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GRADUATE STUDENT ORIENTATION – WELCOME TO AUB!

Moderator: Jocelyn DeJong, Director of Graduate Council and
Associate Provost (jd16@aub.edu.lb)

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West Hall , Bathish, Monday, August 18, 2025 5:00 – 7:00 pm

Graduate Council | American University of Beirut



TODAY'S AGENDA:

01.

Welcome note from the
Director – Dr. Jocelyn
DeJong

02.

Presentations of the units

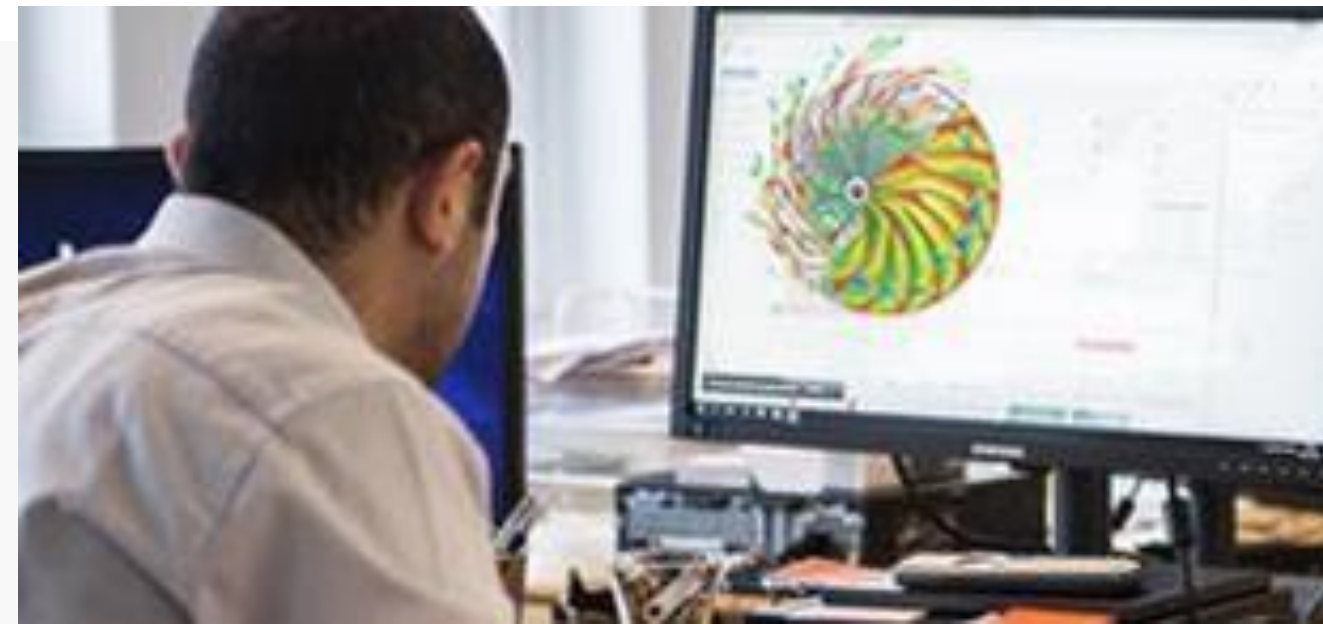
03.

Meet the units /students
from faculties and
Reception



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New Graduate Student Orientation – Fall 2025 - 26



WELCOME TO GRADUATE STUDIES AT AUB



Panel 1 (5:05 – 5:30) Graduate Student Life

Graduate Council and GradEx	Jocelyn DeJong
Office of Student Affairs (OSA)	Samer Kharroubi
Office of Equal Opportunity/Title IX	Mitra Tauk
Office of International Programs	Basma Zeidan
Center for Civic Engagement and Community Service	Hala Fleihan



1. What are the main services or opportunities that you offer graduate students? How does this enhance the graduate student experience?
2. What service or opportunity that you offer do graduate students tend to overlook? (*refer to roundtables session in Auditorium B*)
3. When will a graduate student need you most? (*refer to the roundtables*)
4. What advice would you offer our new graduate students? (*refer to the roundtables*)



WHAT IS THE GRADUATE COUNCIL AND WHAT DOES IT DO?

