



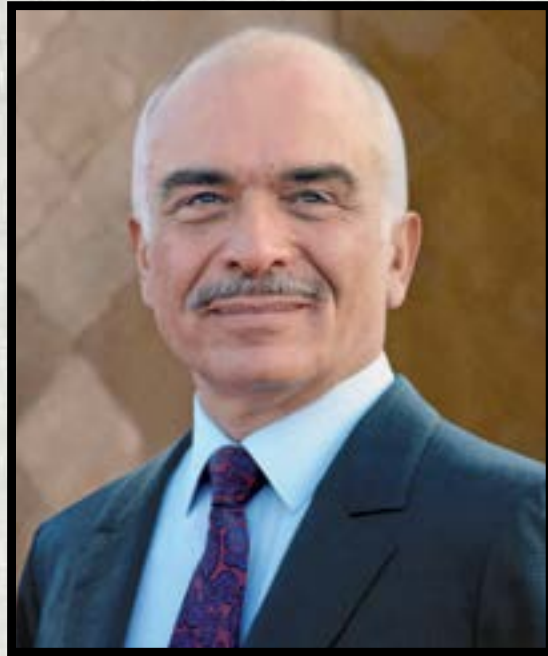
**ASU**  
جامعة العلوم التطبيقية الخاصة  
APPLIED SCIENCE PRIVATE UNIVERSITY

**Applied Science Private University**

# **Student Guide**

## **2022/2021**

**Deanship of Student Affairs**



جلالتہ المغفورلہ  
الملك الحسين بن طلال طيب الله ثراه



حضرة صاحب الجلالة الهاشمية  
الملك عبد الله الثاني ابن الحسين المعظم



حضرة صاحب السمو الملكي  
الأمير الحسين بن عبد الله الثاني ولي العهد المعظم



# Applied Science Private University

I would like to express my sincere appreciation to all of you who visit the Applied Science Private University page. It is a great honor for me to be among the leading administrative team at the university.

ASU's diverse community, generosity of values and mission make our university a great place for students to pursue their undergraduate and graduate studies, and for academics and researchers to achieve their goals.

The Applied Science Private University was established as a university for all Arabs and as a habitat for knowledge and virtue in 1989, and thus was the first private university in Jordan to obtain a license.

**In 1991 the university started its work, and it is the first university in the Arab world to obtain the ISO certificate in higher education and scientific research since 2003, and now the university is one of the top leader institutions when it comes to international and national ranking and ratings. ASU attracts students from more than (53) Arab and foreign nationalities in an educational atmosphere that allows students to develop their diverse interests. Outside the university, students can explore other horizons by joining the others who participate in the annual exchange programs of universities outside Jordan. Students enrich their cultural experience, gain new knowledge about their field, and gain more self-confidence.**

**At the International Relations level, we strive to achieve the highest standards of Internationalization, to support ASU, in turn, to fulfil its vision as an institution. We embrace Internationalization, as one of the main key drivers to become a leading university in the region and globally.**

**The strategic priorities of Internationalization at ASU are:**

**1) Enhancing international reputation, broadening ASU's horizon of cooperation beyond the Middle East.**

**2) Providing a global educational experience and, in turn, enhance students' employability Worldwide.**

**3. Enhancing the International impact of ASU's research.**

**These three pillars should strengthen each other in a virtuous cycle. With such priorities for internationalization, ASU aspires to embed a global outlook into all its activities.**

**As we believe that our excellence comes from opening up to the outside world, in 2019, the university founded the International Relations Office (IRO), which aims to promote opportunities for staff and students to get involved with the wider international community. The international relations office has successfully received funding for (15) international projects in the field of (Mobility, External Grants, and Research projects). Moreover, the university has signed more than 30 international cooperation agreements with reputable universities at the regional and international levels and we look forward to expanding our network and partnerships**



University students enjoy the learning spaces around them; from the library and its many resources to the 360 Center where entertainment and a safe and beautiful social life reside. The Center for Innovation and Entrepreneurship at the university, which was established in harmony with the vision of the (Make Impact Consortium) led by the University of (MIT), is distinguished for students to realize their new projects and entrepreneurial ideas, thus generating effective solutions to the needs of society.

**Prof. Dr. Iman Basheti**

**University's president**

**Head of International Relations**

**Professor of Clinical Pharmacology;**

**Professor Emeritus / University of Sydney**

## Graduation Batches

| Class      | Year      | Number of Graduates | Class          | Year      | Number of Graduates |
|------------|-----------|---------------------|----------------|-----------|---------------------|
| First      | 1994/1995 | 293                 | Fifteenth      | 2008/2009 | 1994                |
| Second     | 1995/1996 | 819                 | Sixteenth      | 2009/2010 | 1937                |
| Third      | 1996/1997 | 1273                | Seventeenth    | 2010/2011 | 1731                |
| Fourth     | 1997/1998 | 1480                | Eighteen       | 2011/2012 | 1681                |
| Fifth      | 1998/1999 | 1586                | Nineteenth     | 2012/2013 | 1837                |
| Sixth      | 1999/2000 | 1613                | Twentieth      | 2013/2014 | 1718                |
| Seventh    | 2000/2001 | 1719                | Twenty First   | 2014/2015 | 1635                |
| Eighth     | 2001/2002 | 1580                | Twenty second  | 2015/2016 | 1825                |
| Ninth      | 2002/2003 | 1456                | Twenty Third   | 2016/2017 | 1596                |
| Tenth      | 2003/2004 | 1573                | Twenty Fourth  | 2017/2018 | 1535                |
| Eleventh   | 2004/2005 | 1481                | Twenty Fifth   | 2018/2019 | 1341                |
| Twelfth    | 2005/2006 | 1297                | Twenty sixth   | 2019/2020 | 1368                |
| Thirteenth | 2006/2007 | 1434                | Twenty seventh | 2020/2021 | 1367                |
| Fourteenth | 2007/2008 | 1656                |                |           |                     |

# Applied Science Private University Vision& Mission

## Vision:

**“To be renowned internationally for excellence in teaching and learning, applied scientific research, sustainable development and community services”**

## Mission:

To embed creativity, entrepreneurship, and continuous development in the fields of education, scientific research, human resources, and university and community environment; in addition to preparing a qualified generation of graduates that matches national and international standards to serve their communities.

## Values:

We Believe in:

- 1- Governance and Strong Institution.
- 2- Virtues and Loyalty.
- 3- Entrepreneurship and Innovation.

- 4- Teamwork.
- 5- Integrity and Transparency.
- 6- Social Responsibility.
- 7- Equality and Diversity

## Goals:

1. Support governance and strong institution.
2. Provide a conducive environment for teaching and learning.
3. Synergize scientific knowledge and technical skills.
4. Excel in applied scientific research.
5. Promote partnership and community service.
6. Promote quality and excellence in education and services.
7. Foster sustainable development practices.

## Strategic Objectives:

1. Develop a high-tech academic environment that supports the needs of all stakeholders.
2. Develop innovative academic programs that meet the market demands.
3. Achieve excellence in scientific research.
4. Promote community service and national and international Partnerships.
5. Support the achievement of sustainable development goals in various fields.
6. Attract quality students.
7. Recruit distinguished faculty members and administrative staff.
8. Advance in quality indicators through national and international, rankings and accreditations.

## Faculties and Majors

Applied Science Private University comprises the following eight faculties and 32 majors.

### 1. Faculty of Arts and Sciences (Al-Khawarizmi Building 9)

1. English Language and Literature
2. English Language /Translation
3. Political Science
4. Digital Media (Electronic)
5. Chemistry

### 2. Faculty of Business (Al-Razi Building 5)

1. Management Information Systems
2. Accounting
3. Business Administration
4. Finance and Banking Management
5. Accounting in English
6. Marketing
7. Finance and Banking Management in English
8. Marketing in English
9. Business Administration in English

## 10. Digital Marketing

### 3. Faculty of Law (Al-Bayrooni Building 2)

1. Law

### 4. Faculty of Engineering and Technology (Al-Khawarizmi Building 9)

1. Faculty of Engineering and Technology
2. Electrical Engineering / Communications and Computer Engineering Civil Engineering
3. Architecture Engineering
4. Renewable Energy Technology

### 5. Faculty of Pharmacy (Ibn Al-Baytar Building 4)

1. Pharmacy
2. Clinical Nutrition and Dietetics

### 6. Faculty of Information Technology (Ibn Khaldoon Building 1)

1. Computer Science
2. Software Engineering

## 7. Faculty of Nursing

1. Nursing

## 8. Faculty of Art and Design

1. Graphic Design
2. Interior Design
3. Digital Media Design

## 9. Faculty of Sharia and Islamic Studies (Al-Khwarizmi Building No. 9)

1. Principles of Jurisprudence

## 10. Deanship of Graduate Studies and Scientific Research

1. Masters in Accounting
2. Masters in Marketing
3. Masters in Computer Science
4. Masters in Pharmaceutical Science
5. Masters in Nursing
6. Masters in Finance Risk Management
7. Master of Audio Visual and Mass Media Translation
8. Master of Smart Systems in Industrial Engineering



## Admission and Registration Department

**This Department is entrusted with the most sensitive duties not only for students but also for the Faculty Members. Some of these duties are:**

1. Receiving applications of enrollment in the University and arranging them in inventories to be used in the admission process.
2. Announcing the names of students admitted to faculties and preparing their individual files which contain their documents.
3. Preparing the weekly schedules of lectures before the beginning of each semester, distributing them to faculties, and announcing them to students.
4. Implementing student registration in all courses at the beginning of each semester and processing drop-and-add requests in each semester.
5. Preparing various statistics related to students and final examination schedules.
6. Receiving formal sheets of marks, classifying examination cards, and forwarding them to faculty registrars.
7. Verifying student marks and calculating their cumulative average.
8. Revising student study plans.

9. Providing embassies with the results of their native students who are on scholarship.
10. Issuing transcripts and certificates as well as any other documents required by students.
11. Taking part in the preparation for the annual graduation ceremony.
12. Providing the Computer Center with the information and data necessary for admission, registration, examination, and programs.
13. Executing all instructions of conferring the Bachelor's degree at the University.

# Bachelor's Degree-Granting Instructions

## Article (1)

These instructions are called “Instructions for Granting a Bachelor’s Degree” at the Applied Science Private University.

## Article (2)

The following words and phrases, wherever mentioned in these instructions, shall have the meanings assigned to them below unless the context indicates otherwise.

The University: The Applied Science Private University.

The President: The President of the Applied Science Private University.

Council: The Council of Deans.

Dean: The Dean of the Faculty to which the student is enrolled.

Faculty: any of the university’s Faculties.

Department: any academic department in the Faculty.

Semester: The first or second semester of every academic year.

### Article (3)

These instructions apply to all regular students registered to obtain a bachelor's degree starting from the academic year 2021/2022.

#### Article (3) Scope of Regulations

The provisions of these regulations shall apply to regular students registered in all of the University Faculties.

### Article (4): Number of Credit Hours

The Council or a committee authorized by it to do so decides the study plans that lead to obtaining a bachelor's degree in the disciplines offered by the university's faculties, based on the proposals of the department councils and the recommendations of the faculties' council

### Article (5)

- A. Study plans are made based on the credit hour system.
- B. For each study plan subject, (3) credit hours are specified, and by a decision of the Council, they may be reduced or exceeded, with a minimum of one hour and a maximum of (6) hours.
- C. The credit hours for each subject are evaluated because the weekly lecture, seminar, or electronic

class is a credit hour. In contrast, laboratory hours and practical application are evaluated for each subject separately. In all cases, the credit hour is not less than two hours of practice or two laboratory hours except in unique instances considered by the Council.

## Article (6)

The credit hours for obtaining a bachelor's degree are as follows

| Faculty                    | Number of Credit Hours   |
|----------------------------|--|
| Business                   | 132 Hours  |
| Engineering and Technology | 160 Hours excluding Architecture (167 hours) and Renewable Energy Technology (132 hours) |
| Arts and Sciences          | 136 Hours excluding chemistry (132 h)  |
| Information Technology     | 132 Hours  |
| Arts and Design            | 142 Hours excluding Graphic Design (136 hours)   |
| Sharia and Islamic Studies | 136 hours  |
| Pharmacy                   | 161 Hours excluding Clinical Nutrition and Dietetics (136 hours)                         |
| Nursing                    | 135 Hours  |
| Law                        | 141 Hours  |

## Article (7)

A. The hours of the approved study plan required to obtain a bachelor's degree in the faculties of the university shall be distributed as follows:

University requirements: 24 credit hours of the total credit hours of the plan.

