

# **Al-Zaytoonah University of Jordan**

Students' guidebook 2025/2026



His majesty King Abdullah II Ibn Al-Hussein



His Royal Highness Crown Prince Hussein bin Abdullah II

#### Message from the President of the University



#### Dear new students,

I welcome you to join the student family at Al-Zaytoonah University. This university has been working day and night in the service of the country and its people, and has achieved the process and spread at the local and Arab levels what has not been achieved for many other universities, and has taken on advanced focus in the standards of scientific research, the quality of academic programs, community service, student services, the development of new specializations, the attraction of competencies from faculty members, the attraction of international students, and the development of extracurricular activities.

Because we at Jordan's Al-Zaytouna University believe that the student is the central axis in the educational process, we have been keen since the establishment of this university to give all our students care, attention, and appreciation. You, my students, are an indescribable part of the esteemed student body, mainly since you chose this university over other universities of your will, hoping that you will be, in good faith, loyal students and loyal to this lofty scientific edifice, believing in the importance of commitment, giving, excellence, and creativity in this critical stage of your university life. We will provide you with the necessary resources to achieve these positive values and ensure your comfort and reassurance, while appreciating your cooperation and interest in the university's progress at all levels.

God bless,

President of Al-Zaytoonah University
of Jordan
Prof. Dr. Muhammad Ahmed
Al-Majali

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الرؤية:

جامعة متميزة بجودة برامجها، وقاعدتها المعرفيّة، والنظرة العالمية لخريجيها، وخدمة المجتمع.

#### **VISION:**

Serving society, as a university with an excellent record of achievement, be it the quality of our programs, the knowledge base and worldview of our graduates, or the contributions to academia of our research.

الرسالة:

إعداد طلبة لتلبية متطلبات العالم المعاصر، من خلال غرس قيم البحث العلمي التي تسخّر فضولهم الطبيعي الداخلي، وتزودهم بالمهارات اللازمة لمستقبل مهني من خلال برامج مصممة بعناية، برامج رصينة ومرنة في الوقت ذاته للمستويين البكالوريوس والماجستير على حدّ سواء.

#### **MISSION:**

To prepare our students for the demands of the modern world. By instilling in them the tools of scientific inquiry that harness their innate natural curiosity, we equip and prepare them for their professional futures. We offer carefully designed programs both graduate and undergraduate that are rigorous, yet flexible, allowing us to serve our students and by extension, society at large. We also understand the importance of proactive efforts of networking with other institutions and individuals, so that both student and the business community's demands are met. Furthermore, our research base deploys our best resources, including the minds of our researchers and the tools they require for their research tasks, in order to enrich the various fields and disciplines with world-class quality and merit.

University Values:	قيم الجامعة:
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- 2. Leadership and team work
- الشفافية. Integrity and transparency
- 4. Justice and equal opportunities 4. العدالة وتكافؤ الفرص. 5. التعلم
- 6. Others' opinion respect and cultural pluralism

#### غايات الجامعة:

الغاية	الرقم
انجاز الخطة الاستراتيجية بروح الابتكار ومتابعة دورية وتحسين مستمر للخطط التنفيذية لتواكب رؤية الجامعة ورسالتها وقيمها.	1
تعزيز دور مجالس الحاكمية وتطويرها مع التركيز على فعالية ق ار ارتها وضمان شفافيتها ونزاهتها.	2
التركيز على إطلاق تخصصات تطبيقية وتكنولوجية مبتكرة، وتطوير دانم للخطط الدراسية، واعتماد أساليب تعليم حديثة تلبي احتياجات	3
سوق العمل.	
توجيه الدعم نحو البحث العلمي التطبيقي والتركيز على الإبداع والقيادة وروح ريادة الأعمال.	4
استثمار الموارد المالية والمادية وتطوير القوى البشرية مع توفير قادة مبدعين لتطوير بينة حاضنة لكل الأنشطة الجامعية.	5
تحسين مستمر لخدمات الطلاب وتعزيز تنافسية الطلاب في سوق العمل وتفعيل وسائل التواصل مع الخريجين.	6
تعزيز المسؤولية الاجتماعية لتحقيق التنمية المستدامة واستغلال أمثل للتعاون والشراكات داخلياً وخارجياً.	7
السعي للحصول على شهادات ضمان الجودة وتحقيق مراكز راندة في التصنيفات المحلية والدولية.	8

## **University Goals:**

No	Goals
1	Accomplishing the strategic plan with an innovative spirit and periodic monitoring, continuously improving executive plans to align with the vision, mission, and values of the university.
2	Enhancing and developing the role of governing councils with a focus on the effectiveness of their decisions and ensuring transparency and integrity.
3	Focusing on launching innovative applied and technological specializations, continuous development of curricula, and adopting modern teaching methods that meet the needs of the job market.
4	Directing support towards applied scientific research and emphasizing creativity, leadership, and entrepreneurial spirit.
5	Investing financial and material resources and developing human capabilities while providing creative leaders to develop an incubating environment for all university activities.
6	Continuous improvement of student services, enhancing students' competitiveness in the job market, and activating communication mechanisms with graduates.
7	Enhancing social responsibility to achieve sustainable development and optimal utilization of cooperation and partnerships internally and externally.
8	Striving to obtain quality assurance certificates and achieve leading positions in local and international rankings.

Dear student, pay attention to the new building numbering system at the University upon using your schedule

Buildin	gBuilding Purpose
No.	
1	Library
2	Faculty of Pharmacy
3	Admission and Registration Department, Finance Department, and
	Computer
	Center
4	Transportation Department
5	Trsportation department
6	Consultations and Community Service Center
7	Gym
7A	Nursery
8	Faculty of ATRS
	Faculty of law
9	Faculty of Science and Information Technology
10	Faculty of Engineering and Technology Labs
	Scientific Research deanship
	Graduate Studies Deanship
4.4	Department of Alternative Energy Technology
11	Accreditation and Quality Assurance Office Faculty of Engineering and Technology Labs
	Consultations & Community Service Center
12	Supplies Department, and Engineering Workshops
12A	Stadium
13	Theater
13A	Academic Complex
13B	Faculty of Nursing
	Faculty of Applied Medical Sciences
14	Deanship of Student Affairs
	Engineering, Maintenance and Services Department
	Commercial Market
15	Medical Center
4.6	Faculty of Nursing Labs
16	Central Cafeteria VIP Hall
17	University Presidency
1/	Human Resources Department
	Public Relations Department
	Secretariat of the Councils,
	Dewan
18	Faculty of Business
19	Faculty of Engineering and Technology
	Faculty of Architecture and Design
20	Office of International Relations
20	Mosque

## **Faculties and Specializations at the University:**

Al-Zaytoonah University of Jordan includes nine faculties, thirty-four majors in the bachelor's program, and fifteen master's programs:

اسم التخصص باللغة الانجليزية	اسم التخصص باللغة العربية	رقم	اسم الكلية
		التخصص	اسم الحلية
Math	الرياضيات	0101	
Math – Master	الرياضيات - ماجستير	01017	
Computer Science	علم الحاسوب/ علم حاسوب	0330	
Software Engineering	هندسة البرمجيات	0333	كلية العلوم وتكنولوجيا
Software Engineering - Master	هندسة البرمجيات - ماجستير	03047	المعلومات
Artificial intelligence	علم البيانات و الذكاء الاصطناعي	0335	
Cyber security	الأمن السيبراني	0333	
Data Science- Master	علم البيانات - ماجستير	01427	
Pharmacy	الصيدلة	0201	*I II * IZ
Pharmaceutical sciences - Master	العلوم الصيدلانية - ماجستير	02017	كلية الصيدلة
Nursing	التمريض	0301	. 11 = 12
Clinical Nursing – adults - Master	التمريض السريري – البالغين - ماجستير	03037	كلية التمريض
Arabic Language	اللغة العربية وآدابها	0401	
English Language/ Literature	اللغة الإنجليزية / أدب	0402	
English Language/ Literature - Master	اللغة الإنجليزية / أدب - ماجستير	04027	
Classroom Teacher	معلم صف	0403	كلية
English Language / Translation	اللغة الإنجليزية / ترجمة	0404	الآداب
French and English Languages and Their	اللغة الفرنسية واللغة الانجليزية وآدابهما	0406	
Literatures			
Applied English Language	اللغة الإنجليزية التطبيقية	0435	
Business Administration	إدارة الأعمال	0501	
Business Administration - Master	إدارة الأعمال - ماجستير	05037	
Accounting	المحاسبة	0502	
Accounting - Master	المحاسبة - ماجستير	05027	
Finance and Banking	العلوم المالية والمصرفية	0503	
Digital marketing	التسويق الرقمي	0508	II . IZ
Digital Marketing - Master	التسويق الرقمي – ماجستير	05087	كلية الأعمال
business analysis- Master	تحليل الاعمال - ماجستير	05067	
Logistic Management	الادارة اللوجستية	0509	
Financial Technology	التكنولوجيا المالية	0530	
Finance and Financial Technology	التمويل والتكنولوجيا المالية– ماجستير	05307	
Business Intelligence	ذكاء الاعمال	0533	
Law	الحقوق	0601	كانت النعية
Law - Master	الحقوق – ماجستير	06017	كلية الحقوق
Electrical engineering / Communications and		0909	
Computer	الهندسة الكهربائية / الاتصالات والحاسوب	60505	
Civil Engineering and Infrastructure	الهندسة المدنية والبنية التحتية	0908	
Mechanical Engineering	الهندسة الميكانيكية	0911	كلية الهندسة والتكنولوجيا
Smart Manufacturing - Master	التصنيع الذكي - ماجستير	09337	
Electrical engineering / Power and Control	الهندسة الكهربائية / القوى والتحكم	0905	

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Alternative Energy Technology	تكنولوجيا الطاقة البديلة	0906	
sustainable energy engineering	هندسة الطاقة المستدامة	0914	
Electrical Engineering/Intelligent Systems and	الله على العالم على العالم على العالم على العالم	0912	
Communications	الهندسة الكهربائية / هندسة أنظمة ذكية واتصالات		
Master of Engineering Management- Master	الإدارة الهندسية – ماجستير	09087	
Architecture Engineering	هندسة العمارة	3003	
Graphic Design	التصميم الجرافيكي	3002	
Graphic Design - Master	التصميم الجرافيكي - ماجستير	30027	كالجال الجال
Multimedia Technology	تكنولوجيا الوسائط المتعددة	1003	كلية العمارة والتصميم
Fashion Design	تصميم الأزياء	1004	
Industrial Design	التصميم الصناعي	3005	
Natural therapy	العلاج الطبيعي	3303	كلية العلوم الطبية التطبيقية

### Terms of Admission in the Bachelor's program at Al-Zaytoonah University of Jordan for the academic year 2025/2026

**First:** Al-Zaytoonah University of Jordan adheres to the student admission quotas for each specialization, as determined by the Higher Education Accreditation Authority's special absorptive capacity guidelines, and is committed to ensuring quality assurance in this regard.

**Second:** Students are admitted to Al-Zaytoonah University of Jordan in the Bachelor's program, according to the following conditions:

- A. The student must hold a Jordanian general secondary school certificate or equivalent.
- B. Students with a high school certificate / scientific section are allowed to apply for admission at the university in various disciplines.
- C. Students with a high school certificate / scientific section/ medical branch are allowed to apply for admission in various disciplines.
- D. Students with a high school certificate / scientific section/ engineering branch are allowed to apply for admission in various disciplines except for pharmacy, nursing, and physiotherapy.
- E. Students with a high school certificate / scientific section/ science branch are allowed to apply for admission in various disciplines except for pharmacy, nursing, engineering and physiotherapy.
- F. Students who hold a general secondary school certificate / literary branch, and Sharia branch, can apply for admission to specializations in the following faculties: Arts (Arabic Language and Literature, English Language / Literature, English Language / Translation, French Language and English, Business Administration, Accounting / Arabic Language, Accounting / English Language, Finance & Banking, Marketing, Management Information Systems), Law, and Graphic Design.
- G. Students with a General Secondary School / Comprehensive Health Education

Certificate may apply for admission to the following specializations/faculties:

- 1. Nursing and arts majors (English Language / Literature, English Language / Translation, French, English Language and Literature, Classroom Teacher), Business (Business Administration, Accounting / Arabic Language, Accounting / English Language, Finance and Banking, Marketing, Management Information Systems), Law, mathematics, and graphic design.
- 2. Computer Science / Computer Science, Computer Science / Computer Networks, Computer Science / Multimedia Systems, Software Engineering, and Computer Information Systems. The admission is conditioned by passing courses based on remedial mathematics, such as differentiation and integration (1), and differentiation and integration (2).
- H. Students with General Secondary School Certificate / Information Management Branch are allowed to apply for admission at the Faculties of Arts (Arabic Language and Literature, English Language / Literature, English Language / Translation, French Language and English, Arabic, Accounting / English Language, Finance and Banking, Marketing, Management Information Systems) Law and Graphic Design, Science and Information Technology, Software engineering, and computer information systems).
- I. Students who have a high school certificate / Vocational branches are allowed to apply for admission to the university in colleges or specialized disciplines for each vocational branch, subject to the passing of the two additional subjects for the vocational branch in question. Students of vocational branches are allowed to apply as follows:
- 1. Industrial Branch in Colleges / Specialties: Faculty of Engineering and Technology Faculty of Engineering and Technology (Civil and Infrastructure Engineering, Electrical Engineering / Communications and Computer, Electrical Engineering / Power and Control, Mechanical Engineering, Alternative Energy Technology); Information (Mathematics, Computer Sciences / Computer sciences, computer science / computer networks, Computer Sciences / Multimedia systems, Software Engineering, Computer

Information Systems), Education and Management Information Systems.

- 2. The Hotel Management High School branch and the household economics branch can be admitted in the following faculties / specializations: Arts (Arabic Language and Literature, English Language / Literature, English Language / Translation, French Language and English, (English language Track, finance and banking, marketing, management information systems), Law, and graphic design.
- 3. The home economics branch offers specializations in classroom teacher, graphic design and multimedia technology, and fashion design.
- 4. The agricultural branch in colleges/specializations: the College of Science and Information Technology (Computer Science, Cybersecurity Engineering, Artificial Intelligence, Mathematics), Graphic Design and Software Technology, Multimedia, and Fashion Design.
- J. The minimum enrollment high school grades to be admitted to Al-Zaytoonah University are as follows:

College / Specialization	Percent rate	Total of 1400
Engineering and Pharmacy	%80	1120
Nursing	%70	980
Rights	%65	910
Other specialties in the university	%60	840

**Third:** A. The University may accept a number of non-Jordanian students, except for the grade requirement in the bachelor's programs, by not more than (25%) of the total absorptive capacity in each specialization, and a maximum of 15 marks below the minimum admission grades, as long as the enrollment regulations in each faculty / specialty are met.

B. No Jordanian student with another nationality may be granted an

exemption from the requirements of the average for admission to any of the university specialties.

C. In the event that the branch of the General Secondary Education Certificate is not among the branches mentioned in the Jordanian General Secondary Education Certificate, the student must bring an official document from the Jordanian Ministry of Education, or the competent authority in his country, stating that the branch of the General Secondary Education Certificate he obtained enables him to enroll in the required major at universities in his country.

**Fourth:** The Jordanian General Secondary School Certificate is approved in the professional branches of previous years without studying additional courses for admission purposes, provided that a document is submitted by the Jordanian Ministry of Education confirming that in the year of obtaining the general secondary school certificate, he was not required to study two additional subjects.

The University identity is your means of using buses, electronic gates, and health insurance.

Ignorance of laws, regulations, and instructions does not absolve the student of responsibility.

# Terms of Admission of Postgraduate Students at Al-Zaytoonah University in Jordan for the academic year 2025/2026

**First:** Al-Zaytoonah University of Jordan requires the following conditions to join its postgraduate programs:

- a. The applicant must have a bachelor's degree with a grade of at least good or equivalent.
- b. An expatriate student who holds a bachelor's degree with an acceptable grade or its equivalent may apply for admission in programs Master's degree provided that he has studied (3) subjects of the Master's courses (during the first semester of enrollment) determined by the department to be enrolled in and shall be uniform for all students applying for that specialization, and his success in each subject at an average of at least (70%) equivalent to become a regular student, and in case of success of these subjects, he shall be counted among the subjects he has completed in his plan, otherwise his admission shall be considered null and void.
- c. An expatriate student who holds a bachelor's degree by affiliation is exempted from studying the qualifying program (30) hours to join the master's program.

**Second:** All students wishing to enroll in postgraduate programs at Al-Zaytoonah University in Jordan shall be required to fulfill the foreign language requirement as follows:

- a. Submit proof of success in one of the foreign language aptitude tests (TOEFL, IELTS) as follows:
- 1. TOEFL (IBT) for scientific specializations (pharmaceutical sciences, engineering management, smart manufacturing) and language specialization. English (Literature) with a minimum score of (90) and the rest of the scientific disciplines and the specialization (MBA) with a grade of not less than (69) and humanities specializations, except for (MBA) with a minimum score of (59) from the (AMIDEAST) Center Jordan Branch only.

