

## **CENTER FOR CONTINUING AND PROFESSIONAL EDUCATION (CCPE)**

BAU CCPE was established in September 2014 at Beirut Arab University as one of BAU's divisions for community service through life-long learning.

### **Vision**

The Center for Continuing and Professional Education at BAU strives to be a leading unit for supporting excellence in life-long learning and continuing education in Lebanon and the Middle East and North Africa (MENA) region.

### **Mission**

The mission of the CCPE is to achieve excellence in supporting the lifelong educational learning and training needs of professionals in diverse fields with various levels of expertise and age groups to improve the life of the citizens of Lebanon and beyond.

### **Objectives**

- Enforcing the link between the university and the community, and enhancing the prospects for communication and cooperation between them, through the organization and execution of continuing education courses.
- Contributing to the efforts for sustainable human development by employing the capabilities and expertise of the university academic and technical disciplines relevant to systems in existing faculties for satisfying the professional development needs of the community.

### **Services**

- Coordinating, planning and offering standard and customized courses, seminars, and training programs for the university staff, students, public and private sector, NGOs, international institutions and individuals in the fields they need.
- Developing programs for all age groups and in all desired fields that are instructional and entertaining, and that aim at improving mental and physical health, increasing citizenship responsibilities, and supporting society needs.
- Establishing cooperation and information exchange with similar domestic and international institutions and Centers.
- Organizing continuing education, public education, on the job training, planned vocational and non-vocational seminars, workshops on demand, and public conference activities on the basis of "education for everyone" and "lifelong learning" principles and making publications on and issuing certificates for such activities.
- Running other activities in the scope of continuing education.

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## **CENTER FOR ENTREPRENEURSHIP (CFE)**

BAU CFE was established in September 2011 at Beirut Arab University as one of BAU's divisions for social responsibility.

### **Vision**

CFE is well positioned to carve the reputation of a leader in entrepreneurship activities in the areas of creative economy and green industries. It aims at being recognized as a leading center in entrepreneurship research, education and outreach. To that end, the knowledge generated through the CFE could result in the creation of business-information centers and incubators.

### **Mission**

The mission of CFE is to support and host opportunities for the largest number of potential entrepreneurs as well as growing enterprises operating in all domains. The mission is to build capability and inspire not only BAU students to become the next generation of entrepreneurs but also the community at large to include the youth, youth with disabilities, women, and the retired.

### **Objectives**

The CFE aims to promote the culture of entrepreneurship through identifying the individuals with entrepreneurial potential, providing them with a lot of relevant input, expanding their repertoires, and equipping them with skills relevant to entrepreneurship implementation in an integrated manner. Consequently, the CFE will be enhancing entrepreneurship competencies and consequently practices, namely:

- Helping the University to achieve its mission and its vision.
- Enhancing entrepreneurship education and practice worldwide through the utilization of modern approaches.
- Providing all technical support for the successful of presentation of the submitted projects.
- Highlighting scientific research in all fields.
- Building capacity by developing successful external outreach activities.
- Engaging stakeholders inside and outside BAU.

### **Services**

CFE offers:

- Counseling: Facilitating the access to our vast knowledgebase, we can address our tenants' needs that range from innovative thinking to technical expertise and problem-solving skills.
- Training & Coaching: The team of specialists provide the tenants with theory followed directly by observed and evaluated training.
- Funding: Available to SMEs, are funding opportunities, known by CFE, to access all applied research, and reach expert staff and graduates.
- Incubation: CFE offers virtual incubation as short-term hot desk facilities so the tenant can have a tryout before taking initial capital investment.
- Matching: CFE provides tools for both founders and funders to communicate more efficiently and manage what is needed for a successful outcome: producing new shining stars.

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## **ACADEMIC DEVELOPMENT & QUALITY ASSURANCE CENTER (ADQAC)**

### **Introduction**

The Academic Development & Quality Assurance Center was established in 2007 aiming at providing a technical support in the field of Quality Assurance to all constituents of the University and proposing developments of curricula and assessment methods in accordance with quality assurance criteria adopted at higher education institutions.

### **Vision**

Excellency of the University in the areas of teaching and learning, scientific research and community services.

### **Mission**

The Academic Development & Quality Assurance Center is committed to monitor and follow up the implementation of teaching and learning, scientific research and community services, according to the international quality assurance standards at higher education institutions.

