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PREFACE

In its session held on October 6th, 1997, at the Generalate House of the Order located at the Saint Rock Convent - Dekwaneh - Lebanon, the General Council of the Antonine Maronite Order has decreed the erection of the Université Antonine as a legal personality within the Antonine Maronite Order.

The present Statute¹ has been reviewed and submitted to the Board of Trustees who has approved it in the course of the academic year 2012-2013.

¹ The present Statute is written in french and translated into english by Wafaa Keyrouz.



CHAPTER I
THE CHARTER OF THE UNIVERSITÉ
ANTONINE



SECTION A

IDENTITY AND ACTIVITY

Article 1

The Université Antonine, hereinafter referred to as the UA (formerly known under the name of «Université des Pères Antonins», UPA), is a Catholic Lebanese institution. The objective of this private University is to train, at the level of higher and university education, and in the various sectors of its competence, better prepared citizens and believers to serve properly their country, Church, and the society in general as senior executives.

Article 2

The UA is officially recognized by the Lebanese Republic by virtue of the Presidential Decree n°9278 dated October 5th, 1996, Protocol 3247, article 9.

Article 3

The UA is governed by the Lebanese Constitution, the teachings of the Church, and the Declaration of Human Rights which guarantee the freedom of education.

Article 4

In an openness to all human values, in the light of faith, and in conformity with the guidelines of the competent ecclesiastical authority, the UA shall commit the teachers and students in all its faculties and institutes to cultivate and promote an authentic scientific spirit that would contribute to developing the fruits of science in the various concerned fields.

Article 5

§ 1. Faithful to the spirit of the Church, to its mission, and to its history in the region, the UA is concerned to serve and promote the Arabic language

and culture as part of its openness to the world cultures and civilizations. Indeed, and besides the Francophone character of the UA and the teaching of programs in English and other foreign languages, the Arabic language, which is the country's official language, shall have a particular importance in the academic and cultural activities of the UA.

§ 2. The UA is committed to serve mankind especially in the Arab world and Oriental cultures.

Article 6

With respect to a legitimate socio-cultural diversity, and bearing in mind that fanaticism and intolerance constitute a mutilation for the Oriental society in general, and for Lebanon in particular, the UA shall work to improve mutual understanding and to help the Lebanese and Oriental society in neutralizing fanaticism and intolerance as well as prejudice constituting a handicap for the scientific mind and an obstacle to the academic activity.

Article 7

In conformity with the guidelines of the Catholic Church, the UA shall respect any legitimate diversity. Academic honesty must improve its openness to authentic and legitimate values advocated by others.

Article 8

§ 1. Pursuing the secular mission of the Church in this region of the Middle East, the UA builds on Christian monasteries and institutions that have considerably assisted in enhancing this region of the Middle East while still retaining its proper identity and traditional values.

§ 2. In the context of an unrestricted cultural openness, the UA shall have the benefit of values and heritage inherited from social and religious communities that have been enriched by each other thanks to the right combination of their respective cultures.

Article 9

Beyond teachers and students, the UA proposes to serve any person that might benefit, in some way, from its scientific contributions and cultural framework.

Article 10

In order to deepen the fruits of science and to expand humans' horizons, the UA shall participate in scientific researches carried out jointly or in specialized centers.

Article 11

§ 1. The UA shall gladly make its contributions available to everyone; it shall exchange publications, experiences and competences. In addition, it shall participate to congresses, seminars and missions that intend to advance the science in the sectors falling within the competence of its faculties and institutes.

§ 2. The UA shall gladly grant assistance, support, location, and contribution of its qualified personnel to activities and institutions which aim at achieving similar objectives while being managed by other parties.

Article 12

The UA is willing to work faithfully with all other academic, educational, and cultural bodies operating in the country; its relations must be characterized by an attitude of respect, in particular with the Lebanese University and with all other universities.

Article 13

§ 1. In addition to the academic work in its strict sense, and without affecting the latter, the UA shall gladly encourage, among its personnel and students, any initiative that intends to enhance spiritual, cultural, and sporting life, and promote different forms of humanitarian activities. It shall gladly welcome the organization of artistic events as well as healthy and

constructive leisure activities.

§ 2. The UA shall ensure that its students are able to benefit from structures proposing spiritual, sporting, cultural and social activities.

§ 3. Activities, subject of §§ 1 and 2, are conditioned by the fact that they are non-profit-making activities and do not claim a monopoly.

§ 4. All the activities identified in §§ 1 and 2 shall be subject to the prior authorization of the Rector. Yet, the Administrative Council of the UA must approve the statutes of the aforementioned structures.

§ 5. In regards to all the activities mentioned in the previous paragraphs, it is mandatory to comply with the Public Order and disciplinary measures enacted by the instituted powers.

§ 6. It is forbidden to establish, within the framework of the UA, any political or paramilitary or subversive associations or parties.

SECTION B
RELATION WITH THE ANTONINE MARONITE
ORDER

Article 14

The UA is a legal person belonging to the Antonine Maronite Order. As it organically adheres to the latter, it depends legally and administratively on it just like any other Antonine institution.

The UA shall be directly concerned with the content of the Rules and Constitutions of the Antonine Maronite Order, in particular the articles dealing with Education and Culture (articles 85-90), as well as the articles dealing with the Order's Institutions (articles 464-469)¹.

Article 15

On the economic front, the UA has autonomy in regards to the present Statute.

Article 16

§ 1. The movable and immovable property, whether granted by the Antonine Maronite Order or acquired by the UA itself, shall be managed by the latter in accordance with the provisions of the Code of Canons of the Eastern Churches (CCEC), the Rules and Constitutions of the Antonine Maronite Order, and the present Statute.

§ 2. The right to property, the movable and immovable property acquired legitimately by the UA, as well as values and rights on publications or others shall belong to the UA.

¹ See Rules and Constitutions of the Antonine Maronite Order, 2010.

Article 17

The Superior General of the Antonine Maronite Order is legally the Chancellor of the UA. The Order's General Council, made up of the Superior General, the four Assistants General, constitute legally, besides the Rector, the Board of Trustees of the UA. These members are legally entitled to elect certain persons to join the Board of Trustees as members, provided that the total number of members does not exceed 15 persons.

Article 18

§ 1. The Chancellor must ensure that the UA faithfully complies with the applicable laws and the prescriptions of competent authorities.

§ 2. The Board of Trustees shall supervise the overall functioning and performance of the UA, and promote its development at all levels.

§ 3. The Board of Trustees:

- outlines the general policy of the UA and develops its strategies;
- supervises the basis of the assessment and monitoring procedure (audit) at the UA, whether internally or externally;
- approves the annual budget of the UA and ratifies the closing of its accounts as well as its financial reports, according to scientific-based rules determined or adopted by the Council;
- approves the Waqf-s, donations, testaments, contributions and scholarships after evaluating the benefactors' motivations or purposes;
- assures the necessary elements for the development of the UA and its logistics including lands, buildings, equipment, and research centers;
- releases the regulations of the Board of Trustees and approves the Organic Statute of the UA after introducing amendments if necessary.

Article 19

The present Statute is part of the legal corpus of the Antonine Maronite

Order; the other general statutes, as well as the regulations in force for the whole Order, also cover the UA. The General Assembly, which constitutes the Order's legislative body, shall have jurisdiction to issue prescriptions about the UA.

Article 20

§ 1. The Rector of the UA is chosen from among the monks of the Antonine Order according to the Laws in force.

§ 2. The Bursar of the UA, the directors of geographic sections, and the Chaplain are chosen from among the monks of the aforementioned Order.

§ 3. The Vice-Rectors, the Secretary General, the deans of faculties, the directors of institutes/departments/schools/centers, and the Librarian are chosen from among monks or competent lay persons.

