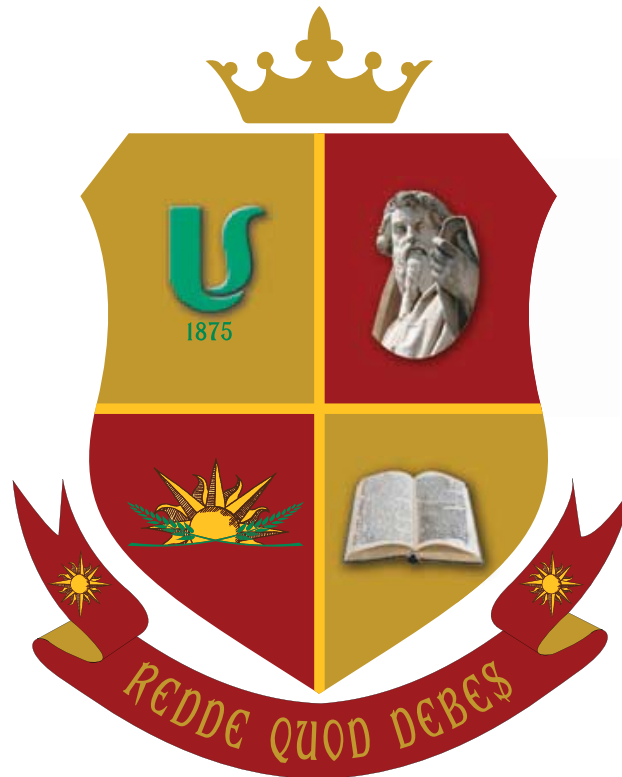


Faculté de Gestion et de Finance
Faculty of Business Administration and Finance



En partenariat avec :
Université Bordeaux I & IV
Université Paul Cézanne Aix-Marseille
France



In partnership with:
University of Bordeaux I & IV
University of Paul Cézanne Aix-Marseille
France



L'Université La Sagesse
est la première université certifiée ISO 9001 au Liban

*Sagesse University is the first ISO 9001
certified university in Lebanon*

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MESSAGE FROM THE DEAN



Welcome to the Faculty of Business Administration and Finance (FBAF) at Sagesse University!

Sagesse University is one of the top renowned universities in Lebanon with a noble heritage that dates back to 1875. Its mission is ingrained in academic excellence, celebration of diversity, inter-cultural dialogue, and significant national and patriotic contributions. In fact, Sagesse University enjoys a widespread and very successful Alumni network that holds top local, regional, and international positions in the private and public arenas.

The Faculty of Business Administration and Finance was founded in 2001 and it has grown in size and quality to become by far the largest Faculty in the University. The mission of the FBAF is the commitment to providing academic excellence to its undergraduate and graduate students, while preparing them to become business and policy leaders, ethical entrepreneurs, creative scholars, and active citizens of the world.

The University's modern campus enjoys a strategic location in the vibrant city of Beirut. It is enriched by a competent faculty, staff, and student body that come from different cultural, demographic, and religious groups.

In sum, the FBAF at Sagesse University is distinguished by its high quality academic programs, its prestigious name, and its market-oriented and applied curricula. At the FBAF, excellence is our motto; Sagesse is our pride.

Welcome to our Faculty and enjoy your academic experience.

PROF. ROCK-ANTOINE MEHANNA
DEAN

MISSION AND VALUES

Mission

The Faculty of Business Administration and Finance (FBAF) is committed to providing academic excellence to its students, while preparing them to become business and policy leaders, ethical entrepreneurs, creative scholars, and active citizens of the world.

Values

In the spirit of the longstanding commitment of Sagesse University to academic excellence since 1875, the Faculty of Business Administration and Finance (FBAF) reaffirms its determination to carry the noble heritage of diversity and inter-cultural dialogue, thus helping students and faculty members to freely express and refine their societal commitments. Based on these solid foundations, Sagesse University aspires to disseminate the joy and excitement of learning by committing to a set of values consisting of:

- Developing in the students the ability to demonstrate complete mastery of the academic ingredients necessary for a successful future;
- Offering complete and comprehensive academic programs by focusing on latest development in the business world;
- Familiarizing students with the tools of information technologies to face the rapid pace of technological changes;
- Improving continuously the quality of education by bringing to the students the best in education and development;
- Remaining among the leading academic institutions through flexible and lean programs to respond to new challenges as they arise;
- Recruiting and retaining prime scholars and professionals to accompany students during their studies and help them preparing their career take off;
- Preparing students to assume leadership roles in their future professions and citizenship model in the society;
- Creating an active environment to enable students to achieve academic, social, and career success by developing their interests and abilities;
- Striving for continuous excellence by exposing students to the full range of paradigms, theories and methods;
- Respecting the ability of students and faculty to jointly contextualize critique and compare different approaches and contributions to human knowledge;
- Evaluating students solely on the basis of their academic performance;
- Creating a learning environment where everyone has something to teach and something to learn.

