

International mobility

Rules and Procedures

This document establishes rules and procedures for student exchange and study abroad at the undergraduate and graduate levels. These procedures will apply to all schools where student mobility for credit applies, ensuring the successful implementation of LAU's international agreements.

Definitions

Outgoing student: designates an LAU student who studies at a partner institution in the framework of an Inter-Institutional Agreement according to a pre-approved study agreement, internship agreement, or research agreement.

Incoming student: designates a student from another institution who studies at LAU for a limited duration under an Inter-Institutional Agreement and according to a pre-approved study agreement, internship agreement, or research agreement.

Home institution: designates the “sending” institution where a student is enrolled as a full-time student.

Host institution: designates the “receiving” institution that has agreed to welcome a student from a partner institution for a limited duration in the framework of an Inter-Institutional Agreement.

Free mover: designates a student being sent on study mobility for a limited duration to an institution outside the framework of an Inter-Institutional Agreement.

For Outgoing students

LAU students may choose to spend a semester abroad, preferably during their junior year, in an approved program while still enrolled at LAU.

Undergraduate students

I. Eligibility requirements

- Minimum CGPA of 2.75 (Undergraduate);
- Completed their first semester at LAU at the time of application;
- Can be in the last 30 credits but not graduating during the semester abroad;
- Completed ENG102 or equivalent with a good grade;
- Should not be on academic probation during the semester of application;
- Should not have any disciplinary warning;
- Did not benefit from an international mobility previously.

II. Fees and Financial Aid

- Students selected for an international mobility under an Exchange agreement should be enrolled as full-time students while abroad (12-15 credits) and shall pay tuition fees at LAU in compliance with the terms of agreement governing the mobility program. Students benefitting from financial aid will preserve their financial support while abroad.
- Students selected for an international mobility under a Study abroad agreement will pay the host institution's fees and will be enrolled in a 0-credit course at LAU for the duration of their study abroad program to maintain an active record.
- Students selected for an international mobility under any other type of program shall pay their tuition fees as per the terms of the relevant governing agreement.

III. Application Procedure

Students will first complete an online application at LAU, and if selected, they must also complete the host university's application.

Students are eligible for only one outgoing mobility at the undergraduate level.

To apply for an international mobility, LAU students must:

- Consult with the International Services and Programs (ISP) at LAU on the programs available for their major;
- Check the list of courses offered at the host university of their choice;
- Complete a tentative course transfer form with their online application. Course equivalencies should be signed by the respective department chairperson;
- Submit the completed transfer form to the international mobility School representative for their evaluation (based on School need).
- Complete the online application form and submit all the required documents to ISP within the below announced deadlines:
 - Summer Term: January 30
 - Fall Semester: February 15

- Spring Semester: September 15
- Required documents:
 - CV
 - Statement of Purpose
 - Sponsorship Letter
 - Health Form
- Complete application process will be available online on the ISP page.

IV. Registration Process

Once selected for an international mobility, students must follow the following procedures so as to maintain their status as an active student at LAU:

- Sign a commitment letter.
- Pay a deposit (\$500) to reserve their place at the host university. The deposit is non-refundable in case of a last-minute cancellation. Deposit can be refunded only in the case of a visa rejection. The deposit is deducted from the tuition fee of the student for the subsequent semester upon their return.
- ISP will inform the Registrar Office (RO) to register students on Banner as EXC (15 credits for exchange, zero-credit for study abroad)
 - Full-time enrollment for undergraduates is defined as not less than 12 credits or more than 15 for regular semesters and not more than 9 credits for summer programs.
- Once courses at the host institution are confirmed and registered, ISP will provide the RO with the signed and approved course transfer form. RO will create the course topics on Banner accordingly.
- Exchange students will settle their tuition fees at LAU as per the regular process.
- Study abroad students will settle their fees at the Host University.

V. Credit Transfer for Students upon return from Semester Abroad

- The Course Transfer form allows students to get course equivalence or credit transfer for courses taken at partner universities.
- Before attending the host university, students should submit a completed and signed Course transfer form as per above.
- If a student is taking a course at a host university that does not have an equivalent at LAU, they can count it as an exchange elective course (EXC 380) to be approved by ISP. Students can take up to the equivalent of 6 credits only of exchange elective credits for their whole mobility.
- *After* taking the courses, and upon returning to LAU, the student will provide the course syllabi to the ISP if need be.
- Once the online grades at Host are published, ISP will send a copy to the RO for Registration and Grade Entries on Banner.
- Once the official transcripts arrive at ISP, they will be submitted along with the course transfer forms by the ISP office on EDMS for the RO office final validation.