Article 21

§ 1. The Rector shall submit to the Board of Trustees, once a year, a detailed report on the condition and the functioning of the UA and of each of its units.

§ 2. The Rector shall also prepare a detailed report to be submitted on the occasion of the Ordinary General Assembly.

§ 3. Before presenting the reports referred to in §§ 1 and 2, the Rector shall submit them to the Administrative Council for examination.

Article 22

§ 1. The UA is a non-profit enterprise.

§ 2. By virtue of its civilizing, educational, and pastoral mission, the Antonine Maronite Order considers the movable and immovable property granted to the UA as outright grants justified by its missionary and humanitarian purposes.

§ 3. However, the UA shall meet, on its own, the expenses of its long-term functioning, organic growth, and own evolution.

Article 23

At the date of approval of the present Statute, the UA consists of fourteen academic units including six faculties, three academic institutes, two autonomous departments, and three para-academic units:

- The Faculty of Engineering, Multimedia, and Telecommunications;
- The Faculty of Biblical, Ecumenical, and Religious Studies;
- The Faculty of Theology and Pastoral Studies;
- The Faculty of Business Administration (Marketing, Finance, Banking, Accounting and Auditing, Assurances, Hotel Management, Business Computing, Management Information Systems);
- The Faculty of Information and Communications (Advertizing, Public Relations, Cinema and Television, Graphic Arts, Photographic Arts, Radio, Printing and Publishing);
- The Faculty of Public Health:
 - The Department of Nursing;
 - The Department of Physical Therapy;
- The Institute of Sports and Physical Education;
- The University Institute of Dental Laboratory Sciences;
- The Higher Institute of Music (Music, Musicology, Science of Music Education);
- The Antonine Fathers School of Music;
- The Regional Academy of «CISCO Systems»;
- The Center of Languages.

Article 24

Upon the written approval of the General Council, the Rector of the UA and his Administrative Council may decide to add new academic units and geographic sections to the existing ones.

Article 25

The same procedure mentioned in article 24 shall apply when an existing unit is to be suppressed or merged with another unit.

Article 26

The provisions of the Lebanese State shall be observed in order to carry out the provisions of articles 24 and 25.

Article 27

§ 1. The Rectorship of the UA and its main Campus are located in Mount Lebanon in Hadat - Baabda, on the land parcels n° 356, 4250, 4251, 4252, 4253, 4254, 4255 of the Hadat registry division owned by the Antonine Maronite Order.

§ 2. An Antonine academic branch has been erected in the Bekaa in Nabi Ayla - Zahle, on the land parcel n° 883, by virtue of the decision of the Higher Education's Council dated October 8th, 2002. It comprises three sections consisting of the Faculty of Engineering, Multimedia, and Telecommunications, the Faculty of Business Administration, and the Faculty of Public Health - Department of Physical Therapy.

§ 3. An Antonine academic branch has been erected in North Lebanon in Mejdlaya - Zghorta, on the land parcel n° 1100, pursuant to the decision of the Council of the UA dated January 31st, 2005, and by virtue of the Ministerial Decree n° 383 dated June 11th, 2007. It comprises two sections consisting of the Faculty of Engineering, Multimedia, and Telecommunications, and the Faculty of Business Administration (decision of the Council of the UA dated January 31st, 2007, concerning the extension for other academic units).

SECTION C
GENERAL PROVISIONS

Article 28

In the absence of special personal contracts, the UA shall apply the Lebanese Labor Law towards teachers, academic, technical, and administrative personnel, as well as all other employees operating in Lebanon. The mentioned Law along with the provisions of the present Statute shall apply particularly in the cases of engagement, remuneration, promotion, or resignation.

Article 29

The Lebanese Legislation and the present Statute shall also apply when organizing studies and exams, establishing curriculums, conferring university degrees, academic credentials, and certificates.

Article 30

The organization of each university unit, the responsibilities of its internal structures, as well as its operating procedures shall be described in its own specific Bylaws.

Article 31

The units' Bylaws should not derogate from any of the common conditions stipulated in the present Statute.

Article 32

The units' Bylaws shall be subject to the approval of the Administrative Council of the UA.

Article 33

Any amendments that would be introduced to the Bylaws of a university

unit must be proposed by the dean or director of the said unit and confirmed by the Administrative Council of the UA.

Article 34

Any amendment introduced to the present Statute shall cause, without the need for any special resolution and without further formalities, the automatic amendment of the units' Bylaws that would not comply with the new provisions.

Article 35

The legislation referred to in article 30 is limited by the mandatory provisions of the Lebanese Law in force.

Article 36

The Statutes, conditions, and provisions related to the UA are subject to the Lebanese Law and shall comply completely with it and with the prescriptions of the Lebanese State concerning Higher Education in Lebanon.

Article 37

§ 1. As a rule, the UA shall operate using the means of the Francophony and according to its categories; however, such a fact shall not keep the University from a total openness to the values of other current systems and the working and organizational methods of academia.

§ 2. In order for a student to be admitted to a first registration at the UA, the administration of any university unit may, where appropriate, and upon the positive opinion of the Administrative Council of the UA, require from the candidate a certain level of knowledge of French and English, in addition to other possible tests. For this purpose, appropriate preparatory sessions may be optionally organized.

Article 38

§ 1. In compliance with the standards in force, and through its Rector, the UA is entitled to conclude academic, cultural, and administrative conventions and agreements with universities, companies, national and international organizations, and training centers at all levels.

§ 2. The financial engagements surpassing the period of three years, or exceeding the amount established by the Antonine General Assembly, are subject to the written consent of the General Council for validity.

§ 3. The mentioned ratification is not required for the purely academic agreements.

§ 4. The written consent of the Chancellor is also required to initiate, on behalf of the UA, a legal proceedings before any civil or ecclesiastic authority.

CHAPTER II
THE GOVERNMENT OF THE UNIVERSITÉ
ANTONINE

Article 39

Under the higher monitoring of the Chancellor and the supervision of the Board of Trustees, the UA is governed by the Rector who shall be assisted by the Administrative Council, the deans, and the directors of the academic units.



SECTION A

THE RECTOR

Article 40

At all levels, the Rector is the legal representative of the UA before all civil, religious, judicial, academic, national, and international authorities.

Article 41

The Rector is the representative of the Antonine Maronite Order and of the Board of Trustees within the UA.

Article 42

The Rector is responsible for his Administration before the Board of Trustees.

Article 43

The Rector shall oversee the preparation, effectiveness, and efficiency of the faculty and the entire personnel working at the UA.

Article 44

§ 1. The Rector is responsible for academic and administrative levels of the overall functioning at the UA; and thus, the Administration comes under his direct authority.

§ 2. The Rector is the Head of the faculty at the UA.

§ 3. The Rector ensures the coordination between the various activities of the UA.

§ 4. The Rector undertakes to assure a permanency in the headquarters of the UA located in the Rectorship, as well as in the different campuses, in order to be at the disposal of the personnel and the interested public.

Article 45

Without prejudice to articles 57 and 158 § 1, the Rector has the responsibility to sign the official documents, diplomas, checks and bank notes, in addition to the strictly official correspondence of the UA.

Article 46

§ 1. The Rector is elected by the Order's General Council for a renewable mandate of six years in accordance with the applicable norms, provided that he does not exceed nine consecutive years as a superior for the same religious community. For this purpose, shall be chosen a competent person who enjoys moral, administrative, and professional qualifications, in addition to the academic qualifications required for such a position.

§ 2. The candidate for the position of Rector enjoying the moral and administrative qualifications required shall be holder of an academic qualification, at least equivalent to a doctorate, according to the content of the Lebanese Law. In addition, the mentioned candidate shall comply with the conditions stipulated in the Law and the present Statute.

Article 47

The revocation of the Rector falls under the exclusive competence of the Order's General Council that would not proceed to the revocation except for extremely serious reasons.