The Graduate Council facilitates and coordinates graduate affairs and serves as a catalyst for growth in the areas of recruitment, admissions, policies and procedures, partnerships, academic and financial support, and professional development for graduate students at AUB.

It works with potential applicants in helping them through the application process, and with graduate students to enhance their professional development as well as academic and student experience at AUB.

Location: Fourth floor of College Hall

Website: <https://www.aub.edu.lb/graduatecouncil/Pages/default.aspx>



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Jocelyn DeJong: Director, Graduate Council



Graduate
Council

GradEx
EXPLORE | EXPERIENCE | EXCEL



Research and Innovation

Teaching and Communication

Career Path and Development

Wellness and Life Balance

Integrity and Professionalism

Community Service and Engagement



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Jocelyn DeJong: Director, Graduate Council

JOIN OUTREACH AND EXTRA CURRICULAR OPPORTUNITIES





Take advantage
of State-of-the-
art sports
facilities





DEDICATED TO THE ENRICHMENT OF THE STUDENT



> Campus Life

- Housing and Residential Life
- USFC (student governance)
- Clubs/Societies
- Events/Outdoors



> Health and Wellness

- Counseling Center
- Charles Hostler Student Center
(Athletics & Varsity Teams | Fitness
and Wellness)



> Learning Support and Success

- Accessible Education Office
- Career Hub
- Work Study Program



Equal Opportunity (EO)

- Leading university-wide initiatives that promote equal opportunity across all faculties, units, and centers; and among all members of the AUB community.



Title IX and Anti-Discriminatory Harassment Initiative

- Actively prevent and address all forms of discriminatory harassment, including sexual harassment.



Non-Discrimination Policy
Sexual Harassment Policy

Procedures to Address Formal Allegations of Sexual and Other Discriminatory Harassment

Policy and Procedures concerning Consensual Sexual or Romantic Relationships

Breastfeeding on Campus

TITLE IX STUDENT COMMITTEE

**EMPOWERING
CHANGE THROUGH
STUDENT
ENGAGEMENT**



- Awareness Campaigns
- Activities and Initiatives
- Peer to Peer Support Groups
- Practicum, Research, Community Service Projects



Mental Health Insight & Neuro Diversity Support
Student Network



MAIN SERVICES AND OPPORTUNITIES

INTERNATIONAL STUDENT SERVICES

- International Welcome Day
- OIP Mentor Program & Yalla Ne7kie Arabic Program
- Integrating into the AUB & Lebanese communities
- Support with residence permits
- Social and Cultural Activities & Trips



STUDY ABROAD AND EXCHANGE

- Graduate students in good standing who have completed a semester with a minimum of 6 credits at AUB may apply for study abroad.
- Exchange opportunities are numerous – visit our website search engine to learn more
- Erasmus+ funding is available at select universities in Europe



HOW OUR SERVICES MAKE A DIFFERENCE

STUDY ABROAD AND EXCHANGE

- **Global Opportunities:** Access to exchange programs helps students broaden their academic and cultural horizons.
- **Funding Support:** *Erasmus+* funding makes study in Europe more accessible and affordable.
- **Academic Growth:** International exposure equips students with new perspectives and valuable skills for their future careers.

INTERNATIONAL STUDENT SERVICES

- **Smooth Transition:** *International Welcome Day* helps graduate students settle into their new environment with ease
- **Cultural Integration:** Programs like the *OIP Mentor Program* and *Yalla Ne7kie* Arabic build connections within AUB and Lebanese communities as well as with the international student community.
- **Practical Support:** Assistance with residence permits reduces stress, enabling students to focus on their studies.
- **Enriching Experiences:** Social and cultural activities foster friendships and a sense of belonging.