Faculty requirements: 15% at most of the total credit hours of the plan.

Specialization requirements: at least 60% of the total credit hours of the plan.

B. The study plan may include free courses for a maximum of (6) credit hours.

## Article (8)

The study plans for each major in which a bachelor's degree is awarded include the following subjects:

### A. University requirements

1- The university's requirements constitute a common ground for all university students. They exist to increase the student's ability to learn effectively and enable him to have deep understanding skills, analysis skills, critical thinking, and highly responsible communication skills, reading, writing, speaking, dialogue and debate, enriching his knowledge in the fields of civilization, human, social, scientific and technical knowledge, and enhancing his understanding of the civilization his nation and thought.

2- University requirements consist of (24) credit hours that are included in all disciplines, distributed as follows:

### First - Compulsory Courses: 18 credit hours:

| Course Number | Course Name   | Credit Hours |            | Prerequisite |
|---------------|---|--------------|------------|--------------|
| 1401146       | Leadership and innovation                             | 1            | concurrent | -            |
| 1401147       | Leadership and social responsibility                  | 1            |            | -            |
| 1401148       | Life Skills   | 1            |            | -            |
| 1401123       | Contact and Communication Skills Arabic Language 1))  | 3            |            | -            |
| 1401124       | Contact and Communication Skills (English Language 1) | 3            |            | -            |
| 1401150       | National Education                                    | 3            |            | -            |
| 100103        | Military Science                                      | 3            |            | -            |
| 1401116       | Islamic culture                                       | 3            |            | -            |
| 14001010      | Community Service                                     | 3            |            | -            |

**Second - Elective Courses: (6) credit hours chosen by the student from among the following courses:**

| Course Number | Course name  | Credit Hours | prerequisite |
|---------------|--|--------------|--------------|
| 501114        | The Palestinian Question and Contemporary Arab History | 3            | -            |
| 1401126       | Human Rights   | 3            | -            |
| 1401151       | University life ethics                                 | 3            | -            |
| 1401130       | Sports and Health                                      | 3            | -            |
| 1401131       | Introduction to Sociology                              | 3            | -            |
| 1401127       | environmental development                              | 3            | -            |
| 1401210       | Arabic language skills (2)                             | 3            | 1401123      |
| 1401220       | English language skills (2)                            | 3            | 1401124      |
| 1401221       | Foreign languages                                      | 3            | -            |
| 1501127       | Green energy in our life                               | 3            | -            |
| 1501154       | healthy culture  | 3            | -            |
| 1501164       | digital culture  | 3            | -            |
| 1501163       | Introduction to the future                             | 3            | -            |
| 1211110       | artistic culture                                       | 3            | -            |



|         |                                     |   |   |
|---------|-------------------------------------|---|---|
| 1401118 | Ethics in Islam                     | 3 | - |
| 1501128 | Communication and social technology | 3 | - |

**Third** - The Council may add or delete one or more of the articles mentioned in the first or second clauses, provided that the added materials are not specialization subjects.

### 3- In Military Sciences Course, the following should be taken into account:

**First** - Military sciences is compulsory for Jordanian students and optional for others (3 credit hours). These hours are calculated for the student within the credit hours designated for his graduation and are included in the average calculation. Non-Jordanian students who did not choose to study this subject should study any other subject instead.

**Second** - The student is exempted from studying military sciences in one of the following cases:

1- If the student studied it successfully at any public or private Jordanian university, or with a grade of no less than (C) or (50%) or its equivalent if it has a mark.

2- If the student is a graduate of Jordanian military colleges (the military wing of Mutah University, the Royal Military College, the Military Candidates School) or its equivalent from foreign military colleges.

3- If the student is an officer who has obtained the foundational class courses, and the foundational agent courses for other ranks, and the Department of University Education in the Directorate of Military Education and Culture is approved to prove that the student in question meets the exemption conditions

set forth in this item and in the previous item.

**B- Faculty requirements:** They represent at most (15%) of the total credit hours of the study plan, and include: A set of subjects needed by all Faculty students to provide them with a common knowledge base closely related to the general field of specialization. It also includes the subjects that constitute an integrative state with the subjects of the specialization, and it is not required that these subjects be among the subjects offered by the Faculty or one of its academic departments.

**C- Specialization requirements:** they represent at least (60%) of the total credit hours of the study plan, and they are distributed between compulsory and optional requirements, and the following are taken into account:

- 1- The department/Faculty specialization requirements consist of compulsory subjects and optional subjects that cover all aspects of the specialization in a balanced manner.
- 2- The department takes into account the distribution of credit hours between compulsory and elective courses according to the requirements for accreditation of the major.
- 3- In their plans, the departments take into account the strengthening of the relationship with other supportive disciplines within the same Faculty in particular and with other disciplines in the university in general.

**D- A community service requirement (zero hours),** provided that it is organized according to the principles issued by the Council for this purpose.

## Article (9)

### **A. The study plan shall take into account the following:-**

- 1- The subjects must include the university requirements, the Faculty requirements, and the compulsory and optional specialization requirements.
- 2- A description is given for each subject in proportion to the number of credit hours allocated.
- 3- Each department presents a guiding plan divided into eight or ten chapters (not including the summer semester), according to the chapters specified for the specialization.
- 4- The student's cumulative average is calculated in the subjects covered by the study plan for the student's major.

**B. A student who has not completed graduation requirements** - to raise his cumulative average to the minimum required - is allowed to study additional courses from his study plan, in addition to the prescribed hours.

**C. The additional course referred to in section (C) of this course shall be canceled for the student who studies it in the semester in which he is expected to graduate if his graduation depends on its cancellation due to his low grade in it.**

## Article (10)

- A. **The compulsory and optional specialization subjects are from within the department.** Some of them may be given from another department or departments, which is done after a joint study of the subject from the two concerned departments.
- B. **Each subject of the compulsory study plan is offered at least once in each academic year.**
- C. **Elective study plan subjects are offered at least once every three semesters.**
- D. Each study plan specifies the number of credit hours for the different minimum and upper limits requirements.

## Article (11)

- A. The subjects included in the study plan are classified based on four or five levels.
- B. Prove prior or concurrent requirements (if any) with each subject.
- C. Each subject is given a number indicating its level.

D. Recorded for each subject the number of credit hours.

E. A student may not study a subject before studying its previous requirement, except in exceptional cases and with the approval of the Dean of the Faculty upon the recommendation of the head of the student's department. Otherwise, his registration and mark in that subject are considered null.

F. A student may study a subject and its previous requirement in the same semester if he has studied the previous requirement and did not succeed in it, or if his graduation depends on that.

G. In all cases, students of the Faculty of Engineering and Technology and the Faculty of Information Technology may not study any subject before passing its previous requirement.

## Level Exam

### Article (12)

A. All students admitted to the university take Arabic, English, and computer level exams prepared or approved by the university to determine their levels.

B. If the student fails the level exams, he can re-apply for the exams he failed, provided that the period mentioned in section (a) above does not exceed.

C. The student is considered to have failed if they score less than (50%) in the exam.

D. The student is considered objecting in the event that he does not comply with the time specified for submitting any of the level exams. Accordingly, he is considered to have failed that exam.

E. The student who fails the level exams (Arabic, English, or computer) must study the remedial course (099) related to the subject in which he failed.

F. The student should be deemed to have failed any of the aforementioned level exams if he missed the scheduled exam. In the event that his absence is justified, he must apply, within a maximum period of one week from the date of the exam, to the Dean of the Faculty to which the exam belongs, to decide whether he can take the exam later, and inform the Director of Admissions and Registration of his decision in

writing.

G. A student who has passed the TOEFL exam or any other exam of the same level is exempted from applying for the English language proficiency exam if he achieves the approved passing marks in one of these exams.

H. A student who holds an International Computer Driving License (ICDL) or its equivalent is exempted from taking the computer skills level exam.

I. The remedial courses for the Arabic language and the English language are prerequisites for the two subjects, Communication Skills in Arabic and Communication Skills in English, and the student can only study these subjects after successfully passing their previous requirement.

J. The computer remedial course is a prerequisite for Computer Skills (2), and the student can only study this course after successfully passing its previous requirement.

## Study Period and Teaching Load

### Article (13)

A. The duration of study for a bachelor's degree with a normal burden is eight semesters or four academic years. In the Faculties of Engineering, Technology and Pharmacy, ten semesters or five years.

B. A student may not obtain a bachelor's degree in a period of less than four university years in engineering and pharmacy disciplines, or less than three university years in other disciplines.

C. The period that a student spends registered to study to obtain a bachelor's degree may not exceed seven academic years, and in the Faculty of Engineering, Technology and Pharmacy more than eight years. A student who has exhausted the permitted period for reasonable reasons is allowed to extend the period as decided by the Council.

D. The academic semester is (16) sixteen weeks, including exams, and the summer semester is (8) weeks.

E. The minimum number of credit hours that a student registered to obtain a bachelor's degree studies (the study load) is (12) twelve credit hours for the semester, and it is permissible with the approval of the Dean to study (9) nine credit hours, except for the student whose graduation at the end of that semester depends on Studying a smaller number of hours, or a student who does not have materials from his study plan to be registered.



F. The upper limit of the credit hours that a student registered to obtain a bachelor's degree studies in a semester is (18) eighteen credit hours.

G. 1- A student can register (22) twenty-two credit hours in the regular semester if his cumulative average at the end of the previous semester is not less than 76% or if the student is expected to graduate in that semester.

2- The student is allowed to register (23) twenty-three credit hours if his graduation is dependent on allowing him to study this number of hours, provided that his cumulative average is excellent. If the student's semester in training is the semester in which he is expected to graduate, he is allowed to study this. The number of hours in the regular semester immediately preceding it.

H. The upper limit of the academic load in the summer semester is (12) twelve credit hours, and the student's academic load in the summer semester may reach (13) thirteen credit hours if the added hour is a training hour or a laboratory hour and that would lead to his graduation. Provided that his cumulative average is not less than 60%.

I. Students registered for the first university degree are classified into four or five levels: the first year, the second year, the third year, the fourth year, the fifth year, and the student is considered at the level of the second, third, fourth or fifth year if he has succeeded in studying at least (30, 60, 90, 120) credit hours respectively.

J. If a student who holds a bachelor's degree at the university in a certain specialization wishes to study for a bachelor's degree in another specialization at the university, he must submit an application to the Admission and Registration Department, and the concerned Dean decides on his application according to the admission requirements for the new specialization. The student succeeded in the previous major, which falls within the study plan for the new major, and one semester is deducted from the upper limit of graduation years for every (15) credit hours that he is credited with.

## Attendance

### Article (14)

A. Attendance is required for all university students in all lectures, discussions, practical hours, and field training according to the hours prescribed for each subject of the study plan. The subject's teacher must register absence and attendance according to the approved system on the same day of the lecture.

B. A student is not allowed to miss more than (15%) of the hours prescribed for the course.

C. If the student misses more than (15%) of the prescribed hours for the course without a satisfactory or compelling excuse accepted by the Dean of the Faculty that is studying the course, he will be deprived of sitting for the final exam. The result of this course will be (35), and he must re-study it if it is compulsory. The result of that is a failure in calculating the student's semester and cumulative grade point average for the purposes of warning and dismissal from the Faculty/specialty.

D. If the student misses more than (15%) of the prescribed hours for a course with a satisfactory or compelling excuse accepted by the Dean of the Faculty studying the course, The student is considered to have withdrawn from that course, and the student's academic record shall reflect it. As for students who represent the Kingdom or the university in official activities or whose excuses the Faculty dean is satisfied with are allowed to be absent by a percentage not exceeding (20%). Based on a placement from the association concerned with the game inside Jordan and with the approval of the concerned Dean of the Faculty, they are allowed to be absent for a percentage not exceeding (25%). If one of them exceeds it, he

is considered a withdrawal, and the withdrawal record applies to him.

