



Al Zaytoonah University of Jordan

The Students Guidebook 2018/2019

Sons and Daughters... New coming Students

At the beginning of the academic year 2018/2019, I would like to welcome you to the student family at Al Zaytoonah University in Jordan, as it celebrates its silver jubilee (twenty-five years) since its establishment. Al Zaytoonah Happens to be the first Jordanian University to obtain the ISO 9001: 2015 certificate.

It is noteworthy that a number of faculties were granted Certificates of Quality Assurance by the Ministry of Higher Education namely: Pharmacy, Nursing, Arts, Science, Information Technology, and Business.

This year marks the first step of your successful university life. The university life is different from the secondary education indeed, due to the plethora of diversity in the academic disciplines from which you get to choose. This, in turn, it will prepare you for the practical life that awaits you. This stage is characterized by the extracurricular activities provided by the University in its facilities on campus such as sports, cultural, social and artistic activities. At this stage in your life, you need to fine-tune your personalities, develop your skills and abilities, cooperate with others and respect others' opinions.

I would like in this regard to give you a fatherly advice or one from a professor to his students:

1. be keen to attend lectures, for your most crucial task is to acquire scientific knowledge and to study.
2. be virtuous, there is no value to science if not accompanied by morality.
3. Stick to the sense of belonging to the homeland, loyalty to its Hashemite leadership, and to Arab values and ideals.
4. Keep your distance from people with the deviant thoughts.
5. Preserve the university environment, contribute to the homogeneity of the Student Structure and reduce the phenomenon of university violence.

Wishing you a distinguished university life full of success

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

Building No.	Building Purpose
1	Library
2	Faculty of Pharmacy
3	Admission and Registration Department, Finance Department, and Computer Center
4	Transportation Department
5	Consultations and Community Service Center

6	Gym
7	Nursery
8	Faculty of Arts, and Faculty of Law
9	Faculty of Science and Information Technology, and Faculty of Nursing
10	Faculty of Engineering and Technology Labs, and Scientific Research and Graduate Studies Deanship
11	Accreditation and Quality Assurance Office, and Department of Alternative Energy Technology
12	Supplies Department, and Engineering Workshops
13	Stadium
14	Deanship of Student Affairs, Engineering, Maintenance and Services Department, and Commercial Market
15	Medical Center
16	Central Cafeteria and VIP Hall
17	University Presidency, Human Resources Department, Public Relations Department, Secretariat of the Councils, and Dewan
18	Faculty of Business
19	Faculty of Engineering and Technology, and Faculty of Architecture and Design
20	Mosque

Terms of Admission in the Bachelor program at Al-Zaytoonah University of Jordan

For the academic year 2018/2019

First: Al-Zaytoonah University of Jordan complies with the number of students who can be admitted in each specialization at the university in accordance with the special absorptive capacity of each specialization, set by the Higher Education Accreditation Authority and is committed to the quality assurance pertaining to this matter.

Second: Students are admitted to Al-Zaytoonah University of Jordan in the Bachelor 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 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.

D. Students with a General Secondary School / Comprehensive Health Education Certificate may apply for admission to the following specializations / faculties:

1. (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).

E. 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).

F. 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.

G. The minimum enrollment high school grades, to be admitted at 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.

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.

Fifth: The Council of Deans shall decide in cases where no regulations have been provided in such cases.

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

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

Terms and conditions of students' admission for community college degrees / Al Zaytoonah University of Jordan for the academic year 2018/2019

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 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: A. 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.

B. Students shall submit the medical reports to the centers established by the Supreme Council for the Rights of Persons with Disabilities. The approved medical committee, which was formed by the Ministry of Higher Education and Scientific Research, shall approve the medical reports after confirming the applicability of the disability conditions to the students and beneficiaries according to the principles approved by the President of the Supreme Council of Rights Persons with Disabilities for 2018.

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 sit 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 in the fields of pharmacy and engineering, where their average must not be less than (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 to 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 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.

Seventh: 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.

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

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

All university facilities and buildings are equipped with electronic surveillance cameras for your safety.