PROGRAMS, MINORS AND CONCENTRATIONS

The Faculty of Business Administration and Finance offers the following degrees:

UNDERGRADUATE PROGRAMS

Undergraduate programs are available in two sections: English and French. (93 credits, 31 courses). Each course is of 3 credit hours.

| | | | |
|------------------------|---------------------------------|--------------------------------------|-----------------------------------|
| English Section | Bachelor of Science (BS) | Business Administration | Minors |
| | | | - Accounting and Auditing |
| | | | - Banking and Finance |
| | | | - General Business |
| | | | - Human Resource Management |
| | | | - Management Information Systems |
| | | | - Management |
| | | - Marketing | |
| | | Management Information Systems (MIS) | |
| French Section | Licence | Sciences de Gestion | Options |
| | | | - Banque et Finance |
| | | | - Comptabilité et Audit |
| | | | - Gestion Générale |
| | | | - Gestion des Ressources Humaines |
| | | | - Informatique de Gestion |
| | | | - Management |
| | | - Marketing | |
| | | Informatique de Gestion | |

GRADUATE PROGRAMS

Graduate programs are available in two sections: English and French. 39 credits / 12 courses + thesis (MBA) or Business report (double Master MIAGe) or Practicum (EMBA). Each course is of 3 credit hours.

| | | |
|---|--|--|
| English Section & French Section | Master of Business Administration (MBA) | Concentrations |
| | | - Accounting and Auditing |
| | | - Banking and Finance |
| | | - General Business |
| | | - Management |
| | | - Management Information Systems |
| | | - Marketing |
| | | - Public Management |
| | | - Human Resource Management* |
| | - Supply Chain Management* | |
| | | - International Business Law* |
| | Double Master MIAGe (where students study at Sagesse University and receive two degrees) | Master of Business Administration (MBA) from Sagesse University & Master in MIS from University of Bordeaux, France |
| | Executive MBA | |

*Forthcoming

UNDERGRADUATE ADMISSION REQUIREMENTS

To be admitted to the Faculty of Business Administration and Finance candidates must:

- Hold the Lebanese baccalaureate or equivalent;
- Pass the entrance exams of language skills and mathematics:

| English Section | French Section |
|---|---|
| <i>Schedule</i> Mathematics: 9:00 – 11:00 English Language: 11:30 – 13:00 | <i>Horaire</i> Mathématiques : 9h00 – 11h00 Langue Anglaise : 11h30 – 13h00 Langue Française : 13h30 – 15h00 |



The English placement test comprises of:

- Reading comprehension;
- Sentence structure multiple choice questions (grammar);
- Vocabulary multiple choice;
- Writing section.

The French placement test includes:

- La compréhension écrite ;
- Les structures grammaticales ;
- La production écrite.

Mathematics (topics from the SE program):

- Numeric sets, polynomials, quadratic equations;
- System of linear equations and inequalities;
- Study of variations of functions;
- Numerical sequences;
- Integrals, logarithmic and exponential functions.

According to the result of these tests, the candidate will be:

- Accepted;
- Accepted with remedial courses;
- Rejected.





REQUIRED APPLICATION DOCUMENTS:

- Undergraduate application form;
- Two photocopies of the identity card, or of the individual civil status certificate (dating no later than six months), or of the passport for foreigners;
- Recent Family Civil Status certificate (for the Lebanese applicants who are not covered by NSSF);
- Two recent passport size photos;
- Copy of the Lebanese baccalaureate, or its official equivalence (upon obtaining), certified by the Ministry of Education and Higher Education;
- Photocopy of the secondary school record for the last year;
- Original certificate from the National Social Security Fund for those who are covered or its equivalence; otherwise a settlement of LBP 150,000 for enrollment fees at the NSSF for one year (dating no later than 3 months);
- Official University transcript of records, if applicable;
- Entrance exam fees: LBP 100,000 deducted from the registration fees LBP 300,000 (fees may change without prior notice).

COURSE SCHEDULE

Undergraduate courses are scheduled from 8:00 until 20:00. Each course period is of 1 hour 30 minutes offered Mondays and Fridays (MF) or Tuesdays and Thursdays (TTh).

TRANSFER STUDENTS

Students wishing to be transferred from a university recognized in Lebanon or from any other foreign accredited university will be required to satisfy the general conditions for admission to the Faculty of Business Administration and Finance and submit an enrollment application together with a transfer request.