- 2. IELTS for scientific disciplines (pharmaceutical sciences, engineering management, smart manufacturing) with a mark. Not less than (6.5) and the rest of the scientific specializations, the (MBA) specialization with a score of not less than (5.5), and the humanities majors except (MBA) with a score of at least (5) from the center of the following accredited centers in Jordan (UniHouse) British Council Amman Studies, Oval International Academy.
- 3. He shall be exempted from this item:
  - Students who have passed the foreign language requirement exam for admission to postgraduate programs in any of Jordanian universities when they join a new master's program at Al-Zaytoonah University in Jordan.
  - Students with a degree from English-speaking countries.

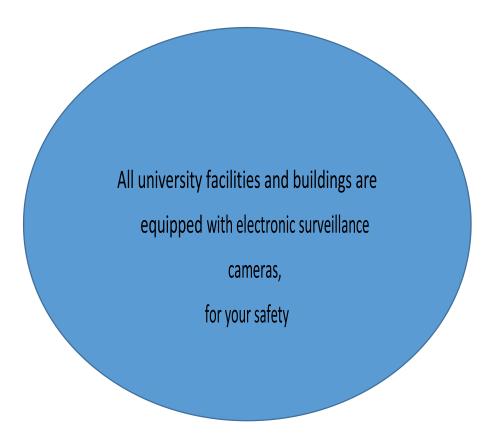
**Third:** A student who does not meet the English language requirement may be admitted provided that he registers a qualifying program in English with (6) credit hours in the first semester, and he is allowed to register during this semester (3) hours of study plan materials (except for students who have an acceptable grade in the bachelor's degree) and is not allowed to register any courses of the study plan for the next semester in case he does not succeed in the qualifying program in English and achieve the required grade, as follows:

- 1. Humanities majors (Law, Accounting, Digital Marketing, Business Analysis, Graphic Design) 50% and above.
- 2. Scientific specializations (Nursing, Software Engineering, MBA) 65% and above.
- 3. Specializations of Pharmaceutical Sciences, Engineering Management,
  Smart Manufacturing, and English Language (Literature) 75% and above.
- 4. The student may take the English language proficiency exam while studying the English Language Qualification Program and within two weeks of the beginning of the semester.

5. The student must study and pass the English language qualifying program during the first semester of enrollment in graduate programs; otherwise, their acceptance will be canceled.

#### Fourth:

Al-Zaytoonah University of Jordan adopts the student's result in the English Language Qualification Program as an alternative to the English language exam, equivalent to the international exams held by Jordanian public universities, if the student wishes to transfer to them to complete the requirements for obtaining a master's degree.



# Terms and conditions of students' admission with a previous community college degrees / Al Zaytoonah University of Jordan for the academic year 2025/2026

**First:** A. Students who have successfully passed the College Comprehensive exam are allowed a two-year and three-year systems at a GPA of at least 68%. They are entitled to admission at Al Zaytoonah University of Jordan in accordance with the list of approved programs and to the special absorptive capacity of each specialization.

B. Students who wish to resume their studies in the fields of pharmacy and engineering should have a GPA of no less than 70% when applying for admission to Al-Zaytoonah University of Jordan.

**Second:** Al-Zaytoonah University of Jordan shall admit students with disabilities, who have successfully passed the college comprehensive exam, the two-year and the three-year systems with a grade of no less than 65% in the specializations corresponding to their specializations in the college certificate, in compliance with to the special absorptive capacity of each specialization, as well as the general absorptive capacity of the University.

**Third:** The holders of the Diploma of Community Colleges who are not covered by the comprehensive examination system are allowed to submit their applications directly to Al-Zaytoonah University of Jordan in order to bridge their studies in the corresponding disciplines. This shall apply if they have sat for the qualifying exam held by Al-Balqa Applied University for bridging and passed with a minimum grade of 68%. Students who wish to bridge into the fields of pharmacy and engineering, where their average must be at least 70%, are excluded from the above.

**Fourth:** A. Jordanian students with college degrees from outside the Kingdom, regardless of their average in the educational institution from which they graduated, may submit direct applications to Al-Zaytoonah University of Jordan for bridging in the corresponding disciplines, provided that they sit for the qualifying exam held by

the Balqa Applied University for the purpose of bridging.

B. Bridging for students who hold a college-university degree from outside the Kingdom in each specialization that has a counterpart at Al-Zaytoonah University of Jordan, according to the lists of specializations approved for this purpose. In the absence of specialization within the lists of specializations, Al-Zaytoonah University of Jordan shall be entitled to specify the corresponding specialization according to the subjects in the

#### Transcript.

**Fifth:** Al-Zaytoonah University of Jordan equates the subjects studied by students in the college university stage, whether in Jordan or abroad, provided that the number of passed credit hours does not exceed 50% of the approved bachelor's degree credit hours number.

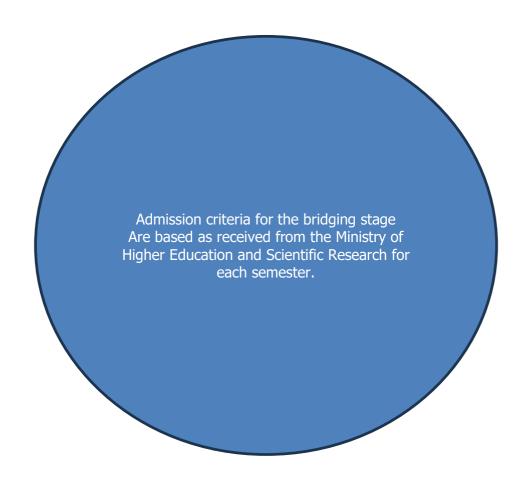
**Sixth:** Students who have been admitted to community colleges shall not be allowed to enroll in the pharmacy major since 2022-2023.

**Seventh:** Students who have been admitted to community colleges shall not be allowed to take the exception of the secondary degree requirement in accordance with the provisions of Article (8) of the general policy of students' admission in the community colleges.

**Eighth:** Al-Zaytoonah University of Jordan shall commit to bridging courses in the Jordanian community colleges to their corresponding majors at Al-Zaytoonah University of Jordan in accordance with the lists prepared by the Balqa Applied University and approved by the Higher Education Council.

**Ninth:** Al-Zaytoonah University of Jordan is committed to any decisions issued by the Higher Education Council regarding the terms of students' admission who have a community college degree (comprehensive exam).

**Tenth:** The Council of Deans at Al-Zaytoonah University shall take decisions pertaining to cases which are not tackled by the regulations.



# Regulations for Granting the Bachelor's Degree at Al-Zaytoonah University of Jordan

(Issued in accordance with the rules of procedure for the granting of degrees, honorary degrees, and certificates at the Al-Zaytoonah University of Jordan and in accordance with the law of the universities of Jordan in force.)

#### Article (1):

- **A.** These regulations are named (regulations of granting a BA degree at Al- Zaytoonah University of Jordan). They are applicable as of the beginning of the academic year 2017/2018.
- B. The following words and phrases shall have the meanings alongside them, unless the context indicates otherwise:

University	Al-Zaytoonah University of Jordan
Council	The University's Council of Deans
Faculty	Any of the University's Faculties
Dean	The Faculty's Dean
Department	Any Department in the Faculty
Semester	First or Second Semester of the Academic year

#### **Study Plan**

#### Article (2):

The Council of Deans approves the study plans that lead to the granting of a bachelor's

degree in the specialties provided by the faculties of the university, in implementation of the recommendations of the departments and the college councils.

#### Article (3):

- **A.** Study plans follow the credit hours system.
- **B.** Credit hours for each course in the study plan are accredited as follows:
  - 1. One credit hour for every 16 teaching hours, including the exams.
  - 2. One credit hour for every (16) practical or field sessions, provided that the duration of each one is two whole hours as a minimum.

One credit hour for every (16) regular meetings concerning the seminars and research projects, provided that the duration of each one is no less than one hour.

#### Article (4):

Minimum limit of the number of credit hours to obtain a BA degree in the specializations provided University's faculties shall be as follows:

Faculty	Specialization	Minimum Limit
Sciences and	Mathematics	133
Information	Computer	133
Technology	Science	133
	Computer Information Systems (CIS)	133
	Software Engineering	133
	Computer Science / Multimedia	133
	Computer Science/ Computer networks	
Pharmacy	Pharmacy	160
Nursing	Nursing	132
Arts	Arabic Language and its	132
	Literature English Language/	132
	Literature English Language/	132
	Translation	132
	French and English Languages and	
	their Literature	132

	Classroom Teacher	
Business	Business	132
	Administration	132
	Accounting	132
	Accounting (in English)	132
	Financial and Banking	132
	Sciences Marketing	132
	Management Information Systems (MIS)	132
Law	Law	141
Engineering and	Electrical Engineering/	160
	Liectrical Engineering/	160
Technology	Communication	160
	<b>.</b>	160
	Communication	
	Communication s and Computer	160 160
	Communication s and Computer Civil and Infrastructure	160 160 160
	Communication s and Computer Civil and Infrastructure Engineering Mechanical	160 160
	Communication s and Computer Civil and Infrastructure Engineering Mechanical Engineering	160 160 160
	Communication s and Computer Civil and Infrastructure Engineering Mechanical Engineering Electrical Engineering/ Power & Control	160 160 160

#### Article (5):

Study plans of each BA specialization include the following: **First:** The University Requirements: (27) credit hours divided as follows:

- A. Obligatory University Requirements: (15) credit hours, namely: Arabic Language, English Language, National Education, Military Sciences and Life Skills, with each one weighing three credit hours.
- B. Elective University Requirements: (12) credit hours from which the student selects at least one from the following fields:
- 1. The Human Sciences Courses
- 2. The Scientific Courses

**Second:** The Faculty Requirements: They at least form (15%) of the total credit hours mentioned in the study plan of all specializations. They include those courses that all students in the faculty need to be equipped with a common knowledge database that intimately links up with the general field of the specialization in question. They also include those courses that thematically integrate with the specialization courses. These courses need not necessarily pertain to the courses provided by the Faculty or any of its academic specializations.

**Third:** Specialization Requirements: They are detailed according to the study plan approved by the Council of Deans. They should be at least 60% of the study plan's credit hours. Departments should consider the following:

- 1. The fair distribution of compulsory and elective courses in a way that covers the different aspects of specialization in a balanced manner.
- 2. Strengthening the relationship with other supplementary specializations within the faculty, in particular, and other specializations in the University in general.
- 3. Preparing the study plan in such a way that includes a sub-major from inside or outside the faculty.
- 4. Suggesting a potential specialization that links up or integrates with other specializations on the Department, Faculty, or University Level.

5. Three credit hours are allotted for every course. This may go down to one hour or increase to a maximum of 6 hours, conditional upon the course's nature and specialization.

Elective Courses: They should not exceed (6) credit hours selected by the student from the courses provided by the University, with special attention to their prerequisites.

**Fourth:** Remedial Courses: newly-enrolled students sit a Placement Test in Arabic Language, English Language, and Computer Science. In case the student fails to make any of these exams, he/she should register for a remedial course from outside the study plan, provided that this takes place once during the first and second semesters of their enrolment. If the student does not sit these exams during their designated time, he/she will not be allowed to retake them, and should study the remedial course(s).

Placement tests do not apply to the bridging student or to those who transfer to the University from other community colleges or universities, provided that they have successfully completed the placement Test held at their home institutions or successfully studied these courses there. Decisions of the Council of Deans in this regard shall apply.

#### Article (6):

A. Military Sciences: It is an obligatory course for Jordanian students and an elective one for non-Jordanians. It is credited only within the total number of the credit hours prescribed for their graduation; it does not count in the calculation of their GPA. Non-Jordanian students who deselect this course should study a course from the University Courses treated on equal footing with the Military Sciences course.

The student is exempted from studying the Military Sciences courses in the following cases:

- 1. If he/she successfully studied it at any Jordanian university.
- 2. If he/she graduated from a Jordanian Military college or an equivalent foreign Military Institution.
- 3. If he/she is an officer obtaining fundamental military Courses. The University Education Department in the Military Training Directorate shall exclusively be the reference to prove the exemption conditions stipulated in this item and the second

previous one hereinbefore.

B. National Education: It is an obligatory course for the Jordanian students. Non-Jordanian students who deselect this course should study any other course provided by the University.

#### Article (7):

A Course Description that corresponds to the number of its credit hours shall be prepared.

Every department shall provide an eight- or ten-semester guideline in light of the study plan of every specialization.

#### Article (8):

- A. Specialization's obligatory and elective courses shall be from within the Department. Some of them may be selected from other department(s). This is carried out following a joint scrutiny by both departments.
- B. The study plan's obligatory courses are offered at least once during every academic year.
- C. The study plan's elective courses are offered at least once every four semesters.

#### Article (9):

- A. Courses included in the study plan are classified on the basis of four or five levels.
- B. Co-requisites and prerequisites are clearly shown next to every course.
- C. Every course is given a number indicating its level, field and order.
- D. The number of credit hours is demonstrated next to every course in addition to the weekly lab hours and the applied/practical ones.
- E. No student may study a course before studying its pre-requisite, nor can he/she study a co-requisite without the approval of the relevant Department's head of Faculty's dean.

#### **Duration and Study Load**

#### Article (10):

**First:** A. The minimum limit to obtain a BA in Pharmacy and Engineering shall be (8) semesters or (4) years and (6) semesters or (3) years in other faculties. In case a student finishes the degree requirements earlier, the Council of Deans may shorten this period to only one semester.

- B. Duration of obtaining the BA degree should not exceed (8) years for the faculties of Pharmacy and Engineering, and (7) years for the other faculties.
- C. If the student exceeded the allowed maximum period to get the BA degree and was theoretically able to meet the graduation requirements by maximally studying two more semesters, the Council may approve this academic probation pursuant to a recommendation made by the Department head, Faculty Dean, and the Registrar General of the Admission and Registration Department.

**Second:** Each regular semester lasts for 16 weeks, including exams. The summer semester lasts for 8 weeks, including exams.

**Third:** A. The minimum credit load that the student registers to obtain the BA degree shall be

12 credit hours in the semester, unless his/her graduation in that last semester is conditioned by studying fewer hours. In special cases, conditional upon the dean's consent, the student may study only 3 credit hours, which is less than the minimum allowed limit.

- B. The study load for a student at the University is maximally 18 credit hours in a semester. He/she may study 3 additional credit hours if his/her GPA or his/her average in the previous semester is more than 80% or equivalent, or if he/she is expected to graduate by that semester, provided that this does not run counter to the valid decisions of the Higher Education Council.
- C. The study load in the summer semester is a maximum of 12 hours. He/she may study one more hour if he/she is expected to graduate by that semester, provided that this does not run counter to the valid decisions of the Higher Education Council.
- D. The student is allowed to study one additional hour beyond the allowed maximum rate

if this leads to his/her graduation, provided that it is a training or laboratory hour, and that this does not conflict with the valid decisions

E. The student should comply with the officially declared timings of registration through the University's site and bulletin boards/electronic outlets scattered throughout the faculties and the university.

**Fourth:** A. Students who are registered to obtain the BA degree are classified into four or five levels, provided that they have successfully finished the required credit hours for each level, as follows:

- 1. First Year Level (freshman): not more than (32) credit hours.
- 2. Second Year Level (sophomore): more than (32) and less than (66) credit hours.
- 3. Third Year Level (Junior): equal to (66) and less than (99) credit hours.
- 4. Fourth Year Level (Senior): equal to (99) and less than (141) credit hours.
- 5. Fifth Year Level (Senior): equal to or more than (141) credit hours.
- B. A student who is enrolled in any of the BA degree programs may not enroll at the same time in any other program at the University or elsewhere, regardless of its type or level.

#### **Attendance**

#### Article (11):

A. Students should be fully committed to attending their registered courses, which include: lectures, discussions, practical hours, and field training in accordance with the prescribed hours for every course included in the study plan.

- B. The course instructor shall keep written records of the presence and absence of students on special sheets prepared for that matter, to be submitted, on a monthly basis, to the department head concerned until the end of the semester. These sheets are archived until the end of the following semester.
- C. Without an excuse accepted by the course instructor, the student's absence record in any

registered course should not exceed 15% of the credit hours.

- D. Without a medical or compelling excuse accepted by the relevant faculty dean, the student whose absence limit exceeds (15%) of the total credit hours of the course shall be denied. This is carried out by a recommendation from the course instructor and the dean's approval. The final result of the student in that course would be (zero), and he/she should re-study it if it is compulsory. In all cases, this failing result shall be included in computing his/her semester grades of GPA for the purposes of warning and dismissal from the specialization. The Registrar General of the Admission and Registration Department is immediately notified when the student reaches the afore-mentioned absence limit.
- E. If the student's absence limit exceeds (20%) of the total credit hours of the course, under a medical or compelling excuse accepted by the relevant faculty dean, he/she is deemed withdrawn from that course, and will be subject to the Withdrawal regulations. The faculty dean notifies the Registrar General of the Admission and Registration Department about his/her decision. (Withdrawn) A remark is posted on that course in the student's academic record.
- F. Students who represent the Kingdom or the University in official activities are allowed to be absent for no more than 20%. Should this percentage of absence limit be exceeded, he/she is considered (withdrawn) and will be subject to the withdrawal regulations.
- G. The medical excuse should be issued or authenticated by the Students' Head of Clinic in the University or by a hospital recognized by the University. It should be submitted to the faculty dean within no more than two weeks of the date of the student's absence. In other compelling cases, the student should provide proof thereof within a week from the end date of the absence causes.
- H. Faculty deans, teaching staff members, lecturers, and the Registrar General of the Admission and Registration Department are responsible for carrying out the attendance/absence provisions mentioned hereinbefore.

