

# UNIVERSITY OF PETRA



University of Petra



## University Brochure

2019/2020





## University of Petra (UOP)

### The Deanship of Admission and Registration

#### General Information

#### Academic Year 2019/2020

### University Services

University of Petra is located in a beautiful and quiet suburb Amman close to the city center ( 7 km from the 7th circle). The University has a freindly green compus with several restaurants serving hot meals and snacks at relatively reasonable prices for the students. Also, a bank (Jordan Kuwait Bank), a bookshop small comercial center and shaded parking for students are available on campus.

### Accommodation

A dormitory for female students is available on campus, with the following prices :

- Studio :1250 JDs
- One large single bedroom: 1050 JDs
- One small single bedroom: 850 JDs
- Double bedroom: 650 JDs per student



\* The abovementioned costs **DO NOT** cover living and maintenance costs.

\* Costs for the **summer semester** amount to 50% of the regular semester costs.

The Deanship of Student Affairs provides pick-up services from Queen Alia International Airport and drop-off services to the University of Petra for those students registered in the dormitory, provided the student informs the Deanship of Student Affairs of her travel details two days prior to the arrival date.



## Transportation

The University provides transportation from and to all areas in the neighboring cities (Amman, Zarqa, and Ma'daba). Car parking lots are available on campus. Female students who live in the dormitory on campus get 50% discount on the university transportation fees.

Transportation Fees	Regular Semester(s) (JDs)	Summer Semester (JDs)
	150	75



## **Entry Visas and Residence in Jordan**

The University issues entry visas and annual residence for non-Jordanian students during their study at the University (provided that the Deanship of Student Affairs is notified in advance). The Deanship of Student Affairs has designated a separate office to run the affairs of non-Jordanian students since the University hosts a large number of multi-national students from 36 Arab and foreign nationalities.

## **Scholarships**

The University offers Excellence scholarships for students who demonstrate academic, athletic and artistic excellence and provides part-time jobs to help students meet study costs.

## **Medical Insurance**

The University offers health insurance for all of its student population. The University has a health care center, a pharmacy annexed to it and an equipped ambulance for emergencies.

## Registration Fees for BA and MA Degrees

	Regular Semester (JDs)	Summer Semester (JDs)
Registration Fees ( <b>non-refundable</b> )	200	100
First-time Registration Fees ( <b>non-refundable</b> )	40	40
Placement Test Fees ( <b>BA students; non-refundable if students sit for the test</b> )	45	45
Insurance Fees ( <b>refundable</b> )	100	100
Student Service Fees ( <b>sports, cultural activities and utilities; non-refundable</b> )	170	85



## Tuition Fees for BA Majors for the Academic Year 2019 / 2020

Major	No. of Credit Hours	Duration of Study (Avg.)	Minimum Secondary School Certificate Score	Fees/ Per Credit Hour (JDs)
<b>Faculty of Engineering</b>				
Civil Engineering	160	5	80% (Science Stream)*	120
<b>Faculty of Information Technology</b>				
Software Engineering	133	4	60 % (Science Stream)*	90
Computer Science	134	4	60 % (Science Stream)*	80
Computer Information Systems	133	4	60 % (Science Stream)*	80
Information Security	133	4	60 % (Science Stream)*	75
<b>Faculty of Arts &amp; Sciences</b>				
Arabic Language & Literature	135	4	60 % (Science/Literary Stream) *	30
English Language & Literature	135	4	60 % (Science/Literary Stream) *	80
English Language / Translation	135	4	60 % (Science/Literary Stream) *	80
Modern Languages (French & English Language and Literature)	135	4	60 % (Science/Literary Stream) *	80
Class Teacher	135	4	60 % (Science/Literary Stream) *	30
Child Education	135	4	60 % (Science/Literary Stream) *	30
Chemistry	132	4	60 % (Science Stream)*	55
Mathematics	132	4	60 % (Science Stream)*	55
<b>Faculty of Mass Communication</b>				
Journalism & Media	135	4	60 % (Science/Literary Stream)*	70
Radio & Television	135	4	60 % (Science/Literary Stream)*	70