The transfer will take place according to the following conditions:

- Transferred courses must be of a graduate level, earned after the completion of the undergraduate degree;
- Each course transferred must be earned with a grade of at least 70/100 or 'C' in the American system (2.0 on a scale of 0-4) and 10/20 in the French system; and as a rule, this grade should not be below the average passing grade of graduate degree required by the university that issued the grade;
- The total number of credits to be transferred should not exceed 42;
- Any transfer after admission must have the preliminary authorization of the Dean.

The file submitted by the transfer candidate should include:

- *the official transcript of his/her academic record,*
- *the syllabi of the courses subject to transfer.*

NON-DEGREE STUDENT

The enrollment as non-degree student (Auditor) is open to all candidates who wish to attend classes in one or more courses offered at the Faculty for their own benefit.

Enrollment as "Auditor" for specific courses will be subject to approval by the Dean under the following conditions:

- The candidate is not required to take exams;
- The candidate should pay the fees related to the courses he/she wants to attend;
- Candidates having followed such modules will be given a certificate of attendance subject to at least 80% attendance of lectures.

STUDENT STATUS

- 1. Seniority:** a student is considered to have completed an academic year after he/she passes 30 credits beyond those of the previous year. Therefore, those who have earned 30 to 60 credits after their Baccalaureate will be considered to be in their second year, beyond 60 credits, they will be considered to be in their third year.
- 2. Course load:** the minimum and maximum credit loads for one semester (FALL or SPRING) are 9 and 15 credits, respectively. The average load is 15 credits. The choice of 18 credits is allowed only for students with a cumulative general average of at least 80/100.
- 3.** The maximum load for summer courses is 6 credits.
- 4.** A course load below 9 credits per semester may be allowed in exceptional cases and for valid reasons after the approval of the Dean.
- 5.** Students with 6 absences in a course with no valid excuse duly notified to the Faculty Registrar should drop that course by filling out a "Withdrawal" form before the last day of classes, otherwise he will receive a failing grade.

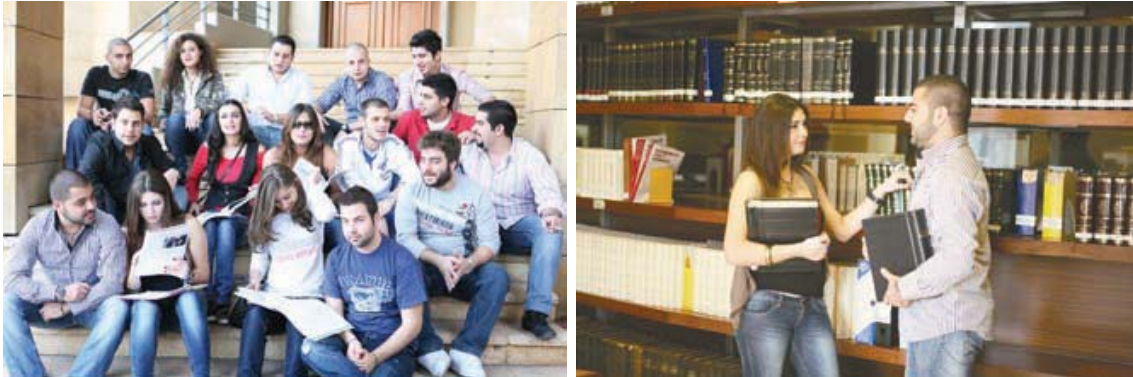


ACADEMIC PROBATION

A student is placed on academic probation at the end of a semester if his/her cumulative overall average is below 70/100.

The student will be removed from probation if at the end of the semester he/she passes all the courses and obtains a minimum overall average equal to 70/100.

* Students who remain in probation after two consecutive semesters are suspended from the Faculty.



GRADUATE ADMISSION REQUIREMENTS

In order to be admitted to the Master's program in the Faculty of Business Administration and Finance, the candidate should satisfy the following:

- Be a holder of a Bachelor's degree in Business Administration recognized by the Lebanese government. Those who have different background may have to take remedial courses up to 12 credits;
- Have attained a satisfactory academic level, with an overall average of undergraduate courses above the minimum required for the degree obtained and depending on the applicant's file;
- The admission is valid only for one year. Beyond this deadline, the application must be renewed. The application files remain the property of the Faculty.

The candidate must fill out an application form and include the following documents:

- University transcripts;
- Copy of the diploma.

After an in depth study of his/her file, the candidate will be:

- Accepted;
- Accepted with remedial graduate courses;
- Rejected.



REQUIRED APPLICATION DOCUMENTS

- Graduate application form (including the statement of interest);
- Two photocopies of the identity card, or of the individual civil status certificate (dating no later than six months), or of the passport for foreigners;
- Recent Family Civil Status Certificate (for the Lebanese applicants who are not covered by NSSF);
- Two recent passport size photos;
- Copy of the Lebanese baccalaureate or its official equivalence certified by the Ministry of Education and Higher Education;
- Official University transcripts of records;
- Copy of the Bachelor's degree or its equivalent certified by the Ministry of Education and Higher Education;
- Original certificate from the National Social Security Fund for those who are covered or its equivalence; otherwise a settlement of LBP 150,000 for enrollment fees at the NSSF for one year (dating no later than 3 months);
- File assessment fees: LBP 100,000 deducted from the registration fees LBP 300,000 (fees may change without prior notice).