#### **Principles of Success and Failure**

Article (12): A. Grades are calculated and recorded in percentage form alongside their

credit hours.

B. The final grade of each course is the aggregate of the grades of the final exam and the semester work. Excluded from this arrangement are the exams of the Military Sciences course, whose result is recorded as pass or fail without grades.

C. The general framework of exams and their schedule shall be as follows:

**First:** Pure theoretical courses and those which include a practical part:

- 1. (60%) of the final evaluation goes for the semester work, which includes one written exam at the middle of the semester for (30%), the other (30%) of the semester work is allocated to other forms of evaluation, such as reports, homework, research, and analytical essays, daily written and oral quizzes, besides other semester work included in the study plan. The student is informed about all these tasks upon their assessment.
- 2. (40%) of the final evaluation goes for the final exam. It is written and all-inclusive, covering the course and its study plan given to the students at the beginning of the semester.
- 3. Relevant Department Councils specify how grades of the practical part in the theoretical courses are distributed, provided that this is approved by the Faculty Council.
  - 4. Seminars, research work, trainings, and graduation projects that include credit hours are excluded; every faculty council specifies the success requirements and the student's performance evaluation in accordance with these requirements. They are made clear to the students at the beginning of the semester, and the Registrar General of the Admission and Registration Department is informed thereof.

#### **Second:** Pure Practical Courses:

- 1. (60%) The final evaluation goes for the semester work, which includes report grades, assessments, and daily exams.
- 2. (40%) of the final evaluation goes for the final exam.

Third: The student who gets a total of (50%) in the semester work or any course, regardless of its type, should not absent him/herself from sitting the final exam for the purposes of completing and approving the course's final grade. Otherwise, it is referred to the Faculty Council to make the final decision thereon.

#### Article (13):

If there is a multiplicity of sections for one course taught by a number of instructors, the department head appoints one of its instructors to act as course coordinator. Dates of the course' unified exams are coordinately decided and included in the study plan in such a way that they follow the same way of assessing in cooperation with all course instructors.

#### **Article (14):**

A. Exam sheets are returned to students following their assessment within one week of the exam date. The student is allowed to review his/her result with the course instructor within a maximum of a week thereafter. After one week of returning the exam sheets to the students, his/her grade is accredited and sent off to the faculty deanship, with one copy kept by the Department. These documents and grades are considered final and unchangeable, except for the online exams.

- B. Final exam sheets are kept by the faculty deanship for one semester. Afterwards, they are disposed of in agreement with the relevant faculty dean and the Registrar General of the Admission and Registration Department.
- C. Detailed final exams documents are sent to the department to be studied, verified, and then forwarded to the faculty dean to finally decide on them by the faculty council, and then to the Registrar General of the Admission and Registration Department to record them.
- D. The Course Instructor/Coordinator is responsible for printing, copying, and correcting the exam sheets together with their confidentiality and recording their grades into the electronic and paper official documents correctly.
- E. The Course Instructor/ Coordinator is responsible for submitting to the department head a copy of the exam sheets following their conduct, along with their model answers.
- F. The final exams schedule is announced to the students before the start of the second exam, after being prepared by the Admission and Registration Department in

coordination with the faculty's dean, to be approved by the Council of Deans.

#### Article (15):

A. If a student does not show up for the (first and second) exam, he/she should provide the department head with justifying proof within three days; otherwise, a (zero) grade is recorded in that exam. If his/her excuse is accepted, the course instructor shall conduct a make-up exam for the first exam before the start of the second exam, and a make-up exam for the second exam before the start of the final exams.

- B. Considering the provisions of Article 11, paragraph (G) of these regulations, any student who absents himself/herself from an announced final exam should submit his/her excuse to the concerned faculty dean within two weeks of the date of the exam. If the dean accepts the student's excuse, the (Incomplete) remark appears, and the department, course instructor, and the Admission and Registration Department are notified thereof. Otherwise, the Admission and Registration Department records a (zero) grade in that final exam.
- C. If the course instructor has not been informed of the dean's acceptance of the student's excuse by the time the grades are recorded, the course instructor records (A) next to the final exam, and the other course grades are recorded in detail, and shall be changed by the Registration into (Incomplete) following the acceptance of the student's excuse.
- D. The dean of the faculty offering the course sends his/her approval on the student's excuse that misses the announced final exam of a certain course to the Department to take the appropriate measures. The course instructor or one whom the Department deputizes (in case the course leader is not available) to carry out the make-up exams during the first week until the fourth week of the semester that follows, according to the declared dates by the faculties. The faculty dean informs the Registrar General of the Admission and Registration Department thereof.
- E. If the student does not attend his/her viva (graduation Project Defense) or fails to finish it under an excuse accepted by the faculty dean, it may be possible- if the Department Council agrees- to consider his/her grade in that course as (Incomplete).
- F. No Incomplete exam is allowed to be held unless the student is registered in the University in the semester during which the incomplete exam takes place. Department

heads are responsible for following up with those students' affairs and facilitating their registration process through their academic records, except for the student who is expected to graduate or was dismissed from his/her specialization.

#### Article (16):

- A. The student may ask for a review of his/her result in the final exam or the items of the final evaluation as a whole in any course, within a month of the date of the announcement of the results. In this case, the dean is entitled to check that there is no error in calculating and recording the grades and that there are no questions left uncorrected. This procedure is carried out by a committee comprised of the dean or his/her deputy, department head, course instructor or any of its instructors. Once the dean is certain of the presence of an error in calculating and recording the grades, he/she shall have to correct it in coordination with the course instructor and relevant department head.
- B. The student shall pay the fees for every request to review any of his/her final grades.
- C. The student attaches the receipt to the request submitted to the faculty dean offering the course.
- D. Admission and Registration Department is provided with the results of the review request within one week of receiving it, and three days for those students who are expected to graduate in that semester.

#### Article (17):

- A. The minimum limit of success is 50%.
- B. Percentages of both Semester Grade Averages (SGAs) and Grade Point Averages (GPAs) have the following rates as shown hereunder:

Grade Percentage	Rate	
84-100%	Excellent	
76- less than 84%	Very Good	
68- less than 76%	Good	
60- less than 68%	Fair	
50- less than 60%	Weak	

less than 50%	Fail	

- 1. Semester average and GPA are calculated by multiplying the final grade of each course by the number of credit hours of that course and then dividing the resulting total of the sums of multiplication by the total number of credit hours of all courses.
- 2. Considering the provisions of article (6/A), the student's GPA is calculated in the courses included in the study plan for his/her own specialization.
- 3. The semester average consists of the average of the courses' grades that the student studies during the semester.
- 4. In case of failure, the failing grade appears if it is more than 35%, and is made into 35% if it is less than 35%.
- 5. Semester average or GPA is rounded to the nearest decimal digit.
- 6. The name of the students who achieves a semester average of (84%) or more is placed on the faculty's honor list provided that: he/she is a second year student or more, his/her GPA is not less than (60%), his/her registered courses are not less than (15) credit hours in each of these semesters, remedial courses or Military Sciences course is excluded and no disciplinary penalty as stipulated in the students' disciplinary by-law has been inflicted upon him/her.
- 7. The name of the students who achieves a semester average of (84%) or more is placed on the faculty's honor list provided that: he/she had this average for three semesters or more, his/her registered courses are not less than (15) credit hours in each of these semesters, remedial courses or Military Sciences course is excluded and no disciplinary penalty as stipulated in the students' disciplinary by-law has been inflicted upon him/her.

#### **Warning and Dismissal**

#### **Article (18):**

A. The student whose GPA is less than 60% in any of the semesters receives the first academic warning, except for the first semester of his/her joining year and the summer

semester.

- B. 1. If the student receives the first academic warning as included in Paragraph (A), he/she has to invalidate it by way of increasing his/her GPA to 60% or more in the semester that follows; else, he/she shall receive a second academic warning.
- 2. If the student fails to remove the effect of the second academic warning by the end of the semester in which he/she received the second academic warning, he/she is allowed to register for no more than two semesters to enable him/her to raise his/her GPA to 60%. The Registrar General of the Admission and Registration Department shall, thereafter, inform the student about that measure in writing. The student shall not consequently be dismissed.
  - C. The student is dismissed from his/her specialization if he/she fails to raise his/her GPA as included in paragraph (B/2), except for the student who successfully finished (70%) of the whole study plan credit hours, including those courses that were equalized in the University from another academic institution. The student who is dismissed from his/her specialization can move to another one.
  - D. If the student spent all his opportunities to increase his/her GPA to (60%) or more, he/she is allowed to register in the summer semester as the last way out.
  - E. The student whose GPA is less than 50% in any semester in the first year of his/her joining. He/she may move to another specialization. The summer semester in this regard does not apply.
  - F. The summer semester is not considered for the purposes of academic warning the student whose GPA is less than 60%. The student who spent all opportunities in the first semester may postpone the second semester so that he/she can benefit from the summer semester as the last way out.
  - G. Considering the maximum limit of registration in the University, a transfer student from one specialization to another in the University receives the same treatment as the new student, for the purposes of academic warning, academic probation, and dismissal from specialization.
  - H. If the student in a certain semester receives a result of (Incomplete), and is about to be dismissed due to his/her low GPA, his/her dismissal is unquestioningly decided on

after the completion of the grades of the semester's courses or his/her failure. The student is automatically dismissed as of the end of the semester in which his/her GPA does not reach the required average: (60%) owing to his/her failure, inability to raise his/her GPA, or his/her absence to sit the exam. The student's study plan is arranged according to a Commitment Form prepared by the Admission and Registration Department, which includes the student's status and the University's regulations.

- I. The academically dismissed student due to a GPA of less than 50% may, for only once, be re-admitted as a newly enrolled student with a new ID.
- J. Decisions of academic warnings and dismissal from specialization are issued by the Registrar General of the Admission and Registration Department, who successively informs the faculties' deans and departments' heads. As for the decisions of the ultimate expulsion from the University, they are made by the Council of Deans in pursuance of a recommendation by the Registrar General of the Admission and Registration Department.
- K. Posting decisions of warnings, academic probation, and ultimate expulsion from the University or any other academic matters concerning the student on his/her electronic page is seen as an official notification thereof.
- L. The Student disciplinary punishments shall be denoted on his/her transcript throughout his/her study in the University.

#### **Repeating Courses**

**Article (19):** A. The student should repeat every compulsory course in the study plan he/she failed. In case he/she fails in an elective course, he may re-study it or select any other elective course from the study plan. B. The student may repeat any course in his/her study plan to increase his/her GPA if his/her final grade therein is less than 60%.

- C. If the student repeats a certain course, the new grade is recorded and shall be counted in the calculation of both semester and cumulative average.
  - D. If the student repeats a certain course, the hours of that course shall, only for once, be

counted in the calculation of the total number of hours required for his/her graduation.

### **Withdrawal from the Courses and Semester**

**Article (20):** A. The student is allowed to withdraw and add during the specified period demonstrated in the academic calendar before the start of the semester, including the summer semester. Withdrawal, in this case, does not appear in the student's academic record.

- B. (Withdrawn) from one course or more does not appear in the student's academic record and no fines are imposed thereon- as shown in the following cases:
- 1. If the start date of one or more courses was officially modified, it led to confusion in the student's schedule.
- 2. If the student was misguided.
- 3. If a mistake in his/her registration took place.

# Article (21):

**First:** A. The student may withdraw from one course or more as follows:

- 1. During a maximum period of (14) weeks as of the beginning of the regular semester, and (7) weeks as of the beginning of the summer semester. The remark (Withdrawn) appears in the student's academic record.
- 2. Withdrawal in this case takes place according to a special form prepared by the Admission and Registration Department. It includes the course instructor's recommendation and the faculty dean's approval. The Form is sent to the Registrar General of the Admission and Registration Department for approval.
- 3. Considering article (11/E), the student whose excused absence exceeds (15%) of the prescribed hours for each course in the semester shall be deemed withdrawn from the semester. The remark (Withdrawn) appears in his/her academic record, and his/her study for that semester shall be considered postponed.

**Second:** The student loses the fees of the course(s) credit hours from which he/she withdraws as follows:

- 1. (25%) If he/she withdraws during the first couple of weeks from the beginning of the regular semester, and the first week from the beginning of the summer semester.
- 2. (50%) If he/she withdraws during the third and fourth weeks from the beginning of the regular semester, and the second week from the beginning of the summer semester.
- 3. (75%) If he/she withdraws during the fifth week from the beginning of the regular semester, and the third week from the beginning of the summer semester.
- 4. (100%) If he/she withdraws after that date.

**Third:** Considering the provisions of article (10/Third/A), the number of registered hours should not, as a consequence of the withdrawal, be less than the allowed minimum limit according to these regulations.

**Fourth:** The student may submit a request to the faculty dean to withdraw from all courses he/she registered in that semester. If the dean agrees thereon, his/her study of that semester is considered as postponed. The student may apply for this at any time, provided that this takes place before the start of the final exams. In this case, what is included under (second) of this article applies.

#### **Postponement**

# Article (21):

- A. Considering the provisions of Paragraph (H) of this article, the duration of postponement should not exceed six consecutive or non-consecutive semesters.
- B. To postpone his/her study in the University, the student is entitled to submit an official application to the Admission and Registration Department before the beginning of the semester which he/she wishes to postpone, provided that he/she provides reasons convincing to the competent authorities entitled to grant approval thereon, as follows:
- 1. The Faculty dean: if the requested postponement is needed for one semester and

does not exceed four semesters, whether consecutive or non-consecutive.

- 2. The Faculty Council: if the requested postponement is needed for more than four semesters and does not exceed six semesters be they consecutive or non-consecutive.
- C. If two weeks have passed and the student has not registered or postponed that semester, he/she shall lose his/her seat but keep his/her academic record. The student can resume his/her study if he/she provides an excuse accepted by the Council via a decision made by the Council, based on a recommendation by the Final Decision Committee of the students' affairs.
- D. Considering article (22/B), new students or transfer students cannot postpone their study before the lapse of the first semester of their joining year.
- E. Approval of the student's resumption of his/her study is contingent upon paying all financial commitments for the interest of the University.
- F. If a disciplinary punishment is imposed upon the student and includes annulling the registration of all his/her courses in the semester, or a temporary dismissal for one semester or more, this semester is deemed postponed and is considered as part of the allowed maximum limit of postponement. The maximum limit of postponement, however, may be exceeded only for the purposes of executing the disciplinary punishment.
- G. Duration of postponement is not included in the maximum allowed limit of obtaining the BA degree.
- H. The Relevant Department head is informed about the postponement decision by the faculty dean and the Registrar General of the Admission and Registration department.

#### **Seat Loss**

# Article (23):

- A. If the student fails to register for his/her courses within the first couple of weeks of each semester, he/she shall automatically lose his/her seat.
- B. The student who loses his/her seat may duly apply to return. The Council (or deputy) considers the application for return and keeping his/her academic record. His/her return remains contingent upon paying all fees related.

- C. The duration of seat loss is considered part of the allowed maximum limit of study.
- D. The student who loses his/her seat keeps his/her academic record if the duration thereof does not exceed (7) semesters, otherwise the student shall lose his/her academic record in the University followed by a decision by the Council of Deans to dismiss him/her.
- E. The student whose return application is accepted or who postponed his/her study may sit the (Incomplete) exams for the courses whose final exams he/she missed. This only applies to the semester that precedes his/her seat loss of postponement, provided that the duration as a whole (duration of seat loss and duration of postponement) should not exceed two consecutive semesters and that he/she sits the exam according to the schedule announced in the faculty during the first semester of his/her return.

#### **Transference**

# Article (24):

- A. The student is allowed to transfer to the University if a vacant seat is available, according to the following conditions:
- 1. Having a grade average in the General Secondary School Certificate is acceptable for admission into the specialization transferred to the University.
- 2. Having been transferred from a university, a college within a university, or university institute recognized by the University, and his/her admission took place according to the general principles of Admission issued by the Higher Education Council.
- 3. Having successfully completed no less than half of the credit hours required to graduate according to the study plan.
- 4. Having previously studied on a regular basis, and having not been disciplinarily dismissed.
- B. The courses that the student studied in another university are equalized by the academic departments concerned with teaching these courses, and shall not be included in the semester average or GPA.
- C. The opinion of the other academic departments on equalizing courses within their area of specialty is considered.

D. If a new student is admitted, and he/she has already studied courses that meet the needed requirements to obtain a scientific degree before his/her admission, and these courses are included in his/her study plan of the new specialization, these courses are equalized by the academic departments offering these courses. In this event, provisions of external transference in terms of duration, nature of credit hours, and their needed number shall apply.