### **Objectives**

The Academic Development & Quality Assurance Center aims at evaluating the University academic performance, developing the educational and research policies, and enhancing community services and environmental development through the following objectives:

1. Assisting the University to achieve its mission and vision.
2. Proposing advanced academic programs to meet the market demands, and to increase the competitiveness of the University among its peers of local, regional and international higher education institutions.
3. Developing the up-to-date educational policies at BAU and review the implemented quality assurance system to achieve excellence in education.
4. Supporting the educational process through assessing the inputs and outputs of Key Performance Indicators (KPIs) of the educational process (academic staff members, non-academic staff members, students, graduates, external stakeholders, ...etc).
5. Assisting in the adaptation of graduates to have the professional skills as well as skills in research and entrepreneurship.
6. Promoting the cooperation with the community through Faculties' Advisory Committees and University Centers.

### **Services**

1. Monitoring the implementation of up-to-date techniques in teaching, learning and research, and assisting faculty members and students on the use of appropriate techniques in teaching and learning process, in order to achieve the intended learning outcomes.
2. Providing Faculties with technical support related to the assessment of teaching and learning processes.
3. Supporting Faculties' programmes to get international accreditation.
4. Supporting student-centered learning system.

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## **LANGUAGE CENTER (LC)**

### **Introduction**

The Language Center was founded at the beginning of the academic year 2008-2009. It is located in Beirut Campus. The Center is an independent unit that is directly administered by the University President. It was established to satisfy the needs of English language proficiency due to the alteration of the medium of instruction to English and due to the requirements of the job market, the thing which adds to the benefit of the local community as a whole.

### **Vision**

The Language Center aims to become a center of excellence in the region and internationally where the teaching and learning of languages are concerned.

### **Mission**

In keeping with BAU's vision of providing excellence in education and knowledge advancement through research and serving the region and the international community, the Language Center fulfills the essential role of equipping high-achieving university bound students, in all programs and at all levels, with the various language communication proficiency skills and with cultural awareness for coping with contemporary demands in order for them to become interactive, productive and cooperative individuals in the global community.

### **Objectives**

The Language Center aims at enhancing the target language skills among learners in order to be able to use it fluently at both the communicative and the academic levels. Therefore, the scope of objectives covers the following:

- Promote competence in multi-lingual and intercultural communication.
- Support the overarching academic objectives of BAU.
- Provide BAU students and the general public with first-rate language instruction services.
- Improve students' linguistic competence in English and/or French and sharpen the skills necessary for academic purposes.
- Meet the language needs of matriculated national and international students at BAU.
- Offer tailored courses to meet the special needs of students.
- Participate in local and international conventions, conferences, seminars and workshops related to education and language learning.
- Provide Arabic language programs through the TAFL division to meet the needs of expatriate and foreign students.
- Establish communication venues with other institutions interested in languages, whether teaching or learning, to further cultural and educational exchange.
- Offer scientific and systematic consultations related to educational techniques and teacher training.

### **Services**

- Offer and conduct Intensive English/French Courses in the three campuses.
- Offer and conduct TAFL courses (Teaching of Arabic for Speakers of Other Languages).
- Offer and conduct other language courses such as Spanish in addition to prospective courses in German and Italian.
- Set BAU's English Language Admission Exam.
- Set and administer the English Language Placement Test for external students.
- Conduct workshops for in-house and external instructors on the recent trends in education.

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## **HUMAN RIGHTS CENTER (HRC)**

### **Introduction**

The Human Rights Center at Beirut Arab University (HRC-BAU) was established in 2009 as a specialized center independent of all the faculties and departments at the university.

### **Vision**

Years from now the Center will have helped create a more harmonious community by exposing youth in Lebanon to human rights and helping them understand violations while acquiring the education, skills and resources necessary in an attempt to create the desired change and build a better future.

### **Mission**

The HRC- BAU is a university initiative that assists students, and accordingly their communities, to a better understanding of their rights through raising awareness in the course of formal and non formal methods, thus complementing their education all through university for years and years after. The center also strives to partner with national and international institutions and NGO's, and achieve its objectives through empowerment skills, access to data, students' development activities, and communal interaction.

### **Objectives**

The Center strives to partner with national and international institutions and NGO's, and achieve its objectives through empowerment skills, access to data, students' development activities, and communal interaction.