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 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.
3. 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 BA degree in the specializations provided by the University's faculties shall be as follows:

Faculty	Specialization	Minimum Limit
Sciences and Information Technology	Mathematics	133
	Computer Science	133
	Computer Information Systems (CIS)	133
	Software Engineering	133
	Computer Science /Multimedia	133
	Computer Science/ Computer networks	133
Pharmacy	Pharmacy	160
Nursing	Nursing	132
Arts	Arabic Language and its Literature	132
	English Language/ Literature	132
	English Language/ Translation	132
	French and English Languages and their Literature	132
	Classroom Teacher	132
Business	Business Administration	132
	Accounting	132
	Accounting (in English)	132
	Financial and Banking Sciences	132
	Marketing	132
	Management Information Systems (MIS)	132
Law	Law	141
Engineering and Technology	Electrical Engineering/ Communications and Computer	160
	Civil and Infrastructure Engineering	160
	Mechanical Engineering	160
	Electrical Engineering/ Power & Control	160
	Alternative Energy Technology	132
Architecture and Design	Architectural Engineering	165
	Graphic Design	132

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 whole credit hours mentioned in the study plan of all specializations. They include those courses which 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 which thematically integrate with the specialization courses. Not necessarily should these courses 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 not be less than (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 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 pre-requisites.

Fourth: Remedial Courses: newly-enrolled students sit a Placement Test in Arabic Language, English Language and Computer Science. In case that the student fails to make any of these exams, he/she should register a remedial course from outside the study plan, provided that this takes place for 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 do so again, 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 successfully got through 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 the Jordanian students and an elective one for the non-Jordanians. It is credited only within the total number of the credit hours prescribed for their graduation; it does not counted 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 in any Jordanian university.
2. If he/she graduated from a Jordanian Military college or an equivalent foreign Military Institution.
3. If he/she an officer obtaining founding 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 every course.

C. Every course is given a number indicating its level, field and order.

D. The number of the credit hours is demonstrated next 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 that a student finishes the degree's requirement 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 Admission and Registration Department.

Second: Each regular semester lasts for (16) weeks including exams. Summer semester lasts for (8) weeks including exams.

Third: A. The minimum credit load which the student registers to obtain the BA degree shall be (12) credit hours in the semester, unless his/her graduation at that last semester is conditioned by studying lesser 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. Study load for the student in the University is maximally (18) credit hours in the 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. Study load in the summer semester is maximally (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 exceeding 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 run counter to the valid decisions of the Higher Education Council.

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, field training in accordance with the prescribed hours for every course included in the study plan.

B. 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, 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 whole 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 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 whole 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 Admission and Registration Department about his/her decision. (Withdrawn) 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 in no more than two weeks' time from the date of the student's absence. In other compelling cases, the student should provide a proof thereof in a week from the ending date of the absence causes.

H. Faculty deans, teaching-staff members, lectures and The Registrar General of Admission and Registration Department are responsible to carry 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. (50%) of the final evaluation goes for the semester work, which includes two written exams during the semester: the first one is held near the end of the sixth week of the regular semester (third in the summer semester); the second one is held near the twelfth week of the regular semester (sixth in the summer semester). No more than (10%) 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 assessing.

2. (50%) 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 in 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, graduation projects that include credit hours are excluded; every faculty council specifies the success requirements and the student's performance evaluation therein. They are made clear to the students in the beginning of the semester and The Registrar General of Admission and Registration Department is informed thereof.

Second: Pure Practical Courses:

1. (60%) of the final evaluation goes for the semester work, which includes reports grades, assessments as well as 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' final grade. Otherwise, it is referred to the Faculty Council to say 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 in 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 Admission and Registration Department.

C. Detailed final exams documents are sent to the department to be studied, verified, then forwarded to the faculty dean to finally decide on them by the faculty council and then to The Registrar General of Admission and Registration Department to record them.

D. 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 and finally.

E. Course Instructor/ Coordinator is responsible for submitting to department head a copy of the exam sheets following their conducting alongside with their model answers.

F. Final exams schedule is announced to the student before the start of the second exam after prepared by the Admission and Registration Department in coordination with the faculties' 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 a justifying proof in no longer than three days, else, 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 him/herself from an announced final exam should submit his/her excuse to the concerned faculty dean in no more than two weeks from the date of conducting the exam. If the dean accepts the student's excuse, (Incomplete) remark appears and the department, course instructor and the Admission and Registration Department are notified thereof. Else, 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 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 one of the semester that follows according to the declared dates by the faculties. The faculty dean informs The Registrar General of 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. Departments heads are responsible to follow up with those students' affairs and facilitate 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 in no more than a month from the date of results announcement. 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 in no longer than one week from the date of receiving it, and three days for those students who are expected to graduate at 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 which 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. Summer semester does not apply for that purpose.