#### Article (25):

- A. One semester is deducted from the maximum limit of the graduation year for each (15) credit hours accredited for him/her in his/her university of origin.
- B. Transfer students receive the same treatment as newly-enrolled ones, for the purposes of postponement, academic warning, as well as dismissal from specialization.
- C. Transference applications are duly submitted to the Registrar General of the Admission and Registration Department. In any case, transference can occur maximally twice.
- D. Courses that the transfer student studied are accredited according to the decisions of the Higher Education Council.

# Article (26):

Students are allowed to study no more than 18 credit hours in a recognized university inside or outside Jordan, according to a specified form prepared by the Admission and Registration Department. Hours are accredited for them as follows:

- 1. The student should study on a regular basis at the university.
- 2. He/she should complete (36) credit hours.
- 3. Considering the provisions of article (Article 27/C), he/she should not study these hours during his/her graduation year.

# **Requirements for Obtaining a BA Degree**

# Article (27):

A BA degree is awarded upon the fulfillment of the following requirements:

- A. 1. Success in all of the courses of the study plan required for graduation.
- 2. A GPA of no less than 60%.
- 3. Fulfilling the other study plan requirements is necessary for graduation.
- B. Lapse of the minimum period required for obtaining the Degree and not exceeding the maximum period, according to the provisions of article (10) of these regulations.
- C. Spending the last two semesters at the University. The summer semester, for this purpose, does not apply.

# Article (28):

The graduate student should be registered in his/her graduation semester or has (Incomplete) exams.

#### **General Provisions**

#### Article (29):

- A. The dean, taking into consideration the opinion of the Department head, may agree that the student studies maximally one or two substituted courses, and inform the Registrar General of the Admission and Registration Department thereof, provided that:
  - 1. The course or both courses pertain to the student's study plan.
  - 2. The course or both courses are not offered or clash with a compulsory or an elective course.
  - 3. The student's graduation is conditioned by studying one compulsory course or two elective ones, or one of which is elective.
  - 4. The student may study one or two substituted courses from outside his/her study plan if he/she finishes the list of the department elective requirements.
- B. The Council of Deans, for medical reasons or compelling conditions, can agree that the student

studies one or two substituted courses.

C. If the student's graduation is conditioned by passing one course that he/she has already studied three times or more and failed, he/she is allowed to study a similar substituted course in terms of its level and credit hours, under the consent of the dean and a recommendation from the relevant department head.

D. In all cases, the student is not allowed to study more than two substituted courses.

# Article (30):

A. The Faculty Council, based on a recommendation from the Department Council and the Registrar General of the Admission and Registration Department, may agree that the department replaces two courses with the two courses of Communication Skills in English Language for those students who did not study English language in High School.

B. The Faculty Council, based on a recommendation from the Department Council and the Registrar General of the Admission and Registration Department, may agree that the department replaces other courses with Computer Science courses and Principles of Statistics for the blind students.

#### Article (31):

Graduation certificates are awarded in due time at the end of each semester. The graduation ceremony takes place according to procedures approved by the Council of Deans.

### Article (32):

If the student withdraws from the study in the University before he/she registers the semester's courses, registration fees for that semester shall not be refunded.

#### Article (33):

The Council of Deans decides on the cases that are not included in these regulations, or any potential divergence that may occur upon their implementation.

# **Instructions for Granting a Master's Degree at Al-Zaytoonah University in Jordan**

After its approval by the Council of Deans pursuant to Resolution No. 24/37/2023-2024 (dated 27/06/2024)

# Article (1):

These instructions are called "Instructions for Granting a Master's Degree at Al-Zaytouna University in Jordan", and they shall come into force as of the date of their approval by the Council of Deans.

# Article (2):

The following words and phrases shall have the meanings given to each of them as follows:

The university: Al-Zaytoonah University of Jordan

Deans' Council: The University Deans' Council

Council: Graduate Studies Council

Deanship: Deanship of Graduate Studies

Dean: Dean of Graduate Studies

College: Concerned College

Dean of the College: The Dean of the concerned College

Faculty Committee: The Graduate Studies Committee of the concerned college

Department: The concerned department in the college that awards postgraduate degrees

Supervisor: A faculty member who meets the conditions of supervision and teaching

Study Plan: Approved Study Plan

Globally Ranked Journal: A journal indexed in one of the following databases:

- Science Citation Index (SCI)
- Science Citation Index Expanded (SCIE)
- Web of Science (Formerly ISI)
- Scopus
- Social Sciences

# Article (3):

- a. The Council of Deans shall form the Council under the chairmanship of the Dean, and shall include in its membership the deans of the colleges offering postgraduate programs or their deputies, and two experienced persons selected by the Council of Deans from outside the University.
- b. The Board shall have the following powers and responsibilities:
  - 1. Recommending to the Board of Deans the introduction, freeze, or cancellation of any graduate program at the University.
    - 2. Preparing draft instructions for postgraduate studies.
    - 3. Preparing the required forms for postgraduate studies.
    - 4. Placement to the Council of Deans in the Issues of Academic Postgraduate Students.
    - 5. Recommend new or amended study plans to the university's study plan committee.
    - 6. Verify that the required conditions for graduate students are met and that they are placed in the Board of Deans upon their graduation.
    - 7. Follow up the evaluation of the teaching process in postgraduate studies and submit the results of periodic reports thereon to the President of the University.

- 8. Placement to the Council of Deans by amending the instructions for postgraduate studies.
- 9. Preparing the draft annual budget for the Deanship.
- 10. Consider matters referred to him by the Dean or the President of the University.
- 11. Approval of the plans of the scientific theses submitted by postgraduate students in the faculties of the university.
- 12. Approval of supervisors for scientific theses, and approval of the formation of discussion committees and dates for discussing theses.
- 13. Placement to the Board of Deans by granting degrees.
- 14. Approving the composition of the comprehensive exam committees and its results.

# Post graduate committees

# Article (4):

- 1) The Department Council that grants the master's degree forms the "Department Committee" from three faculty members for a period of one year, and delegates to it the powers of the Department Council related to graduate studies. The academic ranks are taken into account when selecting them, and the committee is chaired by the head of the department
  - 2) The powers of the Department Committee include the following:
  - A. Supervising all matters related to graduate studies in the department.
  - B. Academic advising for students in the department and following up with them according to the approved advisory plan.
- C. Submitting recommendations to the college committee on the following matters:
- D. Establishing new graduate programs in the department, or freezing, canceling, or developing them.
- E. Approving new or modified study plans.

- F. Admitting new students.
- G. Determining remedial courses.
- H. Appointing the supervisor and co-supervisor (if any) and the thesis title.
- I. Approving proposals for graduate thesis plans.
- J. Transfer and change of students from one specialization to another.
- K. Equivalency of academic courses.
- L. Forming examination committees and setting their dates.
- 3) The College Council forms the "College Committee" for a period of one year and delegates to it the powers of the College Council related to postgraduate studies.
- 4) The composition of the committee is as follows:
- a. Dean of the College or his representative / Chairperson
- b. Heads of department committees / Members .
- c. Two faculty members from among the professors in the college, and they may be from among the associate professors when necessary / Members.
  - 5) The powers of the college committee include the following:
  - A. Supervising postgraduate affairs in the college.

- B. Studying the recommendations of the departmental committee mentioned in item (A/2/C) of this article and submitting them to the council to make the appropriate decision.
- 6) In colleges that have joint graduate programs between two or more departments, this committee is formed, chaired by the Dean of the college and with the membership of the heads of the departments within it.
- 7) In colleges that have joint graduate programs between two or more colleges, the president assigns one of the deans to chair this committee with the membership of the heads of the departments within it.
- 8) The college committee undertakes the duties of the department.
- 9) The council forms a committee called the "Thesis Ethics Committee" at the beginning of each academic year, and the composition of the committee is as follows:
  - A. Dean/Chairperson.
  - B. Four faculty members holding the rank of Professor.

The task of this committee is to consider the ethical aspects of university theses upon the recommendation of the department and college committees, including the extent to which they meet the specifications and conditions for conducting scientific research in a manner that ensures the protection of the rights of study participants and society in general, and compliance with intellectual property protection laws.

# Requirements for obtaining a master's degree

# Article (5):

The requirements for obtaining a master's degree are a minimum of thirty-three (33) credit hours according to the study plan approved by the Council of Deans, and these requirements are distributed according to the comprehensive and thesis tracks as follows:

**First:** Master's Program (Thesis Track):

- a. Successfully completing the compulsory courses, which are a minimum of (35) credit hours at the master's level, including three credit hours dedicated to research methodology.
- b. Successfully completing up to (9) credit hours of elective courses at the master's level.
- c. Preparing a university thesis allocated (9) credit hours, and successfully defending it. The thesis may not be defended unless all required courses have been successfully completed with a cumulative average of no less than 75%.

# **Second:** Master's Program (Comprehensive Track):

- a. Successfully completing the compulsory courses, which are a minimum of (24) credit hours at the master's level, including a course dedicated to research methodology and a research project course, each allocated (3) credit hours.
- b. Successfully completing up to (9) credit hours of elective courses at the master's level.
- c. Passing the comprehensive exam after completing all courses with a cumulative average of no less than (75%).

# Article (6):

- a. A student may, upon the recommendation of the department committee, the nomination of the college committee, and a decision from the council, study no more than (3) credit hours from outside their study plan at the master's level, provided that they are related to the specialization, so that they are counted among the elective courses.
- b. In special cases, and upon the recommendation of the college committee based on

the department committee's recommendation and by a decision of the council, it is permitted to study an elective subject from the curriculum as a substitute for a compulsory subject that is not offered, provided that:

- 1. The student is expected to graduate during the same semester.
- 2. The student has only one required course left to study from the list of compulsory courses.
- 3. The substituted course must not be one of the courses with an applied aspect specific to the major.
  - C. When special topics courses are offered within the study plans, the course is counted for the student only once, even if the topics differ.

#### **Remedial materials**

# Article (7):

- a. When a student is accepted into a master's program in a different field from their bachelor's specialization, the department determines the necessary remedial courses from the bachelor's level courses it deems essential to raise the student's academic level, provided that they do not exceed nine (9) credit hours.
- b. No remedial courses are required from a student whose undergraduate major is the same as the major in the master's program in which they were admitted.
- c. The passing grade in remedial courses is 50%, and the hours of remedial courses are not counted among the credit hours required for obtaining a master's degree. These courses appear on the transcript without being included in the GPA calculation.
- d. The student must successfully pass the remedial courses no later than the end of the first academic year of joining the program, and the student is given only one opportunity to pass the remedial courses.

# **Submitting Applications and Their Procedures**

### Article (8):

a. Applications for the master's program are to be submitted on the form issued by the Admission and Registration Department during the registration period, and all

- required supporting documents must be attached to these applications.
- b. The council issues a decision that includes lists of the names of those accepted into the graduate studies programs based on the recommendation of the department committee and the nomination of the college committee.

#### **General conditions**

# Article (9):

- A. The applicant must have a bachelor's degree with a grade of at least good or equivalent.
- B. A professional, technical or technological diploma (as it is not a higher diploma) is not permitted for admission to postgraduate programmes.
- C. An expatriate student who holds a bachelor's degree with an acceptable grade or its equivalent may apply for admission to programs Master's degree provided that he has studied (3) subjects of the Master's courses (during the first semester of enrollment) determined by the department to be enrolled in and shall be uniform for all students applying for that specialization, and his success in each subject at an average of at least (70%) equivalent to become a regular student, and in case of success of these subjects, he shall be counted among the subjects he has completed in his plan, otherwise his admission shall be considered null and void.
- D. All students wishing to enroll in postgraduate programs at Al-Zaytoonah University in Jordan shall be required to fulfill the foreign language requirement as follows:
  - 1) Submit proof of success in one of the foreign language aptitude tests (TOEFL, IELTS) as follows:
    - TOEFL (IBT) for scientific specializations (pharmaceutical sciences, engineering management, smart manufacturing) and language specialization.

English (Literature) with a minimum score of (90) and the rest of the scientific disciplines, and the specialization (MBA) with a grade of not less than

- (69) and humanities specializations, except for (MBA) with a minimum score of (59) from the (AMIDEAST) Center, Jordan Branch only.
- IELTS for scientific disciplines (pharmaceutical sciences, engineering management, smart manufacturing) with a mark.
- 2) A student who does not meet the English language requirement may be admitted provided that he registers a qualifying program in English with (6) credit hours in the first semester, and during this semester he is allowed to register (3) hours of study plan materials (except for students who have an acceptable grade in the bachelor's degree) and he is not allowed to register any subjects from the study plan for the next semester if he does not Successful in the qualifying program in the English language and achieving the required score as follows:
  - a. Humanities majors (Law, Accounting, Digital Marketing, Business Analysis, Graphic Design) 50% and above.
  - b. Scientific Specializations (Nursing, Software Engineering, MBA) 65% and above.
  - c. Specializations of Pharmaceutical Sciences, EngineeringManagement, Smart Manufacturing, and English Language (Literature)75% and above.
  - 3) The student must study the English language preparatory program and pass it during the first semester of enrollment in the graduate studies program, otherwise his acceptance will be considered void. The student may register for 3 credit hours in the master's stage with the preparatory program, if his grade is good or above in the bachelor's degree.
  - 4) The university may approve a student's result in the English language exam or the English language preparatory program for a student wishing to transfer from another university to complete the requirements for obtaining a master's degree, provided that the following is met:
  - a. Not to be academically dismissed from the university from which he transferred.

- b. His mark must meet the minimum mark for the specialization he wants to transfer to.
- E. Exempt from the clause D1 and D2 the following:
  - a. Students with a degree from English-speaking countries.
- b. Graduate students who have met the foreign language requirement during their enrollment in master's programs, whether by passing a foreign language exam or a preparatory program of (6 credit hours).
  - c. Non-Arabic speaking students who wish to enroll in graduate programs in Arabic language specializations and specializations in the Faculty of Sharia at Jordanian universities, provided they are proficient in the Arabic language.
- F. A student is not accepted into two study programmes at the same time at any stage of his studies.
- G. The department can place what ever conditions finds fit as long as it is cleared in the study plan and does not go against these regulations.
- H. It is acceptable to accept students for masters degree in the summer semester.
- I. The university can accept up to 15% extra international students above its absorptive capacity if these conditions were met.

#### The duration and the burden of the Ark

### **Article (10):**

- A. The minimum duration of a student enrolled for a master's degree is three semesters (excluding Summer Semester).
- B. The maximum period of time spent by a student registered for a master's degree is six semesters (excluding summer semesters) as of the start of his regular studies, extendable for two semesters, by a decision of the Council of Deans upon the recommendation of the Council.
- C. The period of interruption from studies is calculated from the upper limit of obtaining a master's degree.
- D. The period of postponement and withdrawal from the maximum limit stipulated in paragraph (b) of this Article shall not be calculated, as the period shall not exceed Postponement and withdrawal in total over two semesters for the duration of the study.

- E. The student's study is not postponed until at least one semester has passed since he has been studying at the university.
- F. Subject to the maximum amount of obtaining a master's degree, the minimum academic load in the semester is (6) credit hours and the maximum is (9) credit hours, and (32) credit hours may be registered if the student has a comprehensive track and is expected to graduate in the same semester, and the thesis hours are counted as part of the academic load, the maximum load shall be Academic Semester (6) Credit Hours, including Remedial Courses.
- G. The student may register (3) credit hours in special cases accepted by the Dean.

#### **Transition & Transfer**

# Article (11):

- A. A student may transfer from a graduate program at another university to the corresponding program at the university by a decision of the Council, and upon the recommendation of the department committee and the placement of the faculty committee, after meeting the admission requirements for the program to which he is transferred, and the availability of a vacant seat in case he wishes to join the program of the same specialization from which he is transferred.
- B. The Council may, upon the recommendation of the department committee and the placement of the faculty committee, equivalent to some of the subjects studied by the transferring student, including Equivalent of the courses of the graduate program, provided that the equivalent subjects do not exceed (9) credit hours, and the marks of these subjects are not included in the cumulative average, and these marks are monitored (successful).
- C. One semester will be deducted from the maximum allowed for the graduation years for a student who is credited with (9) credit hours.
- D. The transferred student shall be treated as a new student for the purposes of postponement, warning and dismissal.

#### Article (12):

- A. A student's study may be transferred from a graduate program to another program within the university by a decision of the Council based on the recommendation of the department committee and the placement of the college committee to which he is transferred, provided that he meets the conditions for admission to the program he wishes to transfer and the availability of a vacant seat for him.
- B. The courses that are rewarded with their marks and included in their cumulative average are calculated for the student, provided that the courses do not exceed the reward in these case is for (9) credit hours, and one semester is deducted from the maximum allowed to obtain a master's degree.

# Article (13):

Courses from a master's program obtained by the student for the purpose of enrolling in a new master's program may be counted, provided that the following are as follows:

- 1. The content of the course plan must match at least (%70)
- 2. The number of credited hours should not exceed (6) credit hours, and in all cases, the calculation of Materials by a decision of the Council based on the recommendation of the department committee and placement from the faculty committee.

## **Article (14):**

- A. The student has the right to transfer from the thesis track to the comprehensive track and vice versa, by a decision of the Council based on the recommendation of the Department and placement from the college committee, provided that there is a vacancy available for it, and that the student has successfully passed more than (9) credit hours of the study plan.
- B. When a student transfers from one track to another, all the subjects he has studied are counted within the approved study plan The marks of these subjects are included in the student's cumulative average

#### **Article (15):**

A. The minimum passing grade in each of the courses of the graduate programs is (70%), and the minimum score is recorded for the student (%50).