E. Students whose absences exceed (15%) without an acceptable excuse shall be disqualified upon the recommendation of the subject teacher and the approval of the Dean of the Faculty where the subject is being taught.

F. The sickness excuse must have a certificate issued by the student's clinic doctor at the university or approved by him or issued by the hospital approved by the university. That certificate should be submitted to the Dean of the Faculty within a period not exceeding two weeks from the date of the student's absence from attendance. In other compelling cases, the student submits evidence of his compulsive excuse within a week from the date of the disappearance of the reasons for absence.

G. Absence is counted from the first lecture to start teaching after the end of the add and drop period. Absences for new students who were accepted after the start of teaching are counted from the date of their acceptance.

H. Deans of faculties, faculty members, lecturers, and the Director of Admissions and Registration implement the aforementioned attendance provisions.

## Exams Marks and Averages

### Article (15)

A. The Council shall issue rules regulating the following:

- 1- Carrying out quarterly activities such as activity, participation, practical training, submission of papers, etc., and a mechanism for evaluating these works.
- 2- Preparing and conducting computerized or automated exams, evaluating and analyzing them.
- 3- Preparing and conducting standardized exams for multi-section subjects, evaluating and analyzing them.

B. The marks are calculated and registered for each subject as a percentage, indicating the number of credit hours.

C. The final mark for each subject is calculated from one hundred to the nearest whole number.

D. Calculates the semester and cumulative average to the nearest decimal place.

E. The final mark for each subject is the sum of the final exam mark, the marks of the exams, and the semester work.

F. The general framework for the exams and their dates are as follows:

1- Pure theoretical subjects and theoretical subjects that include a practical part:

**First:** One-semester exam, for which (30%) of the subject's total mark.

**Second:** Classwork, for which (20%) of the total mark for the course is allocated.

**Third:** A final exam, for which (50%) of the total mark is allocated for the subject, and it includes the entire course given during the semester, and it may include a practical part.

2- Practical materials, training, laboratories that have credit hours, materials for seminars, research, graduation projects, and engineering concerns. The Council of each Faculty, based on the placement of the concerned department, decides passing requirements and how to distribute the marks for these materials. The Director of the Admission and Registration Department is informed of that.

3- Complete e-learning (distance) and blended learning materials:

**First:** One-semester exam, for which (30%) of the total mark for the subject is allocated.

**Second:** The work of the semester, for which (30%) of the total mark for the course is allocated.

**Third:** A final exam, for which (40%) of the total mark for the course is allocated.

G. Taking into account what is stated in Article (15/a/3) of these instructions:

1- The multi-disciplinary subjects are the university's requirements and the subjects taught in many faculties of the university, for which a unified study plan is drawn up that is agreed upon by the subject's teachers based on the subject's description in the study plan, and their exams are unified.

2- The department head assigns one or more teachers of the multi-disciplinary subject as a coordinator.

3- Major subjects offered to more than one division in the different faculties of the university shall have a standardized study plan (Syllabus), agreed upon by the subject teachers at the beginning of each academic year, based on the subject's description in the study plan. Each subject teacher may conduct tests and exams. Individually for the division he is studying, and subject teachers can also agree to unify tests and exams for all divisions with the approval of the concerned Dean, provided that he informs the director of the Admission and Registration Department of this at the beginning of the semester.

## Article (16)

A. The paper test papers are returned to the student after they are corrected, and the answers to the computerized tests are discussed within two weeks from the exam date (and within 5 days in the summer semester). It may not be changed or modified.

B. The semester work grades are monitored and announced to students one week before the deadline for the drop-off period. These grades are considered final and may not be changed or modified.

C. The marks of the final exam are announced to students, and their papers are kept with the Dean of the Faculty for a semester, then they are duly destroyed based on a decision from the Dean.

D. The final grade sheets in percentage for each subject are sent to the department for study and to check their balance. They are submitted to the faculty council for decision and approval, and this copy is kept in the faculty, and sent to the director of admission and registration for monitoring.

E. The final marks shall be received according to what was mentioned in the previous section within a maximum period of (72) hours from the date of the final exam for the subject. The department must decide on it within (24) hours.

F. The department head submits the results of the subjects in the department to the Dean of the Faculty.



It discusses them in the Faculty council within (24) hours after receiving them from the department head and sending them to the admission and registration department for monitoring.

G. The Department of Admission and Registration shall announce the final grades for the courses within (48) hours of receiving the grade sheets from the faculty.

H. The subject teacher is responsible for checking students' attendance at the exam, correcting and checking test papers and exams for their subjects, and entering them into the grading system correctly and definitively.

## Article (17)

A. Anyone who is absent with an excuse from an announced exam, except for the final exam, must submit evidence of his excuse to the subject teacher within three working days from the date the excuse is removed, in this exam.

B. Whoever misses the final exam announced in a subject without an excuse accepted by the Dean of the Faculty that is studying that subject, his mark in that exam will be zero.

C. Taking into account what is stated in Article (14/f) of these instructions, the Dean of the Faculty informs his decision of accepting the excuse of the student who missed the final exam to the subject teacher to take the compensatory exam for the student, provided that this exam is held no later than the end of the semester following the semester that was not He takes the exam. The Dean of the Faculty informs the director of admission and registration about that.

D. If the student postpones his studies for the semester following the semester of absence from the final exam for a subject(s), he must sit for the make-up exam during the first semester in which he attends the study.

E. A note (incomplete) is recorded for the course in which the student misses the final exam with an acceptable excuse.

F. Suppose the student is absent from the discussion of the graduation project or is unable to complete the graduation project with an excuse approved by the Dean, then with the approval of the department council. In that case, the student's mark in this subject may be considered incomplete.

G. A student who is absent from the final exam with an approved excuse for a subject may be considered withdrawn if his mark in the exam and the semester work were successful, and he did not take the supplementary exam within the period specified for that in section (c) above, provided that he has not missed the date of the supplementary exam specified by Oath without an excuse accepted by the Dean.

## Article (18)

A. The student may request to review his mark in the final examination in any subject within a month from the date of the result's official announcement. In this case, the Dean may carry out the verification through a committee consisting of the Dean or his representative, the head of the department, and the subject teacher or one of its teachers. The committee must ensure that there are no uncorrected questions, an error in the collection of marks, or an objective error in correcting the exam according to the model answers form prepared in advance. It should correct the error - if any - and send it to the Dean.

B. The student pays five dinars for each request he submits to review any of his grades.

C. The mark amendment letter is not approved unless the mark amendment form is attached to the financial receipt paid by the student. The date shown depends on the financial receipt, regardless of the date the application was received at the Admission and Registration Department.

D. In the event that there is an error in the marks of the dismissal work, a committee headed by the vice president and the membership of each of the Dean and the head of the concerned department shall decide on this matter.

## Article (19)

A. The minimum passing mark for the subject is 50%.

B. 1- The subjects' marks are classified in percentages according to the following table:

| Mark       | Grade      | Arabic Code | English code |
|------------|------------|-------------|--------------|
| 100%-90    | Excellent  | أ           | A            |
| 89%-80     | Very Good  | ب           | B            |
| 79%-70     | Good       | ج           | C            |
| 69%-60     | Acceptable | د           | D            |
| 59%-50     | Weak       | هـ          | E            |
| Below 50 % | Fail       | و           | F            |

2- The grades indicated against each of them shall be allocated to marks in percentages of the semester and cumulative average:-

| <b>Grade</b>          | <b>Mark</b>        |
|-----------------------|--------------------|
| Excellent with honors | 92 - less than 100 |
| Excellent             | 84 - less than 92  |
| Very Good             | 76 - less than 84  |
| Good                  | 68 - less than 76  |
| Acceptable            | 60 - less than 68  |

C. 1- The semester and cumulative average are calculated by multiplying the final mark for each subject by the number of credit hours for each subject included in the average and dividing the sum of the resulting product by the total number of credit hours.

2- The semester average is the average of the subjects studied by the student, pass or fail in that semester according to the subjects included in the study plan in his department.

3- Taking into account what is stated in section (c) of Article (21) of these instructions, the cumulative average is the average of the marks of all the courses that the student has studied, pass or fail, until the date of calculating that average. The subjects included in his study plan are included in his account.

4- In the event of a student's failure, the failure mark as received by the subject's teacher shall be proven if it is 35% or more, and each mark below that shall be transferred to 35%.

5- The semester or cumulative average is fixed to the nearest decimal place.

D. Notwithstanding what is stated in these instructions or any other instructions or foundations in effect at the university, the Council has the right to make an exception - and in emergency cases, it decides - in any semester to take the appropriate decision regarding exams marks, and averages. This includes, but is not limited to conducting exams or tests, whether by traditional written or electronic means or other means, dividing the subject's marks, monitoring them, distributing percentages among students, and deciding whether students can choose between adopting the mark or converting it to (passed/failed) and not counting it within The cumulative average, and a determination of the permissibility of applying the same procedures to the courses in which the student fails, and the student re-studies them in a later semester.

## Warning and Student Dismissal From the Specialization Article (20)

A. A student whose cumulative average is less than (60%) in any of the semesters is warned regardless of the number of hours the student has registered in that semester, except for the summer semester.

B. 1- When the student receives a warning, he must cancel it by raising his cumulative average to (60%) or above, within a maximum period of three semesters from the date of the warning (excluding the summer semester that falls within the warning period).

2- The student shall be dismissed from his major if he is unable to remove the reasons that led to his obtaining the warning under Clause (1) above, with the exception of the student who has successfully completed (99) credit hours or more, including the courses that were equivalent to him at the university from an educational institution Other than the credit hours according to his study plan.

3- The student continues under the effect of a warning if he/she obtains a cumulative average of (59.5%) - (59.9%) and is not dismissed because of that.

C. A dismissed student is transferred from regular study to catch-up study because his cumulative GPA is below the minimum acceptable (60%) according to the following conditions: -

1- If his average is between (55%) to less than (59.4%) he is given four semesters to raise this rate to the minimum acceptable, and if he fails, he is not allowed to continue the catch-up study unless he has com-



pleted a total of (99) credit hours. And his cumulative average was not less than (59%), and in this case he is given two semesters as a maximum, after which he is separated if he is unable to raise his average.

2- If his average is between (50%) to (54.9%) he is given one semester to raise this rate to (55%), and if he achieves this, he is given three additional semesters to raise the rate to the minimum acceptable level, and if he fails, he is not allowed to continue the remedial study unless If he has completed a total of (99) credit hours and his cumulative average is not less than (59%), in this case he is given two semesters as a maximum, after which he shall be separated if he is unable to raise his average.

3- The student's study load in these cases may not exceed (15) credit hours unless the student is expected to graduate at the end of the semester. In this case, the student is treated as a regular student if his cumulative average can reach (60%).

D. A student who has successfully completed all graduation requirements according to his study plan, with an average of no less than (59%), is allowed to study one exceptional semester to raise his cumulative average, provided that no disciplinary penalty has been imposed on him except for the warning penalty, and the summer semester is considered a semester for this purpose.

E. Every student who obtains a cumulative average of less than (50%) in any semester except for the first semester in which he joined the university shall be dismissed from the specialization after studying at least (12) credit hours that are included in the calculation of his average.

F. If a student obtains an incomplete result in a semester and is under penalty of dismissal due to his low cumulative average, his class shall be decided definitively after the completion of the grades for the subjects of that semester. The supplementary exam date will be within the first two weeks of the following semester, and the student shall be dismissed from the end of the semester. The previous one, in which his cumulative average was not raised to the required limit

G. The Director of Admission and Registration issues decisions of academic warning, transfer to private study, and dismissal from specialization.

## Retaking Courses

### Article (21)

A. Taking into account what is stated in Article (27) of these instructions, the student must re-study each compulsory subject in his study plan that he failed in.

B. The student is allowed to re-study any subject in his study plan in which he obtained a mark of 60% or less to raise his cumulative average.

C. 1- If the student re-studies a subject, the highest mark will be given to him.  
2- The highest mark is calculated only in the semester and cumulative averages.

D. If the student re-studies a subject, the hours for that subject are included in the calculation of the number of hours required for graduation once.

E. If the student studies more than the elective and free courses according to the study plan, the courses in which he obtained the highest marks will be counted.

F. The subject or subjects that the student studies outside the university are not equivalent if he has previously studied them successfully inside the university.