TRANSFER STUDENTS

Students wishing to be transferred from a university recognized in Lebanon or from any other foreign university will be required to satisfy the general conditions for admission to the Faculty of Business Administration and Finance and submit an enrollment application together with a transfer request.

The transfer will take place according to the following conditions:

- Transferred courses must be of a graduate level, earned after the completion of the undergraduate degree;
- Each course transferred must be earned with a grade of at least 80/100 or 'B' in the American system (3.0 on a scale of 0-4) and 12/20 or 60/100 in the French system; and as a rule, this grade should not be below the average passing grade of graduate degree required by the university that issued the grade;
- The total number of credits to be transferred should not exceed 12;
- Any transfer after admission must have the preliminary authorization of the Dean.

The file submitted by the transfer candidate should include:

- *the official transcript of his/her academic record,*
- *the syllabi of the courses subject to transfer.*

NON-DEGREE STUDENT

The enrollment as non-degree student (Auditor) is open to all candidates who wish to attend classes in one or more courses offered at the Faculty for their own benefit.

Enrollment as "Auditor" for specific courses will be subject to approval by the Dean under the following conditions:

- The candidate is not required to take exams;
- The candidate should pay the fees related to the courses he/she wants to attend;
- Candidates having followed such modules will be given a certificate of attendance subject to at least 80% attendance of lectures.





GRADUATE STUDENT STATUS

1. **Course load:** The minimum and maximum credit loads for one semester (FALL or SPRING) are 3 and 12 credits, respectively. The average load is 9 credits.
2. The maximum load for summer courses is 3 credits.
3. Students with 3 absences in a course with no valid excuse duly notified to the Faculty Registrar should drop that course by filling out a “Withdrawal” form before the last day of classes; otherwise they will receive a failing grade.

COURSE SCHEDULE

Graduate courses are scheduled from 18:30 until 21:30. Each course is given once a week.

SERVICES AND ACTIVITIES



- 1-2 COMMENCEMENT CEREMONY
- 3 LABORATORIES AND IT SERVICES
- 4 LIBRARY
- 5 OPEN HOUSE
- 6 MISS SAGESSE UNIVERSITY
- 7 SPORTS ACTIVITIES

CAREER MANAGEMENT OFFICE

The Career Management Office is an entity of the Faculty of Business Administration and Finance at Sagesse University.

MISSION

The mission of the Career Management Office is to help students and alumni conquer new horizons.

RESPONSIBILITIES

- Qualify students and graduates to appropriate jobs
- Guide students through their career path
- Accelerate career search and transition
- Establish a network with the professional world
- Organize and follow-up business internship
- Maintain a database for students and alumni

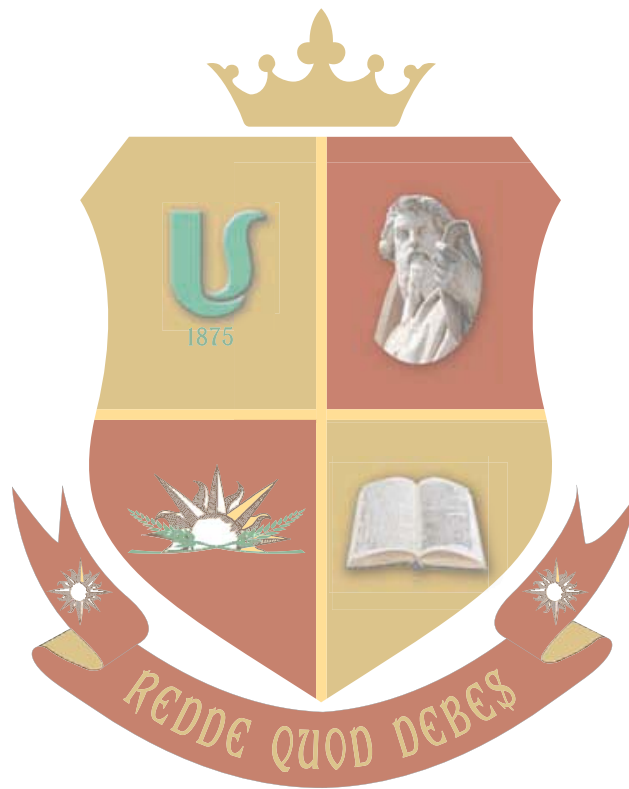
CONTACTS

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