- B. The minimum graduation requirement is to have a minimum GPA of (%75).
- C. The student may re-study the course in which he obtained a score of less than (75%), and the last grade will be counted in the average The cumulative and other remain in his academic record.
- D. If the repetition is optional, the student may study another elective course, and the first course is not counted in the average semester and cumulative but remain in his academic record.

# Article (16):

- A. The marks of the postgraduate exams shall be distributed as follows:

  60% of the grade is allocated to the classroom work, and 40% of the grade is allocated to the final exam.
- B. The grades shown in the course shall be assigned to the grades as follows:

Less than 70%	Failed
70%-less than 75%	Accepted
75% -less than 80%	Good
80% -less than 90%	Very good
90%-100%	Excellent

C. The grades shown as follows are allocated to the grades of the semester and cumulative GPA:

75% - less than 85%	Very good
85% - 100%	Excellent

D. Seminars, research materials and the like shall be excluded from what is stated in paragraph (a) of this Article, as the Department Council may determine how Conducting and distributing exams.

# Article (17):

All grades of the subjects studied by the student shall be recorded in his/her grade register.

# Article (18):

The procedures for the comprehensive exam for obtaining a master's degree are as follows:

- A. The comprehensive exam is of a comprehensive and integrative nature, which aims to measure the student's ability to connect the various basic concepts and the knowledge he has acquired from various knowledge, and to use them in solving applied scientific problems in the field of Specialization.
- B. The Department's Committee shall be responsible for:
- 1. Determine the areas covered by the comprehensive exam, provided that they include areas of specialization, and the number of them should not be less than three. Propose the necessary references and readings for this, and the fields, references and readings are announced to students at least one semester before the exam date.
- 2. Recommending to the College Committee the formation of a committee of three members, including its chairman, to be selected from the faculty members Specialists in the subject of the exam to prepare questions and correct the answers, and the decision to form the committee is issued by the Council based on the placement of the Faculty Committee.
- 3. The process of preparing and marking the comprehensive exam is limited to qualified faculty members to teach and supervise.
- 4. Recommending the results of the comprehensive exam to the college committee for study and assignment to the council for approval.
- C. The comprehensive exam consists of two papers that are submitted in two sessions of (3) hours each, and is held three times in the academic year at the end of each semester according to the university calendar. The student must apply to enter this exam according to the form prepared for this purpose.
- D.The student shall apply for the comprehensive exam after successfully completing all the subjects of the study plan requirements, provided that his cumulative average is not less About(%75).

- E. If a student's comprehensive exam depends on passing a compulsory subject that is either not offered in that semester or offered but conflicts with another compulsory subject, an alternative elective course can be studied in it's place with a decision from the Department council based on an assignment by the college committee.
- F. If a student failed the comprehensive exam for the first time, he could take it again only for the second time within the maximum allowed threshold allowed for a master's degree.
- G. The passing grade for the comprehensive exam is 75%, and if a student fails the exam for the second time, he is expelled from the master's program and is awarded a Postgraduate Diploma Certificate.

#### **Attendance**

# Article(19):

All students must attend according to the specified hours for each course on the student's curriculum.

- B. if a student is absent for more than 20% of the scheduled hours for a course without a medical or compelling excuse accepted by the dean of the collage, the student is barred from taking the final exam, his score for that course will be (zero), and the student is required to retake that course if it is a compulsory course, in any case, that failing score will be taken when calculating a student's semester and cumulative GPA for warning and dismissal purposes.
- C. If a student is absent for more than 20% of the scheduled hours for a course, and this absence is due to illness or a compelling excuse accepted by the Dean of the College, the student is considered withdrawn from that course. The course instructor must submit a withdrawal form for the student during the semester, and a note of "Withdrawn" shall be recorded in the student's record. The withdrawal rules shall then apply in accordance with Clause (A) of Article (23) of these regulations. The Dean of the College shall notify the Director of Admissions and Registration accordingly.
- D. A medical excuse must be supported by a certificate issued by the university's student clinic, an approved affiliated clinic, or a hospital recognized by the university. This certificate must be submitted to the Dean of the College within no more than two weeks from the date the student stopped attending. In other compelling cases, the student must provide evidence of the compelling excuse within one week from the date the reasons for the absence cease.

# Article (20):

If a student has successfully completed all course requirements and earned the credit hours for the thesis but has not yet applied for the defense, they must maintain continuous enrollment by paying the registration fees and registering for "zero credit hours" each semester until graduation, within the announced registration period.

This is subject to the maximum graduation period stipulated in Article (10) of these regulations.

#### **Deferral and Withdrawal**

# Article(21):

Subject to Paragraph (E) of Article (30) of these regulations, a student may defer their studies for a maximum of two consecutive or non-consecutive semesters, after paying the prescribed fees according to the approved form. If the deferral is for one semester, the decision is made by the Dean of the College; if it is for another semester, the decision is made by the relevant College Council. The deferral period is not counted toward the maximum duration of study. The student must submit a deferral request to the Admissions and Registration Office before the start of the semester As announced in the approved academic calendar, and the Deanship shall be notified accordingly.

# Article(22):

A. A student is allowed to withdraw from one or more courses at any time up to two weeks before the start of the university's final exams, provided that the number of credit hours remaining after the withdrawal in that semester is not less than three credit hours, in accordance with the current financial regulations of the university, as follows:

- 1. 25% if the student withdraws during the first two weeks from the start of the semester, or after one week from the start of the summer semester.
- 2. 50% if the student withdraws during the third and fourth weeks from the start of the semester, or during the second week from the start of the summer semester.
- 3. 75% if the student withdraws during the fifth week from the start of the semester, or during the

third week from the start of the summer semester.

- 4. 100% if the student withdraws after that.
- 5. A note of "Withdrawn" shall be recorded in the student's record if the withdrawal occurs as stated in Clauses (1), (2), (3), and (4) above.
- B. A student may submit a request to withdraw from the semester to the Dean of the College, and a

note of "Withdrawn" shall be recorded in their record. The College Committee and the Admissions and Registration Office shall be notified, and the student shall be considered deferred for that semester. The student may submit this request at any time, provided it is before the start of the final exams. In this case, the provisions of Paragraph (A) of Article (22) of these regulations shall apply. C. Withdrawal in the cases mentioned above shall be carried out using the approved withdrawal form, which includes the recommendation of the course instructor and the approval of the Dean of the College, and is submitted to the Director of Admissions and Registration.

# Loss of university seat

# Article(23):

- A. A student who fails to register at the start of the semester is considered to have lost their university seat.
- B. A student who has lost their university seat retains their academic record for a maximum of two semesters; otherwise, their academic record at the university is canceled.
- C. A student who has lost their university seat may submit a request for readmission to the university. The Council of Deans shall consider the readmission and the retention of the student's academic record, provided that the student completes the graduation requirements according to the study plan in effect upon their return and in accordance with the current regulations. The previous period of study shall be counted within the maximum and minimum limits for years of graduation. If the study plan in effect upon the student's return differs from the plan they previously followed, one semester shall be deducted from the maximum years of graduation for every nine credit hours of courses credited to the student.
- D. A student may not be absent from university studies for more than two semesters with an accepted excuse.
- E. A student who has been readmitted to the university or has deferred their studies may take the incomplete exams for the courses whose final exams they missed before the period of losing their seat or deferral, provided that the duration of absence or deferral does not exceed two semesters.
- F. A student returning to studies after being absent from the university is allowed to register for courses or the thesis starting from the beginning of the semester following the semester in which they were absent.

#### Article(24):

A student loses their university seat in the following cases:

- A. If they exceed the deferral periods stipulated in Article (10) of these regulations.
- B. If they fail to register at the university and attend classes for one semester without an excuse accepted by the Dean of the College.
- C. If they fail to pay the prescribed fees.

#### **Academic warning**

# Article(25):

- A. A student shall receive a first warning in the following cases:
  - 1. If the student does not achieve the minimum cumulative GPA of 75% at the end of any semester, except for the first semester of enrollment at the university.
  - 2. If the council, based on the supervisor's report showing a weak overall result, a recommendation from the department committee, and a referral from the college committee, determines that the student has neglected work on their thesis.
- B. A student shall receive a final warning if the first warning is not removed during the semester following the warning. The summer semester is not considered a semester for this purpose.
- C. A semester in which a student is enrolled only in remedial courses shall not be considered an academic semester for the purposes of warning or academic dismissal.
- D. The Director of the Admissions and Registration Office issues academic warning decisions and must inform the Dean and the College Dean accordingly.
- E. The announcement of warning decisions and any other matters concerning students on the notice board at the student's college, or using the student's email or registered mail, shall be considered "notification" in the legal sense.

#### **Dismissal**

# Article(26):

- A. A student shall be dismissed from the master's program in the following cases:
  - 1. If the student fails to remove the final warning by the end of the semester following the semester in which the final warning was issued.
  - 2. If the student fails the thesis defense.

- 3. If they fail the comprehensive exam twice.
- 4. If they do not successfully complete the requirements for the degree within the time period allowed in Article (10) of these regulations.
- 5. If they commit an act that warrants dismissal according to the regulations and rules in force at the university.
- 6. If the student's loss of their seat exceeds two semesters, and the competent authority does not accept the student's excuse.
- B. Final university dismissal decisions are issued by the Council of Deans based on the Dean's recommendation.
- C. The Director of the Admissions and Registration Office notifies the Dean and the College Dean of cases of seat loss, withdrawal, deferral, and university dismissal decisions.
- D. The announcement of final university dismissal and any other matters concerning students on the notice board at the student's college, or using the student's email or registered mail, shall be considered "notification" in the legal sense.
- E. If a student is dismissed from a graduate program, they may not be admitted to the same program again.

# Article(27):

If a student is dismissed due to a low cumulative GPA and is working on their thesis, they are allowed to study six credit hours from their program to improve their GPA. If they fail to raise their GPA after completing these courses, they shall be considered dismissed under the following conditions:

- A. The courses the student takes must be part of the approved study plan.
- B. The student must complete these courses within the two semesters following their dismissal, and these two semesters shall be counted toward the maximum duration for obtaining the degree.

#### **Cancellation of enrollment**

#### Article(28):

A. A student enrolled in the master's program shall have their enrollment canceled in the following cases:

- 1. If they are dismissed from the program.
- 2. If they permanently withdraw from the program.
- B. A student who has permanently withdrawn from a program may be re-enrolled in the university

upon the council's recommendation and a decision by the Council of Deans, provided that the withdrawal period does not exceed the maximum allowed.

#### Supervision

# Article(29):

- A. The student submits their master's thesis topic to the department and may begin registering thesis credit hours after completing 35 credit hours of their study plan with a cumulative GPA of no less than 75%.
- B. The college shall send the approved master's thesis plan projects to the Deanship four weeks before the end of the semester in which the projects were approved.
- C. 1. The period between the start of registering thesis credit hours and the approval of its plan shall be one semester. If the student does not complete the plan within this period, they shall automatically be moved to the comprehensive exam track.
  - 2. The period between the approval of the thesis plan and its defense shall be a minimum of four months (one semester) and a maximum of two semesters within the legal duration allowed to obtain the degree.
- D. 1. The department monitors students' performance periodically through the supervisor, who submits a quarterly report on the supervision process using the approved form. The report is submitted to the council after being approved by the department and college committees.
- 2. If the student does not achieve tangible progress in the semester following the approval of the thesis plan, according to the supervisor's report, they shall be warned by the council. Based on a recommendation from the department committee and a referral from the college committee, the council may take an appropriate decision regarding the student or transfer them from the thesis track to the comprehensive exam track.
- E. The minimum supervision period for master's students is two semesters, excluding the summer semester.

#### Article(30):

A. For faculty members with the rank of Professor or Associate Professor to be approved for teaching, preparing and grading the Knowledge Competency Exam and the Comprehensive Exam, supervising master's theses, and participating in their defense, they must have met one of the following conditions in the past five years:

- 1. At least two research papers published or accepted for publication in their field in peerreviewed scientific journals, provided that at least one of the two papers is published or accepted in a journal ranked internationally.
- 2. Two peer-reviewed books in the field of specialization.
- 3. One peer-reviewed book in the field of specialization and one research paper published or accepted for publication in a journal ranked internationally.
- B. For a faculty member with the rank of Assistant Professor to be approved for teaching, preparing and grading the Knowledge Competency Exam and the Comprehensive Exam, supervising master's theses, and participating in their defense, they must have, within the last three years, at least two research papers published or accepted for publication in peer-reviewed scientific journals, provided that at least one of the two papers is published or accepted in a journal ranked internationally.
- C. The maximum number of master's theses a faculty member may supervise at one time is six for a Professor, four for an Associate Professor, and two for an Assistant Professor.
- D. The primary thesis supervisor must be a full-time faculty member at the university.
- E. To be approved, a faculty member must be proficient in the skills, methods, and strategies of elearning (both fully online and blended) and must be able to utilize open-source learning resources in their courses.
- F. In special cases, a co-supervisor may be appointed from outside the department, college, or university, provided they meet the same conditions specified in Clause (A) of this article, based on a recommendation from the department committee, a referral from the college committee, and a decision by the council.
- G. By a council decision, based on a recommendation from the department committee and a referral from the college committee, a retired or former faculty member who was previously appointed as a supervisor may continue supervising the theses that had been assigned to them.
- H. First- or second-degree relatives are not allowed to supervise or participate in the defense of a thesis.

# Article(31):

- A. The student presents and defends their research proposal before the department committee. Graduate students are allowed to attend the discussion. After approval and finalization, the proposal is submitted to the Deanship.
- B. The council, based on the recommendation of the department committee and the referral of the college committee, issues a decision appointing the supervisor(s) and approving the thesis title and plan, in accordance with the form specified by the Deanship.

#### Article(32):

The thesis topic and plan may be amended if research circumstances require it. The amendment is made using the same procedure by which it was originally approved. The thesis title may be amended at the request of the supervisor or based on a recommendation from the discussion committee, with a recommendation from the department committee, a referral from the college committee, and a decision by the council.

# Article(33):

- A. Thesis supervision is considered part of a faculty member's teaching load. If the teaching load is complete, supervision is treated as additional work, and the corresponding compensation is calculated based on the number of supervision hours after the student's defense.
- B. Two credit hours are awarded for supervising a master's thesis, for a maximum of three semesters. If supervision is considered additional work for the supervisor, these hours are credited to the supervisor after the student's defense. In the case of a co-supervisor, one credit hour is awarded to each.
- C. The summer semester is considered an academic semester for this purpose if the student is enrolled in it.

#### Article(34):

- A. The supervisor may be changed due to compelling circumstances, using the same procedure by which they were originally appointed, and this change shall be documented using the form issued by the Deanship.
- B. The supervisor may be changed due to compelling circumstances during the semester following the semester in which the thesis plan project was approved.

### **Teaching**

# Article(35):

A. The supervision requirements outlined in Article (30) apply to faculty members teaching graduate courses.

- B. The detailed course description is approved at the university after being ratified by the relevant councils.
- C. The minimum number of students in a single section shall not be less than five. In justified cases, this number may be lower based on a recommendation from the College Dean and approval from the President.

#### **Defense**

# Article(36):

- A. The student completes their thesis under the supervision of their supervisor and, if applicable, a co-supervisor. After its completion, the supervisor prepares a written report on the thesis's scientific and linguistic readiness, adherence to academic integrity, and the percentage of plagiarism.
- B. The student must adhere to the procedures for preparing the thesis, its plan, and its defense as outlined in the University Thesis Preparation Guide issued by the Deanship.
- C. Checking for plagiarism in master's theses before and after the defense is the responsibility of the Deanship of Graduate Studies. The department chair sends the student's complete thesis to the Deanship in a Word file before the defense and again afterward, ensuring that the plagiarism percentage does not exceed the allowed limit of 30%.
- D. The thesis may not be defended unless the student has successfully completed all required courses—24 credit hours, with a cumulative GPA of no less than 75%.
- E. The student submits a "No Objection to Defense" form to the department chair, which includes the supervisor's approval of the student's eligibility for defense and the thesis's readiness for discussion, notes from the Admissions and Registration Office confirming successful completion of study requirements, and notes from the Financial Department confirming the student's financial clearance, all using the approved form.
- F. The request is forwarded to the department committee, which, in consultation with the supervisor, proposes a list of faculty members who are specialists or have an interest in the thesis topic, either from within or outside the department, to serve on the defense committee. The list must include at least five names, including two external members, and the recommendations are submitted to the college committee.
- G. The college committee ensures that all procedures have been followed and refers the proposed members to the council. The defense committee must include at least one member from outside the university with the rank of Professor or Associate Professor who is a specialist relevant to the

student's thesis.

- H. The college shall submit the proposed defense committee to the Deanship at least two weeks before the defense date.
- I. The council, based on the recommendation of the department committee and the referral of the college committee, issues a decision approving the proposed defense committee members or making modifications to them as outlined in Clauses (A, B, C, D, E, F) of this article.
- J. The defense committee consists of:
  - 1. The supervisor / Chair
  - 2. The co-supervisor (if any) / Member
- 3. A faculty member meeting the supervision requirements from within the university / Member
- 4. A faculty member with the rank of Professor or Associate Professor meeting the supervision requirements from outside the university / Member.