G. 1- a. If a student expected to graduate fails in one theoretical subject (it is not a practical subject or does not have a theoretical part and a practical part according to the study plan) that does not exceed (3) credit hours, he may, instead of repeating the subject, take a completion exam in this subject, and the semester in which he The training semester is preceded by an expected semester for the student's graduation to apply these instructions, in the first month of the semester following his failure, provided that the student pays the course hours fees before applying for this exam.

B. If any student expected to graduate does not obtain a cumulative average (60%) or above, he may take a completion exam in one of the theoretical subjects (it is not a practical subject or does not have a theoretical part and a practical part according to the study plan) not exceeding (3) credit hours Which he studied in the semester in which he is expected to graduate. The semester that precedes the training semester is an expected semester for the student's graduation to apply these instructions in the first week of the following semester to raise his cumulative average, provided that the student pays the course hours fees before applying for this exam.

2- The exam mark referred to in items (1/a and b) shall be out of (100).

3- The highest mark in the subject is calculated for the student after submitting the completion exam.

4- The Faculty to which the subject belongs shall determine the exam's mechanism.

5- A student is not allowed to sit the exam if his failure results from deprivation or absence from the

mid-term exam or the final exam. In all cases, the student may not sit the exam if he was dismissed for an academic semester from the major or the university or if a disciplinary penalty is imposed on him as he failed in a subject.

6- The summer semester is treated as the regular semester for the purposes of applying for the completion exam.

## Courses and Semester Withdrawal

### Article (22)

The student is allowed to withdraw and add during the period specified in the university calendar at the beginning of the semester. The note of withdrawal from the course from which he withdrew shall not be recorded in his record.

## Article (23)

1 - The student is allowed to withdraw from studying one or more subjects within a maximum period of (14) weeks from the start of the regular semester, and (6) weeks from the start of the summer semester, and a note (withdrawing) is recorded in his record, provided that he is not deprived in that subject.

2- As a result of the withdrawal, the number of hours that the student registers for study may not be less than the minimum academic load allowed according to these instructions, except in exceptional cases approved by the Student Issues Committee.

B. A student whose total absence with an excuse exceeds (20%) of the prescribed hours for all semester subjects is considered to have withdrawn from the semester, and a withdrawn note is recorded in his record, and his study for that semester is postponed.

c. The student may submit a request to the Dean of the Faculty to withdraw from all the courses he registered for that semester. After the Dean approves of that, his studies in that semester are considered deferred. The student must submit such a request within a maximum period of (14) weeks from the start of the regular semester and (6) weeks from the start of the summer semester.

## Study Postponement Article (24)

A. Subject to what is stated in section (e) of this Article, the postponement period may not exceed six semesters, whether they are continuous or separate.

B. The student may submit a request to postpone his studies before the beginning of the semester he wishes to postpone if he has reasons that convince the competent authority to agree to the postponement, according to the following:-

1. The Dean of the Faculty, if the required postponement is for one semester and does not exceed four semesters, whether continuous or separate.
2. Faculty Council, if the required postponement is for a period exceeding four semesters and not exceeding six semesters, whether continuous or separate.

c. If the semester ends, and the student is not registered or postponed for that semester, his registration at the university shall be considered canceled unless he submits a compelling excuse accepted by the competent authority, in accordance with the following:

1. Faculty Council: If the dropout does not exceed one semester.
2. Deans' Council: If the school dropout exceeds one semester. If the competent authority accepts his excuse, this interruption shall be considered a postponement and counted among the maximum allowed for the postponement.

D. Taking into account what is stated in section (b) of Article (23), it is not permissible to postpone the study of the new or transferred student until after one semester has passed since joining the specialization.

E. If a disciplinary penalty is imposed on the student that includes canceling the registration of all the courses he has recorded in a semester or temporary suspension for a period of one or more semesters, then this semester(s) shall be considered postponed, and it shall be counted among the upper limit allowed for postponement, and the maximum limit for the postponement period may be exceeded for the purposes of implementing the disciplinary penalty. Just.

And the. The postponement period is not counted from the upper limit of the period allowed for obtaining a bachelor's degree.

g. The concerned department head is informed of the postponement decision.



## Transferring Article (25)

A. A student may transfer from one major to another at the university if there is a vacancy for him in the major he wishes to transfer to, and that the average of his marks in the secondary certificate qualifies him for admission to the major he wishes to transfer to in the year of obtaining the secondary certificate or the year of transfer.

B. When a student transfers to another major, he is entitled to count any course he chooses from the courses he succeeded in in the major he transferred from, and it is among the subjects of the study plan for the major he is transferring to, and the marks of these subjects are included in the student's cumulative average.

C. If the student in the major he transferred to studied a subject he had previously studied in the major he transferred from, and did not want to count it at the moment of transfer, then this subject is treated as a repeat subject.

D. Transfer requests are submitted to the Admission and Registration Department in accordance with the prescribed forms.

E. The Director of Admissions and Registration decides on transfer requests.

F. A transferred student is treated as a new student for the purposes of postponement, warning, and dismissal from the major.

G. The financial difference is calculated in the value of the hours and the value of the discount granted, if any, when moving from a specialty with lower fees to a specialization with higher fees.

H. Students may transfer to the university if there are vacancies for them and according to the following conditions:

1- He fulfills the admission requirements at the university, and his high school average or its equivalent must be acceptable in the major he transferred to, the year he obtained his high school diploma, or the year he was registered at the university.

2- The student must be transferring from a university, university college, or institute recognized by the Ministry of Higher Education and Scientific Research, and his studies are regular.

3- The courses he succeeded in are equivalent to the student (according to the instructions of the equivalency in force) and are part of his study plan at the Applied Science Private University, provided that the credit hours for the calculated subject at the university he transferred from are not less than the number of credit hours for the subject at the Applied Science Private University.

4- The student should not have been dismissed for disciplinary action from the university in which he studied immediately prior to the transfer request.

5- For the purposes of implementing Article (13) of these instructions, every (15) credit hours that have been equivalent to the transferring student are counted for one semester, whether the transfer is from

inside or outside the university.

H. A student transferring to a private university of applied sciences for graduation purposes must meet the following:

1- He should study at the Applied Science Private University at least (50%) of the total credit hours and spend the regular semesters required by these instructions, provided that it includes the last two semesters immediately before graduation.

2- The marks of the subjects that the student has previously studied at another university are not counted in his cumulative average at the Applied Science Private University.

3- Transfer requests are submitted to the Admission and Registration Department at the announced dates for each semester.

I. For the equivalency of courses for a student transferring to the university, no more than (10) years have passed since his studies for scientific majors and (15) years for humanitarian majors from the date of his last semester to the date of his admission to the university, and his mark should not be less than (50%) or what its equivalent in that Article or articles, and if the period specified in this item is exceeded, the Council shall take the appropriate decision for each case separately.

## Article (26)

A. A student who is regular in his studies at the university and registered there may be allowed to study one summer semester at a recognized university outside Jordan, provided that the number of credit hours he studies during that semester does not exceed (9) nine credit hours. Its grades are included in his cumulative average. To calculate these hours, the following is required:

- 1- The student must have completed at least (36) credit hours at the university.
- 2- That the student studies these hours in other than the last two semesters immediately before graduation.

B. As for studying inside Jordan, it is subject to the following conditions:

- 1- If the probability of graduating depends on studying one or two subjects at most, the number of hours of which does not exceed (6) hours, then he may study the subject or two subjects at another recognized university in his graduation semester.
- 2- These two articles should not be presented in that chapter or in conflict with other articles, and they have no alternatives.

C. In all cases, the student must obtain prior written approval from the head of his department and the Dean of his Faculty, and the equivalent courses should not exceed (50%) of the total credit hours in his study plan, as stated in Article (25) of these instructions.

D. Students of departments with special instructions or binding agreements with other bodies or universities are excluded from the provisions in sections (a) or (b) of this Article.

E. The student is not allowed to do practical or field training or graduation projects in any other university.

## Alternative Courses

### Article (27)

A.1- If the student's possibility of graduating depends on studying one or two subjects and this subject was not offered in the semester in which he graduated, or if it was offered. In conflict with another compulsory or elective subject, the Dean may agree that the student should study another alternative subject after consulting the student's department head. It is similar to the substituted course in terms of the number of its approved hours, provided that the Director of the Admission and Registration Department is informed of that.

2- The Council or whoever delegates it, and for health reasons or force majeure circumstances it deems appropriate, agree that the student should study one or two alternative subjects.

B. If the student's graduation depends on passing one subject, which he has previously studied three or more times (in addition to studying other subjects) at the university and he did not succeed in that subject, then he may, with the approval of the Dean and the recommendation of the student's department head, be allowed to study an alternative subject similar to the one replaced by Where the number of credit

hours.

C. If the student studies an alternative subject for a subject in which he has previously failed, the alternative subject and the substituted subject are treated as the repeated subject in terms of dealing with their marks.

D. In all cases, a student may not study more than two alternative courses, provided they are not among the university's elective requirements.

E. If the student has exhausted the period allowed to obtain a bachelor's degree and was able to complete the graduation requirements by studying one additional regular semester, the Dean may agree to grant him this opportunity based on a placement from the concerned department head and the Director of Admission and Registration.

F. Suppose the student has exhausted the period allowed to obtain a bachelor's degree at the end of the second semester. In that case, the summer semester is considered an extension of the second semester.

G. The Council of the Faculty to which the student belongs, upon the recommendation of the department council and the director of admission and registration, may agree that the department replaces other courses with courses in computer skills and principles of statistics for blind students.

# Bachelor's Degree Requirements

## Article (29)

**A bachelor's degree is awarded to students after completing the following requirements:**

- A. 1- Success in all the subjects required for graduation in the study plan.
- 2- Obtaining a cumulative average of no less than 60%.
- 3- Completing other requirements required by the plan under which the student graduates.

B. The transfer student and the new student for whom calculated courses must successfully complete at least half of the number of credit hours required for graduation according to the approved study plan when the student was accepted.

C. A student who has successfully completed graduation requirements may postpone his graduation to raise his cumulative grade point average.

D. The student must obtain a clearance from the university to complete the procedures for his graduation.

E. Graduation certificates are awarded when due at the end of each semester.

F. The Bachelor's degree bears its due date.

## General Provisions

### Article (30)

The Council decides on cases that are not provided for in these instructions. The Council may delegate this authority to a committee called the Committee for Deciding on Student Cases headed by the president or his representative, the Dean of Student Affairs and the Director of Admission and Registration.

### Article (31)

The president of the university, the deans of the faculties, and the director of admission and registration are charged with implementing the provisions of these instructions.

### Article (32)

These instructions (Instructions No. (1) of 1995 issued by the Board of Trustees of the Applied Science Private University on 23/10/95), and the subsequent amendments issued in them by the Board of Trustees in Resolutions 2001/2002, Resolution No. 4/2010 and any other decisions in this regard shall be repealed.



## Financial Regulations

- If the student is permitted to register after the withdrawal and addition period, he/she is not entitled to partial or total withdrawal with refund.
- The student is entitled to withdraw and add courses with refund during the Withdraw without refund from a course/courses which extends over the first week of each semester, and lasts for three days only since the beginning of the summer semester. Upon prior approval by the Admission and Registration Department and the concerned Faculty Dean, the student is entitled to:..
  1. Totally or partially withdraw from courses without refund.
  2. Withdraw without refund from a course/courses with a prerequisite and was listed in the form of course registration submitted by the student to the Admission and Registration Department.
  3. Withdraw without refund from a course/courses he/she has previously passed.
  4. Withdraw without refund from a course/courses which has/have been equalized later.
  5. Withdraw without refund from a course/courses if the student is willing to change his/her major after the end of the regular withdrawal and addition period.
  6. Withdraw without refund from a course/courses which has/have been registered over the maximum limit of credit hours permissible by the Ministry of Higher education and Scientific Research.
  7. Withdraw without refund from a course/courses mistakenly registered by the student in the form submitted to the Admissions and Registration Department.
  8. New students shall follow the total withdrawal regulations issued by the University during registration for semesters.