For inquiries on International student support email us at oiip@aub.edu.lb

FACEBOOK www.facebook.com/oiip.aub
TWITTER OIP_AUB
INSTAGRAM oiip_aub
LINKEDIN AUB Office of International Programs

For inquiries on study abroad and exchange opportunities email us at aubabroad@aub.edu.lb



CCECS Mission & Vision

To position AUB as a frontline responder to societal conflicts and challenges by leveraging operational research, campus community, and socially responsible partners.

RELEVANCE TO GRADUATE STUDENTS

Community-Based Research (CBR)

“A partnership of students, faculty, and community members who collaboratively engage in research with the purpose of solving a pressing community problem or effecting social change” (*Strand, K., Marullo, S., Cutforth, N., Stoecker, R., & Donohue, P. 2003*).



FIND US

Lower Campus, **Residence 42**
facing New Women Dorms





LINKAGES



Connect to more than 100 **student-led interventions** developed and implemented in Lebanon and the region annually



Liaise with over 150 credible community partners through the CCECS network offering **volunteering and internship opportunities**



Support in identifying relevant **funding opportunities and micro-grants**

MENTORSHIP



Guides on community-based research methods, proposal writing, and budgeting



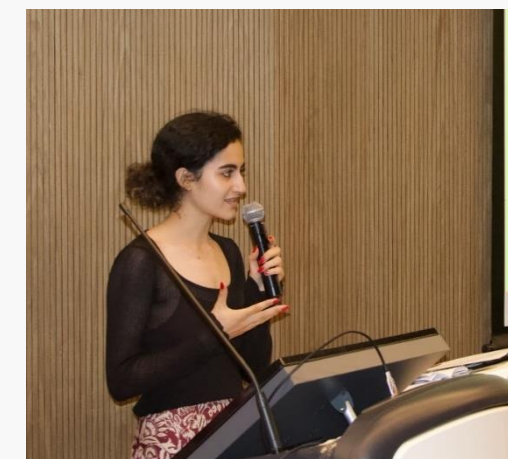
Facilitates communication with on-campus and off-campus units, stakeholders and beneficiaries



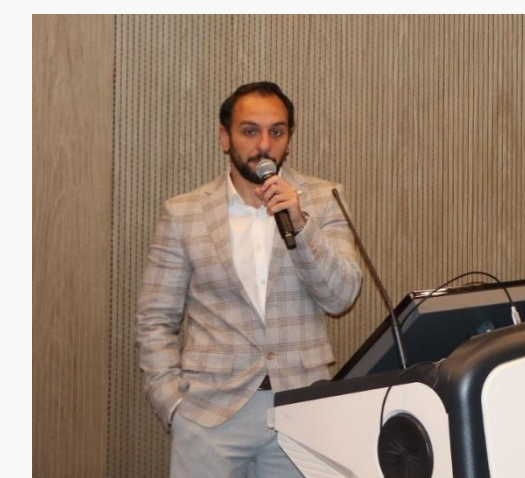
Provides support in identifying, conceptualizing and developing project ideas drawing on academic expertise and cutting-edge research



The Tale of the 'Ghost City': Tawerghan IDPs in Benghazi, Libya



Amman's All-Exclusive Public Sphere: Reimagining a Woman's Walk in the Park



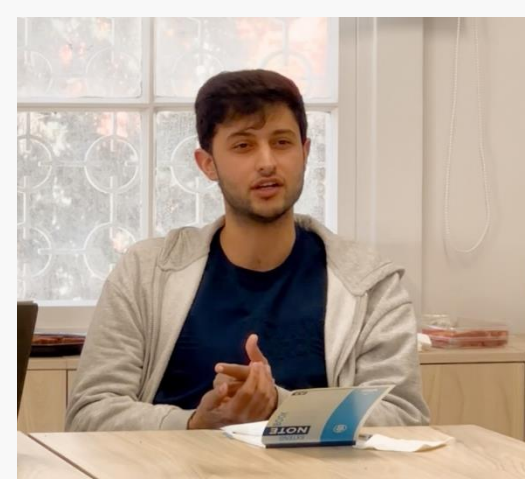
Living Among the Dead: Cairo's Cemeteries and Beverly Hills