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 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 which 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 the first one of his/her joining year. He/she may move to another specialization. Summer semester in this regard does not apply.

F. 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 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 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 teaching starts date of one course or more was officially modified, and led to confusion of the student 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 faculty dean's approval. The Form is sent to the Registrar General of 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 from 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 the registered hours should not, as a consequence to the withdrawal, be less than the allowed minimum limit according to these regulations.

E. 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 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 be they 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 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 on 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. 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. Relevant Department head is informed about the postponement decision by the faculty dean and the Registrar General of Admission and Registration Department.

Seat Loss

Article (23): A. If the student fails to register 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 of 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 as 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 acceptable for admission into the specialization transferred to in at 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 which 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 that 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 out of 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 Admission and Registration Department. In any case, transference can maximally take place twice.

D. Courses which 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 in 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.

4. He/she should obtain a written approval in advance according to the form prepared for that purpose.
5. He/she should successfully finish these hours with an average of no less than (60%) in each course.
6. Considering the provisions of article (24), number of equalized hours should not exceed (50%) of the study plan's total hours.
7. Considering the provisions of article (21), the duration which the student spends in another university is considered as postponement if it takes place in a regular semester (First or Second).
8. He/she should pay all financial commitments and the needed fees to register a semester outside the university.

Requirements of Obtaining BA Degree

Article (27):

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 necessitated 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 in the University. 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 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 graduation is conditioned by passing one course which he 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 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 Admission and Registration Department, may agree that the department replaces other courses with Computer Sciences Courses and Principles of Statistics for the blind students.

Article (31): Graduation certificates are awarded in due time at the end of each semester. 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 the progress of the Placement Tests (English / Arabic / Computer Skills)

1. The student must be regular and registered in the same semester in which he / she shall sit for examinations.
2. The student shall take the examinations during the first year of university admission.
3. The student shall lose his or her right to sit for examinations if he does not do so during the first year of university admission.
4. In case the student passes the placement test, he shall be exempt from the study of the remedial materials.
5. In case the student receives an 80% or higher mark in the exam, he / she shall be exempted from the following subjects (Computer Skills 1 / English Language 1 / Arabic Language 1).
6. In case of fail in the exam, the student shall study the remedial courses.

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 the leadership skills, innovation of the university student.

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 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, 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 being 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 provided.
2. Violation of club rules.
3. If he is dismissed from university, he shall be withdrawn from it
4. Death
5. Written resignation
7. 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 meet 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 voice 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 the meetings in which the administrative body is elected.

Article (21): A. The General Assembly shall be call 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 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 Deanship shall supervise all the activities of the clubs within the university.

Article (31) 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 interference) to the disciplinary punishment provided for in this Law.

- A. Abstaining the attendance of 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 the 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 its instructions or its effective decisions.
- P. Insert any material that can be used for an illegal purpose to campus.
- Q. The possession, trafficking, promotion or attendance of narcotic substances, or the presence of the student on campus, which is 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 it.
- 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 a 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 or initiated it to sign the following penalties combined:

1. He shall considered to fail 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 of 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 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 a 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 to 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 of 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 it 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 to announce 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 with 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 to the campus under a special poster prepared by the Public Relations Department at the beginning of each year and 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 Department.

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 to 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 of using or entering 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, on 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 seeks to provide the student with the necessary services of food and drink through a group 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.



Career Guidance and Alumni Office (King Abdullah II Fund for Development), which deals with the development of students skills, and organizes training courses and workshops, in order to qualify graduates and prepare them 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, inside and outside the university, and supervising student camps.



The commercial market: It includes a books shop, and 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 m² and includes more than 200 thousand paper, 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 their regularity and graduation.



Admission and Registration Department: 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 help students in how to deal with them.



Computer Center: A center for the provision of information and communication services and 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 integrated.