## Faculty of Arts and Science (JD=Jordanian Dinar)

| Major Code No. | Major                          | Credit Hour/JDs |
|----------------|--------------------------------|-----------------|
| 121            | English Language & Literature  | 85              |
| 122            | English Language / Translation | 85              |
| 123            | Political Science              | 80              |
| 1722           | Chemistry                      | 60              |
| 1730           | Digital Media (Electronic)     | 80              |

## Faculty of Business

| Major Code No. | Major                                     | Credit Hour/JDs |
|----------------|---|-----------------|
| 302            | Accounting                                | 90              |
| 303            | Accounting (English)                      | 110             |
| 402            | Business Administration                   | 85              |
| 410            | Business Administration (English)         | 100             |
| 404            | Finance & Banking Management<br>(English) | 100             |
| 405            | Finance & Banking Management              | 85              |

|      |  |     |
|------|--|-----|
| 407  | Marketing  | 85  |
| 403  | Marketing (English)                                | 100 |
| 408  | Management Information Systems                     | 85  |
| 414  | Digital Marketing                                  | 100 |
| 1633 | Artificial Intelligence in Accounting and Auditing | 110 |
| 1615 | Financial technology and risk management           | 100 |
| 601  | Law  | 65  |

### Faculty of Engineering and Technology

| Major Code No. | Major                         | Credit Hour/JDs |
|----------------|-------------------------------|-----------------|
| 802            | Mechanical Engineering        | 125             |
| 803            | Industrial Engineering        | 125             |
| 805            | Civil Engineering             | 130             |
| 806            | Architecture                  | 130             |
| 809            | Power and Control Engineering | 130             |

|      |   |     |
|------|---|-----|
| 810  | Electrical Engineering/ Communications and Computer | 125 |
| 820  | Renewable Energy Technology                         | 80  |
| 1305 | Cyber Security and Cloud Computing                  | 100 |

### Faculty of Pharmacy

| Major Code No. | Major                            | Credit Hour/JDs |
|----------------|----------------------------------|-----------------|
| 901            | Pharmacy                         | 125             |
| 908            | Clinical Nutrition and Dietetics | 65              |

### Faculty of Nursing

| Major Code No. | Major   | Credit Hour/JDs |
|----------------|---------|-----------------|
| 1100           | Nursing | 80              |

### Faculty of Information Technology

| Major Code No. | Major                | Credit Hour/JDs |
|----------------|----------------------|-----------------|
| 1301           | Computer Science     | 90              |
| 1302           | Software Engineering | 100             |

### Faculty of Art and Design

| Major Code No. | Major                | Credit Hour/JDs |
|----------------|----------------------|-----------------|
| 1212           | Graphic Design       | 105             |
| 1211           | Interior Design      | 105             |
| 1214           | Digital Media Design | 105             |

### The Faculty of Sharia and Islamic Studies

| Major Code No. | Major  | Credit Hour/JDs |
|----------------|--|-----------------|
| 1901           | The specialty of Principles of Jurisprudence | 50              |

## Deanship of Graduate Studies and Scientific Research

| Major Code No. | Major   | Credit Hour/JDs |
|----------------|---|-----------------|
| 7030           | Masters in Accounting                                   | 175             |
| 7047           | Masters in Marketing                                    | 175             |
| 7097           | Masters in Computer Science                             | 150             |
| 7091           | Masters in Pharmaceutical Science                       | 150             |
| 7011           | Masters in Nursing                                      | 150             |
| 7045           | Masters in Finance and Risk Management                  | 175             |
| 7015           | Master of Audio Visual and Mass Media Translation       | 150             |
| 7061           | Master in Cyber Laws                                    | 150             |
| 7080           | Master of Intelligent Systems in Industrial Engineering | 150             |
| 6017           | Higher Diploma in Education                             | 80              |

# Scholarships Regulations

**Issued by the Board of Trustees under Resolution No. 27/94 of 30.11.1994  
And Relevant Amendments Issued by the Board of Trustees in Decision No. 1/99**

The Applied Science Private University offers every year scholarships and financial assistance deducted from the tuition fees as follows:

## First: Financial Assistance and Discounts

1. Children of the founders and shareholders of five thousand shares or more shall receive 10% discount on tuition fees, provided that one year passed after their subscription is effective.
2. The registered brothers who are enrolled in the university are granted a discount of 20% off university fees due to each of them.
3. Children of martyrs shall receive 10% discount on tuition fees, provided that the number should not exceed ten students. Children of employees and retired members of the armed forces shall be offered 10% discount.
4. Children of university employees are exempted from (35%) On the required disciplines and (50%) On stagnant specialties for those who have served 5 years and more.

5. Children of university employees are exempted from (35%) for those who have served 3 to 5 years in the Applied Science Private University.
6. Students with special needs shall be granted 50% discount on tuition fees.
7. Students with outstanding athletic talents shall be offered a discount according to special rules and with a maximum number of five students every year.
8. Memorizers of the Glorious Quran shall be offered 25% discount on tuition fees according to the presidential Committee criteria.
9. a-Etihad Schools students are given a fixed discount of (20%) from the hourly installments.  
b-Student is given a union discount of (20%) from the hourly installments.

## Second: Excellent Students Scholarships

The top academically-achieving student in the patch is granted an additional 5% discount off his/her payment in addition to the discount received according to the discount bracket stipulated in the system provided that the student has finished at least 30 hours in his/her specialty.



## Third: Social Grants

The University offers every year 30 grants; each covers 25% discount on tuition fees. A committee formed by the University President shall nominate students eligible to receive such grants according to the established criteria.

## Generals Notes

1. No two grants shall be combined at a time.
2. The University President shall be charged with implementing these regulations.
3. There is a list of discounts for all disciplines according to the secondary rate can be found on the university's website or review the Admissions and Registration Department.

## Medical Department

The Applied Science Private University seeks to put its principles and philosophy into concrete reality and is aware of the fact that healthcare is a great human responsibility which has an effective role in the student's life. Therefore, the University has established the Medical Department with many sections including: medical treatment rooms, medical examination rooms with several beds and a special room for female students, changing rooms, laboratory, counter, waiting room and a pharmacy. The Medical Department offers daily medical services and treatment for students and medicines from the University pharmacy are given free of charge. The cases that require wider and more comprehensive medical attention are transferred to physicians in the approved hospital by a special medical form.

### The treatment is based on the following:

- 1- The student must be enrolled in the University regularly and without interruption or postponement. His/her annual identity is considered a health insurance card that should be presented at the approved hospital without which he/she cannot receive treatment.
- 2- Students are treated in the Medical Department inside the University and if they need to see physicians in the approved hospital, they shall be transferred by the Medical Department.
- 3 - The approved hospital - Ibn Al-Haytham Hospital - is visited after being transferred by the Medical Department and the student should obtain a medical report from the approved physician. In case the hospital or physician is not approved, the student bears all the expenses that he/she paid.
- 4 - The student is not subject to treatment in the period between semesters or any semester that he/she postponed.

5. The student can undergo surgeries after spending two semesters in the University, i.e. the end of the first year. Only emergency cases mentioned in item (6) are covered.

6 - The student should not visit Ibn al-Haytham Hospital without being transferred by the Medical Department except for the following emergency cases and the schedule for the current semester should be presented:

1. Appendicitis
2. Angina
3. Bones fracture
4. Burn 2nd – 3rd degree
5. Renal colic
6. Deep wound
7. Food poisoning
8. Foreign body in the eye or ear

Otherwise, the student shall pay for all the medical services he/she receives.

## Exceptions from services:

1. Disability or disease that arises before enrollment at the University and diseases of congenital anomaly.
2. Psychiatric, neurological and mental diseases, epilepsy, and treatment of addiction to alcohol and drugs.
3. Cosmetic surgery or treatment, acne, nasal septum deviation, nasal turbinate, nasal polyp, various cosmetic operations that is not the result of an accident in University, hair loss and skin diseases).
4. Heart disease, diabetes, hypertension, allergies, vaccinations and physiotherapy.
5. The expenses of installing hearing aid device, hearing loss treatment, visual disorder treatment, glasses or lenses, treatment of endocrine diseases or other hormonal disturbances.
6. Dental and gums care with all types of treatment.
7. Playground injuries, warts, corns, skin pigmentation, asthma, and communicable diseases.
8. Vitamins, tonics, crepe bandage, soap, shampoo, crutches, and medical boot.
9. Pregnancy, diagnosis and treatment of infertility, contraceptives, hormones, menstrual disorders, varicose veins, ovarian cyst and venereal diseases.
10. Any disease or illness of spine, joints, CT scan, MRI, endoscopy and ultrasound.
11. Injuries resulting from riots, quarrels, and traffic accidents, self-abuse and alcohol or drug adverse health consequences.
12. All types of tumors (Cancer).
13. New students can undergo surgeries after spending two semesters at the University.

## Deanship of Student Affairs

The Deanship of Student Affairs at the Applied Science Private University aims at helping students in the process of equal and balanced growth through discovering their personal talents and skills. It embraces them with much care and attention to prepare a productive, enlightened, devout, and faithful generation committed to the heritage of its nation and country and adhering to the genuine virtuous values. A7200-square-meter building for student activities was opened. It includes halls in which students practice various activities such as music, chess, billiard, and Bowling...etc.

### Student Service Department

This Department offers many services needed by students throughout their study. Some of its major tasks are the following:

- Issuing student identity cards.
- Offering comprehensive mail services, and providing mail boxes.
- Seeking jobs for students inside the University as part of the student Employment Program.
- Investigating students' cases on campus.
- Receiving and considering students scholarship applications.

## Cultural Activity Department

This Department takes upon itself developing student's skills, honing their talents, and helping them practice their hobbies. It also plans oriented cultural and social activities, such as holding exhibitions, celebrations, festivals, and organizes contests, lectures, symposia, trips which all create a proper environment for students to engage in organized useful activities which contribute to the development of the student's spiritual, cultural, and social personality. The Cultural Activity Department organizes, supervises, and implements the University annual graduation ceremony. It also has a "Reception and Organization" Committee of male and female students which effectively contributes to preserving order and serenity and receiving guests and visitors in celebrations and occasions held by the University.

## Sports Department

This Department supervises different team and individual sport games such as football, volleyball, basketball, handball, and track and field games. These teams have distinctive activities inside and outside the University. To achieve the objectives of this Department, the University has established multipurpose sport fields for students to practice their hobbies. The University also built Al-Hussein Activities complex, which accommodates athletic activities of basketball, handball, volleyball, bowling, squash, physical fitness, etc. The complex is also used for celebrations and can accommodate up to 6.000 spectators at a time.

## Department of Expatriate Affairs:

The Department provides the following services:

- 1- Issuing and sending entry visas to students willing to join the University and providing the border centers with their names.
- 2- Issuing entry visas and work and residency permits for non-Jordanian faculty members.
3. Issuing residency permits for non-Jordanian students.
- 4 - Completing military service books for Jordanian students.
5. Responding to inquiries from students and their parents outside the country.

## Psychological and Social Counseling Department:

This Department seeks to enable students to face the issues and problems they face in various personal, academic, family and job fields. It also helps them get along with their colleagues on campus, and develop independent personalities in line with their abilities.

## Career Counseling and Graduates Follow-up Office / King Abdullah Development Fund Office:

In response to King Abdullah II's directives to develop career guidance offices in the universities, the Applied Science Private University has established an office affiliated with King Abdullah Development Fund Office to carry out the training process and provide technical training and advice to graduates in order to prepare them for the labor market. The Office aims at:

- 1 - Building various channels of communication between the graduates and the University, and establishing cooperation ties that are targeted at serving the graduates, the University and the local community.
- 2 - Communicating effectively with companies and institutions.
- 3 - Helping companies and institutions that are looking for employees to easily find the University graduates and choose the suitable employee.
- 4 - Helping in securing employment opportunities for graduates that match their specialties and tendencies.
- 5 - Building an electronic information system through the establishment of databases for graduates.
- 6 - Creating a website for the graduates to facilitate the process of entering the CVs in the database.
- 7 - Advertising the required jobs and receiving applications from companies willing to hire.

#### **Other services offered by the University to the students:**

1. The University provided an official post office to facilitate communication with the outside world and to provide services such as sending and receiving letters, telegrams, telephone and fax.
- 2- The University provided banking services by having a branch of the Arab Bank on campus to serve the University students.
- 3 - The University provided a number of restaurants in some buildings to provide different meals for students at reasonable prices, including a main restaurant over 5900 square meters.
- 4- The University provided its students with sufficient means of transport. The University buses carry students from the areas of their gatherings to the University and the other way around at reasonable prices.