Clogging Porosity: The Sudden Shutdown of Beddawi Camp



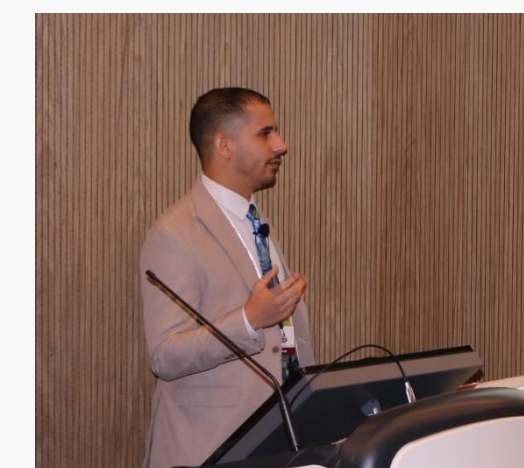
Tourism in a Protracted State of Emergency: The Case of Bizerte, Tunisia



Lone Mentors in Gaza: A Model for Post-War Emergency Education



ALMA: A Trauma Healing Program for Syrian Youth



Intoxicating Immunity: Detoxing Superstition through Science Education in Libya



Panel 2 (5:30 – 6:00) Graduate Academics

Graduate Academics	Jocelyn DeJong
Institutional Review Board	Lara Nasreddine
University Libraries	Mirna Kalash
Writing Center	Fatme Moussa



Helping students stay on track to degree completion by tracking the following:

- English 300 Requirement (as in admission notification)
- Responsible Conduct of Research: (RCR) Requirement
- Maximum Residency (be familiar with rules)
- Continuous Thesis Registration
- Leave of Absence (apply before!)
- Extended Absence





Email notifications:

- Case in point: *RCR instructions*
- Write a rule to keep nw07@aub.edu.lb out of the “Junk” folder.

Guide to registration holds:

- Documented at <https://www.aub.edu.lb/graduatecouncil/Pages/policiesandholds.aspx>
- Descriptions and instructions on how to resolve the issues



Check inbox... web... then email us

- Check your AUBnet student email inbox
- Check <https://www.aub.edu.lb/graduatecouncil/Pages/policiesand holds.aspx>
- If the above is not enough, email nw07@aub.edu.lb



We also help in:

- Making opportunities for Graduate Administrative Assistance available for those benefitting from Graduate Fellowship and Assistantship
- Co-tutelle agreements (for PhD students)
- Opportunities to present your research in international conferences (URB funding – see GC and URB website)

Graduate Student Conference Award

[Graduate Student Conference Award \(PDF\)](#)

[Application Form \(PDF\)](#)



HUMAN RESEARCH PROTECTION PROGRAM (HRPP) INSTITUTIONAL REVIEW BOARD (IRB)

AUB IRB reviews the ethics of research proposals and ensures that all human subject research complies with AUB policies, federal regulations and Lebanese Law.

1. Services/Opportunities

- Ethical approval
- Workshops/Sessions
- Prioritize student projects
- IRB website
- Accessible by email/phone for guidance

2. When will a graduate student need IRB ?

- Thesis
- Final year project
- Involvement in any human subject research

3. Advice to our new graduates

- Complete Institutional requirements, CITI <https://about.citiprogram.org/en/homepage/>
- Plan for IRB submission/approval
- Coordinate with the advisor
- Contact the IRB office for information /queries
- Attend IRB workshops



Location: Halim & Aida Daniel Academic & Clinical Center (ACC building) – 3rd floor

IRB Office: irb@aub.edu.lb

<https://www.aub.edu.lb/irb/Pages/default.aspx>





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Your Gate Way to Library Services and Resources