SECTION B

THE VICE-RECTORS

Article 48

§ 1. In case of the extended absence of the Rector or in the event of being prevented from fulfilling his duties, the Superior General shall appoint a Vice-rector to carry out the ordinary affairs of the UA.

§ 2. In the event of termination of the Rector's mandate for extremely serious reasons, the Superior General shall appoint a Vice-rector entrusted with the functioning of the UA until the Order's General Council appoints a new Rector within the least possible delay .

Article 49

The three positions of Vice-rectors of Academic Affairs, International Relations, and Research are entrusted by the Rector to competent persons for a renewable term of three years upon the consent of the Board of Trustees.

Article 50

§ 1. Other Vice-rectors concerned with the centers of excellence, students' affairs, cultural affairs, representation issues, or any other duties, may be freely chosen by the Rector for various terms.

§ 2. However, the Vice-rectors shall cease to hold office at the expiration or termination of the Rector's mandate.

SECTION C

THE SECRETARY GENERAL

Article 51

§ 1. After the approval of the Superior General, the Rector appoints the Secretary General of the UA for a renewable period of three years. In the event that the candidate is a monk, the Superior General appoints him upon the proposal of the Rector.

§ 2. The Rector shall hire a skilled personnel to assist the Secretary General in his duties and office work. The whole staff working under the direct supervision of the Secretary General must be admitted for their competence and discretion. With his staff, the Secretary General shall provide support for the Administration of the UA.

Article 52

§ 1. At the head of the General Secretariat of the UA, and in cooperation with the deans and directors of the units, the Secretary General is responsible for the organization management of the programs of various faculties/institutes, the students' official procedures towards the rectorship, and the standardization of the academic and cultural activities of the UA.

§ 2. The Secretary General shall also act as the Notary of the UA:

- He signs and authenticates certificates.
- He writes the minutes.
- He holds the records of the UA.
- He maintains the correspondences and writes the circulars.
- He heads the prepress department of the UA and prepares its informative publications.
- He manages the communications office of the UA.
- He coordinates the students' affairs of the UA.

§ 3. According to the standards approved by the Council of the UA, the Secretary General shall supervise the admission procedures of students to

the UA, as well as the information policy and the general orientation.

§ 4. The Secretary General shall assist the Rector in his duty as spokesperson of the UA. Moreover, He shall assist him in the management of public, national and international relations, as well as in the interaction with the authorities and the media.

SECTION D

THE BURSAR

Article 53

Upon the proposal of the Rector, the Chancellor appoints the Bursar of the UA from among the Antonine monks for a renewable period of three years.

Article 54

The mission of the Bursar consists of assisting the Rector, managing the property in collaboration with the latter, and promoting the financial functioning of the UA. To this end, a competent, wise, and experienced person must be chosen.

Article 55

In addition to the duties admitted by the statutes of the Antonine Maronite Order and those mentioned in the articles of the present Statute, the Bursar shall be entrusted to:

- manage the accounts of the UA in its various campuses;
- control the allocated credits and their settlement;
- carry out the collection of revenues and the settlement of payments, while retaining all voucher copies;
- control the accounts of lands;
- ensure the maintenance, organization, and efficiency of the premises, equipment, and materials;
- control the functioning and the performance of general services;
- present to the Rector an inventory about his activity at the end of each month;
- select employees and decide upon their responsibilities after getting along with the direct persons in charge and upon the consent of the Rector;

- announce the working hours, holidays, and annual leaves, and carry out the procedures of recruitment, dismissal, and resignation;
- finalize the administrative formalities of the teachers appointed by the Rector;
- provide the employees with certificates of good conduct and statements of wages and incomes;
- suggest to the Administrative Council updating the salary grid and the remuneration scale, bearing in mind the social laws, the high cost of living, and the competition;
- study the employees' applications for advance, accept or reject them as appropriate, and facilitate the acquisition of personal loans from banks;
- draw up the budget of the UA at the level of its units and campuses after consulting the concerned persons. The mentioned budget shall be reviewed by the Administrative Council and approved by the Board of Trustees;
- contact the banks and make the necessary negotiations in order to provide the best offers for employees, teachers, and students;
- study the financial situation of the students and establish the payment terms of tuition fees as well as the university discounts according to the administrative decisions.

Article 56

The teller of the UA shall faithfully carry out his duties under the Bursar's direct supervision.

Article 57

Checks and bank notes must be signed jointly by the Rector and the Bursar.

SECTION E

THE DEANS AND DIRECTORS

Article 58

§ 1. Every faculty of the UA is headed by a dean who shall be assisted by a council.

§ 2. Every autonomous university department and institute is headed by a director who shall be assisted by a council.

Article 59

§ 1. In case of Antonine monks, the Chancellor shall appoint the deans of faculties and the directors of institutes/departments on a proposal from the Rector. As per the appointment's authenticated deed and its communication to civil authorities, they shall fall under the exclusive jurisdiction of the the Rector.

§ 2. As soon as the mentioned appointment is formalized by the Rector, the monk in question shall be subject, in the exercise of his duties, to the present Statute in the same way as all his couterparts.

§ 3. In other cases, the Rector shall appoint the persons in charge of the abovementioned positions after the consent of the Chancellor.

§ 4. In order to make the suggestion or the appointment referred to in §§1 and 2, the Rector must consider the advice of the Administrative Council of the UA beforehand.

§ 5. The dean or director shall be appointed for a three-year mandate that may be extended for two additional three-year mandates. The dean or director may be reappointed to the same position after an interruption of three years. However, and for exceptional circumstances, the Rector is entrusted to hire an *ad-interim* dean for a transitory mandate not exceeding twelve months.

Article 60

§ 1. Without prejudice to the provisions of article 20 §3, the deans and directors of the units are preferably selected from among the teachers who have the relevant experience required along with a university degree equivalent to a doctorate or the highest degree in the concerned specialization.

§ 2. Deans and directors shall be chosen for their skills and experience.

Article 61

§ 1. The dean of the faculty shall:

- establish the curricula in consultation with the unit's council;
- ensure the internal organization of the unit;
- suggest to the Rector the names of the teaching members in his unit;
- approve the syllabi of all the courses taught in the unit he manages;
- decide on the evaluations' results by agreement with the concerned teachers;
- promote and coordinate studies, practical work, and all the unit activities;
- establish, in detail, the curriculum of the course that should be taught by each teacher;
- distribute courses and teaching hours;
- supervise the punctuality of teachers and, if necessary, call them to order;
- ensure the discipline within the faculty and call the students to order by the appropriate means, according to the Rectorship guidelines;
- take part in the activity of the Council of the UA as an ex-officio member;
- ensure an attentive organization and a perfect progress of exams;
- propose to the Bursar the annual projected budget of the unit he manages;
- rule on the students' absences in coordination with the unit's council in order to subject the decision to the validation of the Secretary General.

§ 2. The dean undertakes to be on duty in the unit that he manages in order to be at the disposal of teachers and students in the different campuses.

§ 3. The dean shall have the right and the obligation to supervise the selection of textbooks adopted by the teachers in his unit, as well as the course taught by the latter.

Article 62

§ 1. All the provisions stipulated in the present Statute concerning the dean of a faculty also applies to the director of an institute/autonomous department and to the director acting as a dean.

§ 2. In the event that the faculty consists of various autonomous departments implying different directors, an operation regulation shall stipulate the skills and duties of each.

SECTION F

THE CHAPLAIN

Article 63

Upon agreement with the Rector, the Chancellor appoints the Chaplain of the UA from among the Antonine monks.

Article 64

The Chaplain is responsible for the motivation of the academic life on the spiritual level, and for the contribution, through his activities, to the students' spiritual growth.

Article 65

§ 1. The Chaplain's activities and attitude towards the various bodies of the UA must reflect the religious precepts and the ethical principles to which the UA adheres.