# Students' Discipline By-Laws

Issued in accordance with Article (9) paragraph (M) of the Jordanian Private Universities bylaws number (43) of the year 2001

## Article (1):

This system is called (the rules of procedure discipline students in the University of Special Applied Sciences for the year 2002) and works as of the date of approval by the Ministry of Higher Education and applies to undergraduate and postgraduate students and the center of consultation and training at the university.

## Article (2):

The following terms and expressions shall have the meanings assigned to them unless the context otherwise requires:

**University:** Applied Science Private University

**President:** The University President

**Council:** The Student Disciplinary Council

**Committee:** Investigation Committee.

### Article (3):

The by-Laws apply to all students and they are all subject to disciplinary procedure and rules stated below.

### Article (4):

**Violations:** The following acts shall constitute violations by students that shall be deemed to be subject to the penalties set out in these by-laws:

A. Abstaining from attending lectures or other acts that require regular attendance, and any incitement to such abstinence.

B. Cheating in the examination, and violating the examination system or the necessary quietness.

C. Any act of honor, dignity, morals, or misconduct that may harm the reputation of the University or its employees, including any such act committed by the student outside the University during an event or activity in which the University participates.

D. Participating in any organization inside the University without prior permission from the relevant authorities at the University, or participating in or inciting any group activity that violates the regulations in force at the University.

E. Unauthorized use of University premises, facilities or property for any purpose whatsoever without obtaining a prior approval from the appropriate competent authority, or abuse of granted authorizations to conduct the above activities.

F. Distributing leaflets, issuing wall papers at the faculties, or collecting signatures without obtaining a

prior approval from the appropriate competent authorities of the University, or using granted authorizations to conduct the above activities.

- G. Violating discipline during lectures, seminars or activities held within the University.
- H. Insulting or abusing any faculty members or any of the University staff or students.
- I. Damaging any property that belongs to the University, its employees, students, or visitors.
- J. Violating the University by-laws, regulations, instructions or decisions.
- K. Counterfeiting University documents or using false papers for any University purpose.
- L. Giving University documents and IDs to others for using them illegally.
- M. Theft of any University property.
- N. Inciting or agreeing with students or other persons to commit acts of violence or get into fights against students or other persons within the University.
- O. Possessing firearms, sharp objects, or illegal materials to be used for unlawful purposes.
- P. Possessing or promoting alcoholic beverages or narcotic drugs within the University or attending the University under the influence of spirits or narcotic substances.
- Q. Smoking inside the University premises.

## Article (5) Penalties:

The following penalties shall be imposed against students who commit any of the violations listed in Article (4):

- A. Written warning.
- B. Sending the student outside the classroom and calling the University security when necessary to get him/her out. Depriving the student for a specific period of time of benefitting from the services provided by one or more of the University facilities in which the offense was committed.
- D. Depriving the student for a specific period of time of one or more of the student activities during which the offense was committed.
- E. Warning in its three degrees/ levels: the first, the double and the final.
- F. Fining the student for at least the same value of the object or objects that he/she has damaged.
- G. Giving the student a university zero or cancelling his registration in one or more of the courses in the semester in which the violation occurs, with no refund of fees
- H. Temporary dismissal from the University for one semester or more.
- I. Final dismissal from the University.
- J. Cancelling the decision of granting the certificate if it turns out that there is a fraud in the requirements for obtaining it.
- K. Suspending granting the degree for no more than two semesters.
- L. Depriving the student of attending some or all of the lectures of the courses where he/she disrupts the teaching process.

## Article (6):

A. It shall be allowed to combine two or more of the penalties stipulated in this Code.

B. In case the student is temporarily dismissed from the University, the identification card shall be withdrawn and he/she shall be denied entry to the campus during the dismissal period without prior permission from the Dean of Student Affairs.

C. A student who has been finally dismissed from the University as a disciplinary procedure shall be deprived of obtaining a certificate of good conduct. The name of the student who is finally dismissed shall be also sent to other public and private universities.

## Article (7) Cheating policy:

If the result of the investigation proves that the student attempted to cheat, participated or initiated it during the examination in one of the courses, he/she shall be subject to the following penalties wholly or partially:

1. Considered to have failed the course.
2. Cancelling his/her highest two registered courses in that semester.
3. Dismissal from the University for one semester starting from the semester following the one in which he/she was caught.

## Article (8):

A. A student who has been temporarily dismissed from the University as a disciplinary procedure shall not be allowed to register for the summer semester following the semester in which he/she was dismissed.

B. Any courses that the student takes in another university during the period of temporary dismissal shall not be taken into account.

## Article (9):

Based on what was stated in paragraph five of these by-laws:

A. A student who made another student take the examination or test instead of him/her shall be subject to any or all of the following penalties:

1. Considered to have failed in that examination or test.
2. Cancellation of his/her registration in the courses in the semester in which he committed cheating. Cancelling his/her registered courses in that semester.
3. Dismissal from the University for at least two semesters starting from the semester following the one in which he/she was caught. One of these penalties shall be implemented only after an investigation has been conducted by the Committee which shall submit recommendations of the penalty to the Disciplinary Board.

B. The student who took the examination or the test instead of another student shall be subject to any or all of the following penalties:

1. Considered to have failed in that examination or test.
  2. Dismissal from the University for at least two semesters starting from the semester following the one in which he/she was caught
- C. If the person who sat the examination is a non-university student, he shall be referred to the judicial authorities.

### Article (10):

- A. The student referred to investigation shall not be allowed to withdraw from the courses before the investigation is completed.
- B. The student's graduation procedures shall be suspended until a decision is taken regarding the offense, he/she committed.

### Article (11):

- The Faculty Council shall, in the first month of each academic year, set up an Investigation Committee to look into the violations committed by students inside the faculties' premises. The Committee shall be composed of three faculty members.
  - The committee will serve for one-year subject to renewal.
  - The Dean of the Faculty shall refer the violations committed inside the faculties' premises, classrooms, or labs where courses are given, to this Committee to submit recommendations of appropriate penalties to the Dean.

- The President shall, at the beginning of each academic year, set up an Investigation Committee to look into the violations committed by students on University campus outside the faculties' premises. The Committee shall be composed of three faculty members at the University with a fourth member as an alternate. The president may in special circumstances appoint more than one committee.
  - The Committee will serve for one year subject to renewal. The Dean of Student Affairs shall refer the violations committed to this Committee to submit recommendations of appropriate penalties to the Dean.
  - The Council of Deans shall, at the beginning of each academic year set up a higher Disciplinary Committee. The Committee shall be composed of the Dean of Students Affairs, as chair, the Dean of the Faculty in which the student is registered, three faculty members, and a fourth faculty member as alternate, in order to look into students' violations referred by the Dean of Students Affairs or the Dean of a faculty.
    - The Committee will serve for one-year subject to renewal.
    - The Council of Deans can in special circumstance replace the Chair of the Disciplinary Committee for a specified period of time. The Investigation and Disciplinary committees must issue a ruling in cases referred to them in a period not to exceed fourteen days from the date of referral. The President can extend this period if needed. The relevant student must appear in front of an Investigation and Disciplinary Committees during this time. If the student fails to appear after two announcements in his/her Faculty, a penalty will made in absentia. The Investigation and Disciplinary Committees will continue performing their functions until new committees are formed.



## Article (12):

The powers to impose disciplinary penalties against students shall be determined as follows:

A. A faculty member or course instructor is entitled to impose the penalties set out in paragraph (a), (b) and (c) of Article (5) of these by-laws.

B. A Dean is entitled to impose the penalties set out in paragraphs from (a) to (g) of Article (5) of these by-laws.

C. The Higher Disciplinary Committee reserves the right to apply any of the penalties set out in Article (5) of these by-laws, in its sole discretion that appropriately addresses the intensity of the violation presented to it.

## Article (13):

The University President shall have the jurisdiction of the University Higher Disciplinary Committee outlined in these by-laws, in the event of disorders, or disruption of the normal functioning of the University which may lead to obstruction of teaching or any threatening situation that warrants a quick decision. The University President, in such a situation, shall notify the Council of Deans of his decision.

## Article (14):

All decisions shall be final, except for the penalties stipulated in paragraphs (h-i) of Article (5). A student is entitled to appeal the decision, in writing, to the Council of Deans within fifteen days following

notification of the decision. The Deans' Council may approve, modify, or cancel the penalty, and its decisions may not be opposed before any other authority.

### Article (15):

A. All decisions on disciplinary penalties are kept in the student's folder in the Deanship of Student Affairs. All decisions must be reported to the Dean of Faculty, the registrar, and to the party responsible for the student. The Dean of Faculty may post the decision on the faculty's notice board. A penalty of warning or higher will be posted on the student's academic record.

B. A Faculty Dean must report all of his/her penalty decisions to the Dean of Student Affairs.

C. The penalties will expire and shall be removed from the student's academic record as follows:

1. First warning, after two academic semesters.
2. Second warning, after three academic semesters or upon graduation.
3. Final warning after four academic semesters.
4. All other decisions, two semesters after graduation from the University.

### Article (16):

The President may remove any penalty from a student's record based on the recommendation of the Head of Department endorsed by the Faculty's Council or by recommendation from the Dean of Student Affairs.

### Article (17):

These by-laws cancel instructions number (1) issued 10/4/1996 by the Board of Trustees in accordance to paragraph (F) of article (4) of the instructions number (2) for the 1989 and all modifications made by the Board of Trustees by decision number 1/99 and all previous instructions.

### Article (18):

The employees of the campus security are responsible for maintaining law and order inside the University's campus, and their reports should be considered credible unless proven otherwise.

# Regulations No. (2) of 1996 Student Council of Applied Science Private University

Issued By the Board of Trustees on 15.4.1996 And the Relevant Amendments  
Issued by the Board of Trustees in Decisions No.1/99 and Decision No. 3/2010

## Chapter One: Definitions

### Article 1

A council named “the Student Council of the Applied Science Private University” which represents its students and whose office is on campus shall be established in the Applied Science Private University.

### Article 2

The following words and phrases shall have the meaning stated against each of them unless the context states otherwise:

**The university:** the Applied Science Private University.

**The Council:** the Student Council of the Applied Science Private University.

**The Administrative Board:** the Council’s Administrative Board.

**The General Assembly:** All enrolled students registered in one of the Faculties of the Applied Science Private University for earning an academic degree.

**The Executive Committee:** the Executive Committee of the Administrative Board.

## Chapter Two: Council's Goals

### Article 3

The Council aims at achieving the following goals:

- a. Organize meaningful University student activities, which contribute to promoting the educational process.
- b. Enhance the spirit of cooperation and the concept of collective work.
- c. Follow up student common issues, enlighten them with their duties, maintain their achievements, and seek to solve their problems in coordination with the University Administration.
- d. Develop the concept of democracy and spirit of dialogue and firmly establish them among students.
- e. Take part in developing an integrated student personality, which is conscious of the causes of the homeland and the nation, particularly the Palestinian cause.
- f. Deepen affiliation with the University and loyalty to the homeland and the nation within the values of the Arab and Islamic culture and heritage.
- g. Provide opportunities of positive interaction between students and University Department, Faculties, and Administration, support the academic endeavors, and emphasize the applied science orientation adopted by the University.
- h. Cooperate with the University different Departments in offering aid and assistance to needy students.

- i. Strengthen ties with student unions and organization in a way which achieves the council's objectives and does not contradict with the law and regulations of the University and the observed laws and regulations of the country.
- j. Enhance consolidation, and strengthen ties of national unity.
- k. Strengthen relations with Arab, Islamic and international student organizations.
- l. Enhance the role of private universities in the building and development processes of the society and the nation.

## Chapter Three: Membership and Formation of the Administrative Board

### Article 4:

- a) The Council Administrative Board shall be formed of forty to fifty members, and according to what is specified by the University Board for every Academic Year.
- b) The Council Administrative Board is formed of the group of students elected in each Faculty according to the following representation:
  1. At least one member of each Faculty.
  2. A number of members proportionate to the number of students enrolled in the Faculty.
- c) The Council of Deans shall determine the proportion of representation in each Faculty one time at the beginning of each academic year in the first meeting which follows the announcement of the official number of students enrolled in the different faculties.