<https://www.aub.edu.lb/libraries>

- **Main:** Nami Jafet Library
- **Branches:**
 - Engineering and Architecture
 - Science and Agriculture
 - Saab Medical Library
- Access to **Resources**
 - ✓ 2 million print books and eBook
 - ✓ 450 databases
 - ✓ 140,000 journals

Remote Services / Off-Campus Access

- ☐ Find relevant articles, books, theses, and more for your research
- ☐ Borrow and Renew borrowed items
- ☐ DDS – Suggest New Title
- ☐ Ask a librarian, Chat, Email, or Schedule a meeting with a specialized Librarian

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ABOUT AUB / ACADEMICS / ADMISSIONS / RESEARCH / OUTREACH / BOLDLY CAMPAIGN

University Libraries

SearchALL: books, journals, articles, course reserves, and more...

ADVANCED SEARCH / LIBRARY CATALOG / DATABASES / JOURNAL FINDER / RESEARCH GUIDES

HOME > LIBRARIES

For Students / For Faculty / For Alumni / For Visitors

Resources

CiteScore | Course Reserves | e-Books | e-Newspapers | Journal Citation Reports | Journals | Suggest New Title | ...more

Research & Teaching Support

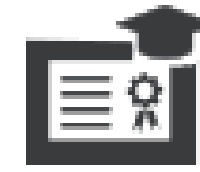
Ask a Librarian | Data Services | Document Delivery | EndNote | Library Sessions | Online Teaching Resources | Open Ed Resources | Overleaf | Research Appointment | ...more

SERVICES / PROGRAMS & INITIATIVES / ARCHIVES & SPECIAL COLLECTIONS / SAAB MEDICAL LIBRARY / ABOUT THE LIBRARIES / NEWS

OUR SOCIAL PAGES

Frequently Used Databases / Today's Hours / Library Events

Mirna Kalash: Reference and Instruction Librarian – University Libraries



Get Research Support

- Finding materials and resources
- Using specialized databases
- Citing your sources
- Research Guides
- Citing Management Tools: **EndNote**



At the thesis writing stage: Consult **Thesis Writing Hub**

- Planning your research
- Literature review
- Thesis template
- Citation styles
- Thesis submission

- ☐ Book an appointment with your **subject librarian** / customized help
- ☐ Stay up-to-date: keep an eye on our website and Social Media





Responsible Use of AI in Academic Studies

AI tools can support research in:

- Generating ideas – Brainstorming– Language editing – Summarizing articles – Generating citations or code

AI Has Limits; Know the Limitations:

- AI can produce **inaccurate**, **biased**, or **fabricated** content
- It lacks **human judgment**, **critical thinking**, and **context awareness**.
- Cannot replace **original research**, **analysis**, or **authorship**

Use Ethically & Transparently:

- ✓ Always **review**, **evaluate**, and **verify** AI-generated outputs.
- ✓ If AI substantially contributes, acknowledge or cite it:
Example: “Assisted by ChatGPT, OpenAI (2025)”

Avoid using AI to:

- Complete graded assignments
- Generate text without attribution
- Generate or falsify data

Need help?

Librarians can guide you on:

- When and how to **cite** AI
- Responsible research practices
- **Databases** integrating AI features
- Workshops/Sessions/Guides

Keep in Mind: **Be Transparent – Be Accountable**

Your academic work should always reflect **your own thinking and integrity**.



Who are we?

The Writing Center is a vibrant hub where writers at AUB connect with trained tutors to discuss their writing. While the tutors don't perform editing tasks, they provide guidance that helps writers produce texts that make sense in an academic or creative context!





What are our Services?

The Writing Center hosts workshops, events, and one-on-one sessions designed to inspire and support writers. We assist with all kinds of writing, at any stage of the process.

Brainstorming/
Understanding
the Prompt

Drafting/Reviewing

Final/Feedback





THANK YOU



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