§ 2. In his relations with the aforementioned bodies, the Chaplain must show discretion, discernment, and good sense.

§ 3. In the wake of activities related to his field of competence, the Chaplain must ensure the respect of the academic agenda whilst reconciling between his animations and the established academic calendar.

§ 4. The Chaplain must collaborate with the director of the office of students' affairs in order to coordinate the activities for the benefit of students.

Article 66

§ 1. In order to fulfill his mission in the UA, in terms of both the main campus and the geographical campuses, the Chaplain shall be assisted by a convincing staff selected by the Rector and renowned for their spirituality and discretion.

§ 2. The Chaplain shall coordinate his activities with the university Pastoral and with every ecclesial body competent in the subject. He shall represent the UA in the regular meetings of the mentioned bodies and in the events organized under their aegis.

SECTION G
THE LIBRARIAN

Article 67

The Rector is responsible for the appointment of the Librarian unless in the event that the latter is a monk; in this case, the Chancellor appoints him on a proposal from the Rector.

Article 68

The Librarian must ensure the order within the library, the classification of its books, the efficiency, update, and conservation of the library and the preservation of its property. In addition, he must ensure the library's modernization by means of new technologies.

Article 69

The Librarian shall provide teachers and students with all the bibliographical data required.

Article 70

According to needs and to the annual budget, and in coordination with the deans and directors, the Librarian shall establish a list of books and periodicals that must be continuously supplied to the library to make it efficient and to facilitate the task for teachers, students, and any other visitor.

Article 71

The Librarian shall be assisted by a qualified staff who must help him carry out his duties and the library work.

SECTION H

THE COUNCIL OF THE UNIVERSITÉ ANTONINE

Article 72

The Council of the UA must proclaim, in conformity with the spirit of the present Statute and the guidelines of the Board of Trustees, the policy to be adopted in order to achieve the objectives of the UA.

Article 73

The Council of the UA consists of the Rector who is the president, the Vice-rectors mentioned in articles 48 and 50, the Secretary General, the Bursar, the directors of geographical campuses, other Antonine monks carrying out their major responsibilities within the UA, the deans of faculties, the directors of institutes, the directors of faculty departments, the Director of the Orientation and Admission's office, the Chaplain, and the delegated students' representative.

Article 74

Any Council member who loses the quality by reason of which he had been appointed or elected shall cease to be part of the said Council and shall be immediately replaced.

Article 75

Once advised with the sessions' dates, the Chancellor may, at his own free will, take part in the sessions of the UA as an ex-officio member, and, if necessary, preside the meeting by himself.

Article 76

In the absence of the Rector, the Vice-rector referred to in article 48 shall replace him and, in this case, enjoy the same rights of the Rector.

Article 77

In addition to the various responsibilities mentioned in different articles of the present Statute, namely the articles 52§3, 61§1, 72, 73, 78, 79§1, 80-85, 86§§1 and 3, 89§2, 102§1, 112§4, 139, 144, 171, the Council of the UA shall have jurisdiction to:

- elect, from among the deans and directors, a representative in the Administrative Council;
- suggest to the Administrative Council the amendments that must be introduced into the present Statute;
- suggest to the Administrative Council to create, combine, transform, or suspend university units;
- express its opinion in the event of a proposition of grant of an honorary doctorate;
- propose to the Chancellor granting the title of dean *ad honores* to a professor who would have assumed the deanship for at least two mandates; given that such a title would not grant any right to claim an additional compensation;
- propose to the Chancellor granting the title of honorary professor to the teacher who would be distinguished by his dedication and stability of his diligence serving the UA; given that such a nomination would not grant any right to claim an additional compensation.

Article 78

The frequency of regular meetings of the Council of the UA shall be appointed by the Council itself as of the first meeting of the current academic year.

Article 79

§ 1. The Council of the UA shall hold a meeting at least twice a year, even outside the academic year. The Council shall meet when convened by its president or upon the request of one third of its members. In this last case,

the purposes of the convocation must be listed in the agenda of the meeting.

§ 2. In addition, the Council may hold other meetings during the academical year in order to discuss more academical and/or strategical issues; given that the delegated student would not take part in such a meeting.

Article 80

The Council is not entitled to deliberate validly unless a majority of two thirds of its ex-officio members at least is present. This majority must be defined at the beginning of each academical year.

Article 81

The sessions of the Council are not public; only the legal members may take part. However, the Rector is entitled to invite, in a purely advisory capacity, any person that he deems particularly competent in the subject studied to join the session.

Article 82

During the sessions of the Council of the UA, the Secretary General shall assume the Council Secretariat, write the minutes, and keep them in his archives.

Article 83

During the sessions of the Council, votes are taken by show of hands. Nevertheless, votes must be taken by secret ballot whenever they concern the personal status, or upon a request made by the president or the one third of the present members.

Article 84

During the sessions of the Council, votes are acquired by an absolute majority of the votes. Should there be parity of votes, the president shall have the casting vote.

Article 85

If, due to a *force majeure*, the Council of the UA is unable to meet in order to fulfill its functions, its responsibilities shall be assigned thereby to the Administrative Council.

SECTION I
THE ADMINISTRATIVE COUNCIL

Article 86

§ 1. The Administrative Council consists of the Rector, the Bursar, the Secretary General, the Vice-rector of Academic Affairs, a dean or director elected by the Council of the UA for one year renewable only once, and a vice-rector appointed by the Rector and approved by the Board of Trustees, provided that the Chancellor ensures that the majority of the Administrative Council's members are from among the Antonine monks.

§ 2. The Administrative Council shall meet twice a month at least according to a calendar fixed by the latter itself at the beginning of each academical year. A minutes of the meeting shall be written for each session and approved by the members of the Council.

§ 3. The Administrative Council is responsible for taking initiatives and promoting a framework that is able to facilitate the implementation of the policy to be followed in order to achieve the objectives of the UA specified by the Council of the latter.

Article 87

In addition to the various responsibilities mentioned in different articles of the present Statute, namely the articles 13§4, 21§3, 24, 32, 33, 37§2, 39, 55, 59§4, 77, 85, 86§§1 and 2, 88, 91, 169, 171, 174, 177§4, 183, the Adminstrative Council shall have jurisdiction to:

- approve the annual budget of the UA, the Bylaws of university units, and, if necessary, the subsequent amendments;
- settle any kind of misunderstanding or conflict that would oppose one university unit to another within the UA;
- approve all the agreements made with States or other universities and bodies, whether national or international, without prejudice to

the prerogatives of the Chancellor and the Board of Trustees;

- reserve the right to nullify, if deemed necessary, any decision made by the Councils of faculties/institutes/departments;
- concerning the application of serious disciplinary measures towards a student, a teacher, or an employee, the Administrative Council formed, in this case, as a Disciplinary Committee, shall decide such measures. The accused person shall always have the inalienable right to submit any supporting considerations for his defense. The decisions of the Disciplinary Council are final and irrevocable; they should be immediately enforceable.

SECTION J
THE COUNCIL OF THE UNIT

Article 88

§ 1. The council of the faculty/institute/department consists of the dean and/or director, the heads of departments, the full-time teachers, and a representative of the part-time teachers, on condition that the total of its members always constitutes an odd number ranging from three to seven. The council of the unit is responsible for assisting the dean/director in his major functions:

- The council of the unit shall meet once a month at least, according to a calendar established during the first meeting of the academical year, or upon a request from the Rectorship or from one third of its members.
- The council of the unit is headed by the dean/director of the unit. However, the Rector shall preside the council whenever he takes part in it.
- Even if the Rector is represented, a report must be submitted to him within a period that does not exceed one week.
- The full-time teachers that are members in the council shall be appointed by the Rector in coordination with the dean/director and with the Administrative Council of the UA. The part-time teachers shall elect their own representative in the council. However, the heads of internal departments in the unit are *de facto* members in this council.
- A scientific committee shall be appointed *ad hoc* by the council itself, and may consist of experts who do not operate within the UA.
- In order for the session to be valid, the convocation must be made at least one week in advance, on one hand, and two thirds of the members must be present not only at the beginning of the session,

but also during any deliberation, on the other hand.