Faculty of Architecture & Design				
Architecture	165	5	80% (Science Stream)*	120
Interior Design	143	4	60 % (Science/Literary Stream)*	100
Graphic Design	137	4	60 % (Science/Literary Stream)*	100
Animation & Multimedia	137	4	60 % (Science/Literary Stream)*	100
Faculty of Administrative & Financial Sciences				
Business Administration (Offered in English & Arabic)	132	4	60 % (Science/Literary Stream)*	80
Management Information Systems (MIS)	132	4	60 % (Science/Literary Stream)*	80
Finance and Banking	132	4	60 % (Science/Literary Stream)*	80
Marketing	132	4	60 % (Science/Literary Stream)*	80
Accounting (Offered in English & Arabic)	132	4	60 % (Science/Literary Stream)*	85
E-Business & Commerce	132	4	60 % (Science/Literary Stream)*	80
Faculty of Pharmacy & Medical Sciences				
Pharmacy	166	5	80 % (Science Stream ) *	120
Clinical Nutrition	136	4	70 % (Science Stream)*	60
Faculty of Law				
Law	141	4	65% (Science/Literary Stream)*	60

\*Students who have a General Secondary School Certificate in vocational education are admitted, provided that they pass additional courses qualifying them for university admission in accordance with the regulations of the Ministry of Higher Education and Scientific Research.

\*\*Non-Jordanian students may be exempted from the set Secondary School Certificate acceptance score by up to a maximum of 15 marks, provided that the number of these students does not exceed 25% of the acceptance capacity allotted to each major.

\*\*\*Students who apply for admission to the Faculty of Architecture and Design must pass the architecture and design entrance exam(s) administered by the Faculty.

## Tuition Fees for MA Majors for the Academic Year 2019 / 2020

Major	No. of Credits	Duration of Study (Avg.)	Minimum BA Score Required for Acceptance	Fees/Per Credit Hour (JDs)
<b>Faculty of Pharmacy &amp; Medical Sciences</b>				
Pharmaceutical Sciences	33	2	Good	150
<b>Faculty of Arts &amp; Sciences</b>				
English Language / Translation	33	2	Good	150
Arabic Language & Literature	33	2	Good	80
<b>Faculty of Mass Communication</b>				
Journalism & Media	33	2	Good	160
<b>Faculty of Administrative &amp; Financial Sciences</b>				
Master of Business Administration (MBA)	33	2	Good	175

\*All MA programs have both a thesis track and a comprehensive exam track.

\*Students with a 'Satisfactory' GPA score may be admitted according to specific requirements, provided that the number of these students does not exceed 20% of the acceptance capacity allotted to each major.

\*Passing the English Language Exam is required for admission based on the scores specified in the table below.



### English Language Exam Results Required For MA Degrees

Major	IELTS Score	TOEFL IBT Score	National English Exam
English Language / Translation	6.5	90	75
Arabic Language & Literature	5	59	50
Journalism & Media	5	59	50
Pharmaceutical Sciences	6.5	90	75
Master of Business Administration (MBA)	5.5	69	65

### Documents Required for Registration

- 1) The admission application form.
- 2) Original copy of the General Secondary School Certificate or its equivalent.
- 3) Copy of official ID (Civil ID for Jordanians; passport for non-Jordanians).
- 4) One recent photograph.
- 5) Diploma marks transcript, duly certified (for Diploma Bridging students).
- 6) Diploma comprehensive exam certificate, duly certified (for Diploma Bridging students).

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- 7) Bachelor Degree marks transcript, duly certified (for MA students).
  - 8) Bachelor Degree certificate, duly certified (for MA students).
  - 9) Certificate of English Language Examination with an authentication issuance letter (for MA students).
  - 10) Equivalency of Bachelor Degree Certificate from the Ministry of Higher Education & Scientific Research for graduates of non-Jordanian universities (for MA students).
  - 11) Security Card for Syrian students (from Jordanian Security Centers).
  - 12) Non-Jordanian students have to refer to their country's Cultural Attachés to provide the university with a No Objection Certificate - NOC (applicable to some nationalities).

### **University Study System**

The University of Petra adopts the Semester System in which the academic year consists of two regular semesters, the duration of each is (16) weeks, and a non-compulsory (8) week summer semester.

#### **1) Admission terms and conditions for students holding the General Secondary School Certificate**

To be admitted as a regular student at the University of Petra, the student has to pass the General Secondary School Certificate, or its equivalent, and achieve a score that conforms with the minimum average assigned to each major.


