

**Subject: Financial Assistance**

**1. Background**

The University has a variety of opportunities for financial assistance to graduate students including:

- Financial Aid
- Work Study Program
- Graduate Fellowship and Assistantship
- Scholarship (Refer to MPH Scholarship policy)

**2. Policy**

**Financial Aid:**

Graduate students seeking financial aid must submit a request to the University Financial Aid Committee. Please refer to [AUB Catalogue](#) (Policy on Financial Aid)

**Work Study Program:**

Please refer to AUB Catalogue for the [Policy](#) on Student Employment. Special conditions apply to graduate students.

**Graduate Fellowship and Assistantship:**

The Graduate Fellowship and Assistantship (GFA) in FHS is granted based on academic performance not financial need.

GFAs are eligible for 60% of the whole program credits that is up to 25 credits out of the 42 credits for MPH students and 18 out of 30 for MS students, if their admission average is 3.3 and above. In return, GFAs are expected to work for 8 hours per week with a faculty member on research, teaching, administrative or public health related tasks. GFAs are allowed to work for extra 12 hours per week on top of their 8 initial hours for a stipend. This is dependent on the supervisor and availability of grants.

Continuity of GFA in each term depends on the below criteria:

- 1 - Registered as a full-time student; that is 12 credits for MPH and 9 credits for MS students.
- 2 - Maintaining a semester average above 3.5
- 3 - Receiving a satisfactory GFA evaluation
- 4 - Maintaining good student/academic conduct

**Applying the above-mentioned GFA criteria is conditional on the following:**

1- GFA coverage will be distributed as the following:

Fall 1: ~50% coverage

Spring 1: 100% coverage

Fall 2: ~50-60% coverage (remaining credits of the covered 18 or 25 credits)

Spring 2: 0% coverage

2- If the evaluation of the GFA supervisor is poor, the student may be prevented from continuing receiving GFA, or the % GFA to which he/she is eligible may be reduced.

3- Students who stop the program and apply for a GFA upon rejoining will be considered for GFA granting based on the distribution of the covered credits for the remaining semesters in the program.

4- Students who were admitted on probation will be eligible for GFA once they remove their probation (following FHS policy on removal of probation) and secure a semester GPA of 3.5 or above. First time GFAs will follow the coverage distribution stated above starting the term they were granted GFA; that is, if the GFA was first granted in Spring 1, then the student's GFA will cover the same percent as in Fall 1. The GFA coverage will be for the remaining credits in the program.

5- For students who are enrolled into the Public Health in Conflict and Protracted Crises certificate, the extra credits taken for the completion of the certificate will not be covered by GFA.

6- MPH and MS students completing their last credits who may not fulfill criteria 1 (full-time load) will be granted GFA as full time students. For MPH: last credits refer to credits remaining in the program that exclude the practicum. The semester in which the last credits are taken should not include the practicum given that GFAs are not offered to students completing their practicum.

7- For MS students, they can apply and obtain GFA for the semesters during which they are registered for their thesis.

8- MS or MPH applicants may be granted GFA if their credit load is less than 9 or 12 credits only when some of the courses that need to be taken are not offered in that specific term.

9- GFAs who are working full time, and are registered for their ILE (either ILE 1 or 2) course might not be considered for GFA. These will be considered on a case by case.

**3. Procedures**

Refer to AUB Catalogue for procedures of the Financial Aid and Student Employment.

For guidelines on termination and other information, please refer to [AUB GFA policy](#) and FHS GFA guidelines.

*Graduate Fellowship and Assistantship:*

- a. New students submit a GFA application online as part of the online admission application which is forwarded to the SSO.

- b. Continuing students submit the GFA application to the SSO on a semester basis by filling a survey.
- c. SSO summarizes data on the GFA applications.  
At the end of every semester, SSO sends evaluation survey to GFAs and their supervisors. SSO analyzes the survey responses and the results are reviewed by the GPHP Graduate officer and are made available for review to the Graduate Studies Committee.
- d. The GPHP Graduate Officer reviews the summarized data on applicants and submits the recommendations on GFA continuation or change to the Graduate Studies Committee for approval.
- e. The recommendation on GFA continuation is dependent on the student performance (maintaining a minimum GPA of 3.5) and on the evaluation of the GFA supervisor (whenever applicable).
- f. The GPHP Graduate Officer recommends the assignment of GFAs to departments in light of the following:
  - The lines requested by departments
  - The students' concentration
  - The ranking/ priority of departments as listed by the student on the GFA application form
  - The prior GFA placement of the student (for continuity purposes)
  - The evaluation and comments of the GFA supervisor
  - The evaluation and comments of the student
  - The undergraduate background of the student
- g. Final decision on GFA assignment/allocation to departments is made by the Administrative Committee.

### **Latest Revision**

Date of first modification: May 6, 2022

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Date of second modification: March 2023

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