§ 2. Under the penalty of nullification by the Administrative Council, the decisions adopted in the council shall, in no case, violate the Statute of the UA, the Bylaws of the concerned unit, and the deeds related to these regulations (notes, jury's deliberations, etc.).

- In every decision-making, the absolute majority of the votes made by the council's members is required.
- In the event of parity of votes, the president shall have the casting vote.
- The blank vote is considered inactive and does not alter the required quorum.
- However, the decisions made by the council remain advisory to the Rectorship that should respect, as much as possible, deliberations and proposals of the council.
- The member who misses to attend three consecutive sessions without presenting a legal excuse should be replaced by another colleague according to the same procedure of appointment of his predecessor.
- In order for the deliberations to be valid, two thirds of the members shall be present; In order for the session to be valid, the absolute majority is required.

§ 3. The council of the unit shall have jurisdiction to:

- determine the academic curriculum of the unit;
- assess the equivalence of studies and academic qualifications for the admission of a student to the UA;
- decide about the admission of a student who had completed courses in other units;
- promote cultural and scientific activities or para-academic events;
- consider the scientific contribution of the unit to conferences, seminars, or sessions;
- In the educational field, the council shall preserve the value and the relevance of the education provided in the unit, improve the level,

modernize constantly the curricula and teaching methods, ensure the right functioning of the UA, and ensure that the qualifications and diplomas issued by the UA are appropriate, reliable, and credible.

SECTION K

THE COUNCIL OF THE GEOGRAPHICAL SECTION

Article 89

§ 1. Every geographical section (branch) must have a branch council that shall assist the branch director, as well as the deans and directors of the concerned university units in all their major functions.

- The council shall meet at least twice a semester according to a calendar established during the first session of the academical year, or upon the request of the Rectorship or one third of the council's members.
- The council shall consist of the branch director, the administrative director, a representative of each unit set in the branch, a delegate per unit representing the full-time teachers, and a delegate per unit representing the part-time teachers.
- The branch council shall be headed by the branch director. Should the Rector or his representative take part in the council, they must preside it.
- Even if the Rector is represented, a report for each session must be submitted to the Rectorship within a period that does not exceed one week.
- The members of the branch council shall be appointed by the Rector after having consulted the branch director and the concerned deans and directors.

§ 2. The branch council shall have jurisdiction to:

- ensure the application of decisions made by the Administrative Council, The Council of the UA, and the various units' councils at the level of the branch.
- ensure the right functioning of the branch;
- communicate the needs of the branch to the Rectorship and the units;

- organize cultural activities and events at the branch level, in coordination with those decided at the level of the main campus.

CHAPTER III
**GROWTH AND BRANCHING OF THE
UNIVERSITÉ ANTONINE**



Article 90

As an active body, the UA is destined to grow and to develop.

Article 91

The Rector is responsible, upon agreement with the Administrative Council, and after the consent of the Board of Trustees, for planning and managing such a development.

Article 92

§ 1. All necessary precautions must be taken in order for this organic growth to be harmonious, appropriate, rational, relevant, and wholesome.

§ 2. The growth shall never be carried out to the detriment of the normal functioning of the concerned unites.

Article 93

In the evolution of the UA, precautions must be taken to avoid any disorganization and source of disintegration, as well as any anarchic and ambiguous proliferation.

Article 94

The growth concerns first every particular campus that is called, within the limits of the present Statute, to enhance its business, multiply its workforce, and develop its own units.

Article 95

§ 1. A spirit of professional solidarity, a spirit of subsidiarity advocated by the Church, and the academic honesty must prevent the UA from any new expansion that would create conflicts or generate outrageous competition.

§ 2. The new units or branches of the UA shall nowhere constitute a duplication with other colleagues carrying out the required task properly and with the same spirituality.

§ 3. Concerning all the abovementioned provisions, the UA shall comply with the prescriptions of article 12 of the present Statute.

Article 96

The options of the UA, in this regard and with the aim of new foundations, shall only be dictated by the major concern to address a real need among the local population.

Article 97

§ 1. Throughout the Country, the UA should aim at promoting regions, especially the most destitute ones.

§ 2. In the context of a general and safe decentralization policy, the UA shall operate in order to reinforce the citizens' attachment to the «land of fathers», and to preserve the integrity, cohesion, and stability of the Lebanese family and its rooting.

Article 98

The growth referred to in the previous articles shall be carried out, not only within the Lebanese State, but also, if necessary, outside Lebanon.

Article 99

Concerning the creation of a new foundation in another State than Lebanon, it is required to comply strictly by the standards and provisions of the laws applicable in the said State.

Article 100

When the UA plans to install one of the campuses or sections on a land that would not belong to the land ownership of the Antonine Order, reference shall be made beforehand to the Superior General of the Order to establish, with the eligible parties, legal agreements that would be able to guarantee the right functioning of the academic work, stability, freedom, and autonomy of the administration in the means of didactic, educational, and disciplinary activities.

Article 101

In its geographical deployment, the UA must fully preserve its organic, vital, operational, and administrative unity.

Article 102

§ 1. Without prejudice to the prerogatives of the Chancellor and the Board of Trustees, the Rectorship, assisted by the Council of the UA, remains the center, the heart, and the brain of the UA.

§ 2. Its jurisdiction and authority shall remain of integrity within the various campuses.

Article 103

§ 1. Without prejudice to the authority of the General Council of the Antonine Maronite Order, and to the prescriptions of the present Statute, only the Rector, after having agreed with the director of the concerned campus, shall have jurisdiction to establish, sign, or approve agreements, contracts, conventions, and protocols that would engage the entire UA.

§ 2. Furthermore, the agreements, contracts, conventions, and protocols that would engage or concern exclusively the geographical campus in question must be signed by the Rector upon agreement with the director of the campus.

§ 3. However, the documents and contracts of regular administration shall be signed and managed by the director of the campus as defined by the Rector.

Article 104

In reference to article 20, and after having consulted the Rector, the Chancellor appoints the director of the campus for a mandate of three years.

Article 105

The Chancellor shall supervise, in a particular manner, the selection and appointment of teachers who would profess a course related to dogma and Christian morality.

Article 106

Campuses, faculties, university institutes, and sections may multiply. However, every faculty within the UA must have only one dean, and every institute/department must have only one director.

Article 107

Within the same faculty or university institute, and even within the same campus, if necessary, two sections or more may coexist due to the language or specialization.

Article 108

§ 1. In the entire UA, the Rectorship is solely responsible for managing exams, establishing curricula, and supervizing schedules and timetables.

§ 2. In point of fact, the same curricula established in the main faculties/institutes must be taught and carried out in the geographical sections.

The same applies for the midterm and final evaluations while taking into account, as much as possible, the synchronization of the evaluations' schedules between the various campuses.

Article 109

Through its General Secretariat, the Rector represents the sole instance capable of issuing and authenticating official degrees, certificates, documents, and deeds which emanate from the UA as such.

Article 110

In conformity with article 14, only the UA in its integrity, constitutes a legal person within the Antonine Maronite Order. No geographical sections, therefore, may enjoy an autonomous legal personality; they would not adhere to the Antonine Maronite Order except by virtue of their integration within the UA.

Article 111

Economically, the financial management of the peripheral branches is an integral part of the central Administration through which the branches deal with the General Bursar of the Order.

Article 112

§ 1. At the head of each new geographical section, a director of campus shall bear the full responsibility for the campus before the central authority, in conformity with the applicable laws and the prescriptions of the present Organic Statute.

