

### **Article 16**

- §. 1. Students are responsible for their own actions; they are only judged according to their behaviors and their satisfactory legal situations. The UPA does not discriminate by religion, race, sex or social status.

- §. 2. The Admissions Office of the UPA provides notification of the required entrance test evaluation or examination. The object of this test is to determine if the students meet the UPA academic requirement for admission.

**Article 17** – Only the registration in the Faculty/Institute for the academic year grants the admitted candidate the quality of student in the Antonine University.

**Article 18** - Registration give the student the right to have the student's card of the year according to the format established by the direction.

### **Article 19**

- §. 1. Student card may be required at any time at the university. The student card is particularly important during exam admission, in the Library of the university or one of its units regarding books taken or received. . The card may be required at any time for participation in any student activity.

## **E. Exams**

### **□ Continuous assessment of knowledge and exams**

**Article 20** – The Evaluation process consists of quizzes, continuous assessment, and an exam at the end of each semester.

**Article 21** – During each test, students will be informed if they are authorized or not to use documents. By default, documents are prohibited.

**Article 22** – Tests may include all chapters students have studied since the beginning of the current academic year.

**Article 23** - Dates of the midterm and final exams are published by the administration of the Institute at the beginning of each academic year. The administration is entitled to modify the dates of the exams that appear on a calendar.

**Article 24** – At the end of each semester, the total grade of each course obtained from the quizzes, continuous tests, and final exam are over 100.

**Article 25** - The grades for the practical and theoretical courses are distributed as follows:

**- Main Theoretical Courses:**

- 10% attendance
- 20% quizzes and projects
- 30% progressive period exam
- 40% final exam

**- Main Hands on Courses 1<sup>st</sup> semester:**

- 10% attendance
- 90% progressive Period

**- Main Hands on Courses 2<sup>nd</sup> semester:**

- 10% attendance
- 60% progressive period exam
- 30% final exam

**- Computer Literacy:**

- 10% attendance
- 30% progressive period exam
- 60% final exam

**- Laboratory Management, Emergency Care and, Sciences of Dental Materials III & IV courses:**

- 10% attendance
- 90% Final Exam

**- Business Law Course:**

- 10% attendance
- 40% progressive period
- 50% final exam

**- English Courses:**

- 10% attendance
- 30% quizzes and projects
- 30% progressive period
- 30% final exam

At the end of the year, all the grades of the main theoretical and hands on courses are calculated according to the following formula:

- 50% of the first semester added to
- 50% of the second semester

The administration of the Dental Laboratory Institute, 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 26**

- **§. 1.** Only one second chance exam is scheduled at the end of the academic year (end of June or July). In case of failure in a main theoretical course or in a complementary course or in a main hands on course (grade  $\geq 57/100$ ) the students are allowed to register for each failed course by paying 25\$ for the second chance exam.

No second chance is allowed if the final grade of main hands on course is below 57/100. In such case the students are required to register for the course in question by paying 100\$ for the next year.

The final grade of each repeated course in the second chance exam will be the total of:

- The grade of the 2<sup>nd</sup> chance exam representing 80%, and
- The grade of the final exam representing 20%.

- §. 2. Each course with a grade below the required average will be considered not valid or not earned. In this case the student will have to register again by paying 100\$ for each failed course. The student should attend the course in question, even if this procedure deprives him of attending another course decided for this year (conflict problems).

- §. 3. Registration fees and, the payment must be respected. Otherwise, students risk being penalized academically as well as have disciplinary measures taken against them.

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

## **F. General rules for continuous and final exams**

### **Before...**

- 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 General Secretary
- 3- Students who failed to pass the mid-term or the 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 taking the exam paper 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 any 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 makeup 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.

## G. The hygiene and the security in the D. laboratory

Hygienic conditions and safety practices are absolutely essential for the welfare of the laboratory prothesiste. He must respect the rules when working.

1. Students must put their clothes and personal materials in the lockers.
2. Students must wear convenient clothes and strictly follow the rules.
3. During training, students must follow the instructions of the teacher.
4. Clothing must be appropriate, white blouse is obligatory.
5. Students must accomplish their hands on work in time, in the dental laboratories of the University.
6. They must keep the internal and external premises clean.
7. The easiest way to maintain a neat work area is to clean after each procedure.
8. The work bench and the drawer of each student must be cleaned before leaving the laboratory.
9. The Bunsen burner of each student must be turned off before leaving the laboratory.
10. Students are responsible to put back in its place his/her personal instruments before leaving the laboratory.
11. Ventilation should always be used to remove dust.
12. Students should always wear protective goggles or spectacles during all finishing and polishing procedures. Mask is obligatory.
13. Continuous routine care of the laboratory is the dental prothesiste responsibility.
14. Students must maintain and keep all the materials in the dental laboratory in working order
15. Hygienic conditions and safety practices are absolutely essential for the welfare of the laboratory prothesiste.

## **H. 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

### **□ Physical and sports activities**

UPA's students have the possibility to practice at least one sport activity in complete harmony with the Institute of the Physical Education and Sports.

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

## **I. UPA's Conferences and manifestations 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 these 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)