## • Documents required from students holding the General Secondary School Certificate

- 1) Original General Secondary School marks transcript, or its equivalent, duly certified in Arabic and English.
- 2) Equivalency of non-Jordanian or Arab General Secondary School Certificates from the Ministry of Education.
- 3) A copy of the student's Identity Card (Identity Card issued by CSPD for Jordanians and Passport for Non-Jordanians).
- 4) One recent photograph.
- 5) Non-Jordanian students are requested to ask the Cultural Attaché in their respective country embassies to provide the University with a No Objection Certificate (NOC) to study at the University of Petra (applicable to some nationalities).
- 6) Security Card for Syrian students.

## 2) Admission terms and conditions for students holding the Diploma Degrees (Bridging Students)

- 1) Students wishing to pursue a BA degree, and have a Community College Diploma from Jordan, are accepted at the University provided they have scored a 68% average on their Diploma. Students who wish






to study Pharmaceutical Sciences, Architecture and Civil Engineering need a 70% score on their Diploma to be admitted to the aforementioned majors.

2) Students holding a Diploma Certificate from a Non-Jordanian educational institution can enroll at the University upon providing an official letter from the Ministry of Higher Education in their respective country or embassy in Jordan stating that the Diploma qualifies its holder to bridge his/her studies in their country of origin. Students are also entitled to authenticate their Diploma Certificate from the Ministry of Higher Education & Scientific Research in Jordan, as requested from Jordanian students.

No more than 50% of the major credit hours on the study plan may be credited, provided that the student scores at least 60% on major specific subjects.

### **3) Documents required from students holding a Diploma Certificate**

- 1) All the documents required of General Secondary School Certificate holders.
- 2) Diploma Comprehensive Exam certificate duly certified from the Ministry of Higher Education & Scientific Research.
- 3) Diploma marks transcript duly certified from the Ministry of Higher Education & Scientific Research (for Diploma Bridging Students).
- 4) An official letter from the Ministry of Higher Education & Scientific Research in their respective country or embassy in Jordan stating that the Diploma qualifies its holder to bridge his/her studies in their country of origin.



Students are also entitled to authenticate their Diploma Certificate from the Ministry of Higher Education & Scientific Research in Jordan.

#### **4) Admission terms and conditions for Transfer Students**

Students are allowed to transfer from other universities in accordance with the admission rules and regulations effective at the time of transfer. They may transfer from a university that is accredited by the Ministry of Higher Education & Scientific Research in Jordan or the respective Ministry in their country of origin.

- **Documents required from Transfer Students**

- 1) All the documents required of General Secondary School Certificate holders.
- 2) Marks transcript from the university the student is transferring from, duly certified by the Ministry of Higher Education & Scientific Research.
- 3) Letter of Good Conduct from the university the student is transferring from (Students transferring from a Jordanian University).
- 4) Non-Expulsion Letter from the program of study (for students transferring from private universities in Jordan).
- 5) Letter of Recognition for the university the student is transferring from issued by the respective embassies of non-Jordanian students.



## 5) Admission terms and conditions for the Master Program

- 1) The student's average in the Bachelor Degree should not be less than "Good" or its equivalent.
- 2) The student's Bachelor Degree has to be recognized by the Ministry of Higher Education & Scientific Research.
- 3) The student must have been registered as a full-time student during his/her Bachelor Degree study period.
- 4) The student has to provide proof of achieving the required score on the English Language Examination with an authentication of issuance certificate.

- **Students whose Bachelor's Degree average is "Satisfactory" can be admitted to the Master's program provided they fulfill the following conditions:**

- 1) Students have to study three of the courses offered on the Master program, and which are chosen by the Department. Students must score 70%, or its equivalent, on each course with an accumulative GPA not less than 75%, or its equivalent.
- 2) Students with a "Satisfactory" average may be admitted to the MA program provided their numbers do not exceed 20% of the total number of students in the MA program (10% for Jordanian students & 10% for non-Jordanian students).