§ 2. The director of campus shall be assisted, if necessary, by an appropriate staff.

§ 3. The director of campus shall be particularly assisted by an administrative director who must help him carry out the following functions, in coordination with the deans/directors of the concerned units, and the branch council.

- To coordinate educational activities with the deans/directors of the concerned units, and work out with them the necessary studies for the implementation of the strategy of units within the geographic section in question.
- To plan the schedule of teachers.
- To attend legally the sessions of the faculty council when assessing the quality of the education provided, and to implement the guidelines of the Rectorship related to the the completion of exams and corrections.
- To suggest to the deans/directors of the concerned units the names of teachers, bearing in mind that the final choice falls under the control of the Rector.
- To follow, on behalf of the concerned deans/directors, the work of teachers.
- To attend all the ordinary and extraordinary sessions.
- To provide education in his field of specialization bearing in mind

that the number of weekly hours would not exceed seven hours and a half.

- To promote cultural and scientific activities that are necessary for the implementation of the development actions of the image of the UA.
- To organize and prepare conferences.
- To participate in the elaboration of the introductory booklet of the concerned units.
- To collaborate closely with the central Office of Orientation and Admissions, in order to promote the geographic section that he manages.
- To supervise the accounting and financial activity of the campus.

§ 4. As per the dean/director of the concerned unit, he shall carry out, at the level of the geographic section, the following functions in conformity with article 62 of the present Statute:

- To be on regular duty in the geographic section where his unit is located in order to stay at the disposal of teachers and students.
- To attend the sessions of the branch council.
- To promote and coordinate studies, practical work, and all the activities in the unit that falls under his responsibility.
- To establish, in detail, the syllabi of courses that every teacher must assure.
- To distribute the courses and the teaching hours.
- To control the punctuality of teachers, and, if necessary, call them to order.
- To suggest to the Rector the names of the teachers in his unit.
- To ensure the discipline within his unit, and to call the students to order by the appropriate means and according to the guidelines of the Rectorship.
- To take part in the activity of the Council of the UA as an ex-officio member.

- To ensure an attentive organization and a perfect progress of exams
- To propose to the Bursar the annual projected budget of the section that falls under his responsibility.

Article 113

The dismissal of the director of campus, outside the expiry of his mandate, shall follow the same procedure of the Rector's dismissal referred to in article 47; however, this dismissal shall not be executed except for extremely serious reasons.

Article 114

§ 1. The director of campus undertakes to keep the Rector constantly informed about all the actions that are taking place.

§ 2. To this end, he must submit to the Rector, at least once a year, a written report regarding the evolution of the various activities in the campus.



CHAPTER IV
THE ACADEMIC PERSONNEL



SECTION A

THE TEACHERS

Article 115

Teachers in the various units of the UA, and those having the rank of professor, are appointed by the Rector upon a proposal from the dean or director of the concerned units. The candidacy conditions and the contingent procedures of nomination, stipulated in the concerned unit's Bylaws, shall be applied to this nomination that must be carried out within the limits of the present Statute.

Article 116

Generally, the following conditions are required in the appointment of a teacher within the UA:

- He must be characterized by his integrity, the witness of his life, the sense of responsibility, the validity of his culture, and the wealth of his knowledge.
- He must be whether holder of the required diplomas and appropriate academic qualification, or endowed with distinguished scientific merits.
- He must show his capacity for serious scientific work, particularly through his publications or researches and contributions in the field.
- He must show a real educational capacity and a teaching ability.

Article 117

§ 1. The teachers shall be classified according to the following categories and conditions:

Category	Required Degree	Required Research Papers	Required Teaching Experience
Professor	Doctorate (Ph.D) ¹	Six papers published in periodicals or specialized books suggested to a reading committee of international stature, excluding the publications required in the Statute of the Associate Professor.	At least six years as an Associate Professor.
Associate Professor	Doctorate (Ph.D)	Four papers published in periodicals or specialized books suggested to a reading committee of international stature.	At least four years as a Lecturer.
Lecturer	Doctorate (Ph.D) or the highest level of the degree in his specialization.		
Teacher	Master		

§ 2. The transition to the rank of professor is subject to the availability of positions.

¹ Doctorate (Ph.D): a doctorate recognized by the State of the relevant university/ institute, and obtained at least after pursuing a three-year post-graduate diploma (Master of research).

Article 118

The appointment deed stipulated in article 115 shall be established on the basis of a bilateral contract concluded between the Rector and the applicant. This contract that is stipulated in conformity with the laws in force shall determine the nature, terms, conditions, and duration of the required services, on one hand, and the amount and terms of remuneration and, if applicable, the social security cover in a private insurance company, on the other hand.

Article 119

Without prejudice to the provisions of the present Statute, and subject to the implementation of legal and regulatory provisions of public order in this field, the position of teachers, as well as their mission, appointment, obligations, rights, and conditions of their promotion shall be defined by the teachers' Internal Statute in force and the Bylaws of each university unit that shall also establish the terms of their participation in the life of the unit in question.

Article 120

§ 1. Teachers in the various units of the UA are either full-time teachers with fixed-term contract, or part-time teachers remunerated by service period. The full-time teachers who get a monthly salary must devote their professional activity solely to the UA where they are engaged in full-time, while the part-time teachers are remunerated for the effective work provided which is, normally, a limited working time.

§ 2. The full-time teachers working in the UA are prohibited to assume elsewhere any charge that would involve a remuneration, without having the written consent of the Rector. Such teachers are bound to invest the available time in order to develop their expertise in the discipline they profess.

§ 3. The part-time teachers are also bound to improve constantly their skills.

Article 121

In principle, and with some exceptions for full-time teachers, the contracts referred to in articles 118 and 120 are for the duration of only one academic year or one semester, and shall be effective as of the first month of the academic year or the semester.

Article 122

§ 1. The teacher appointed in the UA is meant to know and accept the Statute of the latter, its corporate name, objectives, spiritual, academic, and legal position.

§ 2. The contract concluded with the UA implies a formal and tacit adherence to everything mentioned under § 1.

Article 123

All teachers of the UA are responsible before the Rector and the concerned dean/director who are bound to express them, with dignity and respect, yet firmly, the assessments made in connection with their work. They should also agree with them on everything that would improve their work efficiency.

Article 124

The teacher should be present on the premises at least ten minutes before the time scheduled for the commencement of the course.

Article 125

The responsibilities of the teacher shall be specified on a yearly basis by an additional letter to the contract referred to in articles 118, 120, 121, and 122, written by the dean or director and approved by the Rector. A copy of this deed shall be duly signed by the interested party and returned in order to be kept within his file in the Rectorship archives, in addition to a copy of the present Statute and the Bylaws duly signed by the interested party as an acknowledgment, and hence, commitment.

Article 126

The number of teachers should be adequate and proportionate to the number and requirements of students. It should never be less than one teacher for every thirty students. The number of full-time teachers must be at the rate of one teacher for every sixty students at least, provided that one of two teachers would be holder of the highest degree existing in the field.

Article 127

Any provision that binds teachers in the present Statute also applies to laboratory experts and directors of tutorials.

SECTION B

THE STUDENTS

Article 128

§ 1. The student is the *raison d'être* of the UA.

§ 2. Therefore, everything within the UA must be organized according to the student's interest.

Article 129

The students are entitled to expect and demand a sound and appropriate education from the UA.

Article 130

The students are bound to observe faithfully the prescriptions of the Statute and regulations of the UA, as well as the disciplinary and academic provisions of competent authorities. They are bound to comply with the discipline, regular attendance, regular participation in the evaluative tests and exams.

Article 131

The student who has opted for pursuing his studies at the UA is expected to know and accept its regulations, corporate name, objectives, and spiritual, academic, and legal situation.

Article 132

The registration in any university unit of the UA implies a voluntary and implicit compliance with its objectives.