### Article 5:

#### **Membership of the administrative board shall meet the following terms:**

- a) The student shall be enrolled in the University during the term of his membership. The student who registers for the minimum the study load is considered as “regular full-time” student in the University.
- b) The student shall have passed at least the minimum number of credit hours in two regular semesters (24 credit hours) according to what is provided in the University regulations in force, and his/her

cumulative average shall be 68% or higher. Such percentages are liable to any modification approved by the University.

c) The student shall not have received a disciplinary penalty provided by the student disciplinary by-laws (first-level warning or more before the beginning of nomination).

d) The student shall register for at least the minimum limit of the study load during the term of his membership, excluding the graduation semester and the summer semester.

e) The student shall have at least one academic year to study ahead of his/her graduation, i.e. two semesters, excluding the summer semester.

## Article 6:

a) Voting in elections is the right of every member of the general assembly.

b) Elections of the council shall be carried out as follows:

1. Each Faculty of the University shall represent a single constituency.

2. The students of each faculty shall elect their representatives to the council directly according to the proportion defined in paragraphs (b, c) of article 4 of these instructions.

3. Election of the council shall be carried out in one study day.

4. Elections shall be carried out by secret ballot. For their result to be valid, the absolute majority of the total number of the students of that faculty eligible for voting should vote. If there is a lack in a quorum, the duration of balloting shall be extended two hours. The elections therein shall be legal whatever the number of voters is.



## Chapter Four: Meeting and Powers of the Administrative Board

### Article 7:

- a) The Administrative Board, chaired by the Dean of Student Affairs, shall hold its first meeting to elect its chairman, vice-chairman, secretary, cashier, and committee members within two weeks from the date of announcing the election results, and shall schedule its future meetings (dates and times).
- b) The Administrative Board meetings shall be public.
- c) The Administrative Board may hold confidential sessions by the approval of the majority of the Administrative Board members, if subjects discussed require that.
- d) (1) The Administrative Board meeting shall be legal if the absolute majority of its members are present.  
(2) The Administrative Board decisions shall be issued by the majority of the votes of present members.

### Article 8:

**The Administrative Board shall have the following powers:**

- 1) Discussing and approving its working plan.
- 2) Discussing and approving the annual administrative and financial reports.
- 3) Discussing the council's budget and submitting it to the Dean of Student Affairs, and then to the

University President who shall, in turn, refer it to the University Council for approval.

- 4) Proposing amendments to the present instructions which it deems appropriate and submitting them to the Dean of Student Affairs to be referred to the University President and the University Council.
- 5) Taking decisions and recommendations it deems appropriate for achieving the Council's goals.

## Chapter Five: Council's Administrators

### Article 9:

- a) The Council's Chairman and Vice-Chairman shall meet the following terms:
  - 1) He/she shall have successfully passed the following credit hours:
    - 60 credit hours of the student's study plan for the Bachelor Program level, or
    - 15 credit hours of the student's study plan for the Graduate/ Post-graduate programs.
  - 2) He/she shall have registered for, at least, the minimum limit of the study load in each semester, excluding the graduation semester and summer semester, as long as he holds the position.
  - 3) His/her cumulative average shall be 68% or higher.
- b) The council's President shall be Jordanian.

### Article 10:

- a) The Council's Chairman shall undertake the following functions/ duties:

- 1) Calling for meetings of the Administrative Board and the executive committee.
- 2) Chairing the meetings of the Council and the Administrative Board.
- 3) Referring the Council's decisions and recommendations to the executive committee to take the necessary measures thereon.
- 4) Representing the Council at the University.
- 5) Representing the Council at similar student organizations.

**b) The Vice- Chairman shall undertake the following duties:**

- 1) Preparing the agenda of the matters referred to him/her by the Council's Chairman, and calling for meetings.
- 2) Preparing Minutes of sessions.
- 3) Receiving the mail of the Council and keeping its documents and seals.
- 4) Providing the Deanship of Student Affairs with the minutes of the sessions of the Administrative Board.
- 5) Carrying out any other work entrusted to him by the Council's Chairman.

## **Article 11:**

**The Treasurer shall undertake the following duties:**

1. Receiving all cash by receipts and depositing it in the Council's account.

2. Disbursing expenses by valid bills and according to the decisions of the General Assembly.
3. Providing the Chairman of the Administrative Board with a sheet of balance of revenues and expenditures.
4. Keeping financial books and records according to sound accounting principles.
5. Preparing the annual financial report.

## **Chapter Six: The Executive Committee And the Administrative Board Committees and their Duties**

### **Article 12:**

The Council's Affairs shall be run by an Executive Committee chaired by the Council's Chairman, together with the Vice-Chairman, the secretary, the Cashier, and the Chairmen of the Permanent Committees of the Administrative Board as members.

### **Article 13:**

The Executive Board shall meet within a period not exceeding a week from its formation, and shall hold weekly meetings unless required.

## Article 14:

The Executive Committee shall undertake the following duties:

- 1) Implementing the Administrative Board's decisions, and following up its recommendations.
- 2) Preparing the Council's draft budget.
- 3) Supervising faculty committees and monitoring their performance.
- 4) Proposing a working plan of student activities.
- 5) Considering student issues and proposing appropriate solutions for them.
- 6) Discussing the annual administrative and financial reports and submitting them to the Administrative Board.

## Article 15:

- a) The Administrative Board shall from the following permanent committees:
  1. The Financial Committee.
  2. Committee of Voluntary work and Societal Service.
  3. Committee of Communication and External Relations.
  4. Committee of Student Issues and Concerns.
  5. Committee of Student Activities.
- b) The permanent committees shall elect a chairman and secretaries from among their members in the first meeting held after they are formed.

- c) The Administrative Board may form interim committees from among its members to carry out certain duties.
- d) The work, duties, and powers of the permanent and interim committees shall be organized and defined by regulations approved by the Administrative Board and ratified by the Dean of Student Affairs.
- e) All Administrative Board Committees may, in executing their duties, seek the help of any suitable member of the General Assembly.
- f) The Treasurer shall be the chairman of the Financial Committee of the Council.

## Article 16:

- a. A committee named “the Faculty Committee” shall be formed in each of the University faculties and consist of the faculty representative to the Administrative Board and elected complementary members of the faculty committee. The committee shall elect a chairman from among its members, who are also members of the Administrative Board.
- b. In the Faculties whose representation is less than five students in the Administrative Board, five members shall be elected for the Faculty Committee. The five members with the highest votes shall be the faculty representatives to the Administrative Board in accordance with the proportion of the Faculty students to University students.
- c. The Faculty Committee shall undertake the following duties:
  - 1) Preparing the student activities plan on the Faculty level and submitting it to the Administrative Board.
  - 2) Implementing decisions of the Administrative Board which concern the faculty’s student affairs.

- 3) Following up activities approved by the Administrative Board on the faculty level.
- 4) Considering student issues and concerns in the Faculty and submitting proposed solutions to the Administrative Board.
- 5) Preparing the annual report of the activities of Faculty students.

## Chapter Seven: Disqualification of Membership

### Article 17:

a) A member of the Administrative Board, the Executive Committee, or other affiliated committees, shall be disqualified in the following cases:

- 1) If he/she has committed a forbidden act or an act incompatible with the Council's objectives and goals or harming its reputation.
- 2) If he/she has been penalized for any disciplinary act by initial warning and above.
- 3) if he/she has been convicted of a crime or misdemeanor.
- 4) if he/she has lost one of the membership conditions provided in article 5, excluding cumulative average.
- 5) if he/she has submitted his/her resignation in writing and it is accepted by the majority of the executive Board members.
- 6) if he/she has transferred from one faculty to another during the term of his membership
- 7) if he/she has not attended four successive or seven interrupted sessions of the Administrative

Board without acceptable excuse.

- 8) if he/she has passed away.
- b) Disqualification in cases stated in item (1) paragraph (a) of this article needs a two third majority vote while all other items are by decision.

## Chapter Eight: Council's Finance

### Article 18:

a) The Council shall have its own budget that is supervised by the executive Committee and whose revenues include the following:

- 1) An annual financial grant provided by the University comprising one Jordanian Dinar for each registered student in a semester, excluding the summer semester. This grant shall be paid in two installments, and 10% of which shall be deducted for services and facilities offered by the University. Financial transactions shall be settled at the end of each semester, and no allocations shall be transferred from one semester or year to another.

- 2) Gifts, grants, and donations approved by the University council.
- 3) Proceeds of activities organized by the Council.
- 4) Any other revenues approved by the University Council.

b) The Council funds shall be deposited in its bank account on campus, and no funds shall be withdrawn except by the joint signatures of the council's chairman, the cashier, and the secretary, provided



that the following should be abided by:

- 1) The chairman or the representative of the permanent committee may prepare purchase or service order. After the order is endorsed by the signatures of the council's Chairman, cashier, and the secretary, it shall be submitted to the Dean of Student Affairs for approval in accordance with the items of the budget and after ascertaining those allocations are available.
- 2) For expenditure on purchases or services to be legal, and in cases where expenditure exceeds 300 Jordanian Dinar, quotations from at least three domestic companies shall be obtained. This is done in coordination with the Dean of Student Affairs and the University's Tendering Department.
- 3) Funds shall be disbursed only by official bills signed by the owner of the store or company and ratified by the three members of the executive committee, provided that reasons of disbursement and the signature of the recipient in the competent committee shall be attached to the bills.
- 4) The Council Chairman may disburse no more than 50 Jordanian Dinar per month which the cashier shall keep as an advance for petty cash and shall be settled dully.
  - c) A portion of the Council's budget which is, at any rate, not less than the portion allocated for publication, shall be allocated for needy students. The recommendations of the Dean of Student Affairs shall be adopted for this purpose.
  - d) The Council may not use the grant offered by the University in ways detrimental to the University, harmful to its reputation or offensive to its officials.
  - e) The Executive Committee shall incur any funds disbursed in violation of the present instructions, and no member shall be discharged of any financial violation unless it is settled by him.

- f) The University Financial Director shall audit the Council's bills, financial documents, ways of disbursement, and the final balance sheet.
- g) The Executive Committee should settle all funds due on the council, if any, before the end of its term.
- h) The present instructions shall come into effect as of the beginning of the first semester of the academic year 1999-2000.

## Chapter Nine: Committee of Election and its Duties

### Article 19:

- a) The election process shall be entrusted to a committee named "the Election High committee" which is formed by the University President, and consists of:
  - 1) Dean of Student affairs: Chairman.
  - 2) Two teaching staff members: members.
  - 3) Four students nominated by the Dean of Student Affairs: members.
- b) The Election Committee members shall start their duties as soon as they are appointed. Membership shall be withdrawn from anyone of them and vacancy shall be filled by a decision of the University President.
- c) Students who are members in the Election Committee are not entitled to nominate themselves to the membership of the Administrative Board as long as they are members in this Committee.

d) The Election Committee shall undertake the duties and powers authorized by the University President within the principles he/she issues according to the provision of article 32 of the present instructions.

## Chapter Ten: General Rules

### Article 20:

The Chairman and members of the Administrative Board shall take the following oath of office before the University President and the Dean of Student Affairs within a week from the date of announcing the election results:

“I swear by Almighty God that I will be faithful to God, the Homeland and the King, observe the University laws, and abide by its laws and regulations and the Council’s instructions.”

### Article 21:

Any committee shall be deemed resigned if the majority of its members resign.

### Article 22:

Any meeting of the Administrative Board and its committees shall be legal if it is attended by the absolute majority of the members. In the absence of such majority, the meeting shall be postponed for 24 hours. This second meeting shall be legal regardless of the number of attendees.

### Article 23:

Decisions and recommendations shall be taken by the majority of the present members. Should there be tie in votes, the side in which the session Chairman is shall preponderate.

### Article 24:

If the Council Chairman, Vice Chairman, secretary, or cashier resigns from his/her post or is disqualified, the Administrative Board shall, with the presence of the absolute majority of the members and the Dean of Student Affairs, elect a substitute.

### Article 25:

The Council shall exercise its powers and duties to the extent that does not contradict with the competences entrusted to different councils and administrations of the University, according to their valid laws, regulations and instructions.

