

**AMERICAN UNIVERSITY OF BEIRUT**  
**Faculty of Health Sciences**  
**Master of Public Health**  
**Integrative Learning Experience- PBHL 399A (ILE I) – Fall 2023-24**

**Timeline and Paperwork Checklist for Students**

- Students whose ILE is linked to an organization discuss the project with ILE focal point before meeting with ILE advisor. ILE focal point needs to be involved in meetings throughout the ILE.
- Students share ILE deliverables with ILE advisor prior to meeting with them for discussion.
- Students allow a minimum of 48 hours (prior to deadline) to ILE advisor to review deliverable and comment.
- It is recommended that the student follows- up with the ILE advisor regularly throughout the semester.

<b>Running due dates*</b>	<b>Task/s</b>	<b>Completed (tick box)</b>
Week of August 28, 2023	Meeting between student and ILE advisor (and focal point where applicable) to discuss the ILE plan	
September 18 – 20, 2023	Students submit to Ms. Nida Helou (with <b>cc to ILE advisor</b> ) the <b>final version</b> of the ILE plan approved by ILE advisor	
Week of September 25, 2023	ILE seminar at each concentration department attended by ILE students of the department, ILE advisors and representatives from FHS departments to give feedback to the students	
October 3 – 5, 2023	Students submit the filled IRB pre-determination form <b>approved by ILE advisor / Principal Investigator (PI)</b> to Ms. Nida' Helou**, with <b>cc. to ILE advisor / PI</b>	
Week of October 16, 2023	Meeting between ILE students and IRB representative to discuss the ILE projects and the potential documentation (where applicable) to be submitted to the IRB by ILE students	
October 31 – November 3, 2023	Students submit application and supplementary documents to the IRB (if requested by the IRB) <b>after clearance of ILE advisor / PI and as per IRB checklist shared with students and advisors.</b>	
November 29 – December 4, 2023	Students submit the draft ILE progress report to ILE advisor for feedback	
December 11 – 13, 2023	Students submit the <b>final version</b> of the progress report <b>approved by the ILE advisor</b> , to ILE advisor and Ms. Nida Helou	

\* A running due date: the student can implement the task on any day **within** the bracket days specified for that task.

\*\* Ms. Helou will send the IRB forms to the IRB in one batch. The set date has been agreed upon with the IRB so they book their time to review the ILE forms.

**Students who do not submit IRB documents by the assigned dates, will bear the consequences of delayed IRB clearance process.**

**Student's Signature:** .....

**Date:** .....

**ILE Advisor's Signature:** .....

**Date:** .....