#### **Defense procedures**

# Article(37):

- A. The student submits final copies of the thesis to the defense committee members at least two weeks before the defense date.
- B. The thesis is considered ineligible for defense if two members of the defense committee, including the

external member, reject it. In this case, the defense committee meets to discuss the thesis topic and submits a report and their decision to the Dean.

C. The thesis is returned to the department and college committees, and another defense date is scheduled, provided that sufficient time remains and the maximum allowed period is not exceeded.

#### Article(38):

- A. Defenses are conducted during any semester, provided they conclude at least one week before the start of the semester's final exams.
- B. The defense date is set by a council decision based on a referral from the college committee.
- C. If the thesis is approved as eligible for defense by two members of the defense committee, the following procedures apply:

- 1. The student presents a summary of their thesis to the defense committee.
- 2. The committee chair introduces the defense committee members according to their academic rank, with the highest-ranking member beginning the discussion first.
- 3. The defense is conducted in the presence of the department chair where the thesis was prepared and a senior faculty observer with the rank of Professor, chosen by the Dean. Each prepares a report on the conduct of the defense and submits it to the Deanship.
- 4. The supervisor may respond to the examiners' comments and questions either at the end of each individual discussion or after all discussions have concluded.
- 5. The defense takes place after the student's presentation of their thesis in a closed session attended by the committee members, the department chair, and the senior faculty observer.
- 6. The defense takes place after the student presents their thesis in a closed session attended by the committee members, the department chair, and the senior faculty observer. The defense committee decides by a majority vote on one of the following outcomes:
- Pass
- Pass with minor revisions
- Pass with major revisions
- Fail
  - 7. The approval of the student's result is suspended until all forms are properly signed, particularly the "Revisions and Thesis Formatting" form.

### Approval of the defense outcome

#### Article(39):

- A. The chair of the defense committee retains the revisions form, which includes all comments from the committee members that require modifications.
- B. The defense committee meets to review the revisions after they have been made to ensure they are complete. The committee chair submits a report of the outcome, including each member's decision on the requested revisions, signed by all members. The approval of the thesis is decided by a majority vote.
- C. If the defense outcome is "Pass with minor revisions," the student must complete the required revisions within a maximum of two weeks from the defense date. If the outcome is "Pass with major

revisions," the student must complete the required revisions within a minimum of two months and a maximum of four months from the defense date. The revised thesis is then submitted to the defense committee, and the student is considered successful if the committee approves the thesis and its revisions; otherwise, the student is deemed to have failed.

- D. If the student is absent from the thesis defense without a compelling excuse accepted by the council, they shall be considered to have failed the defense
- E. The defense committee's decision is approved by the council based on the recommendation of the department committee, the referral of the college committee, and the report included in the form issued by the Deanship for this purpose.
- F. In all cases, if the student does not submit the required revisions within the specified period, their graduation is deferred to the following semester if the revisions are minor, and they are considered to have failed the defense if the revisions are major.
- G. The master's thesis title is recorded on the student's transcript in both Arabic and English.

#### **Thesis Specifications**

### Article(40):

- A. The thesis is written in Arabic. However, in colleges and departments where another language is used for instruction, the thesis may be written in that language.
- B. The thesis is organized and written according to the University Thesis Preparation Guide approved by the Deanship.

# Article(41):

- A. The Deanship reviews the final version of the thesis for formatting according to its approved technical specifications, and discipline-specific documentation methods are observed with the Dean's approval.
- B. The student provides the Deanship with three bound hard copies and two electronic copies of the thesis after it has been approved by the supervisors and the chairs of the department and college committees, and before the results are approved by the council.
- C. One of the bound copies is sent to the department, another to the library, in addition to an electronic copy for archiving and documentation.

# Violations, Forgery, and Plagiarism in Research

# Article(42):

A. The master's degree/thesis track may be revoked in cases of serious academic misconduct by the student in their master's thesis, as follows:

- 1. Cheating or plagiarism
- 2. Data falsification
- 3. Having a third party write substantial portions of the work related to the thesis without the supervisor's and department's approval (e.g., programming, statistical analysis, or the thesis itself, etc.)
- B. To revoke the degree, conclusive evidence must be submitted to the Deanship. The Dean forms a committee to verify the evidence. If the committee deems the evidence conclusive, the Dean submits the committee's findings to the council. If the council is convinced of the justifying reasons, it forwards a recommendation to the Council of Deans to revoke the master's degree, which then reviews the recommendation and makes the appropriate decision.
- C. The revocation procedures must begin within one week of the Dean receiving documented evidence of serious academic misconduct.

# **Procedures for Awarding the Academic Degree**

#### Article (43):

- A. Academic degrees are awarded by a decision of the Council of Deans based on the council's referral and the recommendation of the college and department councils, after the following conditions have been met:
  - 1. Completion of all requirements stated in these regulations, with a cumulative GPA of no less than 75%.
  - 2. Completion of the general graduation procedures at the university.
  - 3. Completion of the minimum required period for graduation without exceeding the maximum allowed period.
- B. A postgraduate diploma is awarded to the student instead of the master's degree by a decision of the Council of Deans, based on the council's referral and the recommendation of the college and department councils, in any of the following cases, provided that the student has not exceeded the maximum period allowed for obtaining a master's degree as stipulated in Article (10) of these regulations:
  - 1. If the student is enrolled in the thesis track and fails the thesis defense.
  - 2. If the student is enrolled in the comprehensive exam track and fails the comprehensive exam for the second time.

- 3. If the student submits a written request to obtain the diploma after successfully completing 24 credit hours of the program's required courses, provided that all compulsory courses in the plan are included and the cumulative GPA is no less than 75%.
- C. Certificates and academic degrees are awarded on the scheduled dates.

#### Study plan

# Article (44):

- A. The study plan for graduate programs is based on the following steps:
- 1. The plan should contain basic information such as learning objectives, learning outcomes, and the forms of education adopted in it.
- 2. E-Inclusion Rates, Models, and Electronic Platforms Used for Learning and Assessment Purposes
- 3. Teaching methods, methods, and a detailed study plan for each subject.
- B. The department submits a recommendation to the College Council to approve the study plan for the program, and the College Council, after the study, recommends it to the Dean or returns it to the Department Council.
- C. The study plan shall be submitted to the Council for consideration and recommendation to the study plan committee at the university.
- D. The recommendation of the Council shall be submitted to the study plan committee at the university that it is studying and the placement shall be submitted to the Council of Deans to take the appropriate decision in this regard.

#### **General provisions**

#### Article (45):

The master's student must delegate (in writing) the university the right to photograph the thesis in whole or in part and in various forms (paper, on tape or electronically) for the purposes of scientific research, electronic publication and exchange with educational and research institutions and universities.

# Article (46):

a. The master's student must acknowledge his/her full ethical, legal, and professional responsibility for the master's thesis and what it contains, and for

Any claim in this regard from any entity or individuals, whether present or in the future, and without any responsibility to the University.

b. The Council of Deans shall take a decision to withdraw the degree if it is found at any time that this degree was obtained illegally, or that the thesis submitted to obtain the degree does not comply with the standards of scientific honesty, provided that the relevant authorities inside and outside the university shall be informed of the Council's decision.

#### Article (47):

The remuneration of the discussion committees, the comprehensive examination, the external supervisor and the procting professor shall be disbursed as follows:

- a. One hundred dinars for each member of the discussion committee for the master's thesis.
- b. One hundred dinars for each member of the comprehensive exam committee.
- c. Fifty dinars for the supervising professor for the master's thesis discussion session.
- d. The external supervisor is charged according to the number of hours of supervision after the student's discussion, with a maximum of one and a half hours.

#### Article (48):

The Deanship approves the necessary forms for its work after their approval by the Council.

#### Article (49):

The department appoints an academic advisor for graduate students in that department.

#### Article (50):

Subject to the provisions of Article (39) of these instructions, the provisions of the Rules of Procedure for Student Discipline in force at the University shall be applied.

#### Article (51):

Subject to Article (42), paragraph (c) of Article (4) and Article (46), cases of plagiarism or doubt thereof shall be referred to the Theses Ethics committee (to be decided, either before or after the discussion, and the decisions issued by the University in this regard are implemented).

#### Article (52):

These instructions repeal any instructions previously issued by the Council of Deans in this matter.

#### Article (53):

The President and the Council shall decide on cases where no provision is provided for in these instructions and which arise from their application.

#### Article (54):

Any instructions and decisions issued by the Ministry of Higher Education and Scientific Research and the Commission for Accreditation of Higher Education Institutions and Daman shall be adhered to.

Their quality regarding postgraduate programs was not mentioned in the previous instructions.

## Foundations of Implementing the Hybrid Study System and Exams and their Amendments

The amendments were adopted by the Council of Deans No. (24/20/2023-2024) dated: (04/08/2024)

#### Introduction:

Based on Regulation No. (69) of 2023 "The Law of Integrating E-Learning in Higher Education Institutions", and the instructions for the integration of e-learning in higher education institutions for the year 2023, emanating from this Law and issued by the Council of Higher Education Council, and in line with the foundations of the integration of e-learning for the year 2023, issued by the Council of the Commission for Accreditation and Quality Assurance of Higher Learning Institutions, the Council of Deans at the University adopted Resolution No. (24/05/2022-2023) in its meeting on: /24 33/2023, the foundations of the implementation of the hybrid study system (the diverse program) and the holding of exams as follows:

#### Study plan

- 1. Applying the hybrid learning system (the diverse program) as adopted in the study plans announced for students, and in the same proportions, for all degrees, as shown below:
  - The complete e-learning model is used to teach the university's compulsory and elective requirements (27 credit hours), which is equivalent to between 20%-36% of the total hours of the study plan according to the number of credit hours, and for postgraduate studies, some elective subjects are taught in this style according to the required percentage, provided that it does not exceed 20% of the total courses of the study plan for the two tracks.
  - The blended learning style is used to teach theoretical subjects (college requirements, specialization family requirements, compulsory and elective

specialization requirements, and supporting specialization requirements), at a rate ranging between (30-50%) for scientific, medical, applied and technical disciplines, and between (40%-60%) for humanities specializations, out of the total hours of the approved study plan.

- The face-to-face learning mode is used to teach all practical and applied study subjects, including study subjects taught in laboratories, workshops, ceremonies, workshops, field training, research projects, graduation projects, postgraduate university theses, and the remaining study subjects in the plan, provided that it is not less than 20% and not more than 50% of the approved study plan hours, with the exception of some practical study subjects that are taught off-campus, or can be partially taught remotely.
- The above percentages are distributed equally across the study levels of the subjects in the study plan to cover all years of the student's studies.
- 2. Replacing the term "teaching" with the term "learning" in all the literature for all teaching styles, and reversing it on strategies Learning, its mechanisms, teaching methods, measurement and evaluation tools, for the radical transformation from teacher-based teaching to student-based learning.

#### Schedule

- 3. a. Undergraduate programs follow a 3:3 learning approach for courses taught in e-learning and blended learning mode, i.e. one simultaneous meeting versus one interactive activity per week, while for face-to-face study subjects, two lectures and face-to-face courses per week.
- b. Master's programs will follow a 3:3 learning approach for subjects taught in e-learning and blended learning mode, i.e. a simultaneous meeting of 3 (hours) in one week and 3 hours of interactive activity in the following week, while for face-to-face study subjects, it will be a weekly face-to-face lecture (3 hours) throughout the semester.
- 4. a. For bachelor's programs in the study schedule, the duration of the lecture is unifying for all days of the week so that it is (one and a half hours) for each meeting, whether it is synchronous, face-to-face, or asynchronous, provided that each course is allocated two days per week, equivalent to (3)

credit hours per week, or less according to the credit hours for each course in the student's plan.

b. For master's programs in the academic schedule, the duration of the lecture should be unifying for all days of the week so that it is (3) hours for each meeting, whether it is synchronous, face-to-face, or asynchronous. Each course shall be allocated one day per week, equivalent to (3) credit hours.

5. a. For undergraduate students in the study schedule, the days of the week are divided into three equal units, with an average of two days for each unit as follows:

Unit one	Sunday-Tuesday	For face-to-face learning, the
		student will continue on
		Sundays and Tuesdays on
		campus, to teach in the
		blended learning mode, the
		student will continue on
		campus on one day Sunday or
		Tuesday, and the other day will
		be for the student's self-
		activity.
Unit two	Monday-Wednesday	For face-to-face learning, the
		student will continue on
		Monday and Wednesday on
		campus, to teach in the
		blended learning mode, the
		student will continue on
		campus on one day Monday or
		Wednesday, and the other day
		will be for the student's self-
		activity.
Unit three	Thursday-Saturday	To teach the subjects in a full
		e-learning style, so that all
		meetings are synchronized on
		Thursday or Saturday through
		the e-learning platform, and
		the other day format is
		die odiei day format is

	dedicated to interactive
	activities that the student can
	accomplish at any time during
	the week.
	Meetings may be held
	simultaneously on other days
	of the week after 4 p.m., in
	order to prevent conflicts

b. For master's students in the study schedule, the week is followed as a unit of study as follows:

E-learning	One simultaneous meeting through the	
	electronic platform is (3 credit hours) per week	
	First, the student does a self-paced activity	
	through the electronic platform in the following	
	week, and so on throughout the semester.	
Hybrid learning	One meeting on campus is (3 credit hours) per	
	week	
	First, the student does a self-paced activity	
	through the electronic platform in the following	
	week, and so on throughout the semester.	
Face to face learning	A face-to-face meeting on campus will be held	
	every week for 3 credit hours without	
	Interruptions throughout the entire semester.	

### Mechanisms for applying the above principles when preparing the Tables

6.For the purposes of preparing the study schedules in a comprehensible, clear, easy-to-read and smooth manner with its content, when using different styles in teaching, it is necessary to identify a set of symbols with expressive significance, for each style and for each term used in the study

schedule, and accordingly, the symbols denoting the terms used, as shown in the following table:

(ك)	e-learning	It indicates that the study division is
		taught entirely electronically through the
		learning platform, and its teaching
		includes two modes (3:3), a simultaneous
		meeting
		for an hour and a half, and interactive
		activities of an hour and a half, and do
		not require the student to attend the
		campus, except on the day of the exam.
(م)	Hybrid learning	It indicates that the study division is
		taught in a blended learning mode, and
		its teaching includes two modes (3:3),
		face-to-face on campus
		for an hour and a half, and one-and-a-
		half hour interactive activities that the
		student does on his own off-campus.
(و)	Face to face learning	It indicates that the study division is
		taught entirely on campus and in person,
		depending on the number of credit hours
		in it, and adopts the principle of lectures
		in the hall, laboratory or operator.
(v)	Interactive activities	It refers to interactive activities that the
		student performs on his own or in small
		student work groups outside the campus,
		through the e-learning platform, and
		without the presence or participation of
		the subject teacher, and these interactive
		activities are applied with e-learning and
		blended learning patterns.

#### E-learning

- 7.All sections (face-to-face, merged, and electronic) in the approved study schedule must be documented within the electronic learning platform, and the teachers of these divisions and the students registered in them have the right to access the platform and benefit from the capabilities and specifications available in it.
- 8.Regardless of the learning style used in teaching the subject to all divisions, students must have the following (sample study plan for the fourth edition and later, if any):
- a. Course plan (detailed description of the topics of the course accurately distributed at the level of each learning session, expected learning outcomes, teacher office hours, teaching methods, measurement and evaluation tools).
- b. The book adopted in the teaching process while taking into account intellectual property rights.
- c. Open Learning Resources to Help Pass the Material.
- d. A presentation of each subject (lecture) in the full e-learning mode only, with its date.
- e. At least three recorded videos for each topic (lecture) of no more than (5) minutes each.
- f. Assistive materials such as videos, presentations, website links, apps, etc.
- g. The results of interactive activities, feedback, short exams, job results and homework for all divisions, including face-to-face.
- h. Records of attendance, absence, and participation of students in lectures, and for the accuracy of documenting the student's attendance in synchronous meetings in the e-learning mode, the university student's number is adopted when entering the platform, and when exiting it.
- i. Course Questionnaire designed to receive feedback from students for improvement purposes

  Development

9. The university is committed to giving students with disabilities, special needs, or learning disabilities

Adequate attention to help them overcome the challenges and difficulties they face while learning.

- 10. Regardless of the learning style used in teaching the subject, the student must submit the results of the self-activities and the required participations during the semester through the online platform, including the required participations in the face-to-face learning style.
- 11. Obliging the student to submit the results of the self-assigned activities and tasks and the participants within a period of time not exceeding the period between two simultaneous or face-to-face meetings, i.e. the student must submit the results first and foremost, and delay, inaction, or negligence will affect his/her grade. A one-week delay policy may mean the loss of 50% of the grade, and a further delay may mean that the student will get (0) mark.
- 12. The office hours of the faculty member shall be accompanied by his/her teaching load, and the number of office hours shall not be less than half of his/her teaching load, and shall be before the lecture date or immediately after the lecture, and the office hours shall be for the face-to-face and integrated teaching load within the campus and in the faculty member's office, and for e-learning may be through the e-learning platform immediately after the synchronous meeting.