### **Services**

The Human Rights Center offers:

- 1- Annual Regional Summer Courses on Human Rights;
- 2- Annual NGO Fairs;
- 3- Training courses and workshops that focus on various human rights related topics;
- 4- Moot court competitions;
- 5- Model of International Criminal Court;
- 6- Exchange programs;
- 7- Projects affiliated with the Legal clinics;
- 8- Open discussions and debates;
- 9- Screening of human rights related movies;
- 10- International and national conferences related to human rights issues;
- 11- Researches and country mappings.

### **Contact Us**

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# **MEDIA CENTER**

## **Introduction**

The Media Center was established in 2007 to coordinate and expand media training activities at the University for students majoring in Mass Communication. The Center also provides the community with media services and location facilities.

## **Vision**

The center aims to become a media reference for the university departments and students, as well as the community as a whole.

## **Mission**

Through the use of advanced media broadcast equipments, together with the help of professional instructors, the Media Center provides the university with the necessary media services and help equip students with state-of-the-art knowledge and technical skills which enable them to compete in the local and international markets.

## **Objectives**

- Promote the media technical skills.
- Increase technical media skills of Mass Communication Students.
- Provide training sessions for those interested in the domain of media.
- Serving as the only source of media archive at the university.
- Regularly follow upon and upgrade the Center's audio video equipment.
- Establish joint ventures, as a production house, with TVs and media specialist.

## **Services**

- Training Mass Communication students in the fields of TV, radio, and news.
- Providing location and equipment facilities to TVs and independent producers.
- Conducting workshops in cooperation with skilled trainers.
- Covering BAU events through phot/video shooting.
- Producing film.
- Documenting campus conferences, lectures and special events.

## **Contact Us**

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# **RESEARCH CENTER FOR ENVIRONMENT AND DEVELOPMENT (RCED)**

## **Introduction**

Research Center for Environment and Development (RCED) in Bekaa was established in 2011 in the context of Beirut Arab University efforts to build a sensible society, promote environmental equilibrium, and serve communities of rural regions. RCED stands as a platform to address aspects and tackle problems of environment and contribute to the appropriate management of natural resources and sustainable development of the country. As such, the ecological approach utilized by RCED treats the social, biological, and physical determinants of environmental protection as key goals of development.

## **Vision**

RCED is envisaged to serve Lebanon through advancing knowledge and improving abilities to address the pressing challenges of environment and development with the spirit of sensible and sustainable use of ecosystem services.

## **Mission**

RCED, with its multidisciplinary dimensions, aims to perform and stimulate high quality and creative endeavors to understand and recommend appropriate management approaches to various threats and challenges of Lebanon's natural resources. RCED focuses on fostering the participation and engagement of community members and gender equity through integrated research strategies that go beyond the scientific laboratory research framework to involve the socioeconomic aspects of sustainable development. This requires the coordination of social and natural science, applied integrated research, and innovative community engagement approaches with active mutually beneficial partnerships both in and outside BAU.

## **Objectives**

- › Conduct applied research to conserve natural resources towards the sustainable use and community development;
- › Provide applied research internships for undergraduate and graduate students;
- › Stimulate participation in national and international cooperation programs and interdisciplinary collaborative research networking;
- › Establish community outreach programs and engagement activities;
- › Enhance community environmental and public health awareness.

## **Services**

- 1- Water quality analysis;
- 2- Expert consultancy in Industrial water treatment;
- 3- Plant material of Lebanese medicinal plants;
- 4- Women empowerment and capacity building training;
- 5- Information Resources for local community;
- 6- Continuing Education programs, student services and Internship programs

## **Contact Us**

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## **CENTER FOR CONSULTATIONS AND STUDIES (CCS)**

### **Introduction**

The Center for Consultations and Studies CCS at BAU was established in 1998 to create a link between the university and all sectors within the Lebanese community. The center deploys the resources and capabilities available at BAU and offers consultancy and quality control services as well as specialized professional training programs specific to the needs of organizations and institutions.

### **Vision**

CCS aims to achieve national and international eminence in various fields and to be recognized for its excellence and innovation in research and consultation.

### **Mission**

CCS at Beirut Arab University is dedicated to provide high quality consultation services and technical testing leveraging the extensive background of its experts and their cutting-edge experience in international consultancy and technical assistance.

### **Objectives**

The objective of CCS is to create a link with the surrounding community, and employ BAU expertise in the service of the different social sectors. Therefore, the objectives of the Center are:

1. Offering quality control testing and laboratory analyses service for imported human and veterinary medications.
2. Conducting master and detailed planning studies and guidelines for the General Directorate of urban planning.
3. Offering consultancy services for the Lebanese local municipalities.
4. Providing all civil works related to structures, highways, airports and harbors, water purification stations, and surveying works by GPS technology with appropriate planning and designing.