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 (2019/2018)

Al-Zaytoonah University of Jordan

Academic Calendar for the first semester of the academic year (2019/2018)

The start of the academic year (2018/2019) and the continuity of faculty members	Sunday	2018/09/23
Period of registration, withdrawal and addition of the academic semester for the academic year 2018/2019	Sunday Thursday	2018/10/11-08/12
Start teaching for the first semester of the academic year 2018/2019	Sunday	2018/10/14
The first withdrawal period	Sunday Thursday	2018/10/25-10/14
Second withdrawal period	Sunday Thursday	2018/11/08-10/28
Third withdrawal period	Sunday Thursday	2018/11/15-11/11
The fourth withdrawal period	Sunday - Monday	2019/01/14-2018/11/18
The anniversary of the birth of the Prophet (recognition) 12 / Rabea Awwal / 1440	Tuesday	2018/11/20
The period during which the first exam takes place	Monday - Thursday	2018/11/29-19
Period of registration, withdrawal and addition for the second semester of the academic year 2018/2019	Sunday Thursday	2019/02/21-2018/12/16
Holiday Christmas	Tuesday	2018/12/25
New Year's Eve	Tuesday	2019/01/01
The period during which the second examination takes place	Sunday Thursday	2018/12/23-2019/01/03
Graduation Research Discussion Deadline	Tuesday	2019/01/15
Master's Thesis Discussion Deadline	Wednesday	2019/01/16
The final exam for the first semester of the academic year 2018/2019	Sunday - Tuesday	2019/02/05-01/27
Results Submission Deadline	Thursday	2019/02/07
Vacation between the two semesters for students	Wednesday Thursday	2019/02/21-02/06
The decision of the Council of Deans to award degrees	Monday	2019/02/18

The Academic Calendar for the Academic Year (2019/2018)

Al-Zaytoonah University of Jordan

Academic Calendar for the second semester of the academic year (2019/2018)

Period of registration, withdrawal and addition of the second academic semester for the academic year 2018/2019	Sunday – Thursday	16/12/2018-21/02/2019
Start teaching for the second semester of the academic year 2018/2019	Sunday	24/02/2019
The first withdrawal period	Sunday – Thursday	24/02-07/03/2019
Second withdrawal period	Sunday – Thursday	10/03-21/03/2019
Third withdrawal period	Sunday – Thursday	24/03-28/03/2019
The fourth withdrawal period	Sunday – Thursday	31/03-23/05/2019
The period which during the first exam takes place	Sunday – Tuesday	31/03-09/04/2019
The anniversary of Al-Israa wal Mi'rag (recognition)	Tuesday	02/04/2019
International Workers' Day	Wednesday	01/05/2019
The Hashemite Kingdom of Jordan Independence	Friday	25/05/2019
The period during which the second examination takes place	Sunday -Tuesday	05/05-14/05/2019
Period of registration, withdrawal and addition for the second semester of the academic year 2018/2019	Sunday – Thursday	28/04-04/07/2019
Graduation Research Discussion Deadline	Wednesday	22/05/2019
Master's Thesis Discussion Deadline	Thursday	23/05/2019
Eid al-Fitr (recognition)	Wednesday	05/06/2019
The final exam for the second semester of the academic year 2018/2019	Wednesday - Sunday	12/06-23/06/2019
Results Submission Deadline	Tuesday	25/06/2019
Vacation between the two semesters for students	Monday - Thursday	24/06-04/07/2019
The decision of the Council of Deans to award degrees	Monday	08/07/2019

The Academic Calendar for the Academic Year (2019/2018)

Al-Zaytoonah University of Jordan

Academic Calendar for the summer semester of the academic year (2019/2018)

Period of registration, withdrawal and addition of the summer academic semester for the academic year 2018/2019	Sunday – Thursday	28/04-04/07/2019
Start teaching for the summer semester of the academic year 2018/2019	Sunday	07/07/2019
The first withdrawal period	Sunday – Thursday	07/07-11/07/2019
Second withdrawal period	Sunday – Thursday	14/07-18/07/2019
Third withdrawal period	Sunday – Thursday	21/07-25/07/2019
The fourth withdrawal period	Sunday – Thursday	28/07-24/08/2019
The period during which the first exam takes place	Wednesday - Monday	24/07-29/07/2019
Period of registration, withdrawal and addition of the summer academic semester for the academic year 2018/2019	Sunday – Thursday	21/07-10/10/2019
Eid al-Adha (recognition)	Monday	12/08/2019
The period during which the second examination takes place	Sunday – Wednesday	18-21/08/2019
Graduation Research Discussion Deadline	Monday	26/08/2019
Master's Thesis Discussion of Deadline	Tuesday	27/08/2019
The final exam for the summer semester of the academic year 2018/2019	Monday - Thursday	02/09-05/09/2019
Results Submission Deadline	Sunday	08/09/2019
The decision of the Council of Deans to award degrees	Monday	16/09/2019