#### **Off campus activities**

- 13. The asynchronous activities aim to motivate students to continuous self-learning and transform them from recipients of the study material to active participants in its understanding and achieving the expected learning outcomes of knowledge, skills and competencies required in society and the labor market, so the percentage of final exam marks has been reduced to 40%, and the percentage of marks for works has been increased to 60%
- 14. Asynchronous activities, including student activities related to face-to-face courses, include the following:
  - Midterm exam, if any,
  - Results of experiments or applications in laboratories or workshops for practical materials

- Periodic reports of the progress of the training process for the field training or clinical training course
- Periodic reports on the progress of the completion of a research project or graduation project
- Periodic reports of the progress of the completion of a university thesis (university thesis for master's students)
- Quizzes
- Short Assignments
- Presentations
- A video in a student's voice (to evaluate, explain, explain, analyze, or critique a topic)
- Project or Research Paper
- Recorded and documented student panel discussions within working groups
- Engagement and participation

15. The study plan must include all asynchronous activities that have been chosen, distributed over topics and weeks of study, which are announced to students at the beginning of the semester, taking into account the selection of the appropriate activity for each of the subjects of the course, and the faculty member must adhere to following up on these activities as it is accurately advertised.

- 16. For practical subjects, field training materials, clinical training, research projects, graduations, and university theses for master's students, there must be a documented and announced work guide that includes the experiments, applications, or procedures to be implemented within a specific timetable commensurate with the duration of the semester.
- 17. The faculty member is committed to fairness and objectivity in distributing the grades of the class work on the selected activities for each subject according to the nature of the subject and the learning outcomes expected from it.

All activities are asynchronous regardless of the style of instruction followed (electronic, blended, or face-to-face) and their results must be recorded and documented in the approved e-learning system.

#### **Measurement and Evaluation (Exams)**

28. The measurement and evaluation mechanisms are based on the following table:

Type of evaluation	E-	hybrid	Face to	Face to	Field	Research	Post

#### Students' guidebook 2025/2026

	learning		face	face	Training	Legislator	graduate
			(theory)	(practicum)		(Graduation)	(master's)
Midterm exam	30%	30%	30%				
Semster work	30%	30%	30%	60%	60%	60%	60%
(participation/self-							
activities/careers)							
Home/Apps/Follow-							
ups)							
Final exam	40%	40%	40%	40%	40%	40%	40%

29. The student is not considered successful in the subject unless he takes the final exam in it for all teaching styles and categories of study subjects. 10. All exams will be held on campus, regardless of the teaching style followed in the subject, including:

Midterm exam and final exams, whether electronic or paper-based exams, in order to ensure the application of fairness, integrity, transparency and credibility of the evaluation followed. The dates of these exams will be announced in the university's annual calendar

- 30. The duration of the midterm exam shall be one and a half hours, and it shall be implemented for subjects with one division on the date of the face-to-face or simultaneous lecture, and for multi-division subjects, the exams shall be standardized and held on Thursdays to prevent conflicts, and in case of conflict priority is given to taking the exam
- 31. The duration of the final exam shall be two hours, and the exams shall be held according to the schedule announced by the Admission and Registration Department after it was approved by the Council of Deans.
- 32.In the case of multiple-answer midterm exams, the number of questions should be between 25 to 30 questions, covering all the required learning outcomes in the subjects of the subject to date. In final exams, the number of questions should be between 30 and 50, and the questions should cover all the learning outcomes of the subject.

33.Educational levels should be taken into account when formulating questions, so that the exams include: 20% questions for higher educational levels, 60% questions for intermediate educational levels, and 20% questions for lower educational levels out of a total of exam questions.

34.All e-exams must be designed and prepared using the university's approved e-learning platforms.

35. The teacher must measure the learning outcomes obtained by the students after each exam and discuss this in the department council, for the purposes of development and improvement.

#### **General Rules and Regulations**

37. The faculty member is committed to working on campus at least four days a week, regardless of the teaching style applied in his teaching workload, so that he can be a successful mentor and manager of the teaching process and work to develop the academic and educational content of the subjects he studies in a team spirit in partnership and cooperation with his colleagues, and carry out his duties towards scientific research and participation in committees and other university and community activities.

38. The Office of Accreditation and Quality Assurance applies a detailed electronic questionnaire to faculty members about the effectiveness of the educational and learning process to obtain feedback for the purposes of improvement and development, and the results of this questionnaire are attached with recommendations and improvement plans when submitted to the President of the University.

39. The President, Deans, Heads of Departments, and the Director of the E-Learning and Open Learning Resources Center shall be responsible for the implementation of these regulations.

40. The Board of Deans shall decide on cases in which no provision is made on these grounds.

# Instructions for Applying for the Level Exams (Remedial English / Remedial Arabic / Remedial Computer Skills)

- 1. The student must be regular and registered in the same class as the exams.
- 2. The student must take the exams during the first year of enrollment in the university.
- 3. They will be able to take the exam if they are going to be able to get the exam and they will be able to get the exam if they are going to be in the university for the first time.
- 4. In case the student succeeds in the exams, he will be exempted from studying remedial subjects.
- 5. 80% of the time the number of people who have been vaccinated has been affected by the pandemic. 3
- 6. In case the student fails the exams, the student must study the remedial materials.

## Instructions of Student Clubs at the Al-Zaytoonah University of Jordan

**Article (1):** These instructions are called "Instructions of student clubs at Al-Zaytoonah University of Jordan", and shall be implemented as of the date of approval.

**Article (2):** The following words and phrases, wherever stated in these instructions, shall have the meanings assigned to them below unless the context indicates otherwise.

University: Al Zaytoonah University of Jordan

President: The President of Al-Zaytoonah University of Jordan

Deanship: The Deanship of Student Affairs

Dean: The Dean of Student Affairs

Clubs: The Student Clubs

Member: He is the student registered at the University to obtain the degree associated with the club.

**Article (3):** Clubs shall be established on campus under the supervision of the Deanship, in accordance with the decisions issued by the President, upon the recommendations of the Dean.

**Article (4):** Clubs shall cover scientific, artistic, and cultural activities.

**Article (5):** The student clubs aim to achieve the following:

- 1. To promote systematic and extracurricular activities.
- 2. To strengthen the bonds of cooperation and understanding between students and faculty members.

- 3. To encourage voluntary tendencies, public services, and teamwork among university students.
- 4. To allow students to participate in student activities and demonstrate their culture, orientation, and skills.
- 5. To develop leadership skills and innovation among university students.
- **Article (6):** Clubs may not participate in political, sectarian, or regional affairs.

**Article (7):** A. Clubs' work is to achieve their goals through the public and administrative bodies.

- B. The General Assembly shall consist of members affiliated with the club, the minimum number shall be (10) members, and they shall practice the following tasks:
  - 1. Hold Elections for the administrative body from among its members.
  - 2. Discuss and approve the annual fiscal and administrative report submitted by the administrative body.
  - 3. Discuss and approve the annual work plan.
  - 4. Participate in the organize lectures, seminars, and scientific and cultural meetings.
  - 5. Withdraw trust from the administrative body, provided that this is done by a two-thirds majority of the members.
- C. The administrative body of each club shall be composed of five members elected by the General Assembly by acclamation or by secret ballot. If the number of candidates exceeds five according to arrangements prepared by the Deanship, the constitutionality of these elections shall provide the absolute majority.

**Article (8):** A student who nominates himself as a member of the administrative board of any club:

1. The candidate shall be a member of the General Authority of the club.

- 2. Shall remain at the university for at least two academic semesters
- 3. Shall not be subject to any disciplinary punishment except for the penalty of alert.
- 4. Shall not be deferred to study at the university in the semester in which he is nominated.

**Article (9):** The election of members of the administrative body of the club during the second semester of the academic year in accordance with procedures announced by the Deanship, and the president to postpone the elections for the period he deems appropriate.

**Article (10):** The election process shall be conducted according to the single vote system, and no power of attorney or right to vote shall be allowed.

**Article (11):** The candidate has the right to withdraw in writing at least three days before the election date.

**Article (12):** The administrative board of each club shall assume its administrative, financial, and organizational affairs and shall include within its functions the following matters:

- 1. Making decisions and taking actions necessary to achieve the club's goals.
- 2. Presentation of the annual report on the various activities of the club to the General Assembly, and the extent of the achievement of the annual work plan.
- 3. Submit the annual financial and administrative report to the General Assembly.
- 4. Implementation of decisions of the General Assembly.
- 5. Organization of meetings of the General Assembly.

Submit an annual work plan to the General Assembly, including the activities it intends to undertake and the financial requirements for its implementation.

6. Determine the appropriate means to achieve the goals of the club with the consent of the Dean.

**Article (13):** The administrative board shall be elected from amongst its members at the first meeting of its chairperson, vice chairperson, and treasurer by secret ballot.

**Article (14):** The members of the administrative body shall carry out the tasks assigned to them according to their specialization, according to the following:

#### A. President of the club

- 1. Supervising the work of the club and signing the correspondence after it has been approved by the administrative body.
- 2. Representing the club in front of the university officials.
- 3. Chairing the sessions of the administrative body and the public authority.
- 4. Forming student committees for the various activities of the members of the General Authority and supervising its work.
- B. Vice president of the club
- 1. Represents the president of the club in case of absence
- 2. Carry out the work assigned to him by the club president
- C. Secret Keeper
- 1. Minutes of the meetings of the administrative body
- 2. Supervising the organization and keeping records of the club.
- D. Treasurer
- 1. Keeping books of accounts and financial documents
- 2. Receipt of any revenues to the club after being approved by the administrative board and the Dean's approval, and deposited in the university's trusteeship.

Article (15): Cases of loss of membership from the club's administrative body:

- 1. Loss of one of the conditions of nomination for the member is provided.
- 2. Violation of club rules.
- 3. If he is dismissed from the university, he shall be withdrawn from it
- 4. Death
- 5. Written resignation
- 6. The absence of the member three consecutive times to attend the meetings of the administrative body of the club, or five times separated without an excuse accepted by the administrative body.
- **Article (16):** The term of office of the administrative body shall be one academic year, after which new elections shall be held.

**Article (17):** Meetings of the club's governing body shall be legal if attended by more than half of the members. Decisions shall be issued by a majority of the votes of those present. In case of equal votes, the side to which the president gives his vote shall prevail.

Article (18): If the position of a member of the administrative body is vacant for any reason, the student who follows him in the order of the votes of non-members of the administrative body in the last elections held by the General Assembly shall replace him. If this is not possible, the administrative body shall choose a member for the vacant position who meets the conditions of membership through the administrative body by acclamation or by internal vote, in case of equal votes after a member of the president of the club gave his vote to him.

**Article (19):** The General Assembly shall meet once a year and may be convened for extraordinary meetings by a decision of the administrative body or at the request of more than half of the members of the General Assembly.

Article (20): The meeting of the General Assembly shall be legal if attended by more than half the number of members. If the quorum is not completed, the meeting shall be postponed for a period of one week, which shall thereafter be legal, whatever the number

of attendees, except for the meetings in which the administrative body is elected.

**Article (21):** A. The General Assembly shall be called for meetings in the place assigned to it by the Dean in coordination with the administrative body, with a notice delivered to all members at least one week prior to the meeting.

B. The Board of Directors shall be invited by the President of the Club whenever necessary.

**Article (22):** A. The General Assembly and the administrative body shall submit their decisions to the Dean.

B. Decisions of the General Assembly and the administrative body must be consistent with the University's policy, goals, and interests.

**Article (23):** The financial year of each club begins with the start of the academic year and ends with its end.

Article (24): Club money shall be deposited in its name in the League's trusteeship and shall be withdrawn by the signature of both the treasurer and the club president after the approval of the Dean.

**Article (25):** Club money shall be disbursed by a decision of the administrative body at a legal meeting. Such funds may only be disbursed in the areas that serve the club's goals and public activities upon the approval of the Dean.

**Article (26):** The Deanship shall contribute to the expenses of clubs, as provided for in the relevant instructions. The President may, upon the recommendation of the Dean, increase the contribution of the Deanship to the expenses of the clubs if necessary.

**Article (27):** The revenues of clubs consist of:

- 1. The contribution of the Deanship in supporting the activities of the clubs.
- 2. The proceeds of activities carried out by clubs.
- 3. Donations and any other revenues a re approved in accordance with the

regulations and instructions of the University.

Article (28): Club financial matters shall be audited by the University Finance Department.

**Article (29):** The Dean shall issue the executive and procedural decisions he deems necessary to implement the provisions of these instructions, including those related to the elections.

**Article (30):** The Clubs shall be dissolved by a decision of the President of the University upon the recommendation of the Dean. The Club's funds and assets shall be transferred to the Deanship.

**Article (32):** The President of the University may decide on cases in which no provision is made.

Article (33): The President and the Dean are responsible for implementing these instructions.

# Rules of Procedure for Student Discipline at Al Zaytoonah University of Jordan

**Article (1):** This system shall be called the "Rules of Procedure for the Discipline of Students at Al Zaytoonah University of Jordan"

**Article (2)**: The following terms shall have the meanings assigned to them below unless the context indicates otherwise.

University: Al Zaytoonah University of Jordan

President: President of the University

Council: Council of Deans

Dean: Dean of the Faculty or Dean of Student Affairs, as evidenced by the context.

**Article (3):** The provisions of this Law shall apply to university students and to students enrolled in special programs and courses who commit violations as stipulated in Article (4) of this Law and shall be subject to the disciplinary provisions and procedures stipulated in these instructions.

- **Article (4):** The following acts constitute behavioral offenses that expose the student who commits any of them, whether the student (an actor, partner, instigator, or interferer), to the disciplinary punishment provided for in this Law.
  - A. Abstaining from attending lectures or theoretical and practical lessons or other acts that require regulations and instructions to abide by them, and every incitement that may lead to this abstention.
  - B. Cheating in the exam or test conducted by the university or participation or initiation, and the violation of the examination system or the calm should be available.
  - C. Any act of honor, dignity, morals, or good conduct would harm the reputation of the university or its employees, including any act committed by the student outside the university on an occasion in which the university participates or any activity he performs.
  - D. Participate in any organization inside the university without the prior permission of the competent authorities at the university, or participate in any collective activity that violates the regulations in force at the university, or incitement to it.
  - E. The use of university buildings for purposes other than those prepared or used without prior permission.
  - F. Distribute leaflets or issue wallpapers for faculties or collect signatures or donations that would disturb the security and the university system, harm national unity, or prejudice religious rituals.
  - G. Disrupting the system required by lectures, seminars, or activities held within the university.
  - H. Any act constituting an insult, abuse, or assault committed by the student against a member of the faculty or any of the employees or students at the university.
  - I. Destruction of the University's movable and immovable property or any property belonging to others within the University.

- J. Fraud in university documents or the use of false papers for any university purposes.
- K. Giving university documents and identities to others for the purpose of using them illegally.
- L. The theft of any property of the University Employees or students.
- M. Inciting or agreeing with students or other persons to commit acts of violence or fights against students or other persons within the university.
- N. Advocacy of political, sectarian, or regional ideas or promotion within the campus.
- O. Violation of the university regulations and their instructions or their effective decisions.
- P. Insert any material that can be used for an illegal purpose on campus.
- Q. The possession, trafficking, promotion, or attendance of narcotic substances, or the presence of the student on campus, while under its influence.
- R. The possession or use of any weapon that is defined by the Jordanian Penal Code.
- S. Impersonating others.

**Article (5):** The penalties for disciplinary offenses committed by the student mentioned in Article 49 of this Law shall be determined as follows:

- A. Linear alert.
- B. Take out of the classroom and call security when necessary to get it out.
- C. The denial of attendance of some or all of the lectures in which the student disrupts the system while teaching.
- D. Denial of a limited period of benefit from the services provided by one or more of the university facilities in which the offense was committed.
- E. Denial of a specific period of activity or more of the student activities in which the offense was committed.

- F. The Warning shall be of three degrees: the first, the second, and the final.
- G. The fine shall not be less than the value of what the student incurred.
- H. Cancellation of registration in one or more of the articles of the semester in which the violation occurs, and the student shall be fined the prescribed fees for the canceled materials.
- I. Recalculation in one or more articles.
- J. Temporary dismissal from the university for one semester or more.
- K. The final term at the university.
- L. Cancellation of the decision to grant the certificate if it turns out that there is fraud in the requirements for obtaining it.

**Article (6):** If the student is caught in the course of the examination or the test in one of the courses is fraudulent or proved as a result of the investigation that he tried to cheat or participated in or initiated it to sign the following penalties combined:

- 1. He shall be considered to have failed the course
- 2. Canceling his registration in the rest of the registered courses in that term and fining him full fees.
- 3. His dismissal from the University for one semester, following the semester in which he was caught cheating.

**Article (7)**: A. A student who has agreed with another student or another person to attend an examination or test in his place. The following penalties shall be considered jointly:

- 1. Fail in the examination or test.
- 2. Cancel his registration in the rest of the courses registered in that semester.
- 3. Dismiss the student from the university for at least two semesters, starting from the semester following the semester in which he was caught.