## • Documents required to register in the Master program

- 1) Original General Secondary School marks transcript, or its equivalent, duly certified.
- 2) BA Degree Certificate and marks transcript, duly certified from the Ministry of Higher Education & Scientific Research.
- 3) Authentication of the BA Degree Certificate from the Ministry of Higher Education & Scientific Research (applicable to graduates of universities whose certificates need to be authenticated).
- 4) English Language Examination Certificate with an authentication of issuance certificate.
- 5) A Letter of Recognition stating that the university which has granted the student his/her BA Degree is recognized in the student's country of origin.
- 6) A copy of the student's Identity Card (Identity Card issued by CSPD for Jordanians and Passport for Non-Jordanians).
- 7) One personal photograph.
- 8) Non-Jordanian students are requested to ask the Cultural Attaché in their respective country embassies to provide the University with a No Objection Certificate (NOC) to study at the University of Petra (applicable to some nationalities).
- 9) Security Card for Syrian students.



## • **Authentication of Certificates & Admission Documents**

### **A) Authentication of Certificates from outside Jordan**

- 1) Authentication of the General Secondary School Certificate, or its equivalent, from the Ministry of Higher Education.
- 2) Authentication of the Diploma Certificate, the Diploma marks transcript, the Bachelor Degree Certificate and the Bachelor Degree marks transcript from the Ministry of Higher Education & Scientific Research.
- 3) Authentication of Certificates from the Ministry of Foreign Affairs.
- 4) Authentication of the Certificates from the Jordanian Embassy in the country of residence.

### **B) Authentication of Certificates from Jordan**

- 1) Authentication of the Certificates from the Ministry of Foreign Affairs.
- 2) Authentication of the General Secondary School Certificate, or its equivalent, from the Ministry of Higher Education.
- 3) Authentication of the Diploma Certificate, the Diploma marks transcript, the Bachelor Degree Certificate and the Bachelor Degree marks transcript from the Ministry of Higher Education & Scientific Research.

### Secondary School Certificate Streams & Minimum Admission Scores

	Major	Minimum Secondary School Certificate Score	Science	Literary/Shari'a	Information Management	Comprehensive Health Education	Tourism/Home Economics (provided students study additional subjects)	Industrial (provided students study additional subjects)	Agricultural (provided students study additional subjects)
1	Civil Engineering	80	✓	x	x	x	x	✓	x
2	Software Engineering	60	✓	x	✓	✓	x	✓	✓
3	Computer Science	60	✓	x	✓	✓	x	✓	✓
4	Computer Information Systems	60	✓	x	✓	✓	x	✓	✓
5	Information Security	60	✓	x	✓	✓	x	✓	✓
6	Arabic Language & Literature	60	✓	✓	✓	✓	✓	x	x
7	English Language & Literature	60	✓	✓	✓	✓	✓	x	x
8	English Language/Translation	60	✓	✓	✓	✓	✓	x	x
9	French & English language & Literature	60	✓	✓	✓	✓	✓	x	x
10	Class Teacher	60	✓	✓	✓	✓	✓	✓	✓
11	Child Education	60	✓	✓	✓	✓	✓	✓	✓
12	Chemistry	60	✓	x	x	✓	x	✓	✓
13	Mathematics	60	✓	x	✓	✓	x	✓	✓
14	Journalism & Media	60	✓	✓	✓	✓	✓	x	x
15	Radio & Television	60	✓	✓	✓	✓	✓	x	x
16	Law	65	✓	✓	✓	✓	✓	x	x
17	Architecture	80	✓	x	x	x	x	✓	x
18	Interior Design	60	✓	✓	✓	✓	✓	✓	✓
19	Graphic Design	60	✓	✓	✓	✓	✓	✓	✓
20	Animation & Multimedia	60	✓	✓	✓	✓	✓	✓	✓
21	Business Administration/(Offered in English & Arabic)	60	✓	✓	✓	✓	✓	x	x
22	Management Information Systems (MIS)	60	✓	✓	✓	✓	✓	✓	✓
23	Finance and Banking	60	✓	✓	✓	✓	✓	x	x
24	Marketing	60	✓	✓	✓	✓	✓	x	x
25	Accounting (Offered in English & Arabic)	60	✓	✓	✓	✓	✓	x	x
26	E-Business & Commerce	60	✓	✓	✓	✓	✓	x	x
27	Pharmacy	80	✓	x	x	x	x	x	x
28	Clinical Nutrition	70	✓	x	x	✓	x	x	x

\*Non-Jordanian students may be exempted from the set Secondary School Certificate acceptance score by up to a maximum of 15 marks, provided that these students' numbers do not exceed 25% of the acceptance capacity allotted to each major (the student has to provide the university with an official letter from the Civil Status and Passport Department stating that the student does not have a Jordanian ID number).