- The students' transcripts will show a comment entry explaining the nature of the mobility program (exchange or study abroad) and the name of the partner Host University and country for this particular semester.
- Students should be advised that only courses with grades equivalent to C or above in undergraduate courses may be accepted for transfer:
 - For exchange students: grades are transferred on a P/NP basis. In case the grade is not equivalent to C or above, the grade will be recorded as NP on the student record.
 - For study abroad students: grades are transferred as T. Grades below the above-mentioned passing grade will not be transferred.
 - Only courses with letter grades are transferable; courses with P/NP grading at the host university are not transferable.

**P/NP and T grades have no quality points and are not included in the CGPA calculation.*

VI. Last 30 Credit Rule

- The last 30 credit graduation rule shall be waived for both study abroad and exchange students since they will be enrolled at LAU during their semester abroad, and the semester will count for residency.

Graduate students

I. Eligibility requirements

- Minimum CGPA of 3.0;
- Completed their first semester at LAU at the time of application;
- Not graduating during the semester abroad;
- Should not be on academic probation during the semester of application;
- Should not have any disciplinary warnings;
- Did not benefit from an international mobility previously.

II. Fees and Financial Aid

- Under an exchange agreement, outgoing students should be enrolled as full-time students while abroad and shall pay tuition fees at LAU in compliance with the terms of the agreement governing the mobility program. Graduate students on exchange may remotely carry their Graduate Assistantship (GA) workload while maintaining their GA tuition coverage for the semester abroad (Approved by CD, July 25, 2024). Under a study abroad agreement, outgoing students will pay the host institution's fees and will be enrolled in a zero-credit course at LAU for the duration of their study abroad program.

III. Application Procedure

Students will first complete an online application at LAU, and if selected for international mobility, they must also complete the host university's application.

Students are eligible for only one outgoing mobility at the graduate level.

To apply for a semester abroad at LAU, students must:

- Consult with ISP on the programs available for their major;

- Check the list of courses offered at the host university of their choice;
- Complete a tentative course transfer form with their online application. Course equivalencies should be signed by the respective department chairperson.
- Submit the completed transfer form to the international mobility School representative for their evaluation (based on School need).
- Complete the online application form and submit all the required documents to ISP within the below announced deadlines:
 - Summer Term: January 30
 - Fall Semester: February 15
 - Spring Semester: September 15
- Required documents:
 - CV
 - Statement of Purpose
 - Sponsorship Letter
 - Health Form
- Complete application process will be available online on the OIS page.

IV. Registration Process

Once selected for an international mobility program, students must follow these procedures so as to maintain their status as an active student at LAU:

- Sign a commitment letter
- Pay deposit (\$500) to reserve their place at the host university. Deposit is non-refundable in case of last-minute cancelation. Deposit can be refunded only in the case of a visa rejection. Deposit is deducted from tuition fee of the student for the subsequent semester upon their return.
- ISP will inform RO to register student on Banner as EXC (6-9 credits for exchange, zero-credit for study abroad)
 - Full-time enrollment for graduate students while abroad is defined as not more than 9 credits in regular semesters and 6 credits in summer modules. Graduate rules and regulations allow maximum transfer of 6 credits for all graduate programs. 9 credits will be allowed for LAU exchange programs only.
 - Graduate students would also be encouraged to do research work abroad
- Once courses at host institution are confirmed and registered, ISP will provide RO with the signed and approved course transfer form. RO will create the course topics on Banner accordingly.
- Exchange students will settle their tuition fees at LAU as regular process.
- Study abroad students will settle their fees at Host University.

V. Credit Transfer for Students upon return from Semester Abroad

- The Course Transfer form allows students to get course equivalence or credit transfer for courses taken at partner universities.