- B. A student who has attended the exam or test instead of another student is expected to take the following penalties:
  - 1. Cancellation of registration in the registered courses in that course.
  - 2. Dismissal from the University for at least Two Semesters, starting from the semester following the semester in which he was appointed.
  - 3. If the person who attended the examination hall from non-university students, he shall be referred to the competent judicial authorities.
- **Article (8)**: A. It is permissible to combine two disciplinary punishments or more of the penalties stipulated in this Law
- B. In the event of a temporary suspension from the university, the identity of the dismissed student shall be withdrawn, and he shall be denied entry to the campus during the period of the semester, unless through the prior permission by the Dean of Student Affairs.
- C. A student who has been dismissed from the university is deprived of a partial disciplinary course of obtaining a certificate of good conduct. The name of the student who is finally dismissed shall be distributed to all public and private universities.
- Article (9): A. The decision to impose disciplinary penalties shall be kept in the file of the student at the Deanship of Student Affairs. The competent authority shall inform the Dean of the faculty concerned, the Registrar General of the Admission and Registration Department and the sending authority, if any, and the Dean of the faculty concerned.
- **Article (10):** A. If a student is dismissed for a period of two semesters or more between summer semesters, he is not entitled to register in this summer semester. The summer semester shall not be counted in the number of classes covered by the penalty.
- B. A student who has been dismissed for a period shall not be entitled to any course taught during the period of this semester at any other university.
- **Article (11):** A. The student who is referred for investigation is not entitled to withdraw from the study before the investigation is completed.

B. The student's graduation proceedings shall be suspended until the decision on the violation has been decided.

**Article (12):** A. 1. The faculty Council shall, in the first month of each academic year, constitute a committee of three members, in addition to a fourth member of the faculty members of the faculty, to investigate the violations committed by the students inside the faculty building.

- 2. The duration of the Committee shall be one renewable year.
- 3. The Dean of the faculty shall refer the violations to this committee for investigation and the placement of appropriate punishment.
- B. 1. The Dean of Student Affairs at the beginning of the academic year shall appoint a committee of three members, in addition to a fourth member of the faculty members of the university to investigate the violations committed by the students on campus outside the faculty buildings.
  - 2. The duration of the Committee shall be one renewable year
  - 3. The Dean of Student Affairs shall refer the irregularities to this committee for investigation and appropriate punishment.
  - 4. The President of the University may, in case of necessity, form another committee to investigate the offenses committed by the students, provided that it submits its report to the Disciplinary Board in the Deanship of Student Affairs.

**Article (13):** A. At the beginning of the academic year, the Council shall consist of a disciplinary council composed of the Dean of Student Affairs as President, the Dean of the faculty, followed by the student, and three members of the Faculty. The fourth member of the faculty shall be appointed at the University. Students' affairs or from the deans of the faculties, as the case may be.

- B. The term of the Board shall be one renewable year.
- C. In special cases, the Council may replace the President of the Disciplinary Board with another President for a specified period.

Article (14): The investigation committees and the disciplinary board shall decide on the cases referred to them within a period not exceeding fourteen days from the date of their referral by the competent authorities, and the president may extend them if the circumstances so require. The dissenting student must appear before the investigation committees or the disciplinary board during this period. The Disciplinary Board shall have the right to carry out disciplinary proceedings in absentia if the offending student does not appear after being notified by means of the announcement at the College for the second time.

**Article (15):** A. In the event that the period specified for any of the commissions of inquiry and the Disciplinary Board expires, they shall continue to exercise their powers until they form new committees and a new council replaces them.

B. The penalties imposed by the commissions of inquiry shall be approved by the concerned dean if he is of his powers and shall not be referred to the disciplinary council for taking whatever he deems appropriate.

**Article (16):** The disciplinary punishments shall be determined as follows:

A. The course instructor has the right to impose penalties stipulated in paragraphs (A), (B), and

- (C) of Article (5) of this Law by a written notice.
- B. The Dean has the right to impose penalties stipulated in paragraphs (A) to (I) of Article (5) of this Law.
- C. The Disciplinary Board shall have the right to impose penalties provided for in Article 5 of this Law in accordance with its conviction of the appropriate penalty for the offense before it.

Article (17): A. All disciplinary decisions shall be final, except for the penalties stipulated in paragraphs (J), (K), and (L) of Article (5) of this Law. The student has the right to appeal to the Board any decision within fifteen days from the date of issuing the decision or announcing it in the faculty, and the Council may endorse the decisions taken on the penalty, amend, or cancel it.

In case the student chooses not to appeal against the decision of the penalty, then the disciplinary decision issued against him shall be considered final.

B. The student shall not be punished for one offense by more than one disciplinary body.

**Article (18):** University security personnel shall maintain security and order within the campus, and the notifications and reports they serve shall have their validity unless proven otherwise.

**Article (19):** The President may assume the functions of the Disciplinary Board of the University provided for in this Law in case of necessity, such as a riot, assault, dispute, or any act of disorder on the University's property. The President shall inform the Council of his decision in this regard.

Article (20): The University may continue its disciplinary procedures provided for in this Law, even if the violation is seen by other parties, and the imposition of disciplinary punishment against any of the students does not prevent him from being prosecuted in accordance with the provisions of the law.

**Article (21):** The President shall have the right to observe any of the students in accordance with the provisions of the law in cases where he deems such action calls for it.

**Article (22):** The President shall set the executive instructions for the application of the provisions of this Law and submit them to the Board of Trustees for approval.

Article (23): The Council shall decide on matters in which there is no provision in this Law

# Instructions for Entry of Employees, Students, and the Use of Vehicles on Campus at Al- Zaytoonah University of Jordan

**Article (1):** These Instructions shall be called "Entry Instructions for Employees and Students and the Use of Vehicles on the Campus of Al-Zaytoonah University of Jordan", and shall be subject to considerations from the date of their approval.

**Article (2):** The following words and phrases shall have the meanings assigned to them below, unless the context indicates:

University: Al-Zaytoonah University of Jordan

President: President of the University

Staff: Faculty members, lecturers, and employees at the university.

Students: Students enrolled in the university to obtain any degree from the university

Article (3): A. University employees are allowed to enter their cars on the campus under a special poster prepared by the Public Relations Department at the beginning of each year, which expires by the end of the year, except for the employees of the Department of Supplies and Engineering, Maintenance and Services, and the Department of Security and Transportation.

B. The Public Relations Department shall deliver the posters to its beneficiaries within two weeks of the beginning of the year.

C. In order to be granted the poster, the vehicle must be registered in its name, and the Public Relations Department shall be provided with a copy of its license and driving license.

D. The label shall be placed on the vehicle allowed to enter only the campus.

**Article (4):** Students are not allowed to enter their cars on the university without the written approval of the university president.

**Article (5):** Buses and trucks shall not be allowed to enter the campus except by an interim permit granted by the President.

Article (6): All car owners shall comply with the following:

- 1. Abide by the speed allowed on campus
- 2. Do not allow any minor to use or enter the car on campus
- 3. Do not allow students or their companions to enter the campus by car.
- 4. Do not make noise or use noisy honks.

5. Do not park in the parking lot allocated for the Department of Engineering, Maintenance, and Services.

6. Not to stand in the places reserved for university employees, in prohibited places on campus, at emergency entrances or double parking.

Article (7): University security shall inspect any vehicle inside or outside the campus.

**Article (8):** The President may impose any penalties he deems appropriate in case of violation of what is stated in Article (6) herein.

**Article (9):** The Director of the Department of University Security and the Director of the Department of Engineering, Maintenance and Services and the Director of the Department of Public Relations are responsible for the implementation of these instructions, each according to his competence.

#### **Instructions to prevent Smoking at the university**

Issued under Article (9) paragraph (e) of the Jordanian Private Universities Law No. 26 of 2007

**Article (1):** These instructions shall be called "Smoking Prevention Instructions at the University" and shall be implemented as of the beginning of the academic year 2007/2008.

**Article (2):** The following terms, wherever stated in these Instructions, have the meanings assigned to them below unless the context indicates otherwise:

University: Al Zaytoonah University of Jordan

President: President of the University

Employee: Employee at the university or companies contracting with the university.

**Article (3):** These instructions shall apply to every faculty member, worker, and student at the university who commits the offenses stipulated in Article (4) of these Instructions:

A. Smoking in all known forms within the university and its offices, halls, facilities, and buses,

- B. Throwing cigarette butts or similar inside university buildings.
- C. Invite others and encourage them to smoke inside university buildings.
- D. Sell cigarettes and other smoking items, and promote them within the university
- **Article (5)** The penalties for violations committed by the faculty member, the employee, or the offending student mentioned in Article (4) shall be determined as follows:
- A. A fine of not less than JD (20) if the violator is a faculty member.
- B. A financial fine of not less than JD (15) if the violator is a worker
- C. A fine of not less than JD (10) if the violator is a student
- **Article (6):** The fines shall be deposited and kept in the Financial Department in a special account and disbursed to assist the poor university students through a committee established by the president for this purpose.
- **Article (7):** The fine shall be obtained from the violators as follows:
- A. It shall be deducted from the salary of the faculty member or the offending employee in the month in which the violation occurs, and he shall be informed accordingly.
- B. it shall be added to the sum owed by the student in the semester in which the violation occurs.
- **Article (8):** The penalties stipulated in Article (5) shall be imposed by a decision of the President upon the recommendation of the Dean of the faculty or the Director of the Department.
- **Article (9):** A. University security officers shall maintain non-smoking in university premises and facilities, and the communications and reports they submit shall be used to prove the violation.
- B. The reports of the Presidency of the University, the deans, and the heads of the departments they submit shall be used to prove the violation.

## **Facilities and Services at the University**



The duties and responsibilities of the Deanship are as follow:

- Holding seminars and conferences periodically
- Supporting and disseminating scientific research
- Providing a database of the research movement at the university
  - Encouraging projects that benefit the community



Saidna Ali Mosque is located on the 900-square-meter campus. It serves the university's family, students, and local community. It includes a library and a special section for the female praying room, where lectures, seminars, and religious lessons are held.



The University provides students with the necessary services of food and drink through a network of cafeterias, restrooms, and restaurants. The central Cafeteria at the University includes many specialized halls to serve the students, the University's family, and guests.



Medical Center: The University attaches special importance to the benefit of the students and their employees and the members of the surrounding community, and provides them with health services by a group of medical doctors and nurses, and provides them with medicines free of charge.



The Career Guidance and Alumni Office (King Abdullah II Fund for Development), which focuses on developing students' skills, organizes training courses and workshops to prepare graduates for the local labor market.



The Sustainable Green Student Park works on renewable energy (sun and wind), where Al-Zaytoonah University of Jordan is renowned for its wide green spaces, the beauty of its gardens, and its distinctive location on a green hill on the airport road.



Gym: The sports activities department at the university is interested in developing training programs for students, organizing sports tournaments and events both on and off campus, and supervising student camps.



The commercial market: It includes a bookshop and a stationery center. It also has a bank to serve students, employees, and the local community.



Sports Facilities: The University has modern sports facilities equipped with the latest equipment and equipped according to international standards, including the gym and the main stadium, which includes stands for up to 5000 people, as well as facilities for the exercise of multiple sports.



Library: Al-Zaytoonah University is distinguished by its architecture area and holdings. It covers an area of 7225 m<sup>2</sup> and includes more than 200 thousand papers, electronic, and periodicals.



Transportation Department: The University provides a fleet of buses to ensure the transfer of students from and to the University, and provides protection and custody of its students around the clock through a security system distinguished by its experienced and skilled elements.



National Service Office: The National Service Office was established at the university to facilitate the students' applications in terms of their military service (if required) during their studies in the University, approval needed during registration, postponement or discontinuities of their studies, and granting them travel permits and following up on their regularity and graduation.



Admission and Registration Department: The Admission and Registration Department deals with all matters related to students' affairs in terms of admission, registration, and follow-up of the implementation of the instructions to award degrees, and helps students with how to deal with them.



Computer Center: A center for the provision of information and communication services, known for its high technical ability and application of the best available resources, and its ability to deliver telecommunications services and information technology at the highest levels of technical infrastructure integration.



The University's website is a reliable means of communicating the University's announcements regarding the student and the study process.

# The Academic Calendar for the Academic Year (2025/2026) Al-Zaytoonah University of Jordan

### Academic Calendar for the first semester of the academic year (2025/2026)

The start of the academic year (2025/2026) and	Sunday	21\09\2025
the continuity of faculty members		
Period of registration, withdrawal and	Sunday-Thursday	2025/10/11-08/21
addition		
of the first academic semester for the		
academic year 2025/2026		
Start teaching for the first semester of the	<u>-</u>	2025/10/12
academic year 2025/2026		
The first withdrawal period	Sunday-Thursday	2025/10/23-10/12
Second withdrawal period	Sunday-Thursday	2025/11/06-10/26
Third withdrawal period	Sunday-Thursday	2025/11/13-11/09
The fourth withdrawal period	Sunday – Thursday	2026/01/08-
		2025/11/16
The period during which the midterm exams	•	
take place		2025/11/30
Holiday Christmas		2025/12/25
Period of registration, withdrawal and		2026/02/14- 2025/12/20
addition for the second semester of the		2023/12/20
academic year		
2025/2026		2026/01/01
New Year's Eve	,	
Graduation Research Discussion Deadline	,	
Master's Thesis Discussion Deadline	,	
The final exam for the first semester of the	,	2026/02/02-01/20
academic year 2025/2026		
Results Submission Deadline	<b>,</b>	
Vacation between the two semesters for students		2026/02/14-02/03
The decision of the Council of Deans to award degrees	Monday	2026/02/09

# The Academic Calendar for the Academic Year (2025/2026) Al-Zaytoonah University of Jordan

### Academic Calendar for the second semester of the academic year (2025/2026)

Period of registration, withdrawal and addition	Saturday-Saturday	20/12/2025-
of the second academic semester for the		14/02/2026
academic		
year 2025/2026		
Start teaching for the second semester of	Sunday	15/02/2026
the		
academic year 2025/2026		
The first withdrawal period	Sunday – Thursday	15/02-26/02/2026
Second withdrawal period	Sunday – Thursday	01/03-12/03/2026
Third withdrawal period	Sunday – Tuesday	15/03-24/03/2026
The fourth withdrawal period	Wednesday –	25/03-04/06/2026
	Thursday	
Eid al-Fitr (estimated) 1447.	Thursday	19/03/2026
The period which during the midterm exams	Sunday – Tuesday	12/04-21/04/2026
take place International Workers' Day	Friday	01/05/2026
	Friday Monday	25/05/2026
The Hashemite Kingdom of Jordan Independence	Monuay	25/05/2020
Period of registration, withdrawal and addition	Monday- Saturday	11/05-04/07/2026
for the summer semester of		
the academic year		
2025/2026		
Eid al-Adha (estimated) 1447.	Wednesday	27/05/2026
Graduation Research Discussion Deadline	Thursday	28/05/2026
Master's Thesis Discussion Deadline	Monday	01/06/2026
The final exam for the second semester of	Tuesday- Thursday	09/06-18/06/2026
the		
academic year 2025/2026		
Results Submission Deadline	Sunday	21/06/2026
Vacation between the two semesters for	Sunday- Saturday	21/06-04/07/2026
students		20/24/2024
The decision of the Council of Deans to	Monday	29/06/2026
award		
degrees		

# The Academic Calendar for the Academic Year (2025/2026) Al-Zaytoonah University of Jordan

Academic Calendar for the summer semester of the academic year (2025/2026)

Period of registration, withdrawal and addition	Monday-Saturday	11/05-04/07/2026
of the summer academic semester for the		
academic		
year 2025/2026		
Start teaching for the summer semester of	Sunday	05/07/2026
the		
academic year 2025/2026		
The first withdrawal period	Sunday – Thursday	05/07-09/07/2026
Second withdrawal period	Sunday – Thursday	12/07-16/07/2026
Third withdrawal period	, ,	19/07-23/07/2026
The fourth withdrawal period	Sunday – Thursday	26/07-06/08/2026
Period of registration, withdrawal and addition	Thursday-Saturday	13/08-17/10/2026
of		
the first academic semester for the academic		
year 2026/2027		
The period during which the midterm exams	· · · · · · · · · · · · · · · · · · ·	02-05/08/2026
take place		
Graduation Research Discussion Deadline	,	
Master's Thesis Discussion Deadline	,	
The final exam for the summer semester of	Sunday - Thursday	23/08-27/08/2026
the		
academic year 2025/2026		
Results Submission Deadline	Sunday	30/08/2026
The decision of the Council of Deans to	Monday	07/09/2026
award		
degrees		

# شكر وتقدير لأعضاء لجنة إعداد دليل الطالب الآتية أسماؤهم:

رئيسأ	د. منير العفيشات - عمادة شؤون الطلبة
عضوأ	د. ف ارس العزة - مكتب الاعتماد وضمان الجودة
عضوأ	م. محمد عبد المهدي عبد الجواد - أمانة سر المجالس السيد
عضوأ	أحمد جمعة - دائرة القبول والتسجيل
عضوأ	السيد أحمد الحموري – عمادة شؤون الطلبة
عضوأ	الآنسة ضحى مرعي - مكتب الاعتماد وضمان الجودة