### **Services**

#### ***Consultations and Technical Testing***

CCS is a recognized leader in international consulting and technical testing. The Center teams are at work in countries across the Middle East, Arabian Gulf and Africa. The Center maintains a large group of multi-disciplinary experts from Beirut Arab University who have years of experience in international consultancy and technical assistance. The areas of consulting and technical assistance are:

1. Pharmaceutical Analysis Services
2. Architecture and Urban Planning
3. Engineering Services
4. Consultation and Environmental Research
5. Administrative Development and Feasibility Studies
6. Arbitration and Legal Counseling

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## **BEIRUT ARAB UNIVERSITY HEALTHCARE CENTER (BAUHC)**

### **Introduction**

Beirut Arab University Healthcare Center (BAUHC) is the right place where a team of competent and empathetic physicians, nurses, and health care providers treat patients with respect and compassion to deliver high quality as well as affordable care for them. The Center offers a wide range of medical specialties: Family Medicine, Pediatrics, Obstetrics and Gynecology, Ophthalmology, Ear, Nose and Throat, Endocrinology, Neurology, Cardiology, Orthopedics, Psychiatry, and Pulmonary.

### **Vision**

Beirut Arab University Healthcare Center intends to be a distinguished university healthcare center in the fields of health care, education, and research.

### **Mission**

Beirut Arab University Healthcare Center is committed to improving the health of the community by providing quality and affordable healthcare services and wellness programs that meet community needs in a distinctive environment for education and research.

### **Objective**

We aim at developing an environment of comprehensive care that responds to community needs and ensures patient safety and satisfaction. We focus on treating the person as a whole, listening to the community we serve to better understand its concerns, as well as planning, developing, implementing, and evaluating the services provided.

### **Services**

BAUHC provides compassionate health care services for patients in one place:

- Dental Care through Oral Diagnosis Clinic at BAU Faculty of Dentistry
- Dietary and Physiotherapy through Faculty of Health Sciences
- Electrocardiography (ECG)
- Minor Treatment Procedures
- Immunization
- Diagnostic Physiology Procedures
- Ultrasound Imaging
- Laboratory and Radiology
- Pharmacy Assistance

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## **ALUMNI & CAREER OFFICE**

### **Introduction**

To meet the needs of graduates and keep up with their aspirations, hopes and support them; Beirut Arab University has established the Alumni and Career Office in order to accompany their steps towards success and to create good work opportunities for graduates.

### **Vision**

Act as a strong and effective binding between the university and its graduates and between the university and the community.

### **Mission**

- 1- Maintain continuous communication with university graduates.
- 2- Meet notable university graduates and urge them to provide moral and financial support.
- 3- Prepare graduating students to move from the learning environment to the professional environment.
- 4- Strengthen relations with alumni.

### **Objectives**

- 1- Gather university graduates in Lebanon and abroad.
- 2- Help graduates organize their relations with professional orders and unions.
- 3- Encourage graduates to cooperate with each other in terms of unifying existing goals and help new graduates to find the suitable job.
- 4- Study of the labor market and pursue opportunities and jobs available in and outside Lebanon.
- 5- Support graduates morally, culturally, socially and develop their energy.
- 6- Urge graduates to form lobbies such as alumni associations or communities in Lebanon and abroad, communicate with existing associations to support the university and its continuous development.

### **Services**

- 1- Relaying job vacancies to students on daily basis.
- 2- Offering ID cards that will be used in all university facilities, libraries, fields and sport halls.
- 3- Informing all alumni about university activities and events of the university.
- 4- Celebrating an honoring day for alumni.
- 5- Providing Internship and training for graduating students.
- 6- Organizing social events for alumni and encourage them to participate in various university events.
- 7- Benefiting from alumni experiences through organizing lectures delivered by prominent and notable alumni.
- 8- Keeping all records of graduates and update them.
- 9- Organizing the annual job fair that is held at BAU premises that gathers a good number of companies seeking to hire our alumni.

### **Contact Us**

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# PUBLICATIONS OFFICE

## 1- Introduction

The Publications Office was founded under the name Technical Office on November 11, 2008, to support the University's content production professionally through reports and other publications. In the last few years, the Office has rapidly grown due to the expansion of its services, and the establishment of two units on September 1, 2014, to meet all the Office's needs. Recently, the Office changed its name to "Publications Office" embodying an accurate representation of its identity. Thus, becoming a trustworthy and loyal partner, ensuring optimal services that respect high-quality standards and professional publication skills.

