

Regulation for the Admission of Transfer Students

I. Procedure

I.1. Registration conditions

The candidate for the admission in the First Year of the Major Engineering Classes at the Higher School of Engineering of Beirut (ESIB):

1) Must meet one of the following criteria:

- Hold a scientific bachelor's degree: Mathematics, Physics, Chemistry, Biochemistry, Computer Science, Telecommunications, Electronics, Electrotechnical, or an equivalent degree (Bac + 3),
- Be eligible for one of the entrance exams of the French engineering schools (A or B).

2) Must not have been a student of ESIB, resigned, dismissed or eliminated.

I.2. Registration file

The registration file must include:

- The registration form duly completed.
- 1 passport size photo dated less than three months old.
- A photocopy of the identity card or the recent individual civil status certificate.
- A certified copy of the Lebanese Baccalaureate or its equivalent.
- A certified copy of the degrees obtained.
- A certified copy of grades obtained during university studies
- A copy of the syllabus of the undertaken courses.
- Curriculum Vitae of the candidate.

The candidate is required to submit, for evaluation, the original documents on the day of registration.

I.3. Registration fees

The registration fees are set each year by the ESIB Administration. These fees are non-refundable.

I.4. Terms and dates

The registration file is completed and submitted in person by the candidate to the Faculty Administration in Mar Roukos within the deadlines set each year by the ESIB Administration.

The file will be examined by the corresponding Head of Department and presented to the Director of ESIB who will draw up the list of eligible candidates. Candidates are subject to a written exam which will take place during the month of July. Candidates from USJ may be exempted from this exam. The final admission of the candidates is ruled by a jury made up of the Director of ESIB and the Heads of the Academic Departments of ESIB within the limit of the maximum number of seats available. The jury will determine for each accepted student, the transferred credits.

II. Terms of the Written Exam

II.1. Type and coefficients of the tests

The exam consists of the following written tests:

<u>Description</u>	<u>Duration</u>
- Mathematics	03H00
- Physical Sciences	03H00
- Engineering Sciences	02H00
- General Culture	02H00

II.2. Location and schedule of the tests

The exam will take place at ESIB - Mar Roukos - The tests will be held in accordance with a schedule set in advance by the ESIB Administration.

II.3. Necessary tools

The necessary paper (clean or draft) will be provided to the candidate. The candidates will have to bring all the rest of the essential material: blue ink, black blue, or black (only authorized colors), compass, rules, square. All tests are closed book tests. Basic scientific calculators (without memory and non-programmable) are only allowed.

II.4. Common rules to all tests

Each candidate must:

- keep with him the registration receipt and his civil status certificate,
- sit at the table bearing his registration number,
- indicate in the space provided for this purpose on all the sheets deposited on his table: his first name, last name, father's first name and his id number, (no erasure in the name will be admitted),
- cease work as soon as the session is declared closed by the chairman of the session,
- sign the attendance sheet and return the exam paper (even blank),
- take with him/her the draft papers.

II.5. Delays and exits during the session

Latecomers will only be allowed to compose on a conditional basis; their case will be submitted to the jury which will decide later. They will stop composing when the session is declared closed; no extra time is allocated.

Candidates are not allowed to exit the exam room, for any reason, during the first hour of the exam. The candidate who finishes before the end of a test must return the questionnaire he has received, the exam participation card, the copy and draft sheets. However, after the first hour of exam and if necessary, he/she can leave if he/she is authorized by the main supervisor and he/she will be accompanied by a supervisor.

II.6. Results

The results of the admission will be communicated to the candidates by the administration of ESIB.