- Before attending the host university, students should submit a completed and signed Course transfer form as per above.
- *After* taking the courses, and upon returning to LAU, the student will provide the course syllabi to the ISP if need be.
- Once the online grades at Host are published, ISP will send a copy to RO for Registration and Grade Entries on Banner.
- Once the official transcripts arrive at ISP, they will be sent to the RO for final validation.
- The students' transcripts will show a comment entry explaining the nature of the program (exchange or study abroad) and the name of the partner Host University and country for this particular semester.
- Students should be advised that only courses with grades equivalent to B or above in graduate courses may be accepted for transfer:
 - For exchange students: grades are transferred on a P/NP basis. In case the grade is not equivalent to B or above, the grade will be recorded as NP on the student record.
 - For study abroad students: grades are transferred as T. Grades below the above-mentioned passing grade will not be transferred.
 - Only courses with letter grades are transferable; courses with P/NP grading at the host university are not transferable.

**P/NP and T grades have no quality points and are not included in the CGPA calculation.*

For Incoming students

In exchange for LAU students attending partner universities, LAU will host international incoming students at both graduate and undergraduate levels. International incoming students may attend LAU within the framework of an exchange, Erasmus+, study abroad, or faculty-led program.

I. Eligibility requirements

- Minimum CGPA of 2.5 for UG and 3.0 for GR;
- Completed their first semester at the host university at the time of application;
- Should not be on academic probation and/or have any disciplinary warning.
- The host university will confirm the equivalent level of English proficiency, which should be equivalent to at least ENG 101.

II. Fees and Financial Aid

- International/incoming Students studying at LAU through an exchange agreement should be enrolled as full-time students while at LAU and shall pay tuition fees at their home university in compliance with the terms of the agreement governing the exchange.
 - Full time load for UG students: between 12-18 credits. It is recommended to balance the load at 15 US credits. UG students are not eligible to register GR level courses

- Full time load for GR students: cannot exceed 12 GR credits. For incoming students who need to register up to 15 credits, SINARC courses can be an option to compensate for the needed credits. GR students can register UG courses if approved by their home university.
- Incoming students on exchange are required to submit to ISP an approved learning agreement of courses signed by their home university during the week of registration.
- LAU is not responsible for the transfer of credits to the home university. It is the responsibility of the incoming students to confirm the transfer of courses at their home university.
- International incoming Students studying at LAU through a study abroad agreement will pay LAU tuition fees according to the terms of the agreement.

III. Nomination process

Partner home universities will nominate to ISP the students who are selected to attend LAU based on the signed agreements as per the following schedule:

- Nominations for fall should be received no later than June 30 of each year
- Nominations for spring should be received no later than November 30 of each year
- Nominations for summer should be received no later than April 30 of each year

IV. Application and Admission Procedure for incoming students

Nominated students to ISP will be receiving a welcome package from ISP within two weeks of nomination. The welcome package includes:

- LAU admission application process for exchange/study abroad
- Information about visa and residency
- Housing details
- Insurance instructions (LAU insurance is required if the student does not provide another equivalent insurance package)
- The learning agreement will be shared with the students to be completed before arrival

Once admitted, international incoming students will:

- receive their admission letter,
- be matched with an LAU Buddy,
- be provided with arrival safety and security instructions
- be required to finalize their learning agreement
- be required to submit their health forms
- be provided with a detailed Orientation program

International incoming students will be requested to provide ISP with their arrival details and addresses during their stay in Lebanon. For security reasons, they will also be required to register their names at the embassy of their home country.

V. Registration Process for incoming students

Once the incoming student's mobility is confirmed, ISP coordinates with the Registrar, HR, and Business Office to register and support this group of students.

- Registration: Incoming students will complete their LAU registration during Orientation week. The ISP handles the registration of incoming students manually in coordination with the relevant academic departments and the Registrar to better coordinate issues related to the academic program and pre-requisite restrictions that are specific to visiting students.
- Insurance: Incoming students must settle the relevant insurance fees applicable to their status. If they possess international insurance that provides coverage while they are in Lebanon, they will have the opportunity to submit proof of this insurance. Upon verification, we will waive the fees associated with our insurance program. Unsettled fees will create a hold on the student's account and prevent the issuance of an official transcript.

VI. Credit Transfer for incoming students

Upon the satisfactory completion of the semester at LAU, ISP will request the official transcripts of incoming students from the Registrar and ship/share the electronic versions with the respective home university of each international incoming student. If an official copy of their transcripts is needed, they will be advised to request those through Portal before they return home.