Article 133

The registration application represents, for all purposes, a formal commitment from the candidate or, where applicable, from his legal

guardian, to respect and comply by the Statute and regulations of the UA and its institutions.

Article 134

In case of registration of a minor, and until the personal commitment of the candidate himself upon emancipation, the mentioned formal commitment is required from the legal guardian who shall be entitled, in this case, to sign the registration application.

Article 135

§ 1. The registration application in any unit of the UA shall be submitted by the candidate within the time limit and according to the formalities preset by the administration of the unit in question, in agreement with the Office of Orientation and Admissions and the General Secretariat.

§ 2. The administration referred to in § 1 shall be concerned about the fact that the mentioned prescriptions would not derogate, at any point, with the provisions adapted by the UA in general.

Article 136

§ 1. The UA must not perform any discrimination of religion, race, sex, or social condition while admitting students; the student would be accepted for the sole conditions that he falls under the same ethical perspective characterizing the UA, and that he puts forward, beforehand, a level of studies that would authorize him to benefit from the education given in the UA.

§ 2. The UA is entitled to request a probatory admission test in order to admit a candidate. This test is intended to ensure the ability of assimilation and expression using the teaching languages.

Article 137

The admission of a student in the UA must be carried out only at the beginning of the academic year or the semester.

Article 138

The registration in one of the units confers the student's quality to the UA.

Article 139

All the students of a university unit shall be under the jurisdiction of the Rector, the Council of the UA, and the dean or director of the concerned unit. They must be subject to the discipline in force in the UA and within the unit.

Article 140

§ 1. Students shall be bound by fidelity and accuracy in respecting the regulations and timetables, in compliance with the provisions of articles 130 and 131.

§ 2. Normally, a student who reaches the premises after the beginning of the course would no longer be allowed to participate to it.

§ 3. Normally, students are not authorized to leave the premises before the end of an initiated course.

Article 141

In addition to the provisions of the present Statute, the Bylaws of each university unit shall determine the mode of participation of students in the organization of their studies and, more generally, in the academic life.

Article 142

Once the registration is done, the student shall have the right, in particular, to the student ID of the current year, according to the design established by the Rectorship.

Article 143

§ 1. The presentation of the student ID may be required for any university act.

§ 2. The student ID is particularly required for admission in exams, and for any communication of books owned by the general library of the UA or the library of the unit. The presentation of the student ID may also be required for participation in any students' activities. In certain circumstances, the Rectorship may also require the presentation of the student ID to have access to the Campus of the UA.



CHAPTER V
THE ACADEMIC ACTIVITIES



SECTION A

ORGANIZATION OF STUDIES

Article 144

The studies system, the assessment methods, and the graduation conditions shall be specified by the Council of the UA.

Article 145

For each unit of the UA, the registration in the first year of studies must be carried out based on the academic qualification and, possibly, after passing a test, an exam, or a competitive entrance exam decided by the Rectorship.

Article 146

The registration in a unit of the UA is valid for only one academic year; therefore, it must be renewed, if necessary, the following year in accordance with the applicable norms.

Article 147

The class attendance is strictly compulsory; any absence must be duly justified. However, and even if justified, the absence from one third of the hours devoted to a course imposes the exclusion from the correspondent exam, unless the student appeals to the concerned unit's council that may decide otherwise upon studying the entire file of the concerned student.

Article 148

The effective teaching hours of each course shall never be less than the lowest number stipulated, if applicable, by the Lebanese Law for the mentioned course.

SECTION B

THE EXAMS

Article 149

In each university unit, the Rectorship is responsible for organizing exams sessions.

Article 150

The administration of each unit undertakes to determine the terms of exams, to establish the marking schemes, to constitute committees, and to ensure that these exams would be a reliable means to sound out diligently the students' level of preparation.

Article 151

§ 1. The Rector shall have the right and obligation to supervise, in all units, the competitive tests and the exams' operations organized by these units. He must ensure, in particular, the discipline during these exams and that the latter, and subsequently the corrections and deliberations, would be reliable, fair, impartial, and accurate.

§ 2. In all the units of the UA, the results of competitive tests and the exams shall not be final and public except after the ratification of the Rectorship.

Article 152

The exams regulations for the current year shall not be modified in the course of the same year.

Article 153

While establishing the academic calendar and the courses schedules, the dean or director of the unit must be very keen to guarantee the completion of the program within the time limit, thus giving the students considerable latitude to prepare adequately for their exams.

SECTION C

DEGREES AND DIPLOMAS

Article 154

The prescriptions of the Lebanese Law shall be observed for the issuance of university diplomas.

Article 155

Each academic cycle ends with the correspondent academic degree. In order to be promoted to an academic degree at the UA, the candidate, duly registered, must complete the cycle required by regulations; he must fulfill the conditions established by each university unit and pass the academic tests required.

Article 156

In order to access a higher academic year, the student must fulfill all the conditions established, and undergo the prescribed tests successfully.

Article 157

Under no circumstances shall a student access any academic degree granted by the UA unless he has fulfilled all the provisions of the University Statute and Regulations for the purpose of acquisition of the mentioned degree.

Article 158

§ 1. Subject to the provisions of the Lebanese Law, the official diplomas granted by the UA must hold the signatures of the Secretary General, dean or director of the concerned unit together with the University seal; they are ultimately countersigned by the Rector for validity.

§ 2. The concerned candidate is entitled to a single official and authentic copy of his diploma.



CHAPTER VI
GENERAL SERVICES



SECTION A

THE STAFF

Article 159

The UA constitutes a community and a working team; all the persons who are part of it shall feel jointly and severally liable for the overall functioning and performance of the various units and instances of the University.

Article 160

The assignments, competencies, and duties of each person are specified by the present Statute and the provisions enacted by the officials.

Article 161

§ 1. A person who assumes a function or a responsibility within the framework of the UA must know and accept the Statute of the UA, its corporate name, objectives, religious character, and legal position.

§ 2. The contract stipulated with the UA constitutes a formal and tacit adherence to its Statute and objectives.

Article 162

§ 1. At least fifty per cent of the personnel appointed in the UA and operating in Lebanon shall be of Lebanese nationality.

§ 2. For the terms of engagement of the personnel working outside Lebanon for the UA, the Legislation of the concerned State shall be observed.

Article 163

The teachers of the UA, as well as its administrative and technical personnel, must improve constantly their skills and performance by undergoing, if necessary, continuous trainings, and by staying aware of the progress realized in their field of expertise.

Article 164

§ 1. The personnel appointed in the UA undertakes to abide strictly by the working schedule and to observe it with sense of responsibility.

§ 2. The employee shall be already present on the premises at least ten minutes before the scheduled time for the commencement of work.

Article 165

The duration and conditions of work are those stipulated in the contract concluded between the UA and the concerned person.

Article 166

Other personnel members may be appointed by the Administration to execute a temporary work by nature. Such temporary personnel is appointed to accomplish, outside the framework of the UA, a specified task against a specified remuneration and for a specified period.

Article 167

Every staff or faculty member appointed in the UA shall be bound by confidentiality.

Article 168

§ 1. Holidays are specified by the Rectorship, taking into account the governmental decisions.

§ 2. The personnel appointed in the UA shall also have right to vacations prescribed by the Labor Law.

SECTION B

THE HONORARIA

Article 169

§ 1. The remunerations scale of the Rector, the Vice-rectors, the Bursar, the deans and directors of the units, and the Secretary General is specified by the Board of Trustees upon the proposal of the Administrative Council of the UA. Such remunerations may vary from one person to another in view of the responsibilities' constraints.

§ 2. With respect to the limits pre-established by the Board of Trustees, the Administrative Council of the UA shall determine the representation expenses and the remunerations allocated, as appropriate, to the persons entrusted with exceptional missions or services, required and provided.