## 2- Vision

To achieve excellence in the publication and dissemination of information and produce reports and publications of high international standards to promote a positive University image.

## 3- Mission

To provide high-quality publication support and services through cooperating with academic and non-academic staff by collecting and storing information, preparing, and distributing publications inside and outside BAU.

## 4- Objectives

- Meeting BAU governance standards in making decisions, maintaining quality, managing time, and building good working relationships.
- Seeking innovation and excellence in executing reports and publications for internal and external parties.
- Promoting academic development and documenting a prosperous University life through printed and digital publications.
- Sharing mutual experiences and creating effective communications in the fields of press and publications nationally and internationally.
- Serving as a centralized source of trusted University information and publications.

## 5- Services

- **Establishing** short-term and long-term publication schedules for all editorial projects.
- **Introducing** innovative ideas and gathering necessary information to make sound decisions in publication.
- **Developing and producing** content and different kinds of publications such as book, booklets, brochures, presentations...
- **Providing** official up-to-date information about BAU to both internal and external sectors.
- **Revising, Editing and proofreading** projects for accuracy, clarity, and content consistency.
- **Collaborating** with academic and non-academic staff to enhance the quality of reports and publications.
- **Assisting** in the execution of the University Visual Identity.

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# **INTERNATIONAL RELATIONS OFFICE**

## **Introduction**

The International Relations Office at Beirut Arab University (BAU) was established in July 2011 to support a network of international relations that benefit the educational process at the University. The office is on the fifth floor of the main building in Beirut Campus.

## **Vision**

The International Relations Office at BAU aspires to promote the University's international image as a global center of excellence in teaching and research and to support the quality of knowledge through global partnerships and mobility of students and staff.

## **Mission**

The International Relations Office at Beirut Arab University (BAU) is responsible for establishing, managing and monitoring cooperative agreements and international projects with international institutions and for supporting exchange programmes for students and staff. The Office is also responsible for sustaining relationships with partners and representing the University abroad.

## **Objectives**

- To strengthen academic cooperation with international higher education institutions.
- To promote an internationalization culture at BAU.
- To make BAU visible at the international level.
- To facilitate the mobility of international staff and students.
- To support international multidisciplinary research.

## **Services**

- Initiating cooperation with institutions of higher education by signing international accords and agreements, strengthening, and maintaining agreements with existing partners through continuous and dynamic collaboration.
- Organizing joint projects, seminars and conferences with international partners.
- Promoting mobility programs in the university campuses.
- Following up and orienting students and staff in the mobility process.

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## **INFORMATION TECHNOLOGY ADMINISTRATION**

The Information Technology Administration (IT) aims to provide services comparable to international standards. The mission of the Information Technology Administration (IT) is to offer support information technology architecture and accompanying services that support BAU's vision, mission, and goals. The IT commits itself to provide innovative, quality and sustainable solutions and services that meet the changing needs of the University to keep abreast with the demands of the society.

the objectives of the information technology administration are:

- Provide effective technological support for audio/visual, computer, multimedia, voice, video, and web based applications and services to all areas of the University.
- Promote and facilitate the effective integration of technology into the basic mission of the University through planning, programming, training, consulting, and other support activities.
- Develop, enhance, and manage the university's enterprise networks to provide high speed, transparent, and highly functional connectivity among all information resources.
- Develop and maintain highly effective, reliable, secure, and innovative information systems to support instructional, administrative and research functions.
- Facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access.
- Promote new uses of information technology within the institution through the support for exploratory and innovative applications.
- Provide fast & reliable access to all information systems.

### **Services**

The Information Technology Administration is responsible for the day to day running of the University electronic communication network (intranet and internet) which links all campuses of the University to a central network station located in the main campus. The Administration is also in charge of keeping and maintaining student records through the Student Management Information System Banner, through which all student-related operations and processes are performed, such as acceptance processes, registration processes, fees, grades and transcripts etc. Also, the Administration is responsible for the University Portal (i-connect) through which the students can communicate with the University administration and vice versa, perform on-line registrations, create virtual communications channels with instructors and colleagues in a paperless electronic environment. In addition to this, the administration is responsible for the development and maintenance of the University Website.

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