### Article 26:

The Administrative Board and its committees shall be dissolved by a decision of the University Council upon the recommendation of the University President. In this case, the funds of the Council shall be deposited in the account of the next Board by a decision of the University President, provided that new elections shall be held within a period not exceeding one month from the date of its dissolution.

### Article 27:

Should the majority of the members of the Administrative Board resign, the Administrative Board and its committees shall be dissolved from the date of resignation submission, and new elections shall be held within a period not exceeding one month from the date of resignation.

### Article 28:

The Administrative Board and its committees shall exercise their powers after the end of their term until new elections are held.

### Article 29:

Existing student scientific societies shall be abrogated as of the beginning of the first semester of the academic year 1996-1997, and shall be replaced by the Student Council.

### Article 30:

The University shall provide an office for the Administrative Board and its committees.

### Article 31:

Should the seat of an Administrative Board member become vacant, it shall be filled by the first, second or third standby member. Should these options be exhausted, and the Council's term ends in at least two months, a new member shall be elected for the vacant seat to the end of the term.

### Article 32:

All matters that are not addressed by the provisions of the instructions and regulations of the Council shall be addressed by directives issued by the University President after counseling with the Executive Committee.

### Article 33:

The University president and the Dean of student affairs shall be charged with executing the provisions of the present instructions.

## The Main Library

The University main library was established in 1991 and was instantly operational on the day when the University was established. Years later, the library has had (131032) Arabic and English references which serve all specializations taught in the University. The library also subscribes to (46) indexed scientific periodicals. The library also contains a collection of tapes, films, maps, transparencies and other computer – read materials such as compact discs (CDs).

As other university libraries, its services focus on bolstering the process of education, instruction, and research in the University as well as preserving and introducing the intellectual production through different information media, organizing and facilitating the use of these media, supplying information services from these and other sources, providing study and research opportunities, and creating a convenient atmosphere for achieving them.

## The Library Location

The library occupies Building No.8 whose area exceeds (5400) square meters. It comprises the technical sections, halls of book and periodical stacks, reading areas which accommodate approximately (1000) readers at a time.

## Employees and Sections

A good number of employees specialized in information and library science, computer science, and educational resources work in the library. These are in charge of developing the Library Acquisition of Information Media Section, Cataloging and Indexing Section which is in charge of organizing acquisition according to principles used worldwide, such as cataloging, classification; Indexing the Loan Section which is in charge of offering direct services to library users; Computer Section which feeds data to the computer and retrieves them, and offers computer information service; and Periodicals Section which follows up subscriptions to periodicals and offers the relevant service.

In addition, an Internet lab has been set up in the library to serve its different visitors with regard to the electronic databases that the University subscribes to, such as the University publications on various database such as Al-Manhal / Qustas, Ebsco, Emerald, ProQue, Access pharmacy and Hmcl. These databases are available inside and outside the University for Scientific Research purposes.



## Library Cataloging

In cataloging the library's references, Dewey's decimal cataloging system is adopted. The system divides knowledge into ten main sections (ten origins, each has ten branches) represented by the following code numbers:

|         |  |
|---------|--|
| 000-099 | General Knowledge: Encyclopedias, Bibliographies, Computer, Information and Library Science, Press   |
| 100-199 | Philosophy and Psychology  |
| 200-299 | Religions  |
| 300-399 | Social Sciences: Sociology, Statistics, Political Science, Economics, Law, General Management, Social Services, Education, Commerce and Communication, Traditions and Customs. |
| 400-900 | Languages  |
| 500-599 | Pure and Natural Sciences: Mathematics, Astronomy, Physics, Chemistry, Geology, Biology, Botany, Zoology   |
| 600-699 | Applied sciences (Technology): Medicine, Engineering, Agriculture, Household Art, Heavy/ Handicrafts/ and Precision Industry, Construction.                                    |
| 700-799 | Art: City planning, Architecture, Business Administration, Sculpture, Oil Painting, Engraving, Photography, Music, Entertainment Arts.   |
| 800-899 | Art, Literature  |
| 900-999 | History and Geography: Biographies, Genealogy.   |

The books are cataloged in an ascending order based on numbers and divided into two sets: One for Arabic – Language books, the other for foreign books. The two sets of the same subjects are arranged in a way that the stack of one set is at the back of the other set.

## Periodicals

The section of periodicals occupies part of the ground floor of Library building. Periodicals are arranged alphabetically on stacks according to titles of each specialization. A copy of the latest issue appears on the stack. Previous issues of the same year are arranged chronologically according to date or serial number. Issues of the previous year have all been bound and placed as a reference upon request (bound-ing periodicals).

## Library Services

The library offers services for university teaching staff, administrators, researches, and student. It also offers services to outside researches and scholars.

## Jordan Collection Hall

In the context of the library’s interest in Jordan’s history and civilization, the library has placed the collection of books, publications, reports, and maps about Jordan in a hall named “The Jordan Collection” which functions as a reference for the library visitors who are interested in all subjects and fields related to Jordan.

## Access to Library and Loan Services

### These services include:

**On –site Reading:** The library follows open stacks system to which users can have open access. In this system, books are arranged by grouping Arabic-Language books on stacks and foreign-Language books on others, where the numbers (001- 399) are placed on the ground floor and (400 - 999) on the first floor.

**Overnight Loan:** Some books are placed on hold stacks. These books have been selected by Faculty Members as supplementary references for courses. Similarly, the library may have one copy of a title which is needed by many students. The overnight loan enables students to borrow the book on hold one hour before the end of the library working day and bring it back next day morning.

**Borrowing Materials:** To check out materials, a visitor shall have a University ID card. This identity card is used only by its holder.

The library instructions define the loan system, the number of books to be borrowed, and loan duration for the different categories of library visitors.

## Ongoing Briefing Service

The library informs Deanships and Departments of the latest publications.

Monthly bibliography of publications will be supplied by all means available, paper, electronic and on demand.

## Photocopying

Photocopying is available in the library building to all users who may photocopy part of a book or periodical articles.

## Library Indices and Catalogs

The library currently has one type of Catalogs which constitute the key of access to the required material which is the online catalog (computer query) through computers distributed on all sections of the library. This service is also available from outside the University through its website (electronic library).

## Library Office Hours

The library offers services to users from 8 a.m. to 4 p.m. daily from Sunday through Thursday.

## University Bus System

Students subscribing to the University bus system shall be allowed to use the bus to and from the University once every working (study) day. All subscribers are disembarked in the University parking lot. Subscribers shall comply with the following instructions, and any person violating them shall be subject to penalty approved by the University Administration and shall be prohibited from using the bus system. Subscribers shall:

1. Adhere to the instructions issued by the University Administration.
2. Present the subscription card before embarking on the bus.
3. Wait the bus in the specified bus stop, and adhere to the line fixed on the card.
4. Observe bus tidiness and cleanliness and proper use, and deal properly with all passengers.
5. Not bring nonsubscribers on the bus, and not reserve seats.

Note: Any suggestions or complaints shall be forwarded to the Dean of Student Affairs.

## Obtaining a Semester Bus Subscription Card

- 1) The student who wants to obtain a bus subscription card shall
  - a. Fill in a form at the Finance Department and attach a 2x3 personal photo with the application
  - b. Pay a subscription fee in the Finance Department and get a receipt which shall be kept until receiving the subscription card.
  - c. The card is valid for one semester, and no one except the card holder shall use it which is good for one semester.
  
- 2) If the subscriber has lost his/her bus card, he/she shall:
  - a. Notify the Service Section in the Administrative Affairs Department of losing his/her ticket, and write a pledge of not misusing the card.
  - b. Contact the Finance Department, fill in a form, attach 2x3 personal photo to it, and pay 10 Jordanian Dinars.
  - c. Contact the Service Section in the Administrative Affairs Department to get the new ticket.

### Bus Schedule during 1st and 2nd Semesters

|   |      |      |      |       |                                |
|---|------|------|------|-------|--------------------------------|
| Wasafi al-Tal   | 7:00 | 8:00 | 9:00 | 10:00 | 4:15 -3:15 - 2:15- 1:15 -12:30 |
| Sweifeh   | 7:00 | 8:00 | 9:00 | 10:00 | 4:15 -3:15 - 2:15- 1:15        |
| Al - Bayader - Abdullah Ghosheh                                 | 7:00 | 8:00 | 9:00 | 10:00 | 4:15 -3:15 - 2:15- 1:15        |
| University of Jordan - AlRasheed                                | 7:15 | 8:15 | 9:15 | 10:15 | 4:15 -3:15 - 2:15- 1:15 -12:30 |
| Abdali - Al Dakhliyah Circle (Interior Affairs Ministry Circle) | 7:00 | 8:00 | 9:00 | 10:00 | 4:15 - 2:30 - 1:10             |
| Tabarbour - Istiqlal  | 7:00 | 8:00 | 9:00 | 10:00 | 4:15 -3:15 - 2:15- 1:15 -12:30 |
| Raghadan  | 7:00 | 8:00 | 9:00 | 10:00 | 4:15 - 2:30- 01:15             |
| Zarqa - Yajouz  | 6:45 | 8:00 | 9:15 | *     | 4:15 - 2:30- 01:15             |
| Wihdat  | 7:00 | 9:00 | *    | *     | 4:15 - 2:30- 01:15             |
| Hay Nazzal - Yasmine  | 7:00 | 8:00 | 9:00 | *     | 4:15 - 2:30- 01:15             |
| Marka   | 7:00 | 8:15 | *    | *     | 4:15 - 2:30- 01:15             |
| Northern Hashmi   | 7:00 | 8:15 | *    | *     | 4:15 - 2:30- 01:15             |
| Marj Al Hamam   | 6:45 | 8:00 | *    | *     | 2:15-4:15                      |
| AlBaqaa   | 7:00 | *    | *    | *     | 4:15                           |
| Ain Al-Basha  | 7:00 | *    | *    | *     | 4:15                           |
| Salt  | 6:45 | *    | *    | *     | 4:15                           |
| Rsaifeh   | 6:45 | *    | *    | *     | 4:15                           |
| Sweileh   | 7:15 | 8:15 | 9:15 |       | 4:15 - 2:30                    |

### Bus Schedule during summer semester

|   |      |      |      |                          |
|---|------|------|------|--------------------------|
| Wasafi al-Tal   | 7:00 | 8:15 | 9:50 | 5:00- 3:15 - 1:45 -12:30 |
| Sweifieh  | 7:00 | 8:15 | 9:50 | 5:00- 3:15 - 1:45 -12:30 |
| Al - Bayader - Abdullah Ghosheh                                 | 7:00 | 8:15 | 9:50 | 5:00- 3:15 - 1:45 -12:30 |
| University of Jordan - AlRasheed                                | 7:15 | 8:15 | 9:50 | 5:00- 3:15 - 1:45 -12:30 |
| Tabarbour - Istiqlal  | 7:00 | 8:15 | 9:50 | 5:00- 3:15 - 1:45 -12:30 |
| Abdali - Al Dakhliyah Circle - Interior Affairs Ministry Circle | 7:00 | 8:15 | 9:50 | 5:00- 3:15 - 1:45 -12:30 |
| Raghadan  | 7:00 | 8:15 | 9:50 | 5:00- 3:15 - 1:45 -12:30 |
| Zarqa - Yajouz  | 6:45 | 8:15 | 9:50 | 5:00- 3:15 - 1:45 -12:30 |
| Wihdat  | 7:00 | 8:15 | *    | 3:15- 1:45               |
| Hay Nazzal - Yasmine  | 7:00 | 8:15 | 9:50 | 3:15- 1:45               |
| Marka   | 7:00 | 8:15 | *    | 3:15- 1:45               |
| Northern Hashmi   | 7:00 | 8:15 | *    | 3:15- 1:45               |
| Marj Al Hamam   | 6:45 | 8:15 | *    | 3:15- 1:45               |
| Sweileh   | 7:15 | 8:15 | 9:50 | 3:15- 1:30               |
| AlBaqaa   | 7:00 | *    | *    | 3:15                     |
| Ain Al-Basha  | 7:00 | *    | *    | 3:15                     |
| Salt  | 6:45 | *    | *    | 3:15                     |
| Rsaifeh   | 6:45 | *    | *    | 3:15- 1:45               |