Article 170

Officers and personnel members at the UA are remunerated according to the Social Laws applicable in the State.

Article 171

Without prejudice to the prescriptions of the Lebanese Law, the Administration of the UA shall prevent any wrongful determination of remunerations that must be subject to a scale established by the Rector upon notice from the Administrative Council of the UA. In regards to full-time teachers, the mentioned scale consists of scale levels, and the Rector shall specify, upon notice from the Council of the UA, the terms and circumstances of promotion to the next level.

Article 172

§ 1. The adjustment of salaries in respect of the high cost of living shall not be lower than the legal increase decided by the Government, and its implementation arrangements must not be less beneficial to the personnel.

Such an adjustment is calculated based on the entire salary.

§ 2. The promotion of a personnel member shall take place in accordance with the social conditions established by the competent authority.

§ 3. A promotion on merit may take place after accomplishing at least two years of services for the UA. Such a promotion occurs in the event that the provided services would be judged by the Rector and the Bursar as beyond the normal required level.

Article 173

The limited-time jobs does not grant the right to termination benefits unless the overall duration of mandates, due to the renewal or cumulation thereof, would exceed the duration established by the Labor Code prescribed by the Lebanese Legislation. In this case, the termination benefits should be calculated on the same basis as those stipulated in the Labor Code and for the mandate duration.

Article 174

The teachers' remunerations scale must be regularly adjusted by the Rector together with the consent of the Administrative Council, particularly in terms of equity, evolution of the living cost, and the decisions of the Lebanese Government.

Article 175

Full-time teachers and full-time employees appointed in the UA shall perceive dependency benefits calculated on the same basis as family allowances that are granted to socially insured persons by the National Social Security Fund.

Article 176

With regard to merits and performance quality of a teacher or any person appointed in the UA, and bearing in mind the concrete situation of the concerned person, the Rector may decide to grant the latter financial

facilities upon positive notice from the Bursar and the competent dean or director. This decision must be executed within the capabilities of the Administration and in accordance with the terms of justice, fairness, and equity.

SECTION C
SPECIAL CASES

Article 177

§ 1. With respect to the principles of justice and equity, and without overburdening the Administration, children of the personnel engaged in the UA, who are pursuing their studies in one of its units, will benefit from a preferential treatment regarding their tuition.

§ 2. In the event that the student is a close relative of an Antonine monk, the UA must grant him a financial aid if his economic situation would justify a subsidy.

§ 3. The reduction cost granted shall be ascribed to the account of the university unit where the concerned student is registered.

§ 4. The mentioned preferential treatment shall be specified by the Rector and approved by the Administrative Council.

Article 178

§ 1. The preferential treatment referred to in article 177 shall, in no event, be prejudicial academically; this treatment must be equally subject to the diligence, good conduct, and behavior of the concerned student.

§ 2. In some cases, the preferential treatment may be left to the discretionary judgement of the Rector.

Article 179

§ 1. In order to promote excellence, and particularly for bright and conscientious students, the Chancellor is entitled, upon the proposal of the Rector, to grant a scholarship or a financial preferential treatment.

§ 2. In certain social cases, the same procedure may apply.

CHAPTER VII
FINANCES OF THE UNIVERSITÉ ANTONINE



Article 180

§ 1. Before each academic year, during March, and for the following academic year, the deans and directors of each university unit must establish respectively a projected budget to be submitted to the Rector who must integrate all budgets, upon organization and discussion, in an overall budget submitted to the Chancellor for approval.

§ 2. In order to establish the overall budget, the Bursar must report his comments on budgets, in comparison with the budgetary data of the past year.

Article 181

Normally, the budget presents, in parallel, the estimated expenses and the revenues to cover them. While establishing such a budget, it is understood that the expenses must provide, in a special section, the ordinary remunerations of the whole academic and administrative personnel.

Another section must include the projected expenses of ordinary functioning that would be induced by the publications and university researches, cultural activities, the needs of the library, premises, didactic and administrative equipment, in addition to eventual subsidies to students or teachers and the extraordinary expenses.

Article 182

The revenues of the UA consist of:

- the contributions of students for registration, tuition, and exams;
- the donations, grants, and legacies made in favor of the University;
- all the revenues related to cultural activities or right to publication;
- the revenues of the University laboratories;
- the revenues of rentals and exploitations.

Article 183

In each unit, and before the end of the academic year, the Bursar shall study and propose, for the following academic year, the amount of money that should be required from students against registration, tuition, and exams; this decision requires the approval of the Administrative Council in order to be effective.

Article 184

§ 1. The registration for one academic year shall be followed by the first installment of tuition.

§ 2. During the first installment of tuition, the candidate must settle, if applicable, the contributions to the National Social Security Fund or others, in accordance with the conditions established by the Administration.

Article 185

Any amount paid to the Administration is definitely acquired by the UA, and shall never be refunded neither in case of desistance, nor for any other cause beyond the willpower of the Rectorship.

CHAPTER VIII
THE DISCIPLINE



Article 186

All the persons who make up the UA undertake to promote a serious work atmosphere and to maintain peace, order, and discipline within the University and among all its members.

Article 187

Neither the students, nor the staff or teaching members appointed in the UA are supposed to ignore the Laws governing it.

Article 188

§ 1. Any staff or teaching member who violates any provision of the present Statute or of the conditions stipulated in the contract shall be subject to disciplinary sanctions ranging from verbal or written warning or reprimand, up to dismissal, passing particularly by the retention of salary and the suspension of promotion.

§ 2. The measures stipulated in §1 shall not eliminate the right of the UA or affected third parties to appeal to the public force, or to refer subsequently the matter to courts to restore the order and claim compensation.

Article 189

§ 1. Any person who disrupts the right order and functioning of the various university bodies shall be subject to disciplinary measures stipulated in the Law.

§ 2. Any student who is caught red-handed in the act of falsification or fraud during registration or during exams shall be subject to appropriate disciplinary measures; the same applies to anyone who would use the fraud and, if necessary, to any accomplice involved in this fraud.

Article 190

The disciplinary penalties must be proportional to the seriousness of the infringement as well as the state of persons involved or affected. These measures shall be adopted and enforced for the common good in a

constructive manner and in accordance with the standards of charity, fairness, and justice.

Article 191

§ 1. The disciplinary measures that may be applied against the guilty party are as follows:

- the verbal warning;
- the written reprimand;
- the exclusion from the class or even from the Campus of the University for a limited period;
- the cancellation of an exam copy or an exam session;
- the permanent exclusion from the University.

§ 2. The Bylaws of the university unit may add other penalties to the ones stipulated in § 1.

Article 192

The disciplinary measures prescribed by the present Statute shall not annihilate the right of the UA as such, or of the affected third parties, to refer the matter to courts or to appeal to the public force to restore the order and claim compensation.

Article 193

§ 1. In the engagement of teachers or suspension of their activities, the Rectorship must take scrupulously into consideration the respect of the legitimate rights of teachers, students, and of the University itself.

§ 2. No disciplinary measures, particularly those involving a suspension of activities, shall be taken without grounds of extreme gravity, especially in the course of the academic year. In this case, no effort shall be spared to settle the issue amicably and strictly in private. In such cases, the good offices of the Chancellor may be sought.

Article 194

The Rectorship of the UA is entitled, without prior notice, to forbid any strange person to access the Campus.

Article 195

§ 1. No meeting involving the participation or even the presence of strange persons should be held within the UA except upon the prior authorization of the Rector. No strange persons may be convened to a meeting at the premises of the UA without a prior agreement with the officials.

§ 2. The authorization referred to in § 1 will never be granted for political activities.



POSTFACE

Any amendment to the present Statute shall be under the exclusive jurisdiction of the Board of Trustees who would not introduce it except after the consent of the Rector who would have heard, to this effect, the Council of the UA and the Administrative Council.

